

Data security is a critical priority, and employees are strictly prohibited from inputting sensitive or personally identifiable information (PII) into public AI platforms. This includes but is not limited to Social Security numbers, HIPAA-protected health records, and active criminal investigation details. Beyond security, ethical guardrails are in place to prevent the use of AI for "deepfakes," impersonations, or unauthorized automated decision-making that could impact a citizen's eligibility for services or employment. Any use of AI that infringes on copyright or bypasses intellectual property protections is also forbidden.

Outside Employment

Employees are permitted to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

1. Activities and conduct away from the job must not compete, conflict with, or compromise the County interests or adversely affect job performance and the ability to fulfill all responsibilities to the County. Employees are prohibited from performing any services for citizens/customers/clients on nonworking time that are normally performed by the County. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.
2. Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving work early, refusal to travel or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, and, if necessary, normal disciplinary procedures will be followed to deal with specific problems.
3. It shall be a violation of this policy, punishable by disciplinary action up to and including termination, for an employee while on paid or unpaid leave of absence, other than vacation or military leave, to engage in employment for another employer, or to engage in activities on behalf of a business owned or partly owned by the employee.

Safety

Irwin County is committed to maintaining a safe workplace.

Employees are required to comply with all safety rules and report unsafe conditions or injuries immediately.