



# **UNION COUNTY**

## **ADMINISTRATIVE**

### **POLICY MANUAL**



## PURPOSE

The Union County Administrative Policy Manual (“Manual”) contains certain policies and procedures approved by the Union County Board of Commissioners or the Union County Manager (or designee) to guide the administrative operation of Union County Government. This Manual serves as a general reference guide of those administrative policies for the employees of Union County (“the County”). It is acknowledged that not all policies and procedures concerning employment with the County are contained herein. The Manual is not a contract, explicit or implied, nor does it guarantee employment for any specified length of time.

The policies contained in this Manual apply to all departments of the County, except where otherwise noted. Each County employee agrees to comply with the policies and procedures set forth in this Manual as a condition of initial, and continued, employment.

The County reserves the right to modify any provision of this Manual, including the policies and procedures therein, at any time and without prior notice.



# Union County Administrative Policy Manual

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# TRAVEL POLICY

Finance

Adopted February 17, 2014; Amended: April 7, 2014; October 1, 2018

## ***I. Purpose***

The purpose of this Policy is to establish guidelines for the County's payment of transportation, lodging, meals, and incidental travel expenses for County employees and authorized Agents who travel on Official County Business to attend schools, conferences, seminars, conventions, meetings, and for other designated purposes.

## ***II. Applicability***

This Policy applies to all County employees and to Agents of the County traveling on Official County Business whose expenses for such travel are paid by the County.

## ***III. Definitions***

Wherever used in this Policy and printed with initial capital letters, the terms listed below will have the meanings indicated.

- a. **Agent** - Any officer, official, volunteer, board member, appointee, or other person authorized to conduct Official County Business.
- b. **Business Meal** - Meal with a clearly substantiated business purpose directly associated with conducting Official County Business.
- c. **County** - Union County, North Carolina.
- d. **Covered Person** - Any County employee or Agent who is subject to the provisions of this Policy in accordance with Section II.
- e. **County Manager** - The County Manager of Union County and the County Manager's designee, if any.
- f. **Day Travel** - Trips taken where the time from departure to return is less than twelve (12) hours.
- g. **Executive Director** - The Executive Director of a County Service Area, and the Executive Director's designee, if any. For purposes of this Policy, this term shall include the Sheriff, Register of Deeds, and the Senior Staff Attorney. When approval of an Executive Director is required on behalf of a Covered Person, it shall refer to the Executive Director of the Service Area in which the Covered Person is employed, or, for Agents, the Executive Director with whom such Agent is most closely affiliated.
- h. **Incidental Travel Expenses** - Fees and tips given to porters, baggage carriers, bellhops, hotel staff, and staff on ships.
- i. **IRS Rate** - The Business Standard Mileage Rate (as set forth in Internal Revenue Bulletin 2010-51, or any similar successor document) published by the Internal Revenue Service in the most recent annual notice for standard mileage rates.

- j. **Local Travel** - Travel within Union County and all adjacent counties (Mecklenburg, Cabarrus, Stanly, Anson, Lancaster, and Chesterfield).
- k. **Official County Business** - Business which serves a direct and lawful public purpose which a Covered Person is authorized to conduct by the County.
- l. **Out-of-State Travel** - Travel beginning when a person leaves the State of North Carolina and remaining in effect until the person returns to the State of North Carolina. Travel that takes place in Lancaster and Chesterfield counties in South Carolina is not considered Out-of-State Travel under this Policy.
- m. **Policy** - This Union County Travel Policy.
- n. **Travel Away from Home** - Travel of a Covered Person when the following two conditions are met: (i) Official County Business requires the Covered Person to be away from Union County longer than twelve (12) hours, and (ii) the Covered Person needs to sleep or rest to meet the demands of County work while away from Union County.
- o. **Travel Reimbursement Form** - Form designated by Union County's Finance Division that a Covered Person must submit in order to receive reimbursement for travel-related expenses.

#### **IV. Covered Person Responsibilities**

Covered Persons shall exercise the same care incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Covered Persons are expected to utilize services and accommodations appropriate for conducting Official County Business. Covered Persons are expected to travel and conduct Official County Business in reasonable comfort, and to exercise good judgment in distinguishing between comfort and extravagance. The County will not pay or reimburse costs resulting from circuitous routes, luxury accommodations, or services unnecessary or unjustified in such travel. By way of illustration and not limitation, the County will not pay for or reimburse the cost for in-room movies and room service meals. Covered Persons will be responsible for any travel costs and expenses incurred for personal preference or convenience. Any travel expenses for family or guests of a Covered Person are not eligible for reimbursement by the County.

All travel, whether for continuing education, conferences, training, or some other Official County Business, is dependent upon the availability of budgeted funds. Such budgeted funds should be approved in advance as part of the annual budget for the applicable Service Area. The Executive Director is ultimately responsible for communicating County policies to Covered Persons within such Director's Service Area.

