

Generative Artificial Intelligence (AI) Usage Policy

Purpose

With the increasing popularity of generative AI tools, it has become necessary to outline the proper use of such tools while working at MVRPC. While we remain committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of generative AI and want to ensure its responsible use. Our goal is to protect employees, members, and the agency from harm while leveraging the potential capabilities of AI particularly in data intensive areas of our work.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary agency information or sensitive information about an employee, member, contractor, etc., into an AI tool. Additionally, the accuracy of the content created by these technologies must be verified, as the information may be outdated, misleading or — in some cases — fabricated.

Eligibility

This policy applies to all employees of MVRPC and to all work associated with MVRPC that those employees perform, including work submitted by vendors they oversee.

Limited Use

Limited use of generative AI tools will be allowed while performing work for MVRPC with the approval of your supervisor and department director. Agency email addresses, credentials or phone numbers can be used to create an account with these technologies with supervisor and director approval in coordination with IT for new AI tools. AI features that are included as part of an existing agency account such as Zoom, Slack, etc. do not require prior approval. No agency data of any kind may be submitted (copied, typed, etc.) into these platforms.

Employees wishing to use generative AI to assist them with routine work must inform their supervisor and department director how the tool will be used. Supervisors and directors must approve or deny requests in a timely manner.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the tool, that information cannot be used for work purposes.

Acceptable uses that assist employees with their daily, routine work include:

- For general-knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas related to projects you are working on.
- To create formulas for Excel spreadsheets or similar programs.
- To develop or debug code, to be verified before deployment.

Limited Use with Supervisor Approval

As with the Limited Use section, employees wishing to use AI must inform their supervisor and department director how the tool will be used. Supervisors and directors must approve or deny requests in a timely manner.

All AI generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the tool, that information cannot be used for work purposes.

With approval, acceptable uses include:

- To draft an email or letter. The email or letter must be reviewed for accuracy before sending.
- To summarize online research or to create outlines for content projects to assist in full coverage of a topic. **Note: Only content written by employees may be included in a final product.**
- To take minutes during a public meeting. **Meeting minutes must be reviewed for accuracy by a meeting attendee before finalization.**
- To create graphic images and maps. Graphic images and maps must be reviewed for accuracy prior to use.

Unacceptable uses include:

- Using any text created by an AI tool in final work products of any kind.
- Copying and pasting, typing, or in any way submitting agency content or data of any kind into the AI tool.
- Failing to properly cite content resources used.

MVRPC's proprietary information should not be entered into any AI tool, including those approved for use by MVRPC without explicit permission from the Executive Director.

Employees wishing to use generative AI tools should discuss the parameters of their use with their supervisor and department director. Supervisors and directors may approve, deny or modify those parameters as best meets agency policy, legal requirements, department need, or other business needs.

Any willful violation of this policy will result in disciplinary action, up to and including termination.

Ethical Use

Employees must use generative AI tools in accordance with MVRPC's agency values, conduct and anti-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or the agency. Such use will result in disciplinary action, up to and including termination.

Monitoring

MVRPC's Use of Communications and Computer Systems Policy and relevant monitoring policies still apply when using generative AI tools with agency equipment.

If you have any questions regarding this policy, please contact your department director and/or Human Resources.

Acknowledgement

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Agency's Generative AI Usage Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to Human Resources - it will be filed in your personnel file.