

# Delaware Municipal Clerk of Court

## Administrative Policies & Procedures Manual

Effective: January 25, 2010



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## **Section I - INTRODUCTION**

The intent of this Administrative Policies and Procedures Manual is to assist you in understanding the internal procedures, policies and benefits that apply as a Delaware Municipal Clerk of Court employee. These administrative policies apply to all employees of the Delaware Municipal Clerk of Court.

The Clerk reserves the right to amend and interpret these policies at any time. These policies will be effective on January 6, 2010. The effective dates of any amendments to these policies and the adoption of new policies will be noted at the end of each policy. Any amendments to these policies will be made in writing.

## **Section II – EMPLOYMENT POLICIES**

### **Policy 1. At-Will Employment**

This policy is intended to establish a common understanding and consistent standards and expectations regarding the at-will employment relationship between the Delaware Municipal Clerk of Court and employees of this office.

**(A)** The Clerk is an at-will employer. At-will employment means an employee's employment is not governed by any contract express or implied. An employee may voluntarily leave employment with the Delaware Municipal Clerk of Court at any time, and the Clerk may terminate the employment relationship with an employee at any time, with or without cause.

### **Policy 2. Equal Employment Opportunity**

The Delaware Municipal Clerk of Court is committed to equal employment opportunity for all qualified individuals without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran status, or non-disqualifying disability, and will engage in employment practices and decisions including recruitment, hiring, working conditions, compensation, training, promotions, transfers, retention of employees, and other terms, benefits, and privileges of employment that are based on job-related criteria and qualifications. This policy applies to current employees as well as applicants for positions of employment with the Delaware Municipal Clerk of Court.

### **Policy 3. Access to Employee Work Environment**

This policy is intended to establish consistent standards and expectations regarding the ability of the Clerk to access employees' work environment.

**(A)** The Clerk shall have access to all work space, furniture, equipment, supplies, and other items provided to the employee. Employees do not have an expectation of privacy with respect to those items including desks, credenzas, cabinets, or closets.

**(B)** The Clerk shall have access to all telephone and computer network devices provided to employees. Employees do not have an expectation of privacy with communications made through or information placed or maintained in or on those devices, including email, hard drives, and telephone records.

### **Policy 4. Outside Employment**

The Delaware Municipal Clerk of Court recognizes that some employees may hold positions of employment outside of their Clerk of Court employment. In these situations,

the Clerk of Court is the primary employer and requires that the employee notify the Clerk of the secondary employment immediately. Any negative affects, including but not limited to, absenteeism, tardiness, and loss of productivity that the Clerk concludes has resulted from the outside employment may result in progressive discipline, up to and including termination. Employees shall not use Clerk of Court owned equipment for employment outside of Delaware Municipal Clerk of Court employment purposes. If the secondary employment appears to create a conflict of interest, the employee may be required to discontinue that employment.

#### **Policy 5. Policy and Procedure Violation Policy**

Once a violation of policies or procedures is reported to the Clerk of Court, the Clerk or designee will review the incident. If discipline is appropriate, discipline would include, but not be limited to counseling; oral reprimand, written reprimand, and/or suspension. Steps may be skipped to a higher level depending on the seriousness of the infraction. Termination can and also will be considered in lieu of any suspension.

If any violation includes any form of physical violence or verbal abuse to co-workers or the general public, this policy will not apply. Actions along this line will constitute additional disciplinary actions.

If three written reprimands, suspensions, or any combinations of these are received during a two-year period, an additional suspension of no less than one day will be issued with the last disciplinary action.

Any discipline involving a suspension can be referred by the Clerk of Court to the City Department of Administrative Services to determine if suspension is justified prior to issuing discipline.

### **Section III - STANDARDS OF EMPLOYEE CONDUCT**

This policy applies uniformly to all employees who are under the jurisdiction of the Delaware Municipal Clerk of Court. To provide all employees of the Delaware Municipal Clerk of Court office with a clear understanding of the behaviors expected of them and behaviors which are prohibited. To standardize the rules of employee conduct so that they are applied fairly and understood by all employees. However, no provision of this document is to be construed as an employment contract. All employees of the Delaware Municipal Clerk of Court are at-will employees who serve at the pleasure of the Clerk of Court.

