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**DIVISION 000 – DEPARTMENTAL OPERATING AUTHORITY**

**2.010 Purpose**

The purpose of these rules is to define the extent of, and limitations on, Department Heads’ and Elected Officials’ operating authority in personnel matters, and to set forth applicable procedures.

**2.020 Definitions**

The following definitions are applicable to the terms set forth below when they appear capitalized in Chapter 2 of the Coos County Rules.

**“Board”** means the Coos County Board of Commissioners.

**“Department Heads and/or Elected Officials”** means the persons in the following County departments and offices serving in the specified positions:

- |     |                                    |                                    |
|-----|------------------------------------|------------------------------------|
| (a) | Assessor’s Office:                 | Assessor                           |
| (b) | Community Corrections:             | Director                           |
| (c) | County Clerk’s Office:             | County Clerk                       |
| (d) | County Counsel’s Office:           | County Counsel                     |
| (e) | District Attorney’s Office:        | District Attorney                  |
| (f) | Forestry Department:               | County Forester                    |
| (g) | Health Promotion:                  | Director of Coos Health & Wellness |
| (h) | Human Resources Department:        | Director                           |
| (i) | Information Technology Department: | Director                           |
| (j) | Juvenile Department:               | Director                           |
| (k) | Land Agent:                        | Land Agent                         |
| (l) | Maintenance Department:            | Director                           |
| (m) | Behavioral Health:                 | Director of Coos Health & Wellness |
| (n) | Parks Department:                  | Director                           |
| (o) | Planning Department:               | Director                           |
| (p) | Public Health:                     | Director of Coos Health & Wellness |
| (q) | Public Works Department:           | Public Works Director / Roadmaster |
| (r) | Sheriff’s Office:                  | Sheriff                            |
| (s) | Solid Waste Department:            | Public Works Director              |
| (t) | Surveyor’s Office:                 | Surveyor                           |
| (u) | Tax Department:                    | Tax Collector                      |
| (v) | Treasurer’s Office:                | Treasurer                          |

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- (w) Veteran’s Assistance Office: Officer
- (x) Finance Department: Finance Director

**“Post-Action Notification”** means a report provided by a Department Head or Elected Official regarding an action already taken, such report to be made at the next scheduled meeting of the Interdepartmental Work Group of which that Department Head or Elected Official is a member, as set forth in CR 1.055(2).

**“Pre-Action Notification”** means a written notification provided by a Department Head or Elected Official to their assigned Commissioner Liaison regarding a proposed action not yet taken. The Commissioner Liaison may accept the notification or require the notification to be presented to the Board of Commissioners.

### **2.030 Departmental Operating Authority Generally**

Notwithstanding any other provisions of the County Rules:

- (1) Department Heads and Elected Officials are required to consult with Human Resources and to follow Human Resources procedures and the applicable provisions of any Collective Bargaining Agreement prior to:
  - (a) Advertising a position;
  - (b) Filling a vacant position;
  - (c) Reclassifying an employee;
  - (d) Providing a step increase for an employee;
  - (e) Changing a pay scale;
  - (f) Changing a job description;
  - (g) Creating a new position;
  - (h) Disciplining an employee;
  - (i) Terminating an employee.
- (2) The Board may, at any time, require that a particular instance of the above actions, or categories thereof, be subject to additional or lesser oversight. Modifications in oversight which are intended to be applicable other than in a specific instance must be reduced to writing and incorporated into these Rules.

### **2.040 Departmental Operating Authority in Specific Instances**

- (1) Advertising a position:
  - (a) Subject to Pre-Action Notification and the requirements of CR 2.030, Department Heads and Elected Officials may, without Board approval, advertise a vacant or soon-to-be vacant position at its existing pay scale.
  - (b) In all other instances, approval by the Board is required prior to taking this action.
- (2) Filling a vacant position:
  - (a) Subject to Pre-Action Notification and the requirements of CR 2.030, Department Heads and Elected Officials may, without Board approval, fill a vacant position at

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any step up to and including step three on the current pay scale, provided the monthly cost of the action is cost-neutral or a cost savings as compared to the monthly cost prior to the vacancy.

