

SECTION 17: ADDITIONAL COUNTY POLICIES

17.1 Operation of Motor Vehicles and County Equipment by County employees.

Purpose:

The operation of county vehicles and county equipment is necessary in conducting the day-to-day business of the county, however, this use also represents one to the greatest liabilities facing the county. Recognizing this, it is imperative that the county take reasonable steps to manage the use of both county and privately owned vehicles and equipment for performing county business.

This policy sets forth the guidelines and policies governing the operation of vehicles used in the performance of official county business. Department Heads are responsible for implementation and enforcement of this policy for all vehicles and drivers assigned to their department.

Sheriff's Office and Emergency Medical Services personnel are not subject to this policy. Their respective Departmental regulations will take precedence.

General Guidelines:

All county-owned vehicles will be adequately insured.

Department Heads are responsible for scheduling any inspections required by law with the Department of Transportation. Each Department Head is responsible for keeping county-owned or leased vehicles and equipment in good operating condition and shall report immediately any non-routine maintenance needs to the Board of County Commissioners.

County vehicles are to be operated by authorized employees only. Persons volunteering services to the county are considered employees for purposes of this policy, and may operate county vehicles and/or equipment as necessary in the course of their duties, when authorized by the Department Head.

Motor Vehicle Records will be obtained on those employees anticipated to regularly operate county vehicles and/or equipment prior to employment and reviewed on an annual basis. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of it's intent, will result in a loss of the privilege of operating county vehicles and/or equipment.

Authorized employees must complete a Defensive Driving course provided by the county's Workers Compensation and/or Liability carriers on an annual basis, administered by Human Resources.

Driver's License Requirements:

Employees must have a valid Driver's license in their possession at all times while operating a county-owned vehicle, or a personal vehicle on county business. In the case of a commercially rated vehicle, the proper Commercial Driver's License (CDL) for the vehicle's weight and class must be present.

Employees must report any traffic citations received during the operation of a county vehicle, or while driving a personal vehicle on county business, to their Department Head within twenty-four hours.

Any employee who has their driver's license revoked or suspended must **immediately discontinue operation of the county vehicle** and notify their Department Head by the start of their shift the next business day.

An employee who fails to maintain necessary licensure or fails to report traffic citations shall be subject to disciplinary action up to and including termination of employment.

An employee who is suspended from driving privileges under this policy, employed in a position that requires driving, **may** be transferred to a non-driving position, at the established rate of pay for that position, if one is available and the employee meets the criteria for said position. If such a position is not available, employment may be terminated.

Driver Criteria & Administration:

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations* in a year.
- Three or more chargeable** accidents within a year.
- Refusal to submit to a lawful roadside sobriety test.
- Any combination of the above.

**Violations include any ticket, charge, or other law enforcement proceeding related to these, as well as independent evidence of violations deemed relevant by the Department Head and Board of County Commissioners.*

*** Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems will be taken into consideration.*

County Fleet Vehicle Check out Procedure:

The county provides a limited number of fleet vehicles that are available to employees for county-related travel purposes. The Appraiser's Office is responsible for the scheduling and maintenance of these vehicles, and their needs determine the availability of each vehicle. Vehicles may be "checked out" by eligible employees as follows:

- Requests should be submitted to the Appraiser's Office at least two weeks in advance.
- The vehicle will be assigned on a first come, first serve basis. During peak inspection times in the Appraiser's Office, the vehicle may not be available.
- The vehicle may be picked up the night before the reservation.
- The vehicle will be checked out with a full tank of gas. The Appraiser's Office will provide a COOP fuel card to be used to fill up the vehicle after use, and before it is returned. Please record the mileage on the receipt.
- Complete the inspection and document on the form provided before and after your trip.
- Provide a copy of the fuel receipt, completed inspection form, and beginning and ending mileage to the Appraiser's Office when returning the vehicle.
- The vehicle should be returned in the same condition as it was when it was checked out. Any personal effects or garbage should be removed and any spills cleaned.
- Only Harper County employees may operate the vehicle.
- Habitual violators of this policy will be prohibited from future use of fleet vehicles.