#### **Policy 6. Code of Conduct**

An employee should keep in confidence all legal and administrative matters before the court that are not a matter of public record. An employee should refrain from making any public comment involving a legal matter before the court. An employee should not express to any person, not an employee of the court, a personal opinion about a pending case or issue. An employee should not disclose the extent of his/her involvement in the decision-making process.

An employee should not release to the public any work product of the Clerk of Court not a matter of public record.

An employee and former employee should refrain from any comment or action that would cause a loss of confidence in the judicial process, the judicial system, the court, or any Judge, Magistrate, Clerk of Court, or employee of the court or Clerk of Court.

#### **Policy 7. Impropriety and the Appearance of Impropriety**

An employee should not engage in activity that gives or creates an appearance of impropriety. An employee should not allow family, social, or other relationships to influence official conduct or judgment. An employee should not lend the prestige of the Clerk of Court office to advance the private interest of others; nor should an employee convey or permit others to convey the impression that he/she is in a special position of influence.

An employee should respect and comply with the law and should conduct himself/herself at all times in a manner that promotes public confidence in the integrity and impartiality of the judiciary.

An employee should abstain from public comment about a pending or impending proceeding in the court not a matter of public record. An employee should not disclose to any person any confidential information received in the course of official duties, nor should such information be used for personal gain.

An employee should not perform any discretionary or ministerial function, including the assignment of cases, in a manner that improperly favors any person, group, litigant, or attorney, nor imply that he/she is in a position to do so.

### **Policy 8. Personal Activities**

An employee may write, lecture, teach, and speak on legal or non-legal subjects, and engage in acts, sports, and other social and recreational activities, as long as such activities do not detract from the Clerk of Court office, or interfere with the performance of his/her official duties.

An employee may participate in civic and charitable activities that do not detract from the dignity of the office or interfere with the performance of his/her official duties. An employee may serve as an officer, director, trustee or non-legal advisor of an educational, religious, charitable, fraternal, or civic organization, subject to the following limitations.

The prestige of the office should not be used in the solicitation of funds.

Funds should not be solicited from persons likely to come before the Clerk of Court.

An employee should not engage in financial and business dealings that tend to detract from the dignity of the office, interfere with the performance of official duties, or exploit the employee's official position.

Neither an employee nor a family member residing in the employee's household should accept a gift, bequest, favor, or loan from any person whose interests have come or are likely to come before the Clerk of Court, or from any other person under circumstances that might reasonably be regarded as influencing or appearing to influence the performance of the employee's official duties. An employee should report the value of any gift or bequest, other than from a relative by blood or marriage, as required by law.

### **Policy 9. Compliance with Orders**

An employee shall immediately and completely carry out the lawful orders of the Clerk, or designated supervisor, which pertain to the discharge of the employee's duties.

An employee shall conform with, and abide by, all rules, regulations, orders, and directives established for the operation and administration of the Delaware Municipal Clerk of Court office.

### **Policy 10. Attendance**

Each employee is important to the operation of this organization and each job function is vital. Accordingly, it is essential that each employee take personal responsibility for

good attendance practices as attendance is a vital concern to this office. It is recognized that illness, personal matters, and emergencies may occasionally occur which could not have been predicted and that may cause an employee to be away from work. Abuse or misuse of leave and failure to timely notify the Clerk or Chief Deputy on one's need for leave adversely impacts and disrupts the orderly operation of the office. The Clerk of Court normal office hours are 8:00 a.m. until 5:00 p.m. Employees shall contact the Clerk or designee prior to 7:30 a.m. for unscheduled absence at the beginning of the work day. When calling in, a reason **MUST** be given for the employee's absence. Simply "I won't be in today" is not an acceptable excuse.

### **Policy 11. Normal Hours of Operation**

Normal hours of operation for all Clerk of Court employees are 8:00 a.m. to 5:00 p.m. Monday through Friday. Overtime is determined on a case-by-case basis and must be approved by the Clerk of Court or designee PRIOR to performing any overtime. Employees are expected to be at their work area prepared to work at 8:00 a.m. Tardiness is not tolerated and will be dealt with according to progressive discipline. Conversely, employees are not expected to work no more than 40 hours per week. If the employee is asked to work more than 40 hours during a work week, the employee must receive compensatory time or overtime pay under the Fair Labor Standards Act. Any employee who works the additional requested hours and does not receive compensatory time or overtime pay should report the violation promptly to the City's Department of Administrative Services.

