

500.140 - ACCEPTABLE USE POLICY FOR ASSOCIATION ELECTRONIC INFRASTRUCTURE

OEA (the “Association”) has established an electronic infrastructure (“network”). The infrastructure includes but is not limited to the OEA web presence, websites, software applications, hardware, storage media, electronic devices, social media applications, communication systems and cloud/vendor leased systems. In order to promote the efficient and effective operation of the network, and to guard against abuses that could jeopardize its long-range viability, the Association has adopted the following usage guidelines:

1. The Association reserves the right to monitor use of the Network. Accordingly, users of the Network do not have a personal privacy right in any usage of the Network, including communications marked “privileged, confidential, etc.” The right to monitor is reserved to the management of the Association, and users of the Network may not monitor messages sent by other users. The right to monitor is subject to relevant provisions of any collective bargaining agreement by and between the Association and staff unions representing Association employees.
2. Except as otherwise provided in an Association collective bargaining agreement or policy, the Association will assume no liability for any claim, suit, criminal prosecution, or judgment against a user of the Network because of any action taken by him/her in the course of such use.
3. Association employees who fail to comply with these guidelines, or who otherwise use the Network in an unlawful, improper, or inappropriate manner, will be subject to discipline in accordance with any relevant Association collective bargaining agreement or policy. Non-Association employee users may for the foregoing reasons be denied further access to the Network. In addition to the above remedies, the Association reserves the right to take appropriate legal action against any user of the Network for unlawful, improper, or inappropriate use. “Unlawful, improper or inappropriate use” includes, but is not limited to, criminal or unlawful activity, invasion of privacy, sexual or other harassment, copyright infringement, “overloading” the Network, and use of defamatory or obscene language.

All communications and documents in the Network are discoverable in a lawsuit, whether those messages are related to Association business, staff union business, or personal, and users should treat such messages the same as other written documents. The Association, on a systematic and timely basis, and per the Association document retention policy, will erase permanently communications and documents in the Network. Except for those communications and documents in the Network which for business or other reasons must be retained for extended periods, users of the Network should maintain all documents and communications within the OEA network and not on the hard drive of their individual devices or on non-association devices or equipment.

4. Although the primary purpose of the Network is to facilitate the business of the Association, Association employees may use their individual computer stations and the Association Network facilities and equipment to send personal, non-Association-related communications. Such use should be kept to a minimum, and to the extent possible, should not interfere with accomplishing the work of the Association.

These guidelines apply to all users of the Network, including those granted access by the Association, and those granted access by local affiliates. The Association reserves the right to amend these guidelines from time-to-time as they deem appropriate. Users will be notified of any such amendments.

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