#### **V. General Provisions**

- a. **Registration Fees** - Advance payment of registration fees for educational opportunities, conferences, seminars, training, or other courses requires approval by the Executive Director. Covered Persons shall use a procurement card for payment of registration fees when this payment option is available. When not available, Covered Persons shall request payment by check in advance of payment deadlines in order to provide the Finance Division with sufficient time to process payment.

- b. **Use of County Vehicles** - Covered Persons are encouraged to drive County vehicles when available and when the Covered Person is authorized to drive a County vehicle. A Covered Person should contact the County Garage for vehicle availability. Gas cards are provided for these vehicles, and a Covered Person should use an authorized station for fueling when possible. Covered Persons may use their own personal vehicle at the discretion of the Executive Director.
- c. **Parking Fees** - The County will pay or reimburse reasonable parking or garage fees for all travel conducted on Official County Business.
- d. **Travel Advance Payments** - Except for the payment of registration fees pursuant to Section V(A), travel advances will require approval by the Executive Director of Administrative Services/CFO. If an extenuating circumstance exists, the Executive Director of Administrative Services/CFO, may at his/her discretion, approve a travel advance on a case by case basis. Covered Persons requesting a travel advance will provide notice to the Finance Division not later than ten (10) business days prior to the commencement of travel in order for the Finance Division to have sufficient time to prepare the check. If a travel advance is approved, proper documentation of the expenses upon which the travel advance was used will be submitted in accordance with the procedures described in Section VIII of this Policy. Any portion of a travel advance not used by the Covered Person shall be returned to the County's Finance Division. The documentation, along with any portion of the travel advance which was unused, must be submitted to the Finance Division within ten (10) business days upon completion of travel. Failure to submit the required documentation and/or unused portion of the travel advance within the required timeframe will result in a payroll deduction from the employee's pay in the amount of the travel advance. By accepting a travel advance payment, the employee consents to such withdrawal in accordance with these conditions.
- e. **Local Travel** - Covered Persons who receive a monthly travel allowance are not eligible for reimbursement for transportation expenses when engaged in Local Travel. The County will not pay or reimburse lodging expenses relative to Local Travel unless prior written approval has been given by the County Manager.
- f. **Approval for Travel Away from Home and Out-of-State Travel** - All Travel Away From Home requires prior approval by the Executive Director. All Out-of-State Travel (unless constituting Day Travel) requires prior written approval by the Executive Director. All Out-of-State Travel for Executive Directors (unless constituting Day Travel) requires prior written approval by the County Manager. This provision does not apply to County Commissioners, the Sheriff, or Register of Deeds.
- g. **Business Meals** - If an Executive Director deems it necessary for County staff and/or officials to have a Business Meal outside of the workplace (which may include other government officials, business community members, prospective employees, or other appropriate persons), the County will pay for or reimburse reasonable meal expenses. Such meals should be purchased using a procurement card, when possible. As justification for such use of the procurement card and in order to receive reimbursement for a Business Meal when use of the procurement card is not possible, the Covered Person shall submit a meal receipt along with an agenda or a statement of purpose of the Business Meal. The agenda or statement of purpose shall contain a list of all attendees at the Business Meal.

When an Executive Director deems it necessary for County employees to work during normal meal breaks, (e.g. lunch hour), and meals or refreshments are provided during such a meeting, the County will pay for such meal as a Business Meal. In such instance, the Executive Director shall use a procurement card and shall submit to the Finance Division the meal receipt, an agenda or statement of purpose of the meal, and a list of all attendees.

- h. **Expenses Incurred by Agents** - The County will pay or reimburse travel expenses incurred by Agents only upon approval by the Executive Director. If there is no Executive Director affiliated with the Agent, the travel expenses incurred by the Agent must be approved by the County Manager; provided, however, that travel expenses incurred by County Commissioners do not require approval by an Executive Director or the County Manager. Instead, County Commissioners must submit travel expenses in accordance with Section VIII and otherwise comply in full with the requirements of this Policy. The County Manager will review the Travel Reimbursement Forms submitted by County Commissioners for compliance with this Policy prior to payment or reimbursement by the County's Finance Division.
- i. **Cancellations** - Penalties and charges resulting from the cancellation of, or change to, scheduled travel is the County's obligation if the Covered Person's travel was approved in advance and the cancellation or change is made at the direction of, and for the convenience of, the County. If the cancellation or change is made for the personal benefit of the Covered Person, it is the Covered Person's obligation to pay the penalties and charges, unless resulting from serious illness or death to the Covered Person or to a person in the Covered Person's immediate family, or from other critical circumstances beyond the control of the Covered Person.
- j. **Alcoholic Beverages** - The County will not pay for or reimburse expenses relative to the purchase of alcoholic beverages under any circumstances. Covered Persons shall not provide alcoholic beverages at County sponsored meals for boards, committees, commissions, or other functions. Any Covered Person who incurs alcohol-related expenses shall be solely responsible for those expenses.

