

Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

June 2023

Involved Committees:

Human Resources

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # 23-06-03

A RESOLUTION TO CREATE PERSONNEL POLICY 403 – SOCIAL MEDIA POLICY

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Social Media portion of policy 401 was removed through a resolution entitled "A Resolution to Update Personnel Policy 401 – Electronic Media and Social Media" because this needs to be its own policy; and,

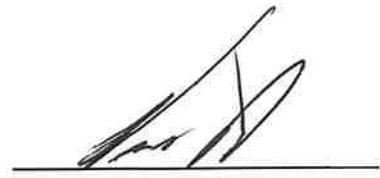
WHEREAS, the Human Resource Committee has recommended creating this new policy of its own but keeping the content from the previous policy that it was a part of; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby creates Policy 403 Social Media Policy of the Buffalo County Handbook effective June 26th, 2023, to make these updates.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 26th day of June, 2023.

ATTEST:



County Clerk


County Board Chairperson

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Respectfully Submitted:

Human Resources Committee:



Steven Nelson



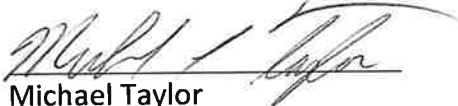
Carol McDonough



Mary Anne McMillan Urell

Excused

Nathan Nelson



Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

None

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Exhibit A: Policy

POLICY 403 – SOCIAL MEDIA POLICY

Purpose: To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, Buffalo County Departments may consider participating in social media formats to reach a broader audience. Buffalo County encourages the use of social media outlets to further the goals of the County and to meet the mission statement of the County.

Policy:

- It is the policy of the County that employees may not use social media technology while at work or off of work to engage in or post communications or material that would violate any Personnel Policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.
- Do not create any "offensive" or disruptive messages or documents or use in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers. A post is "offensive" if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers.
- Employees may not modify, delete, or destroy any county document created by any electronic media unless specifically authorized to do so.

General Guidelines for Social Media Use:

- *Only on Your Own Time.* Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time and in work areas (you may engage in social media activities during break times and pre/post work time.)
- *Post as Yourself.* Make clear that you are expressing your personal views alone, not those of the County.
- *Be Respectful and Nice.* Do not post communications or material that is disparaging of services, or employees; obscene, profane, vulgar, bullying, threatening, or maliciously false.
- *Use Good Judgment.* Because what you say online is accessible to the public, use good judgment in your communications.
- *Obey the Law.* Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.

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- *Don't Expect Privacy.* Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
- *Ask for Guidance.* If you have any questions about what is appropriate to include in social media communications, ask your manager or a member of the Administration Office.
- *Comply with Harassment/Discrimination and Other Policies.* Employees may not use social media to engage in or post communications or material that would violate any other Personnel Policy, including, but not limited to, the Harassment and Discrimination Policy.
- *Keep Secrets.* You must not disclose "confidential information" which does not include discussions with third parties about your wages, hours and/or conditions of employment.
- These guidelines are not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.

Reporting Deviations from Policy:

- All employees are encouraged to report any discovered or suspected unauthorized or improper usage of social media with impact on the workplace.
- The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.
- Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

Policy Violations: Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.