Without prior consent of the Clerk of Court or designee, no employee may leave the Justice Center building for any length of time. This includes but is not limited to all perceived meetings and/or training.

### **Policy 12. Designated Times for Lunch**

Each employee will be assigned one hour for lunch. The lunch break for employees scheduled between 11:30 a.m. and 12:30 p.m. lunch will begin no earlier than 11:25 a.m. and taken no later than 11:30 a.m. Those scheduled between 12:30 p.m. and 1:30 p.m. will begin no earlier than 12:30 p.m. and taken no later than 12:35 p.m. Coverage must be maintained during the lunch hours, therefore prompt departure and return is necessary. The Clerk or designee will make a determination as to any alteration in this designated time frame. At no time shall an employee deviate from this schedule without the prior approval of the Clerk or designee, however arrangements between employees to switch lunch times may be made; the Clerk or designee shall be notified in advance of any such change.

### **Policy 13. Scheduled Time Off**

All scheduled time off, will require a request for leave form being completed **prior to the time being taken off**. All necessary signatures must be included on the leave request form in order for the leave to be valid. Failure to complete the form in advance of time

being taken off could result in the leave request being denied, which could result in no pay being awarded for the time off and/or disciplinary measures.

#### **Policy 14. Vacation/Personal Leave Requests**

All Clerk of Court personnel are to submit vacation and personal leave requests in writing. Prior to submission efforts should be made to coordinate time off internally within your division to avoid conflict. Time off will be considered providing that it does not disrupt the operation of the Clerk's office. Request will not be considered if submitted less than 48 hours in advance. The Clerk or designee has the authority to cancel time off due to reduction of work force on any given day.

#### **Policy 15. Sick Leave Policy**

Sick leave must be taken in increments of not less than one half hour. This time includes travel to and from the appointment as well as the appointment time. In instances where doctor or dental appointments have been scheduled in advance, a request for leave slip must be filled out with appropriate signatures. Should the appointment be longer or takes less time than anticipated, your time will be adjusted accordingly. It is recommended, that if at all possible, doctor and dental appointments be scheduled at an appropriate time to lessen the burden on fellow employees. This means taking into consideration your division and work load.

The use of sick leave is allowed for an absence due to personal illness, pregnancy, injury, exposure to a contagious disease that could be communicated to other employees, and for illness or injury of the employee's spouse, children or step children or other dependents who rely on the employee for his/her health and well being. The use of sick leave is so described in the Clerk of Court pay plan and those are the only circumstances under which a request for sick leave will be granted to the requesting employee.

#### **Policy 16. Payroll**

All Clerk of Court personnel are expected to turn in all completed time cards to the Clerk or designee upon request or by 9:00 a.m. on the Tuesday of payroll week. When completing your payroll card, indicate eight (8) hours for that Tuesday unless a pre-approved request for leave slip has been submitted. Any change of time after payroll is processed for that Tuesday will be recorded on the next payroll period.

#### **Policy 17. Government Property**

All government property, including but not limited to supplies, equipment, wired telephones, cellular telephones, computer hardware, computer software, electronic mail, fax machines, and internet usage are to be used for official purposes only, unless otherwise stated.

## **Policy 18. Personal Conduct**

Employees of the Delaware Municipal Clerk of Court have a responsibility to respect the diversity of our office and afford fellow employees a workplace free from harassment and intimidation. Employees shall recognize the limitations of their authority and at no time use the power of their position for personal advantage or gain. No employee shall accept or solicit bribes, gifts, money or favors from vendors or agencies/entities with which the Delaware Municipal Clerk of Court has a regulatory or fiduciary relationship.

## **Policy 19. Civil Workplace**

Civility is valued here. The Clerk of Court is dedicated to maintaining a workplace that is both productive and civil. An employee shall recognize his/her responsibility as a public servant. Employees must treat colleagues, coworkers, internal/external customers, and the public with respect. Courteous and positive communication is expected; belittling, rude, hostile, and volatile behavior will not be tolerated. Disagreements are to be settled by discussion and/or intervention by the Clerk of Court or designee. No employee shall act in a manner that disturbs the morale of other employees.