Take Home Vehicles:

Occasionally, the best interests of the county are served by assigning certain county employees a vehicle to take home to respond directly to calls from residents and landowners outside of regular

business hours.

Vehicles and equipment owned by Harper County are provided to employees for the convenience of the county and to allow employees to perform their duties in a safe environment. Personal use of a county-owned vehicle or piece of equipment is not permitted, except for commuting purposes, unless approved in advance by the Board of County Commissioners.

Vehicles shall be assigned to specific employees within the following conditions:

- Assignment of vehicles shall be approved by the BoCC.
- Only persons in a supervisory or emergency response position shall be assigned a vehicle to be taken to their residence.
- No vehicle assigned to an employee shall be driven or used in any way except to drive to and from work or to respond to a call to duty during non-working hours.
- Employees assigned a vehicle shall be subject to the IRS "Commuting Rule" as is presently allowed under IRS Regulations.
 - Mileage traveled to and from work is considered a taxable fringe benefit, and said benefit shall be shown as income as required by Federal Law and IRS Regulations and processed with payroll.
 - A Mileage/Commuting Log shall be completed reflecting actual miles traveled for personal use and submitted to Human Resources on a monthly basis.
 - The taxable fringe benefit will be calculated and processed through payroll on a quarterly basis.

Use of Private Vehicles for Business Purposes:

In the event that a county fleet vehicle is not available, or if the employee is not planning to return directly from the meeting or event, they may utilize their private vehicle for business travel upon meeting the conditions outlined in this policy, and the following:

- Vehicle is legally registered;
- Vehicle has been deemed safe to operate and maintained as such;
- Employee holds the current minimum automobile insurance required by the state.

Employees utilizing their private vehicles for county business must comply with the expectations outlined in this policy, as if they were operating a county-owned or leased vehicle.

Upon completion of the event, employees will be compensated for business-related mileage **only** via Accounts Payable, utilizing the standard mileage rate as established by the IRS for the current year. Exact mileage should be obtained using the Mapquest website, if the driver is unable to obtain an exact odometer reading.

General Driver Expectations:

- Employees shall comply with all applicable laws governing the use and operations of motor vehicles.
- Employees are not permitted, under any circumstance, to operate a county vehicle or a personal vehicle for county business when any physical or mental impairment, including fatigue, causes the employee to be unable to drive safely. Additionally, employees shall not operate any county vehicle at any time or operate any personal vehicle while on county business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. **Violation of this policy is sufficient cause for discipline, up to and including termination of employment.**

- Smoking is strictly prohibited in any vehicle or piece of equipment owned or leased by the county.
- Cell phone use while driving should be kept to a minimum. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in a “hands free” mode.
- All drivers and passengers in county-owned vehicles shall use seat belts as is required by Kansas law.
- A “County Vehicle” sign or decal identifying it as a county vehicle must be displayed on both the driver’s and passenger’s side of the vehicle.
- Mileage logs should be kept in all county-owned vehicles, and completed when fueling, unless otherwise required. Logs may be obtained from the Department Head or Human Resources.
- The County shall not be responsible for personal property in county-owned vehicles or personal vehicles used on county business.

Accident Reporting Procedures:

Any accident involving a county-owned, leased, rented, or privately owned vehicle used in the performance of county duties shall be reported as follows:

1. Call for medical aid if necessary
2. Call the appropriate law enforcement authority. All accidents, regardless of the severity, must be reported.
3. Using the form located in the Vehicle Accident Packet (stored in the glove compartment), record names and addresses of the driver, witnesses and occupants of the other vehicles; insurance information; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.
4. Take pictures of the damage.
5. Do not discuss the accident with anyone at the scene except law enforcement. Do not accept responsibility for the accident. Do not argue with anyone.
6. Provide the other party with your name, address, phone number and county insurance information.
7. Immediately report the accident to the Department Head and/or Human Resources. Provide a copy of the Vehicle Accident Report and your written description of the incident, along with any pictures to Human Resources as soon as possible.
8. Accidents involving personal injury must be reported to Human Resources for Workers Compensation purposes as soon as possible.
9. Failure to stop after an accident and/or failure to report an accident may result in disciplinary action, up to, and including termination of employment.

