

Employees using any County electronic communication systems for personal purposes do so at their own risk and expressly consent to County monitoring, recording, transcribing, copying or storing of communications in a separate location.

Vehicle Tracking. Employees who regularly use County vehicles in the course of their work or employees who may occasionally use a County vehicle should be aware that the County may review GPS and/or AVL output from devices that are installed in most County vehicles. Employees are prohibited from attempting to disconnect or tamper in any way with these devices.

Televisions. Televisions are not provided and are not permitted in the office without specific written permission from the County Administrator.

## **Social Media**

Online social networks such as Twitter, Facebook, YouTube and LinkedIn can be valuable tools for communicating with the public and employees. County programs are encouraged to study these new communications methods, but may establish and maintain same only in accordance with the following guidelines:

- County departments wishing to launch and maintain a County social media site must receive prior written approval from the County Administrator before launch. This includes any site that will be managed by County employees as part of their official duties, including programs that are not part of the County organization but for which the County provides staff support.
- Departments must submit to the County Administrator information about the service to be used, the intended audience, the type of content to be posted, and which employees will have the ability to manage the site. Site management rights will be limited and closely monitored by senior management.
- County social media sites should make every effort to clearly identify their official status. Feed names should incorporate the program or unit's name or acronym whenever possible and should use the appropriate official logo if possible.
- Some social media sites allow user comments. Generally, comments are not be permitted unless the County Administrator has given prior authorization to allow public comments to be placed on site.

- 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