



INTEROFFICE MEMORANDUM

Date: August, 2019

TO: All College Employees

FROM: G. Duncan Harris, Chief Executive Officer

A handwritten signature in black ink, appearing to read 'G. Harris' with a stylized flourish.

SUBJECT: **Electronic Monitoring in the Workplace**

Pursuant to Chapter 557, Section 31-48d of Connecticut General Statutes, this notice is to inform employees that they are subject to electronic monitoring in the workplace. For the purpose of this Act, “electronic monitoring” means:

The collection of information on an employer’s premises concerning employees’ activities or communications by any other means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photo-electronic or photo-optical systems...

“Electronic monitoring” does not include the collection of information for security purposes in common areas and notice of electronic monitoring is not required where the employer has reasonable grounds to believe that employees are engaged in illegal conduct or conduct which creates a hostile workplace and some type of electronic monitoring may produce evidence of the misconduct.

This notice reiterates that by publication of Board Policy 2.81 (Conduct and Procedures for Use of Community Technical College Computing Resources) on July 22, 1985 and republication on September 19, 1995, CTC employees are on notice that all computer accounts may be monitored by the system Computer Center or campus computing centers to ensure proper and efficient system usage, identify possible software problems, or check for security violations. By using a computer account, you are deemed to have given legal consent to such monitoring.

In addition, this shall constitute notice pursuant to Public Act 98-142 that the College may monitor telephone calls made from individual employee extensions, telephone calling card use by those to whom a State calling card has been issued, and the use of fax machines. Questions concerning this notice may be directed to the office of:

Associate Dean of Campus Operations
Capital Community College
950 Main Street, Room 210
Hartford, CT 06103 (860) 906-5051