

ORDINANCE 2012 – 03

HUNTINGTON COUNTY BOARD OF COMMISSIONERS

**AN ORDINANCE AMENDING THE COUNTY OF HUNTINGTON, INDIANA PERSONNEL
POLICIES HANDBOOK**

WHEREAS the County of Huntington, Indiana is an Equal Opportunity Employers, and

WHEREAS it is the intent of Huntington County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS the County of Huntington, Indiana provides Huntington County employees with information about established terms and conditions of employment and employee benefits, and

WHEREAS the Huntington County Commissioners adopted the Huntington County Personnel Policy Handbook on January 11, 2010, and


WHEREAS it is necessary to amend personnel policies from time to time.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF HUNTINGTON, INDIANA BOARD OF COMMISSIONERS THAT:

The attached Sections, 3.2 and 5.7.6 of the County of Huntington Personnel Policies Handbook shall amend, modify and replace Sections 3.2, add section 5.7.6, and section 3.16.2 shall be removed from the current County of Huntington, Indiana Personnel Policies Handbook adopted January 11, 2010.

The attached Sections, 3.2 and 5.7.6 of the County of Huntington, Indiana Personnel Policies Handbook are hereby adopted this 30 day of January, 2012; and shall be in full force and effect from and after its passage.


**BOARD OF COMMISSIONERS
HUNTINGTON COUNTY, INDIANA**


Kathryn Branham


Leon Hurlburt


Tom Wall

ATTEST:


Cindy Yeiter, Auditor

3.2 WORK HOURS

Courthouse Offices: Monday – Friday 8:00 a.m. to 4:30 p.m. with one (1) hour unpaid meal period. *Custodians* shall work Monday – Friday 7:00 a.m. to 3:30 p.m. with one-half (1/2) hour unpaid meal period.

The Courthouse and Annex offices shall be open to the public during normal workday hours. Any exceptions shall be approved by the County Commissioners.

Highway Department: *Summer:* Employees shall work four (4), ten (10) hour shifts from 6:00 a.m. to 4:30 p.m. with one-half (1/2) hour unpaid meal period.

Winter: Monday – Friday 7:00 a.m. to 3:30 p.m. with one-half (1/2) hour unpaid meal period.

Dispatch: Employees shall work one (1) of the following three (3) shifts: 6:30 a.m. to 2:30 p.m., 2:30 p.m. to 10:30 p.m., or 10:30 p.m. to 6:30 a.m. Paid meal periods shall vary due to operational demands.

Sheriff's Department: *Jail Officers* shall work one (1) of the following three (3) shifts: 7:00 a.m. to 3:00 p.m., 3:00 p.m. to 11:00 p.m., or 11:00 p.m. to 7:00 a.m.

The *Jail Commander's* schedule is forty (40) hours in a workweek but may vary due to the operational demands and to accommodate overseeing the three (3) work shifts.

Detectives shall work Monday – Friday 8:00 a.m. to 4:00 p.m.

Cook works Monday through Friday: Monday 7:30 a.m. to 5:30 p.m., Tuesday, Thursday and Friday 5:00 a.m. to 1:00 p.m., Wednesday 7:30 a.m. to 1:30 p.m.

Sheriff's Deputies shall work forty (40) hours in a workweek. Shifts shall be determined by the Sheriff and may adjust to accommodate the operational needs and demands.

For all Sheriff's Department employees, paid meal periods shall vary due to operational demands.

Delete Whole Section in its entirety

3.16.2 Overtime/Compensatory Time for Sheriff Merit Officers

Non-exempt Sheriff Department Merit Police Officers are scheduled on a fourteen (14)-day work period under the FLSA 7(k) exemption.

The work period for Merit Police Officers shall be eighty-six (86) hours within fourteen (14) days.

When officers are required to work more than eighty-six (86) hours during the established fourteen (14) day work period, they shall be entitled to overtime compensation at one and one-half ($\frac{1}{2}$) times their regular rate of pay for time actually worked in excess of eighty-six (86) hours.

Merit Police Officers may receive compensatory time, in lieu of overtime pay. Compensatory time shall be credited at the rate of one and one-half ($\frac{1}{2}$) hours for each one (1) hour of overtime worked in excess of eighty-six (86) hours in a fourteen (14) day work period.

5.7.6 Social Media Use and Guidelines

5.7.6(A) Purpose

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, Twitter®, MySpace™, YouTube®, Flickr®, Blogger, and LinkedIn®, have large, loyal user bases and are, thus, increasingly important outreach and communication tools for government entities from the federal to the local level.

