

- When reposting or referencing a post on one of the County’s online sites, provide a link to the original post.
- Do not post or link to any materials that are defamatory, harassing or indecent.
- Be mindful of functions that allow the County to be a “fan” of an individual or cause. Action that would imply support for a political cause shall not be allowed.

## **Personal Online Communications**

Personal online communication has become common, including use of blogs, social networks, and other forms of personal online discourse. While the County does not encourage or discourage personal online communications, this type of technological communication is *personal*. Employees are not permitted to use their County e-mail address to register for any social media site. Employees are not permitted to visit any blogs or social media sites during work time unless for a business-related purpose.

Each employee is personally responsible for the content of his/her online communications. If an employee anticipates having content in his/her personal online communications that identifies, discusses, or provides information about the County or any of its services, the employee should have a conspicuous disclaimer displayed with the communication that plainly states that the information and content are the employee’s personal views and opinions and not those of the County. If you have any questions about the sufficiency of your disclaimer, then submit your disclaimer to the Human Resources Director for review.

## **Cell Phones**

The County prohibits employees from using cell phones while they are driving. If you are driving and need to use the phone, you should pull off the road and stop before you place a call or talk on the phone. Personal cell phone usage is prohibited on the job-site during work related tasks. Talking on the phone while performing tasks is dangerous to you and those around you. This policy includes telephone calls, texting, blogging, instant messaging, etc.

## **Grievances**

In accordance with the County and Municipal Employees Grievance Procedure Act, Council has by resolution adopted the following plan for the hearing and resolution of County