Update approved 9/28/2020

17.3 Information Systems

- a. E-mail, computer, Internet and voice mail systems are County Property. Anything created or loaded on the County's computer system becomes the property of the County.
- b. These systems are in place to facilitate an employee's ability to efficiently and productively accomplish their jobs. To that end these systems are solely for business purposes. Only "incidental personnel use," as defined by state law, is allowed.
- c. The County reserves the right to intercept, monitor, copy, review and download any communications or files created or maintained on the County's

computer system, at any time, without prior notice to the employee.

- d. When using the Internet, an employee should not send materials of a sensitive nature or which constitute "confidential information" unless the information is appropriately encrypted to prevent interception by third parties. Treat all "confidential information" as if it was written in "memo" form. Do not access "Confidential Information" that you are not authorized to see.
- e. Communications and use of e-mail, computer, Internet and voice-mail systems will be held to the same standard as all other County business communications, including compliance with anti-discrimination and anti-harassment policies. Receipt of unsolicited, offensive materials on any County information systems should be reported to a Supervisor or Department Head. In the event the offensive material is received from the employee's Supervisor or Department Head, the employee should report the incident to Human Resource Department.
- f. In the event the County is placed in a severe thunderstorm warning or a tornado warning while the employee is at their work station, they are responsible for shutting down the computer, turning off the monitor and all other attached peripherals.
- g. When leaving the computer workstation for the evening or the weekend, the employee is responsible for shutting down the computer, turning off the monitor and all other attached peripherals.
- h. Consent to and compliance with these Information Systems Policies is a term and condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing and downloading of any communications or files, is grounds for discipline, up to and including termination.

Mobile Device Acceptable Use Policy

General Information

The purpose of this policy is to define acceptable use, standards, procedures, and restrictions for end users conducting official Harper County business on mobile devices. This mobile device policy applies, but is not limited to, all devices and accompanying media, both personal and County-issued, which fit the following classifications:

- Cellular Devices (smartphones)
- Tablet computers
- Portable media devices
- Any mobile device capable of storing Harper County data and connecting to a County network.

The overriding goal of this policy is to protect the integrity of all confidential, sensitive and operational data that resides with Harper County's technology infrastructure to

comply with State mandated Kansas Open Records Act (KORA) and Freedom of Information Act (FOIA) regulations and to protect Harper County's network from malware/viruses.

Policy

This section applies to both County-issued cellular devices and personal devices being used to conduct County business.

- a. The County expects appropriate and responsible use. Employees are responsible for understanding and following this policy.
- b. Harper County business conducted on mobile devices must comply with all Harper County policies concerning professional conduct, harassment, discrimination and other work conduct policies. Use must also comply with all State of Kansas Laws and Federal Laws.
- c. Every user of a mobile device with access to the Harper County network must use reasonable care to protect Harper County data and to prevent unauthorized access to the Harper County network.
- d. Employees must use discretion in relaying confidential or sensitive information over cellular devices. Cellular transmissions are not secure.
- e. Mobile devices provided by Harper County will be configured to lock after a brief period of inactivity, requiring a password to access. Employees using personal devices to conduct County business are strongly encouraged to enable the lock screen on their device.
- f. Conducting County business on a cellular device including making voice calls, text messaging or emailing is considered to be "on the clock". Non-exempt Staff shall be compensated for time spent required to read/respond to an email, text message or call pursuant to Section 3.4 of the handbook (Overtime Pay).
- g. Department Heads/Elected Officials are responsible for confirming that employees comply with the intent of this policy and any additional policy restrictions imposed by the Department or office.