County departments should take care to choose the types of social networks that make the most sense for their type of information and that give emphasis to tools that provide more information across multiple outlets to the broadest audience.

All department communication tools should be used in ways that maximize transparency, maintain the security of the network, and are appropriately professional. Social media is no exception. In addition, Huntington County has an overriding interest and expectation in deciding what is "spoken" on behalf of the County on social media sites.

In addition, social media users should be aware that these types of communications are considered public records and, consequently, must be kept for a certain period of time in compliance with the public records law.

5.7.6(B) Acceptable Use

All use of social networking sites by County Governmental entities should be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes the Huntington County acceptable use policies and any applicable Records Retention and Disposition Schedules or policies, procedures, or standards. All usage should be governed by these policies as well as the guidelines in this document.

5.7.6(C) Separate Personal and Professional Accounts

Employees should be mindful of blurring their personal and professional lives when administering social media sites.

- i. **Personal Use:** Employees are allowed to have personal social networking sites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. This helps ensure a distinction between sharing personal and department's views. In addition, employees should never use their county e-mail account or password in conjunction with a personal social networking site.

County employees' use of social media could become a problem if it interferes with the employee's work; is used to harass or discriminate against co-workers or our clients; creates a hostile work environment; divulges confidential information about County entities or its clients; or harms the goodwill and reputation of the County.

As a result the County encourages employees to use social media within the following guidelines. If an employee is uncertain about the appropriateness of a social media posting, check with the department head.

ii. Social Media Guidelines:

- Do not post any comment or picture involving an employee, volunteer, department or other County entity without their express consent.
- If an employee posts any comment about our County, the employee must clearly and conspicuously state that he/she is posting in their individual capacity and that the views posted are theirs alone and do not represent the views of the County.
- Unless given written consent, an employee may not use the County's logo or any organizational material in their posts.
- All postings on social media must comply with the County's policies on confidentiality and disclosure of proprietary information. If an employee is unsure about the confidential nature of information considering being posting, consult department head.
- Do not link to the organization's website or post any department material on a social media site without written permission from department head and/or County Commissioners.
- Employees are responsible for what is written or presented on social media. The posting party can be sued by other employees or any individual that views the social media posts as defamatory, harassing, libelous, or creating a hostile work environment.
- All organizational policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination, and protecting confidential and/or proprietary information.
- Employees may not use organizational equipment for non-work-related activities without permission. Additionally, our policy on Use of Information Technologies, Internet and Electronic Mail apply to social media use at work, including the County's policy regarding personal use of County computers. The County may monitor facilities to ensure compliance with this restriction.
- Violation of this policy may lead to discipline up to and including the immediate termination of employment.

iii. Professional Use: All department-related communication through social media outlets should remain professional in nature and should always be conducted in accordance with the department's communications policy, practices, and expectations. Employees must not use social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for business, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the collection and preservation provisions.

iv. Appropriate County Use: The best, most appropriate Huntington County uses of social media tools fall generally into two categories:

- As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
- As marketing/promotional channels which increase the County's ability to broadcast its messages to the widest possible audience.

Wherever possible, content posted to Huntington County governmental entities' social media sites will also be available on the County's main webs. Wherever possible, content posted to Huntington County social media sites should contain links directing users back to the County's official websites for in-depth information, forms, documents or online services necessary to conduct business with the Huntington County.

- v. **Be Clear As To Identity:** When creating social media accounts that require individual identification, County employees should use their actual name, not pseudonyms. However, using actual names can come with some risks. Any employee using his or her name as part of a department's application of social media should be mindful of the following:
 - Do not assume privacy. Only post information that you are comfortable disclosing.
 - Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromise
- vi. **Accurate Information:** County Employees and County Departments must not knowingly communicate inaccurate or false information. All reasonable efforts should be made by the County Employee or County Departments to provide only verifiable facts—not unverifiable opinions.
- vii. **Ethical Conduct:** County Employees and County Departments will act and conduct themselves according to the highest possible ethical standards
- viii. **Content of Posts and Comments:** Employees using social media to communicate on behalf of a County department should be mindful that any statements made are on behalf of County government; therefore, employees should use discretion before posting or commenting. Once these comments or posts are made they can be seen by anyone and may not be able to be "taken back." Consequently, communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. Employees should always consider whether it is appropriate to post an opinion, commit oneself or one's department to a course of action, or discuss areas outside of one's expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any communication made on behalf of the department using this social media as improper posting and use of social media tools can result in disciplinary action.

5.7.6(D) **Public Records Law and Retention**

Content maintained in a social media format that is related to County business, including a list of subscribers and posted communication, is a public record. The

Department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to County business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant departmental public disclosure officer.