(b) In all other instances, approval by the Board is required prior to taking this action.

### (3) Reclassifying an employee:

(a) Subject to Pre-Action Notification and the requirements of CR 2.030, Department Heads and Elected Officials may, without Board approval, reclassify employees in a manner that is within budget.

(b) In all other instances, approval by the Board is required prior to taking this action.

### (4) Providing a step increase for an employee:

(a) Subject to Post-Action Notification and the requirements of CR 2.030, Department Heads and Elected Officials may, without Board approval, provide budgeted step increases.

(b) In all other instances, approval by the Board is required prior to taking this action.

### (5) Changing a pay scale:

In addition to meeting the requirements of CR 2.030, approval by the Board is always required prior to taking this action.

### (6) Changing a job description:

In addition to meeting the requirements of CR 2.030, approval by the Board is always required prior to taking this action.

### (7) Creating a new position:

In addition to meeting the requirements of CR 2.030, approval by the Board is always required prior to taking this action.

**DIVISION 100 – COOS COUNTY SMOKING/TOBACCO POLICY**

**2.100 Policy**

Effective October 1, 2015 the use, distribution, or sale of smoking/tobacco products, or advertising of tobacco industry sponsored products is not permitted at any time in and on County property including, but not limited to: any properties, natural areas, and worksites owned or controlled by Coos County; entryways; outdoor areas such as parks and the Fairgrounds; and vehicles and equipment. If questions arise regarding the actual physical parameters of the prohibition for any particular County property, the board of County Commissioners or designee shall provide a final determination.

**2.120 Purpose**

To promote the long-term health and safety of employees and the public.

Chronic diseases, such as heart disease, stroke, cancer, diabetes and arthritis, are among the most common, costly, and preventable of all health problems in Coos County and the U.S. The U.S. Surgeon General has determined that exposure to secondhand tobacco smoke and the use of tobacco are significant health hazards. Tobacco use is the leading modifiable health risk factor responsible for much of the illness, suffering, and early death related to chronic disease.

Death and disability resulting from tobacco use costs Coos County lives and dollars. In 2013 the economic burden of tobacco use in Coos County was \$73 million in direct medical costs and lost productivity due to early death.

Establishing tobacco free campuses will protect the public and employees from exposure to secondhand smoke, help people to quit, as well as promote healthy community norms. This policy is also essential to our ongoing responsibility to steward public resource and the environment. Smoking is estimated to be the number one cause of fire related death and injury, and is a major cause of wild-land fires. The environmental impact of smoking is also large as cigarette filters are toxic and are the most frequently littered item.

**2.130 Definition – for purpose of this policy**

**Smoking/Tobacco:** Includes any smoking, smokeless tobacco and inhalant delivery system intended to deliver nicotine, cannabinoids or other substances, excluding FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation.

**2.140 Scope**

This policy applies to all Coos County employees, volunteers, interns, clients, visitors, vendors and contractors on property owned or controlled by Coos County.

**2.150 Exceptions**

This policy does not apply to:

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- (a) The use of noncommercial tobacco for ceremonial, cultural, religious or medicinal activities that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. section 1996. Exceptions for ceremonial, cultural, religious or medicinal tobacco use must be pre-approved by Coos County Tobacco and Prevention Coordinator.
- (b) Individual campsites that house a fire ring or fire pit.
- (c) One designated smoking area during the Coos County Fair. This area will be defined by the Coos County Fair map. This area will be clearly marked. Minors under the age of 18 will not be allowed in designated smoking area.
- (d) Personal vehicles.
- (e) Personal clothing branded by smoking/tobacco companies.

### **2.160 Communication of Policy**

Signs communicating Coos County's smoking/tobacco policy are considered the first line of enforcement for this policy. Smokefree Oregon QuitLine information will be posted on the property. The communication of this policy is the shared responsibility of all Coos County personnel. Employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy to the public, vendors, volunteers or others.