## **Policy 20. Harassment Prohibited**

The Delaware Municipal Clerk of Court is committed to providing a professional work environment that maintains employee equality, dignity, and respect. In keeping with this commitment, the Delaware Municipal Clerk of Court's office strictly prohibits discriminatory practices, including sexual harassment. Any sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated, whether it occurs in the workplace or at outside work-sponsored activities.

### **(A) Sexual Harassment defined:**

Sexual harassment is illegal under federal, state, and local laws. It is defined by the Equal Employment Opportunity Commission as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1)** Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2)** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- (3)** The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive working environment.

The types of behaviors that constitute sexual harassment may include, but are not limited to:

Unwelcome sexual flirtations, advances, or propositions; derogatory, vulgar, or graphic written or oral statements regarding one's sexuality, gender, or sexual experience; unnecessary touching, patting, pinching, or attention to an individual's body; physical assault; unwanted sexual compliments, innuendoes, suggestions or jokes; or the display of sexually suggestive pictures or objects.

**(B) Definitions:**

1. **Discrimination:** Employment decisions implicitly or explicitly based on a protected status or characteristic, or treating an employee differently merely on the basis of a protected characteristic, e.g., sex, race, ethnicity, religion, age, disability, or military status.
2. **Harassment:** Repeated, unwanted, or unwelcome words or behaviors of a sexist, racist, or ageist nature, or with overtones related to a protected characteristic, e.g., sex, race, ethnicity, religion, age, disability, or military status.
3. **Hostile Environment:** Conduct that has the purpose or effect of unreasonably interfering with a person's job performance or creates an intimidating or offensive work environment.
4. **Quid Pro Quo Sexual Harassment:** (1) Making submission to sexual demands an implicit or explicit term or condition of employment; (2) making decisions affecting someone's employment or compensation on the basis of whether the person submits to or rejects sexual demands.
5. **Unwelcome Behavior:** Conduct that the employee did not solicit or incite and that the employee regards as undesirable or offensive.
  - A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
  - B. Submission to or rejection of such conduct is used as a basis for any employment decision.
  - C. Such conduct has the purpose or effect of substantially interfering with work performance or creating an intimidating, hostile, or offensive work environment.

**(C) Procedure**

1. Any employee who believes that he or she has been the subject of intimidation, coercion, or harassment, including but not limited to, any of the conduct listed above, should bring it to Clerk of Court, or designee, either orally or in writing.

2. If, for some reason, an employee does not feel that he or she can report the improper conduct to the Clerk of Court, or designee, the complaint should be filed directly with the Department of Administrative Services of the City of Delaware.
3. It is the Clerk of Court, or her designee's responsibility to immediately begin an investigation into the alleged complaint, including interviewing any person who may have witnessed the improper conduct.
4. If, after a reasonable length of time, an employee wants to know the status of an investigation, or if there are continued incidents, contact the Clerk of Court, her designee, or the Department of Administrative Services.
5. All complaints will be handled in a timely manner, and if a complaint is determined to be valid, appropriate disciplinary action will be taken.

**(D) Enforcement**

This policy applies to all employees, managers, supervisors, and other staff, whether related to conduct engaged in by fellow employees, supervisors, or someone who is not directly related to the Delaware Municipal Clerk of Court office, such as a vendor, consultant, client, customer, or other contact. All supervisors have the duty to ensure that no individual or employee is subjected to sexual harassment, and to maintain a workplace free of such harassment. Supervisors will discuss this policy with employees and assure them that they are not required to endure any acts of sexual harassment.

The Delaware Municipal Clerk of Court will make every reasonable effort to ensure that all employees are familiar with this policy and are aware that each complaint received by the Delaware Municipal Clerk of Court office will be investigated and resolved appropriately. It is the Delaware Municipal Clerk of Court office policy to encourage the reporting of all perceived incidents of sexual harassment, regardless of the position of the alleged offender. Every employee is also encouraged to raise any questions or concerns regarding this policy with the Department of Administrative Services. The Delaware Municipal Clerk of Court will take all steps that are necessary to enforce this policy prohibiting sexual harassment.

There will be no intimidation, coercion, threats, retaliation, or discrimination against any employee for complaining about improper conduct.

**Policy 21. Personal Appearance of Employees**

It is important for all employees to project a professional image of the Delaware Municipal Clerk of Court. This policy is intended to define appropriate business attire during normal business operations and casual attire on designated days.