Text Messaging

County business is not to be conducted via text message. Not only is this an unsecure means of communication, but it is unprofessional and difficult to document. There are, however, instances where County business may be initiated by a text message. This section applies to those circumstances.

Communications sent and received as text messages from cell phones or tablet devices in the conduct of Harper County business must be archived in order to preserve the communication records. These records may rise to the level of an open record based on recent changes to the Kansas KORA laws.

Employees utilizing County-issued devices are to refrain from deleting any text message sent or received in the course of doing business for the County. Employees are encouraged to utilize the Google Hangouts app whenever possible, due to its archiving capabilities.

Personal Devices

- 1) Employees must have prior approval before connecting to Harper County resources with personal devices. Employees shall complete the attached Appendix A: Request form and submit to the appropriate Department Head. All requests will then be directed to the Information Technology Department, and approved by the Board of County Commissioners.

- 2) There must be a demonstrable business need for access to the Harper County network on a personal device, including, but not limited to the following:
 - Employee is a Department Head.
 - Employee position does not provide regular access to an office land line or County voice mail.
 - Employee must conduct essential job functions requiring immediate attention while out of the office;
 - Aspects of employee position require contact outside of regular business hours, and immediate response;
 - Employee is essential to some type of emergency response role or required to be available for 24/7 “On Call” support;
 - The authorization benefits Harper County for budgetary and/or convenience reasons;
- 3) The IT staff may deny access to Harper County resources for particular devices. This includes, but is not limited to devices that are not compatible with Harper County systems, devices that have been “rooted” or “jailbroken” or devices that contain malicious apps.
- 4) Employees granted access to Harper County network resources on their personal devices shall allow the IT Department to have the ability to manage some aspects of the device.
- 5) When using a personally owned device for Harper County business, information contained on that device could be the subject of a Kansas Open Records request, court discovery or other legal investigation. If this occurs, the employee will be required to relinquish the device and provide all necessary passwords to fulfill the Open Records request, court discovery or legal investigation.

County-Issued Devices

- 1) The need for a County-issued device will be determined by each Department Head/Elected Official and approved by the IT Department and Board of County Commissioners.
- 2) County cellular devices shall be used to conduct official County business. Personal calls on County-provided cell phones are highly discouraged. The County recognizes that brief personal calls for family or emergency matters may occur. An infrequent or occasional personal call or text, short in duration that does not interfere with the performance of official duties and which results in no cost to the County, is an allowable use of County resources.
- 3) Use of cellular devices for illegal, unethical, sexual or any use that interferes with or adversely affects that ability of the employee to perform their duties is expressly prohibited. Any conduct which violates this policy may result in disciplinary action up to and including termination.
- 4) The IT department may, at its discretion, limit, restrict, or allow the capability for County-issued devices to download and use commercially available applications. No applications shall be downloaded to any device that may result in a charge, invoice, withdrawal, etc. to any County funding mechanism.
- 5) The County and its employees may be required to disclose phone records, text messages and other electronic data and documents (including cell phone user locations at particular times,

phone numbers called or texted or from whom the County employee received calls, text messages or contents of text messages sent or received) pursuant to the Kansas public records laws, court order or State and Federal laws.

6) Harper County has the authority to take necessary measures to manage the use of mobile devices used in the conduct of Harper County business and is not responsible for the loss of personal information nor costs that may result from the management and control activities needed to ensure acceptable use of such devices.

7) Devices that are lost or stolen must be reported to Harper County IT staff.

Harper County Responsibilities

1) Harper County does not provide technical support for personal equipment.

2) Harper County does not accept any liability for claims, charges or disputes between the service provider and the employee.

3) Any device that stores Harper County information is subject to KORA, FOIA, and eDiscovery. While Harper County will take necessary action to provide information as requested, individuals authorized under this policy will be required to surrender their devices as needed to provide the requested information. Individuals using an authorized personal device shall cooperate fully in responding to any FOIA request.