#### **VI. *Payment or Reimbursement for Day Travel***

- a. **Transportation Expenses** - The County will reimburse Covered Persons for use of their personal vehicle for non-Local Travel at the IRS Rate. The County will reimburse Covered Persons for use of their personal vehicle for Local Travel at the IRS Rate, provided that such Covered Persons do not receive a monthly travel allowance. The mileage reimbursed will be measured from the Covered Person's beginning location or the location where the Covered Person typically reports to work, whichever results in a lesser distance.
- b. **Meals** - The County will pay for meals taken during Day Travel when (i) a Covered Person's travel reasonably occurs during regular meal hours, and (ii) such meal otherwise constitutes a Business Meal. In such instances, the Covered Person shall use a procurement card and shall submit to the Finance Division the actual meal receipt(s).

#### **VII. *Payment or Reimbursement for Travel Away from Home***

- a. **Transportation Expenses** - The County will reimburse Covered Persons for use of their personal vehicle for non-Local Travel at the IRS Rate. The County will reimburse Covered Persons for use of their personal vehicle for Local Travel at the IRS Rate, provided that such

Covered Persons do not receive a monthly travel allowance. The mileage reimbursed will be measured from the Covered Person's beginning location or the location where the Covered Person typically reports to work, whichever results in a lesser distance.

The County will pay for or reimburse the cost of fare for bus, train, taxi, ride sharing services (e.g. Uber, Lyft), and air transportation. Covered Persons must obtain such tickets or fares at the most economical rate available, and they shall make reservations as far in advance as possible to obtain the lowest rates available. If a commercial airline is used, the County will only pay the cost of the airfare and one checked bag (if such a checked bag charge is applicable). Only standard coach/economy class airfares are authorized. Use of a procurement card for payment of such transportation expenses is preferred when this payment option is available.

- b. **Lodging** - The County will pay the actual cost of lodging for a traditional commercial lodging establishment. Covered Persons shall utilize conference/seminar hotel packages when available. In the event a conference/seminar package is not available, the Covered Person shall obtain lodging at a reasonable price within a reasonable distance from the conference/seminar or place where the Covered Person is required to conduct Official County Business. The County will pay the actual cost of lodging for a rental by owner through an established commercial entity (e.g. Airbnb, VRBO) if the lodging price is reasonable and comparable to reasonable commercial lodging establishment prices in the area. Covered Persons shall request a government rate when making reservations if conference/seminar packages are not available. A Covered Person shall use a procurement card to make reservations at a commercial lodging establishment. A detailed original receipt is required indicating the dates of stay, the daily room rate, and all applicable taxes. Credit card receipts are not sufficient.

Job related telephone calls are reimbursable as long as they are shown on the hotel bill. Personal telephone calls will not be reimbursed nor paid for with a County procurement card. When more than one Covered Person occupies the same hotel room, the total lodging expense should be reported on only one of the Covered Person's Travel Reimbursement Forms (if such expenses are not paid by procurement card). When another person who is not a Covered Person occupies the same hotel room with a Covered Person during authorized travel, the Covered Person must pay the difference between the single and double room rates, if applicable.

- c. **Meals and Incidental Expenses (M&IE) for Travel Away from Home** - [Note: This paragraph only applies to Covered Persons associated with the Union County Sheriff's Office. Other than as set forth in this paragraph, Sections VII(C)-(D) of this Policy do not apply to Covered Persons associated with the Union County Sheriff's Office during Travel Away From Home. Such Covered Persons will not receive a daily M&IE allowance for meals and Incidental Travel Expenses for Travel Away From Home. Rather, such Covered Persons shall either a) use a procurement card for meal costs incurred during Travel Away From Home, or b) use their own money and submit a Travel Reimbursement Request for the reimbursement of actual meal costs. Such Covered Persons shall submit itemized meal receipts along with an agenda or statement of a purpose of a meal to substantiate meal expenses. Such reimbursement or payment for a meal shall not exceed the deduction amount for a particular



meal based upon the GSA's current Maximum Federal Per Diem Rates for meals in a person's area of travel (which may be determined based upon the instructions described in Step 1 of this Section below). For example, based upon the sample chart shown in this Section below, if such a Covered Person's area of travel allows a daily M&IE allowance of \$56, the maximum the County shall pay or reimburse for meals is \$9 for breakfast, \$13 for lunch, and \$29 for dinner.

Additionally, if such a Covered Person incurs any Incidental Travel Expenses during Travel Away From Home, they may submit a Travel Reimbursement Request for the actual amount of Incidental Travel Expenses incurred each day, up to the daily amount set forth for such Incidental Travel Expenses in the GSA's current Maximum Federal Per Diem Rates guide for the Covered Person's area of travel (for example, the current amount is \$5, as set forth in the sample chart shown in this Section below).]

