

RESOLUTION #009-2014

A RESOLUTION AMENDING THE PERSONNEL HANDBOOK
OF THE TOWN OF CRESTONE

WHEREAS, the Town of Crestone, Colorado, adopted Ordinance 2013-003 on June 10, 2013, which established a personnel policy for town employees; and

WHEREAS, said Ordinance allows the Board of Trustees to approve amendments to said policy by Resolution of the Town Board; and

WHEREAS, Resolution #003-2014 amended certain sections of said policy on February 10, 2014; and

WHEREAS, an additional amendment is required to the section on Electronic Communications.

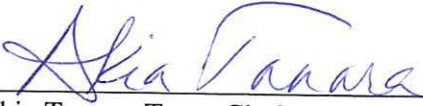
NOW THEREFORE, be it resolved by the Board of Trustees of the Town of Crestone that the Personnel Handbook of the Town of Crestone be amended to read as follows:

9.3.04 **Employees or town volunteers shall refrain from conducting town business on personal computers, notebooks, iPhones, iPads or any personal electronic device and from shall not leave town leaving documents or on such electronic devices in any place where they might be viewed by the public or unauthorized persons. *Such employees and volunteers will take proper steps to secure town business from unauthorized access on personal computers.* No town employee shall utilize his or her town title for the purpose of personal e-mails or other than ~~for~~ authorized town business. This paragraph is intended to protect the town and the user from misrepresentation, risk of hacking and/or leaks of confidential information.**

DONE and SIGNED this 14th day of April, 2014.


Kairina Danforth, Mayor

Attest:


Akia Tanara, Town Clerk