



**CITY OF AUSTIN
ADMINISTRATIVE BULLETIN**

TITLE: Use of City Resources by Non-Civil Service Employees

ADMINISTRATIVE BULLETIN No. 98-01

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Prepared by: Human Resources Department

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Manager's Approval: _____

I. Purpose

To provide guidelines for use of City resources, by non-civil service employees and employee organizations, which will further the organization's health, resulting in improving the City's ability to deliver quality customer service. This Administrative Bulletin does not apply to employees who are covered by the state Civil Service statute.

II. Policy

To define appropriate usage of City of Austin facilities and communication tools by City of Austin non-civil service employees.

III. Procedure

A. Use of facilities

A Department Director, or his/her designee, may designate meeting rooms not usually available to the public, for use by non-civil service employees. Use of City facilities is appropriate under the following guidelines:

1. Requests for facility usage should be reviewed and approved by Department Directors or his/her designee.
2. Usage should be scheduled in accordance with departmental procedures.
3. Usage shall not displace other City business, have a negative operational impact on the City, or cause additional unrecovered costs to the City. Other City needs may preempt a scheduled event.
4. Meeting uses shall be related to organizational health, City business, or other City interests.
5. Unacceptable uses include political advertising, commercial uses, or any activities that cause undue risk to the City. Admission, or other charges, money-raising activities, and/or sales are not allowed. Membership solicitation may be allowed, on a limited basis (for example, handing out membership forms at the end of a meeting or providing brief statements on membership benefits), but not as a primary meeting purpose.
6. Facilities generally available to the public may be made available to non-civil service employees, employee groups or representatives in accordance with existing guidelines and procedures for public use of City facilities.

B. Communication Tools

The City may allow use of communication tools under the following guidelines:

1. Designated employees may make reasonable use of facsimile machines for uses related to organizational health, City business or other interests. Such usage should be reviewed and approved in advance by the Department Director or his/her designee.
2. Unacceptable use of facsimile machines include solicitation, political positions or agendas, positions or opinions of employee or employee group not related to City interests, or commercial uses.
3. Employee groups shall not have access to the City's e-mail systems. Individual employees will not be permitted to use e-mail for any purpose other than City business.
4. Wall space for bulletin boards can be made available to employee groups. The cost of bulletin boards and installations will be borne by the employee group. Installation is subject to current building code. Acceptable uses for bulletin boards are those related to organizational health, City business or other City interests. Departments may provide additional written guidelines for bulletin boards and may request written agreement to comply with these guidelines prior to use.
5. Employee groups may also use open bulletin boards on City property. These bulletin boards are normally located in public access such as cafeterias, snack rooms, or hallways, where the public has open access.