Listed below is a general overview of acceptable business casual wear as well as a listing of some of the more common items that are not appropriate for the office. Neither group is intended to be all-inclusive. Rather, these items should help set the general

parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed. All attire should fit appropriately.

**Slacks** – Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris and nice looking synthetic pants are acceptable. Inappropriate items include denim of any color, sweatpants, wind-suits, skorts, shorts, Bermuda shorts, bib overalls, leggings, spandex or other form-fitting pants.

**Shirts** - Casual shirt, golf shirt, sweaters, turtlenecks and cotton shirts are acceptable. Inappropriate items include tank tops, denim, t-shirts, sweatshirts, shirts with large lettering, logos or slogans, halter-tops, spaghetti-straps, and tops with bare shoulders. Plunging necklines and tops which bare any portion of the torso even when sitting are not allowed.

**Dresses and Skirts** - Casual dresses and skirts, and split skirts at or below the knee are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Mini-skirts and spaghetti-strap dresses should not be worn to the office.

**Footwear** - Loafers, dress boots, flats, dress sandals, dress heels, open-toed shoes, clogs, leather deck-type shoes, athletic or walking shoes, and sneakers are acceptable. Footwear should be new or gently worn. Thongs, flip-flops and slippers are not acceptable.

**Accessories and Jewelry** – No visible tattoos or non-traditional body piercing. No more than two earrings per ear for women. No earrings for men.

**Courtroom** - Appropriate business dress and shoes required. Athletic shoes and sneakers are not acceptable.

**Grooming** - Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, moustaches, and beards should be neatly trimmed.

**Cologne** – Perfume, cologne and after-shave are optional, but if used perfume, cologne or after-shave should be used sparingly. It must not be so strong as to call attention to oneself in a closed elevator or office.

## **Policy 22. Use of Court Equipment**

This policy is intended to establish consistent standards for the use of equipment by employees in the performance of their duties with the Delaware Municipal Clerk of Court.

### **(A) Standard of Care.**

The appropriate use of court equipment can improve the efficiency of the court and its employees. As a result, employees should use a reasonable standard of care when using court equipment.

### **(B) Telephone and Fax Machine Usage**

This policy establishes a uniform procedure for all Delaware Municipal Clerk of Court employees who have access to city wired telephones, cellular phones, and fax machines that are to be used in the performance of their duties and establishes the office's policy on the use of personal cellular phones during business hours.

- (1) All Delaware Municipal Clerk of Court employees are responsible for the effective and efficient use of telecommunications equipment and services. An employee should exhibit the highest standard of professionalism when using the telephone, including cellular telephones. This standard includes answering incoming calls in a timely manner, identifying one's name and the Clerk of Court, and regularly updating voice mail messages.
- (2) While the carrying and use of cellular phones during work hours is not currently restricted the Clerk recognizes that it may be necessary to make or accept a **limited** number of personal telephone calls while at work. The frequency and duration of such calls should be kept to a minimum and, when possible, made during the lunch hours. Service to customers should never be interrupted by an employee making or receiving personal phone calls, unless it is an emergency. All incoming and outgoing personal calls should be made from personal cellular phones and limited during business hours. Personal cellular phone ring tones should be on vibrate or off during business hours.
- (3) Except in the case of emergencies, personal long distance calls should not be made from wired city telephones and charged to the city.
- (4) An employee shall not place personal fax transmissions at the Clerk's expense.
- (5) An employee does not have a right of privacy in telephone calls or fax transmissions sent or received through the Clerk of Court telephone system.

### **(C) Assignment of Cellular Telephones**

- (1) Basis for Assignment. A cellular telephone may be assigned to an employee who demonstrates a need to use this type of communication device to more efficiently perform his or her assigned duties and responsibilities with the Clerk of Court office.
- (2) Use for court business purpose. An employee who is assigned a cellular telephone shall restrict his or her use of the device to Clerk or court business.

- (3) Damage, loss, and theft. An employee who is assigned a cellular telephone shall safeguard the device from damage, loss, and theft. If a cellular telephone assigned to an employee's use is damaged, lost, or stolen, the employee shall immediately notify the Clerk. If theft is suspected, the employee shall also file a police report.
- (4) Use while operating a motor vehicle. An employee who is assigned a cellular telephone shall avoid using the device while operating a motor vehicle unless the communication is necessary for the employee to carry out his or her duties.

