



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

UNAUTHORIZED ELECTRONIC SURVEILLANCE | 4003.04

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the District's goal of promoting harmonious, collaborative and cooperative relationships among staff. For this reason, no employee may record the conversation of another employee without his or her full knowledge and consent.

No employee may record, by any means, a conversation with another employee unless all of the following criteria are met:

1. A legitimate purpose for the recording.
2. A recording device in plain view.
3. Written authorization from all parties to be recorded and the Superintendent or Designee.

Secret recordings are strictly prohibited unless authorized in writing by legal counsel. A violation of any of these provisions may result in disciplinary action, including termination. This directive does not apply to building or other video surveillance equipment the District installs and maintains for security of students, staff, and visitors

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.