### **2.170 Compliance**

Any person who observes anyone violating the policy is encouraged to address the noncompliance in a polite and friendly manner. If difficulties arise with compliance, an employee shall notify a management-level staff member. Management and supervisory staff are responsible for ongoing compliance with this policy within their respective work areas. In addition, management and supervisory staff are expected to adhere to standard practice in resolving any issues of noncompliance.

### **2.180 Cessation Assistance**

Coos County is committed to assisting employees, volunteers, interns, clients, visitors, vendors and contractors in overcoming tobacco dependency. Coos County employees have access to tobacco cessation programs and medications (when indicated) as part of their standard medical benefits. In addition, Coos County will communicate the policy to all current and new employees and shall provide ongoing support and resources to employees as part of the policy implementation. Members of the public, County volunteers, interns and clients may be referred to Oregon's Tobacco Quit Line, 1-800-QUIT NOW, which is a free tobacco cessation resource.

**DIVISION 200**  
**COOS COUNTY SOCIAL MEDIA USE POLICY AND PROCEDURE**

1. Purpose: This Coos County Social Media Use Policy and Procedure (“Policy”) establishes guidelines for the establishment and use of social media sites as a means of conveying information to members of the public. The intended purpose of County social media sites is to disseminate information from the County about the County’s meetings, activities, and current issues of interest to members of the public. The County has an important interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the County and its officials.
2. Applicability: This Policy is intended to apply to all County officials, employees and approved volunteers, consultants, service providers, and contractors performing business on behalf of the County. Any person or department to which this Policy is applicable that is using social media prior to the implementation of this Policy is expected to read and understand this Policy and, to the extent the current use is in conflict with this Policy, to bring their social media use in compliance with the Policy. To the extent anything in this Policy is determined to conflict with Oregon Revised Statutes, the Coos County Employee Handbook, or an applicable Collective Bargaining Agreement, this policy is subordinate.
3. Definitions:
  - 3.1 “County” means Coos County, Oregon.
  - 3.2 “Social media” or “social media sites” means content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the internet. Examples include, but are not necessarily limited to, Facebook, Twitter, Blogs, RSS, YouTube, LinkedIn, and Instagram.
4. General Policy:
  - 4.1 A department’s decision to use social media shall be approved by a Department Head with written notice to the Board of Commissioners prior to its implementation. In considering whether to implement social media, Departments who choose to use social media shall:
    - 4.1.1 Have a strong understanding of the risks associated with using social media in order to make an effective decision;
    - 4.1.2 Engage IT, Risk Management, County Counsel/Human Resources (HR), and Commissioner liaisons to assess the risks of utilizing a specific social media site;

- 4.1.3 Establish a well thought out social media strategy considering potential risks, potential benefits, the department’s technical capabilities, and the department’s mission and goals.
- 4.1.4 Have security controls in place to protect County information and technology assets.
- 4.2 Department Heads shall be responsible for determining which individuals are authorized to use social media on behalf of the department and for ensuring compliance with the terms of the Policy.
- 4.3 All County social media sites shall clearly state that such sites are maintained by the County and are in compliance with this Policy.
- 4.4 All County social media sites shall adhere to applicable federal, state, and local laws, regulations, and policies.
- 4.5 County social media sites are subject to the Oregon Public Records Act (ORS 192.001 et seq.). Any content used or maintained on a County social media site that is related to County business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on County social media sites shall be retained using appropriate software or applications. All County social media sites shall contain the following statement in a conspicuous location: **This is a Coos County government page, and all content is a public record and may be subject to public disclosure.**
- 4.6 Employees representing the County on County social media sites shall conduct themselves at all times as a professional representative of the County and in accordance with all County policies.
- 4.7 All County social media sites shall utilize authorized County contact information for account set-up, monitoring and access. To the extent possible, the use of personal email accounts or phone numbers by any County employee shall not be used for the purpose of setting-up, monitoring, or accessing a County social media site.
- 4.8 County social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the County has no control. The County does not endorse any hyperlink or advertisement placed on County social media sites by the social media site’s owner(s), vendor(s), or affiliates.
- 4.9 All County computers, laptops, and mobile devices used to access social media sites shall have up-to-date software to protect against destructive technical incidents (e.g. cyber, virus, and spyware/adware attacks). Perceived or known compromises to the County’s network shall be immediately reported to IT.

