



employee relations

BULLETIN

May 6, 1999

To: Department Management Representatives

Subject: USE OF CITY E-MAIL FOR UNION BUSINESS

Recently we have become aware of incidents where City employees have used the City E-mail system to circulate information regarding various union matters. Please be advised that any use of City E-mail to circulate information, newsletters, or personal opinions regarding union business or activities is prohibited and grounds for possible disciplinary action. Use of City equipment for union business would also include sending E-mail to a union via a City computer on City time or viewing a union web site on City time. Such use of electronic communications is contrary to both the City's Internet Policies and Guidelines (issued by the Information Technology Agency on April 11, 1997; available on the City Intranet at <http://www.lacity.org/policy/intpolgu.htm>) and guidelines previously issued by this Office (April 24, 1990) stating that City equipment may not be used by City employees or others for employee organization purposes. Additionally, a California court recently ruled that sending mass unsolicited E-mail from the Internet through an employer's private E-mail system is an illegal form of trespass.

Distribution of union-related materials may only occur during non-working time in non-work areas. Some Memoranda of Understanding provide for the placement of union notices on management-approved bulletin boards.

Departmental E-mail coordinators must be instructed not to forward any E-mail that pertains to union business and to refer all such communications to Department management for appropriate action.

Any questions regarding this matter should be directed to Susan Harbach at 485-2847.

cc: Departmental E-mail Coordinators (via Groupwise)

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