Effective with the implementation of this Policy, Covered Persons who undertake Travel Away From Home will no longer be allowed to purchase meals or incur Incidental Travel Expenses using a procurement card, nor will they be reimbursed based upon the receipts for such expenses. Rather, Covered Persons will receive a daily M&IE allowance for meals and Incidental Travel Expenses for each day of travel as provided for in this Section. The daily M&IE allowance shall be requested on the Covered Person's Travel Reimbursement Form and submitted in accordance with Section VIII of this Policy.

A daily M&IE allowance will be provided using the most current version of the Maximum Federal Per Diem Rates for meals and incidental expenses as published by the U.S. General Services Administration ("GSA"). These rates are currently available at the GSA's website: <http://www.gsa.gov/portal/content/101518>.

A Covered Person shall take the following steps to calculate the amount of the M&IE allowance for each day of travel (please also refer to subsection D of this Section for a sample calculation). This calculation must be done separately for each day of travel.

**i. Step 1**

Determine which column of the daily M&IE allowance chart (shown below as an example only, subject to change) corresponds with the M&IE allowance amount (shown as the M&IE total) applicable to the Covered Person's area of travel. The Covered Person's area of travel is based upon the work/conference/seminar location, not the accommodation location.

The column which corresponds with the Covered Person's area of travel is determined by the federal government based upon average costs in that area. By way of example only, if a Covered Person's area of travel is Raleigh, the current applicable M&IE column is the \$66 column; whereas if a Covered Person's area of travel is Asheville, the current applicable M&IE column is the \$51 column. The applicable M&IE allowance column amounts which correspond with areas of travel are currently available on the GSA's website at: <http://www.gsa.gov/portal/category/100120>.

Once the appropriate column is determined, the Covered Person should only utilize that column in their calculations of each day's M&IE allowance amount for that particular area of travel.

**ii. Step 2**

Determine whether the M&IE allowance amount for that day is based upon the full M&IE allowance amount in the top row of the column, or if the M&IE allowance amount for that day is based upon the partial M&IE allowance amount shown in the bottom row of the column.

On the first day of travel, the last day of travel, or partial travel days (those Travel Away From Home trips lasting longer than 12 hours, but less than 24 hours), the Covered Person should use the partial M&IE allowance amount shown in the bottom row of the column in calculating the M&IE allowance amount for that day.

Otherwise, on full days of travel, the Covered Person should use the full M&IE allowance amount shown in the top row of the column in calculating the M&IE allowance amount for that day.

**iii. Step 3**

Determine if any deductions should be made from the M&IE allowance amount determined in Step 2.

If there are no meals furnished to the Covered Person at the conference/course/meeting on that day (e.g. meals included as part of the registration fees already paid by the County or vendor/association sponsored meals), then there are no required deductions. The Covered Person will receive the M&IE allowance amount determined in Step 2.

However, if there are meals furnished to the Covered Person at the conference/course/meeting on that day (as described in the paragraph above), a Covered Person shall deduct the appropriate amount from the amount determined in Step 2 based upon the type of meal(s) provided (this applies for all Travel Away From Home within the Continental United States). This deduction must be made for each such meal. The amount remaining after such meal deductions from the Step 2 amount is the M&IE allowance applicable for that day. However, the total amount of deductions made shall never cause a Covered Person to receive less than the amount allowed for incidentals in the chart on the following page.

| M&IE Total                 | \$46    | \$51    | \$56 | \$61    | \$66    | \$71    |
|----------------------------|---------|---------|------|---------|---------|---------|
| Continental Breakfast      | \$7     | \$8     | \$9  | \$10    | \$11    | \$12    |
| Lunch                      | \$11    | \$12    | \$13 | \$15    | \$16    | \$18    |
| Dinner                     | \$23    | \$26    | \$29 | \$31    | \$34    | \$36    |
| Incidentals                | \$5     | \$5     | \$5  | \$5     | \$5     | \$5     |
| First & Last Day of Travel | \$34.50 | \$38.25 | \$42 | \$45.75 | \$49.50 | \$53.25 |

**Sample M&IE Allowance Calculation** - Use of the GSA formula for calculation of the M&IE allowance is best illustrated by example. Note that this example does not consider any transportation or lodging expenses.

A Covered Person leaves Union County on Monday morning for a conference in Asheville. The conference takes place on Monday afternoon, all day Tuesday and Wednesday, and Thursday morning. The Covered Person returns to Union County on Thursday afternoon. On Tuesday the conference (which was paid for by the County) provides lunch and dinner. On Wednesday, the conference provides lunch only. On Thursday, the conference provides breakfast only. Because provided as part of the conference, these meals have in effect already been paid for by the County.