**(D) Computer Network.** Clerk of Court computers and information systems are the property of the Delaware Municipal Clerk of Court. They may be used only for explicitly authorized purposes. Personnel have no rights to privacy with regard to the Internet and e-mail. The Clerk of Court may access any files stored on or deleted from computers and information systems. When necessary, Internet and e-mail usage patterns may be examined for work-related purposes, including situations where there is a need to investigate possible misconduct and assure that these resources are devoted to maintaining the highest levels of productivity.

- (1) Privacy and Security. In using the computer network, an employee should use care and discretion to preserve the security of the network and the confidentiality of the information it contains.

An employee does not have a right of privacy in e-mail messages or any electronic transmissions sent or received through the computer network or through the Internet as such transmissions may be sent over private lines, are subject to interception and monitoring, and may be retrieved even after apparently being deleted.

An employee does not have a right to privacy in Internet sites visited through the computer network.

- (2) Safeguards. To safeguard the integrity of the computer network, an employee shall not knowingly do any of the following:
  - Let any person who is not an employee use the Clerk's computer network without permission of the Clerk or designee, except for the public access terminal maintained by the Clerk;
  - Provide his/her password or other identification to a person who is not an employee of the Clerk that allows that person to use the Clerk's computer network. (An employee who gives his/her password to an employee for troubleshooting or administrative purposes should change the password upon completion of the work);
  - Attempt to break-in or "hack" into the Clerk's computer network or to obtain another employee's computer network password;

- Monitor, intercept, or attempt to monitor or intercept any network traffic, including another employee's e-mail activity or use of the Internet, without approval of the Clerk or designee.
- (3) Copyright Protection. An employee shall not knowingly duplicate or disseminate material that the Clerk has a legal obligation to protect under federal copyright law.
  - (4) Additions to Computer Network. An employee shall not knowingly connect or add any hardware, software, or other device to the Clerk's computer network, including a computer assigned for his/her use, without the approval of the Clerk or designee.
  - (5) Prohibited uses of computer and information systems including, but not limited to, email and the internet:
    1. violating local, state, and/or federal law;
    2. harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion or political beliefs;
    3. threatening others;
    4. soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters which are not job related;
    5. using computers or information systems in association with the operation of any for-profit business activities or for personal gain;
    6. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus;
    7. sending chain letters;
    8. accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale;
    9. using the Internet for political activity;
    10. using the Internet to sell goods or services or generally to conduct any form of e-commerce not job related or specifically authorized in writing by an approving authority;
    11. downloading and viewing non-work-related streaming audio or video (e.g. listening to radio stations, etc.) due to the limited bandwidth of the system;
    12. intentionally using Internet facilities to disable, impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user;
    13. uploading or downloading games.
    14. participating in chat rooms, listserv, and newsgroups that are not related to legal or court management issues,
    15. obtaining access to or distributing material that is obscene or pornographic;
    16. seeking or obtaining information about files, documents, or other data that are private, confidential, or otherwise not open to public

inspection, unless specifically authorized to do so by the file owners; or copying, modifying, or deleting such files, documents, or data without authorization. Employees shall take all reasonable precautions to prevent the inadvertent dissemination of another's information via the Clerk's computer network.

**Note:** Whether during normal office hours or not, these prohibitions apply at all times. Personnel cannot expect that the information they convey, create, file or store in the Clerk of Court computers and information systems will be confidential or private regardless of the employee's intent.

## RECEIPT AND ACKNOWLEDGEMENT FORM

The employee Administrative Policies and Procedures Manual describes important information about the Delaware Municipal Clerk of Court office, and I understand that I should consult the Clerk or designee regarding any questions not answered in the manual.

I have entered into my employment relationship with the Delaware Municipal Clerk of Court office voluntarily and I acknowledge that there is no specified length of employment. Accordingly, either I or the Delaware Municipal Clerk of Court office may terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur, except to the Delaware Municipal Clerk of Court office policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Delaware Municipal Clerk of Court has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I have received the manual, and I agree to abide by the policies contained in this manual, and any revisions made to it, as a condition of my employment and my continuing employment at the Delaware Municipal Clerk of Court office.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Please Print)