

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Personal Actions on Company Time

Policy:

This policy and procedure has been adapted from a memorandum that was written by Joel Paul, Jr., Executive Director of Tri-County Community Council, Inc. on October 13, 2010. Quote: “It has come to our attention some employees are accessing social networking sites such as Facebook, MySpace, Twitter, etc. on agency time.

Procedure:

1. AGENCY **prohibits** the personal use of “social networking” such as YouTube, Facebook, MySpace, Twitter, etc., **on company time**.
2. Personal TEXTING shall be **limited**. Ongoing Texting shall be done on lunchtime and breaks.
3. **This includes using your own personal property if you are on company time.**
4. Supervisors shall monitor such actions. Anyone posting to social networking sites on company time will receive disciplinary action.”