The applicable M&IE allowance total for the travel area (Asheville) is the \$51 column. The M&IE allowance for each day will be calculated as follows based upon the applicable \$51 M&IE allowance column:

Monday- \$38.25 = [first day of travel allowance amount (\$38.25) with no provided meal deductions]

Tuesday- \$13 = [full day M&IE allowance amount (\$51) with a \$12 deduction for the provided lunch and a \$26 deduction for the provided dinner]

Wednesday- \$39 = [full day M&IE allowance amount (\$51) with a \$12 deduction for the provided lunch]

Thursday- \$30.25 = [last day of travel allowance amount (\$38.25) with an \$8 deduction for the provided breakfast].

### VIII. Travel Reimbursement Procedures

- a. **Submitting a Travel Reimbursement Request** - A Covered Person must complete a Travel Reimbursement Form and attach original itemized receipts (excluding meals and incidental expenses if requesting the M&IE allowance) for expenses to be reimbursed. All appropriate areas of the reimbursement form must be completed. The form includes the date of departure and arrival at the official workplace and/or any other place travel begins or ends. Departure

and arrival times must be included if an M&IE allowance is requested. If any portion is left blank, the Travel Reimbursement Form will be returned to the Covered Person submitting the form.

The Covered Person must also submit a copy of the conference program, agenda and/or a statement of purpose for travel indicating the days and times of the conference/seminar/course/purpose of business, along with the Travel Reimbursement Form. If the travel period is greater than the length of the conference/seminar/course/purpose of business, the Covered Person must submit documentation indicating that there is a savings to the County by staying additional days and/or nights. Documentation includes, by way of illustration only, quotes from a ticket agent on such items as airfare, quotes on accommodation rates, etc.

- b. **Approval and Processing of Reimbursement Requests** - The Covered Person must submit the Travel Reimbursement Form and all supporting documentation to their Executive Director, or the County Manager, as applicable, for approval within thirty (30) days of completion of the travel. After signed approval, the Travel Reimbursement Form and all accompanying documentation is forwarded to the County's Finance Division. A Travel Reimbursement Form submitted by a County Commissioner is reviewed by the County Manager for the sole purpose of determining compliance with this Policy before being forwarded to the County's Finance Division.

The Finance Division will audit the Travel Reimbursement Form. This includes validating the required signed authorized approval, verifying mathematical calculations, verifying travel receipts submitted, and confirming that M&IE allowances requested are in compliance with this Policy. If an error is discovered in the Travel Reimbursement Form or accompanying documentation, the reimbursement amount will be adjusted accordingly, and the Finance Division will notify the submitting Covered Person and the approving Executive Director (or County Manager) prior to payment.

#### ***IX. Penalties Associated with Violation of this Policy or Abuse of Travel Reimbursement***

- a. **Union County Personnel Resolution** - An intentional violation of this Policy constitutes unacceptable personal conduct under the Union County Personnel Resolution. Such an intentional violation of this Policy by a County employee may result in disciplinary action up to and including dismissal from County employment.

Employees who abuse travel privileges shall be subject to disciplinary action, up to and including dismissal from County employment, as deemed appropriate by the appropriate Executive Director, or County Manager, as applicable. Abuse of travel privileges includes, but is not limited to, the following:

- Falsification of travel documentation or requests for reimbursement.
  - Submission of requests for travel expenses not determined to be related to the purpose of travel.
  - Use of County vehicles for transportation not related to the purpose of travel.
- b. **State Statute Penalties** - A Covered Person submitting or approving falsified reimbursement forms is subject to disciplinary action and/or criminal prosecution. It is provided in G.S. § 159-

181(a) that any governing board member, officer, or employee of a local government submitting a written claim or approving a claim for funds, knowing that any portion of such claim is false, is guilty of a Class 3 misdemeanor.

Any employee who receives reimbursement or has expenses paid by any other source including vendors, federal, state, or local grants, or any private contributor may not claim those same expenses for reimbursement from the County. A claim submitted for such expenses is in violation of G.S. § 159-181(a) as noted above.

**X. Variances**

It is understood that this Policy may not anticipate every conceivable circumstance pursuant to which payment or reimbursement of travel expenses by the County may be reasonable. Therefore, approval of a variance may be granted by an Executive Director or by the County Manager, as applicable, if it is concluded that strict enforcement of this Policy would result in severe practical difficulties or unnecessary hardships for the Covered Person and that by granting the variance the spirit of the Policy will be observed and substantial justice done.

**XI. Effective Date**

This Policy shall become effective for travel beginning on or after February 18, 2014, and it shall supersede the Union County Travel Policy in effect for travel occurring prior to such time.

