

EMPLOYER RESOURCE CENTER (Computer Usage Policies)

- Computers are to be used by **employers only** for workforce development, labor market information, and general employment information **only**.
- Unauthorized or inappropriate usage may result in loss of computer privileges.
- Respect other business customers who are waiting to use computers by limiting your time on the computers.
- When printing in color, do not send more than one copy of a document to the printer unless the Business Services Manager has given prior approval. If additional copies are needed, feel free to use the copy machine.
- · Please report all equipment problems to the receptionist.
- Children are not allowed to play with the computers. Ask about our Children's Playroom, as it may meet your needs.
- Customers may establish Internet email accounts for business purposes. However, access to these accounts for personal email is not allowed.
- Downloading from the Internet is strictly prohibited without prior approval.
- Questions regarding these policies may be directed to the Workforce Solutions Center Manager or the Heart of Texas Workforce Development Board.

The Heart of Texas Workforce Board, Inc. is an equal opportunity employer/programs and auxiliary aids and services are available upon request to include individuals with disabilities. TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800-735-2989 / 1-800-735-2988 (voice). Aquanetta Brobston, Quality Assurance Coordinator/EO Officer/ 504 Coordinator, (254) 296-5300.