4) Any employee found to have violated this policy may be subject to disciplinary action up to and including termination of employment.

5) Harper County reserves the right to reduce the number of personal devices authorized to connect to Harper County network at any time and shall have the authority to reduce the number of personal devices authorized to connect to Harper County network based on IT needs.

6) The County reserves the right to change this policy at any time.

Approved by the Harper County Board of Commissioners, effective 3/1/2019

Telecommuting Policy and Process

General Information

Harper County occasionally permits employees to telecommute, or work remotely, when unable to be present during regular business hours due to illness or travel requirements. Approval to telecommute is required in advance if at all possible, and will be granted on a limited basis, if deemed necessary by the Board of County Commissioners.

Telecommuting may be appropriate for some employees and positions but not for others. Telecommuting is not an entitlement, it is not a Countywide benefit, and it in no way changes the terms and conditions of employment with Harper County.

Requests to telecommute as a disability accommodation are handled through a separate process.

What is telecommuting?

For the purpose of this policy, telecommuting refers to an arrangement where an employee is granted permission to temporarily work from home or from a location away from the normal workplace.

Arrangements may be made on an as-needed basis for circumstances such as inclement weather, special projects, business travel, illness, family and medical leave, and other temporary situations as considered appropriate by the Department Head and Board of County Commissioners.

All telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the County. The arrangement is intended to benefit the employee, the County, and the taxpayers without putting undue burden on the County.

Eligibility

Individuals requesting telecommuting arrangements must be employed with the County for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Requests to telecommute should be submitted to Human Resources at the first indication that an employee may be unable to work their regular schedule. Department Heads may begin working remotely immediately (as resources allow). All other staff must obtain approval from the Board of County Commissioners before beginning remote work.

Process

Prior to entering into any telecommuting arrangement, the employee and Department Head, with the assistance of the Director of Human Resources and the Director of Information Technology, will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Necessity:** Will it negatively impact the County's ability to provide service to the community if the employee is **not** allowed to work remotely? In other words, can it wait until the employee returns? Or could another staff member complete the task?
- **Employee suitability:** The Department Head will assess the needs and work habits of the employee. Considerations include how well the employee has demonstrated the kind of skills and work habits that working from home will require.
- **Job responsibilities:** The employee and Department Head will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, workplace design considerations and scheduling issues.**
- **Department readiness for telecommuting:** Ensure that the teleworking employee will continue to get work done effectively. Determine the following:

- How will the Department Head and co-workers stay informed about the employee's productivity?
- How will the department and employee communicate?
- When is in-person attendance required?
- Other practical details, including technology access, equipment needs, time and leave accounting, and any safety concerns.

An anticipated end date must be included on the request form, and be adhered to. If an extension of time is needed, a request must be submitted to Human Resources, and approved by the Board of County Commissioners.

In the case of a staff member who is not a Department Head, the Board of County Commissioners will meet for a Special Meeting to review and approve or deny the request. This meeting may occur in person or via telephone (or other virtual meeting platform such as Zoom or Google Meet)

If approved, the request will be submitted to the IT Department to process. VPN access will be initiated, if appropriate, and a laptop checked out to the employee. Unless additional time is requested and approved, the VPN access will be turned off on the date indicated on the original request form.

Any equipment checked out to the employee must be returned to the IT Department on or before the end date indicated on the request form, unless an extension has been approved.

Related policies and practices

Both Department Heads and employees must understand and comply with the following policies:

- Security: Consistent with the County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of confidential county information, including, but not limited to:
 - Personal and financial information belonging to county residents and employees
 - Other confidential information belonging to, or in the care of, the County
 - **Certain documents containing sensitive information should not be removed from the business office, including but not limited to:**
 - ✓ Protected Health Information.
 - ✓ Financial records belonging to the County, employees, or residents.
 - ✓ Other sensitive information as determined by the Department Head and/or Board of County Commissioners.
- Public Records Disclosure: The work employees do while telecommuting remains subject to County and other applicable regulations including the Kansas Open Records Act (KORA), regardless of the use of a County-issued device, or a personal device.

