

- 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

employee grievances. In accordance with Sections 4-9-30(7) and 8-17-150 of the South Carolina Code of Laws, the grievance process is provided for any discharged County employee who, at the time of discharge, has completed six months of satisfactory County service, but the grievance process excludes any sworn law enforcement officer.

Special note. The grievance policy is applicable to anyone whose employment answers up the chain-of-command to the County Administrator. If the employee is under the supervision of an elected official or an official appointed by the Legislative Delegation and the relevant official has agreed to use the County's grievance process, the employee may use the County grievance process. Under those circumstances, the recommendation from the Employee Grievance Committee will be sent to that official for review and decision, and that official's decision shall be final.

Request for Hearing Before the Employee Grievance Committee. When an eligible County employee (as defined above) who has completed six months of satisfactory service is terminated, s/he may request in writing within five days of the employee's receipt of notice of discharge, a hearing before the grievance committee. The request for a hearing shall be directed to the Human Resources Director or, if the Human Resources Director is the terminated employee's department head, to the Human Resources Director's immediate supervisor. Within ten days of receipt of the employee's request, the Human Resources Director or, if applicable, the Human Resources Director's immediate supervisor, shall schedule the requested hearing and notify the employee grievance committee and the employee requesting the hearing.

Employee Grievance Committee Establishment, Membership, and Powers. Council shall appoint three employees to serve as members of the employee grievance committee and three employees to serve as alternate members. Members and alternates shall serve for terms of three years, except that the members and alternates appointed initially shall be appointed so that their terms will be staggered, and one third of the terms shall expire each year. Any interim appointment to fill a vacancy for any reason prior to the completion of his/her term shall be for the unexpired term. Any member or alternate may be reappointed for succeeding terms at the discretion of Council. Members and alternates shall be selected on a broadly representative basis from among County employees who have completed their introductory period.

Whenever a grievance comes before the committee initiated by or involving an employee from the department of which the committee member is also an employee, such member shall be disqualified from participating in the hearing. In that event, the member will be replaced for that particular grievance by an alternate who the Human Resources Director shall designate from available alternates. The designated alternate shall replace the disqualified member and the alternate shall be deemed to be a committee member for purposes of a determining a quorum for that particular grievance. Similarly, if a committee member is unavailable at the time for which the grievance hearing is scheduled, the Human Resources Director shall replace the unavailable member with an alternate, and the alternate shall be deemed a committee member for purposes of determining a quorum for that particular grievance.

A quorum shall consist of at least two-thirds of committee members, substituted where applicable by alternates, and no hearings may be held without a quorum.

The Committee shall select its own chair from among its members. The chair shall serve as the presiding officer at all hearings which s/he attends but may designate some other member to serve as presiding officer in his/her absence. The presiding officer will have control of the proceedings. S/he shall take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties shall abide by the chair's decisions, except when a committee member objects to a decision to accept evidence, in which case the majority vote of the committee will govern.

The committee shall have the authority to call for files, records, and papers which are pertinent to any grievance; to determine the order of the testimony and appearances of witnesses; to call additional witnesses; and to secure the services of a recording secretary in its discretion.

Findings and Decisions of Employee Grievance Committee; Review. The committee shall, within 20 days after hearing an appeal, make its findings and decision and report the findings and decision to the County Administrator or appropriate elected or appointed person or board. If the County Administrator or appropriate elected or appointed person or board approves, the decision of the grievance committee is final, and copies of the decision must be transmitted by the committee to the employee, the County Administrator or appropriate elected or appointed person or board, to the employee's department head, if applicable, and to the Human Resources Director. If, however, the County Administrator or appropriate elected or appointed person or board rejects the decision of the committee, the County Administrator or appropriate elected or appointed person

or board shall issue a final written decision without further hearing, and that decision is final, with copies transmitted to the employee, the employee's department head and the Human Resources Director.

## **Inclement Weather / Emergency Closings**

As a general rule, the County will remain fully operational during emergencies and inclement weather. If regular hours of operation are unaltered, no announcement will be made. It is the responsibility of an employee to be at work at the designated starting time. An unauthorized absence will be charged to the employee as leave without pay and may also result in disciplinary action.

The County Administrator may alter County operations if s/he finds that (1) extremely hazardous conditions exist and (2) closing operations, in whole or in part, are in the best interest of the County. The County will use its best efforts under the circumstances to post notice on the County website on any such closing date regarding how the hours of County operations are to be altered.

In the event that the County Administrator closes any County operations pursuant to this policy, employees will be paid only to the extent that: ( 1) pay is required for County compliance with the Federal Fair Labor Standards Act; or (2) the employee has accrued annual paid leave sufficient to cover the absence and opts to take it. As to the second option, employees without sufficient accrued paid annual leave to cover the absence will be granted unpaid leave.

## **Payment of Wages**

Employees will be paid bi-weekly, through direct deposit unless the County makes other arrangements with a particular employee. When a payday falls on a scheduled, bank-observed holiday, employees shall be paid on the workday preceding the holiday.

The County shall make deductions from employee paychecks as required by law. Upon the written authorization of the employee, the County may make deductions for insurance, other benefits, etc.

To ensure maximum efficiency and coordination of services, it is the policy of the County