



## **PRIVACY EXPECTATION**

### **I. PURPOSE**

To effectively communicate the accountability and responsibility each employee has when he/she works for the City.

### **II. SCOPE**

This policy applies to all City employees.

### **III. POLICY**

All employees are responsible for a level of confidentiality that will preserve an environment that supports sincerity, honesty, and ethical behavior.

However, as public sector employees supported by public funds, employees should not expect privacy in their work, workstations, and/or anything that belongs to the City used to produce that work. As official government records, most types of communication, unless they fit an exception to disclosure, may be made available to the public upon written request in accordance with procedures defined in the Public Information Act.

See [Personnel Records and Privacy #040](#).