- **Overtime eligible employees:** For non-exempt employees, work performed off site is compensable and subject to Fair Labor Standard Act (FLSA) overtime regulations. It is the responsibility of the employee to accurately track and report their time worked. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
- **Workers' Compensation:** Telecommuting employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. When the telecommute site is in the home, workers' compensation does not cover injuries that are not job related.

Notification

To ensure accuracy in record keeping, employees approved to telecommute must notify their Department Head and Human Resources if there is any change to the anticipated time frame of remote work.

Please note: the attached Telecommuting Request Form must be completed and approved before an employee will be allowed to telecommute, including working from home.

Approved by the Harper County Board of Commissioners, effective 3/1/2019; Updated 1/18/2022

17.4 Personnel Records and Privacy Policy

- Policy:** Access to personnel files is restricted to authorized employees of the Human Resource Department, Supervisors, and Department Heads on a need to know basis. Request for information from employee files received from other departments and inquiries from outside the County, including request for references of former employees will be directed to the Human Resources Office, Supervisors and other employees are prohibited from providing personal or employment references on former or current employees.
The following information will be provided by the Human Resources Office via telephone or Computer inquiry"
 - Date of employment and separation
 - Job title
- Written Inquires:** if the request for information is in writing, all the above information will be verified. This verification will be in writing and a copy retained in the employee's personnel file,
- References with Written Approval:** With written approval of the current employee: salary, job chronology, performance information may be released in writing only.
- Examination of an employee's Personnel File:** Inspection of an employee's

personnel file may be accomplished at reasonable times during office hours under the following conditions:

- **Employee:** All Harper County employees have the right to view the contents of their personnel file. Any request made by the employee to view their personnel file will be during working hours. The employee may request to inspect his or her personnel file and may do so in the presence of the Human Resources Officer. The employee is NOT allowed to remove or alter the contents of the file.
- **Department Head:** Should a Department Head outside the employee's chain-of-command need access to the employee's personnel file, (i.e. in the case of a hiring situation) the employee must first give written approval.
- **Government Inquires:** The County will cooperate with federal, state, and local government agencies investigating an employee if the investigators furnish written request, proper identification and proof of legal authority to investigate. The Human Resource Officer may permit a government investigator to review a personnel file on County premises, but the investigator will not be allowed to remove or reproduce this information without the consent of the employee.
- **Subpoenas:** In the event that an employee file is subpoenaed, the County will provide all information that it is legally required to provide in the subpoena.

17.5 Outside employment.

Outside employment constitutes a County employee holding a second job with another employer. Outside employment is permitted only when the outside employment is considered secondary to public service, does not interfere with the performance of duties in the employee's position with the County, and no legal, financial or ethical conflicts of interest exist concerning the dual employment.

A county employee shall not use any County property for outside employment. The only exception is that of Sheriff's Deputies will be permitted to wear their uniforms off-duty to work security for schools, County functions, etc. All security activity involving wearing a County uniform will be pro-approved by the Sheriff.

17.6 Right to Search.

Harper County has the right to inspect and search County property at any time, including, but not limited to lockers, desks, vehicles, files, computer files and other County owned property that may be assigned to a particular employee. Search of personally assigned areas must be authorized by the Board of County Commissioners.

17.7 Clothing and Cash Allowances

Uniforms

Harper County will provide uniforms for the Police and Jail Department, EMS Department,

NX Weed Department, and Mechanics as a condition of employment. These uniforms are not intended to be worn or be adaptable to general usage as ordinary clothing. The uniforms are specifically required as a condition of employment, they help to readily identify personnel as a County employee, and help them to perform their duties in a safer environment. All uniforms will be returned to the department at the conclusion of employment with Harper County. The value of these uniforms is excludable as taxable compensation to these employees.