**Amendment to the Union County Travel Policy (April 7, 2014)**

1. Amend Section VII(C) by inserting the following at the beginning of this Section:

[Note: This paragraph only applies to Covered Persons associated with the Union County Sheriff's Office. Other than as set forth in this paragraph, Sections VII(C)-(D) of this Policy do not apply to Covered Persons associated with the Union County Sheriff's Office during Travel Away From Home. Such Covered Persons will not receive a daily M&IE allowance for Meals and Incident Travel Expenses for Travel Away From Home. Rather, such Covered Persons shall either a) use a procurement card for meal costs incurred doing Travel Away From Home, or b) use their own money and submit a Travel Reimbursement Request for the reimbursement of actual meal costs. Such Covered Persons shall submit itemized meal receipts along with an agenda or statement of a purpose of a meal to substantiate meal expenses. Such reimbursement or payment for a meal shall not exceed the deduction amount for a particular meal based upon the GSA's current *Maximum Federal Per Diem Rates* for meals in a person's area of travel (which may be determined based upon the instructions described in Step 1 of this Section below). For example, based upon the sample chart shown in this Section below, if such a Covered Person's area of travel allows a daily M&IE allowance of \$56, the maximum the County shall pay or reimburse for meals is \$9 for breakfast, \$13 for lunch, and \$29 for dinner. Additionally, if such a Covered Person incurs any Incidental Travel Expenses during Travel Away From Home, they may submit a Travel Reimbursement Request for the actual amount of Incidental Travel Expenses incurred each day, up to the daily amount set forth for such Incidental Travel Expenses in the GSA's current *Maximum Federal Per Diem Rates* guide for the Covered Person's area of travel (for example, the current amount is \$5, as set forth in the sample chart shown in this Section below).]

2. Except as herein amended, the provisions of the Union County Travel Policy shall remain in full force and effect.

# COVID-19 WORKPLACE PREPAREDNESS PLAN

Human Resources

Adopted May 7, 2020

Union County is committed to providing a safe and healthy workplace for all employees. To ensure this, we have developed this Preparedness Plan in response to the COVID-19 pandemic. All employees are responsible for following and implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and this will require full cooperation among employees. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

## ***Preventing the Spread of COVID-19 in the Workplace***

The County has put in place several measures designed to ensure a clean, safe workplace, including regular cleaning of high-touch areas such as handrails, door handles, break rooms, and bathrooms, as well as improvements to the County's HVAC systems to ensure improved ventilation and filtration throughout its facilities.

Employees are instructed to cooperate in taking steps to reduce the transmission of infectious disease in the workplace and abide by the CDC-recommended hygiene measures of frequent hand-washing for 20 seconds with soap and warm water, using hand sanitizer when available, avoiding touching the face, and covering the mouth and nose when sneezing or coughing (ideally, into the crook of the arm).

In addition, employees will be asked to clean personal work spaces (including desk, computer mouse and keyboard, chair, phone, and other frequently-touched surfaces) with sanitizing wipes on a frequent, regular basis, and to avoid using or borrowing other employees' supplies or equipment. The County is working to provide hand sanitizer and wipes throughout workplaces and in common areas.

Signage placed throughout County facilities will remind employees and the general public of the steps they can take to prevent the spread of COVID-19 (good hygiene, social distancing, and face masks when social distancing is not possible).

### **I. Physical Distancing**

The County will continue to encourage residents to perform as much of their business with the County as possible remotely (by Internet, phone, and mail). Employees are encouraged to identify to their supervisors areas where remote service access can be enhanced.

For those work areas where members of the public regularly visit, the County will provide additional measures promoting physical distancing, which may include floor markers indicating where residents should stand to keep their distance from both County employees and from other visitors in line; floor markers in elevators to limit capacity; and clear plastic or plexiglass barriers at customer service desks. In addition, each division is strongly encouraged to develop an appointment-based system for circumstances when live, in-person meetings with residents are necessary.

Whenever possible, employees are encouraged to maintain physical distancing practices; maintain a physical distance between yourself and others; hold internal and external meetings by phone or video conference, even when in the same building as the other participants; and when meetings must be held in person, limit the number of attendees and hold the meetings in rooms which allow for distance

between each of the attendees. Each Division Director is instructed to review the layout of its workspaces to determine what measures may be taken to maintain social distancing. In addition, the County may limit the number of people using some break rooms at one time, based on the size and layout.

## **II. Protective Equipment**

Where physical distancing is not possible, the County will provide masks to those employees most at risk due to their direct contact with members of the public or their fellow employees. The County will also encourage each employee and each person who enters a County building to wear a mask when physical distancing cannot be maintained. Employees are strongly encouraged to wear appropriate masks whenever physical distancing is not possible. Additionally, employees choosing to wear cloth face coverings may do so to help protect others in the workplace.

## **III. Telecommuting**

Employees are encouraged to telework when work circumstances are appropriate. Work is an activity, not a location. While not all positions will be eligible, employees should submit all telecommuting requests to their supervisor for consideration in light of the County's teleworking policy. Telework requests will be handled on a case-by-case basis at the discretion of an employee's supervisor.

