

RESOLUTION FOR THE MINUTES

A RESOLUTION to amend the *Administrative Manual – By-Laws, Management and Personnel* by the addition of a new Chapter 8, entitled “Electronic Resources Use, Access and Communications.”

WHEREAS, in light of the increasing reliance on electronic devices, web-based services, and email and social media platforms on the part of DRBC staff and those with whom the staff routinely interact in both business and personal contexts, the Commission has determined that guidelines for the use of such devices, services and platforms in connection with the staff members’ DRBC employment are needed; and

WHEREAS, in particular, guidance is required to establish privacy expectations and to define the obligations of DRBC employees to the Commission when they engage in business and personal use of electronic devices and media; now therefore,

BE IT RESOLVED by the Delaware River Basin Commission that:

1. Chapter 8, entitled “Electronic Resources Use, Access and Communications,” a copy of which is attached, is hereby added to the *Administrative Manual – By-Laws, Management and Personnel*.
2. Chapter 5, Section 5.13 B. of the *Administrative Manual – By-Laws, Management and Personnel*, “Causes for Disciplinary Action,” is also hereby amended to include the following:
 8. Failure to comply with the policies set forth in Chapter 8, relating to the employees’ use of, access to and communications using electronic media.

This amendment shall take effect immediately.

ADOPTED: September 16, 2015