Non-Uniform Clothing

Harper County may provide non-uniform clothing, such as t-shirts, sweatshirts, and outerwear, to some employees to wear while working. These articles of clothing will be clearly display the name and/or logo of Harper County and are not intended to be worn or be adaptable to general usage as ordinary clothing. This non-uniform clothing is specifically required as a condition of employment, helps to readily identify personnel as a County employee, and help them to perform their duties in safer environment. This non-uniform clothing is excludable as taxable compensation to these employees.

Other Clothing and Cash Clothing Allowances

Harper County may provide other clothing or cash clothing allowances to some employees. This other clothing may be of a nature that it is impractical to display the name and /or logo of Harper County (such as footwear). Reimbursements for this type of clothing and cash clothing allowances are considered taxable compensation and will be paid through payroll system.

Per Kansas State statute 19-823, the Sheriff's Department and Jail employees will receive a \$10.00 cash allowance for uniforms, which will be paid through payroll as a taxable benefit.

The Special Bridge Department will be provided with coveralls as a condition of employment for use during inclement weather, which will remain on site.

17.8 Social Media Policy

The County recognizes that the Internet provides unique opportunities to participate in interactive discussions and share Information on particular topics using a wide variety of social media, including, but not limited to, Facebook, MySpace, Twitter, blogs, and wilds. However, employee misuse of social media can pose risks to the County's confidential and proprietary information, its reputation, jeopardize the County's compliance with applicable rules and laws, and harm the County's employees, affiliated organizations, citizens, business partners, suppliers and vendors. To minimize these business and legal risks, the County expects its employees to adhere to the following guidelines and rules regarding the use of social media. If a department head allows employees to utilize a County computer or other device to access social media, this policy and the County policies relating to electronic communications and use of the County's equipment are applicable.

Social media, used either at or away from work, should never be used in a way that violates any County policy or employee obligations. If a social media posting would violate any County policy in another forum, it will also violate it in an on-line or other electronic forum. For example, employees are prohibited from using social media to:

1. Violate the County's policies, including, but not limited to, those addressing Personal Conduct, Productive Work Environment (Anti- Harassment), Equal

- Employment Opportunity, Workplace Violence and Weapons, Confidentiality, and Solicitation;
2. Defame or disparage the County or its other employees, affiliates, citizens, business partners, suppliers, vendors, or other stakeholders;
 3. Harass other employees in any way or otherwise violate the County's Policies; Circumvent the County's policies prohibiting unlawful discrimination against current employees or applicants for employment;
 4. Make statements or post other information that is not reflective of, or is damaging to, the County's mission; or
 5. Violate any other laws or ethical standards,

Employees are prohibited from representing the views of the County **in** social media unless they are specifically assigned by management to do so as part of their job. Employees should make it clear that any personal opinions expressed through social media are those of his or her individual capacity, not as a representative of the County, or on behalf of the County. The County's customers, suppliers and vendors should never be identified in social media either by name or implication.

If employees become aware of social media content that violates this policy or disparages or reflects poorly on the County or its stakeholders, they should report the content to Human Resource. Protecting the County's goodwill and reputation is every employee's job,

Employees should never provide references for County employees or former employees on social or professional networking sites, as such references, positive and negative, can be attributed to the County and create legal liability for both the employee and the County.

Since technology advances so rapidly, this policy does not attempt to list each and every element of the County's policy on the use of social media. If employees are uncertain or concerned about the appropriateness of any social media posting, they must refrain from making the posting until they discuss the concern with Human Resources.

Violations of this policy, or any *use of* social media determined to be inappropriate by the County, may, subject to governing law, result in disciplinary action, up to and including immediate termination, notwithstanding the above, this policy is not intended to, nor will it be applied to interfere with any employee's lawful rights of the National Labor Relations Act.

17.9 Amendments of personnel Rules and Regulations.

The Harper County Personnel Rules and Pay Plan are adopted by Resolution of the Board of County Commissioners and shall be amended from time to time in the same manner in which they were originally adopted. No County department shall be exempt from the rules and regulations in this personnel manual.