## **IV. Limiting Travel**

All nonessential work-related travel is suspended until further notice. If an employee believes he or she has essential work-related travel needs, that employee should consult with his or her supervisor.

## **V. Staying Home When Ill**

Research on the novel coronavirus (COVID-19) continues, led by medical and public health experts at the federal and state levels. The County will continue to follow guidance issued by federal and state leaders as it is published.

Employees exhibiting any of the following symptoms must stay at home and not report to work until they are free of fever (100.4 degrees or more) for at least 72 hours (3 full days) without fever-reducing medication, their symptoms have improved, and at least 10 days have passed since their symptoms first appeared:

- Cough or shortness of breath; or
- At least two of the following symptoms: fever (of 100.4 degrees or higher), chills, repeated shaking with chills, muscle pain, headache, sore throat, or sudden loss of taste or smell

Updated guidance regarding symptoms and ending a period of isolation due to COVID-19 may be found here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html> (last visited May 6, 2020). If the guidance from the CDC regarding symptoms and duration of isolation periods changes and becomes different from the guidance found in this plan, employees should follow the CDC guidance.

Employees who appear to have symptoms of COVID-19 (cough, shortness of breath, fever, etc.) upon arrival to work or who begin to show symptoms during the work day will be separated from other employees immediately and sent home.

All reports of COVID-19 symptoms will be reported to an employee's supervisor. The supervisor (and his or her manager or director) will follow the procedures outlined in the following document: [Guidance on Employee COVID Scenarios](#)

COVID-19 infection does not originate in the workplace, rather it is brought to the workplace from the home and the community. Employees will follow current governmental (federal, state, and local) orders and guidelines to prevent personal infection, and subsequent transmission in the workplace.

The County's procedures for handling an employee's report of COVID-19 symptoms, or their exposure to such symptoms, will follow the guidance and recommendations found in evolving local, state, and federal guidance, as well as all communicable disease laws, regarding work exclusion, isolation, contact tracing, and informing employees of potential exposures from co-workers.

## **VI. Workplace Absences**

Employees who must be absent from the workplace for COVID-19-related reasons will discuss potential options for telework with their supervisors, who will manage each scenario on a case-by-case basis in conjunction with Human Resources, if necessary. Employees who must be absent from work for COVID-19-related reasons and who are unable to perform their job duties remotely will work with their supervisors and Human Resources regarding the types of leave available to them. Additional information about leave specific to the COVID-19 pandemic can be found on CountyConnect at the following link: <http://filehub/cc2/0/edoc/1876581/covid19-leave-info-guide.pdf>.

There may be periods of time when available personnel are limited within County facilities. Employees should be prepared to receive training in tasks they are not ordinarily assigned to perform in order to ensure continuity of services to the residents of Union County.

### ***County Facility Closures***

Note that the County retains the option to close or limit access to its facilities if circumstances make closure the best option. If such a decision is made, employees will receive separate guidance.

### ***Employee Responsibilities***

#### **Division Directors, Managers, and Supervisors**

Ensure that the requirements of this Workplace Preparedness Plan are implemented and met for your Division.


Ensure that your Division's employees are informed of their responsibilities and follow outlined control procedures.

#### **All Employees**

Become familiar with the requirements of this Workplace Preparedness Plan, including active physical distancing, self-reporting symptoms or confirmed illness, staying home if ill, regularly cleaning personal workspaces, maintaining appropriate hygiene practices, and following all government orders and guidelines for personal behavior in the community.

Sign the Employee Acknowledgement, the form of which is attached to this Plan, stating that you have read and understood the requirements of the COVID-19 Workplace Preparedness Plan.





### ***Updates to This Plan, Additional Resources***

As new information becomes available and new practices to ensure the safety of the County's workplaces are put in place, this Plan will be updated to ensure it remains an up-to-date resource for all employees.

While COVID-19 remains an active threat to the health and safety of the County's employees, the County will review this Plan on a monthly basis, and update as necessary.

For additional resources related to COVID-19 and workplace safety, please visit the following webpages:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

To sign the acknowledgement of receipt and reading, [click here](#).

# DRESS CODE

## Human Resources

Adopted January 9, 2017; Amended July 1, 2020

### **Policy Statement**

The County provides a wide variety of public programs and services. The appropriate appearance of our workforce is critical to establishing rapport and public confidence in how we carry out our duties and responsibilities. A neat and orderly appearance should be maintained in the performance of duties. All individuals are expected to dress suitably for the work they perform and be mindful of the impression they make with their personal appearance on the citizens they serve. This policy applies to any individuals providing public service to Union County to include all County employees, all workers contracted through a temporary or professional service agency, interns, and all unpaid volunteers.

### **Policy Guidelines**

This policy is intended to provide expectations on appropriate work attire and appearance. Individuals are expected to abide by the following standards:

- Business Professional dress (see description below) is required Monday – Thursday.
- The designated “Business Casual Dress Day” (see description below) is designated as the County’s last official work day of the week.