- 4.10 Recognizing that technology and social media are continually changing and adapting, the County reserves the right to change, modify, or amend all or part of this policy at any time.
5. Content Guidelines:
- 5.1 The Content of County social media sites shall only pertain to County-sponsored or County-endorsed programs, services, or events. “Content” includes, but is not limited to, information, photographs, videos, and hyperlinks.
- 5.2 The County shall have full permission or rights to any content posted by the County, including photographs and videos.
- 5.3 Postings to social media by County employees shall only be made during normal working hours, in the scope the employee’s official duties; provided however, after hours or weekend postings may be made with written approval from an employee’s Department Head after consultation with HR/Counsel.
- 5.4 Any employee authorized to post to County social media shall review, be familiar with, and fully comply with the social media site’s use, policies, and terms and conditions.
- 5.5 Any employee authorized to post items to any of the County’s social media sites shall not express his/her own, personal views or concerns through such postings. Instead, postings on any of the County’s social media sites by an authorized county employee shall only reflect the views of the County.
- 5.6 Postings must contain information that is freely available to the public and cannot be confidential as defined by any County policy or state or federal law.
- 5.7 Postings shall not contain any personal information, except for the names of employees whose job duties include being available for contact by the public.
- 5.8 Postings to County social media sites shall not contain any of the following:
- 5.8.1 Comments that are not topically related to the particular posting being commented upon;
  - 5.8.2 Comments in support of, or opposition to, political campaigns, candidates, or ballot measures;
  - 5.8.3 Profane language or content;
  - 5.8.4 Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual

- orientation, as well as any other category protected by federal, state, or local laws;
- 5.8.5 Sexual content or links to sexual content;
  - 5.8.6 Solicitations of commerce;
  - 5.8.7 Conduct or encouragement of illegal activity;
  - 5.8.8 Information that may tend to compromise the safety or security of the public or public systems; or
  - 5.8.9 Content that violates a legal ownership interest of any other party.
- 5.9 The content restrictions contained in Paragraph 5.8 shall be clearly displayed or available to all users of County social media sites. Any content removed because of a violation of any of the content restrictions shall be retained, including the time, date, and identity (if available) of the poster, and a statement indicating that any such content will be retained shall also be clearly displayed or available on all County social media sites. County social media sites shall be monitored regularly, and prompt corrective action shall be taken when an issue arises that places, or has potential to place, the County at risk. Departments are encouraged to consult with County Counsel to develop department-specific disclaimers to meet the County's legal needs or to determine whether a particular comment or circumstance may violate this Policy.
- 5.10 The County reserves the right to implement or remove any functionality of its social media sites. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that is posted on a County social media site.
- 5.11 Except as expressly provided in this Policy, accessing any social media sites shall comply with all applicable County policies pertaining to communications and the use of internet by employees, including email content.

**APPENDIX**Quick Reference for Required Statement/Disclaimers on County Social Media Sites

- This site is maintained by Coos County and is in compliance with the Coos County Social Media Policy.
- This is a Coos County government page, and all content is a public record and may be subject to public disclosure.
- Coos County does not endorse any hyperlink or advertisement placed on County social media sites by the social media site's owner(s), vendor(s), or affiliates
- Postings to County social media sites shall not contain any of the following:
  - Comments that are not topically related to the particular posting being commented upon;
  - Comments in support of, or opposition to, political campaigns, candidates, or ballot measures;
  - Profane language or content;
  - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws;
  - Sexual content or links to sexual content;
  - Solicitations of commerce;
  - Conduct or encouragement of illegal activity;
  - Information that may tend to compromise the safety or security of the public or public systems; or
  - Content that violates a legal ownership interest of any other party.