Individuals requesting a reasonable accommodation related to the policy (e.g. religious, cultural, disability, etc.) must provide the request in writing to their Director for approval. A doctor’s note may be required for requested accommodations.

### **Compliance and Enforcement**

Individuals who report to provide service on behalf of Union County that are not in compliance with this policy may be sent home to change and return to work, unless an alternate remedy can be arranged (vacation leave will be used for absences related to non-compliance with the dress code policy).

### **Work Attire Descriptions**

**Business Professional** is the standard dress attire for individuals Monday – Thursday and in the following circumstances that may occur any day of the week:

- Special meetings with clients or visitors
- Offsite meetings on County business
- Interviews – Whether you are the person being interviewed or you are a member of an interview panel, your professional appearance is important.

Individuals **may wear** the following items:

- Dress pants, ankle pants, and crop pants (crop pant lengths should cover the full calf)
- Jacket or blazer (denim jackets are acceptable)
- Dresses and skirts
- Collared golf/polo and dress shirts
- Sweaters, and/or vests
- Blouses

- Appropriate dress shoe (Sandals should be limited to those with a back strap)
- Dressy boots

**Formal Business Attire** should be worn in the following circumstances:

- Formal Business meetings
- Formal presentations to the Board of County Commissioners

Formal Business Attire consists of a matching suit, or blazer with coordinated pants and paired with a dress shoe.

**Business Casual Dress** is acceptable on the County's last official work day of the week.

Individuals **may wear** the following items on a "designated business casual dress day" in addition to the regular business professional clothing options:

- Jean of any length below the knee – Jeans should be conservatively fit with minimal stitching, embellishments and distressing. Denim should never be torn or frayed and should reflect a professional image
- Cargo and Capri pants of any length below the knee
- County issued T-Shirts
- Leggings with a skirt, dress, tunic, or fingertip length shirt.
- Athletic shoes
- Sandals **without** a back strap

Individuals **may not** wear the following items:

- T-Shirts unless issued by the County
- Clothing articles with pictures or wording of any kind (except brand logos which should not exceed the size of a dollar bill)
- Jeans (except on a designated "business casual dress day")
- Halter tops, midriff tops, tank tops or any top that has unfinished or cut edges
- Low-rise pants that reveal undergarments
- Tops (includes knit tops, blouses, and sweaters) that are low cut at the neck, sheer, or mesh
- Slippers, croc-like shoes, pool shoes, or flip-flops
- Shorts (unless part of an approved uniform) or Skorts
- Athletic shoes (except on a designated "business casual dress day")
- Athletic wear, e.g. gym or sweat pants, jogging outfits, shorts, spandex yoga pants, worn during work hours
- Capri length pants may not be worn except on a designated "business casual dress day"
- Ill-fitting garments (i.e., excessively tight or excessively loose-fitting garments)

### ***Personal Hygiene and Grooming***

This portion of the Union County Dress Code Policy has been developed to ensure that all individuals understand the importance of appropriate grooming and hygiene in the workplace or when representing the County. Individuals are expected to practice personal hygiene that does not negatively impact public interactions or the ability of a co-worker to effectively perform the essential functions of his/her job.

|                              |  |
|------------------------------|--|
| <b>Hygiene</b>               | Every employee is expected to practice daily hygiene and good grooming habits.   |
| <b>Fragrance</b>             | Fragrant products should be used in moderation out of concern for others in the workplace.   |
| <b>Jewelry and Piercings</b> | Visible body piercings must be removed with the exception of earrings in the ears and one small stud in the side of the nose. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited. |
| <b>Tattoos</b>               | Tattoos on the face or throat are prohibited and must be covered. Other visible tattoos should not contain graphic images or offensive language.   |
| <b>Body Art</b>              | Including: Surgically implanted dermal piercing, spikes, lip or ear gauges are not permitted in the workplace.   |
| <b>Headwear</b>              | Headwear is restricted to outside areas only and should be County issued if worn in the performance of duties.   |

***Uniformed Employees***

Individuals provided Union County work uniform clothing are also expected to maintain a neat appearance respective of the work they perform. Individuals provided with work uniform clothing should only wear these items in the official performance of duties. Care and use policies for County provided uniforms can be obtained at the Division level. Questions associated with Division specific uniforms should be directed to the Division Director.

Any questions regarding the Union County Dress Code Policy should be directed to the Director or Assistant Director of Human Resources.

# EMERGENCY RESPONSE PLAN: GOVERNMENT CENTER

## *Risk Management*

Adopted 6/2008; Amended: 3/2010; 6/2012; 2/2013; 4/2015; 8/2016

### **Section 1.1: Purpose**

The purpose of the Emergency Response Plan is to outline guidelines to be followed by Departments to protect employees and visitors during an emergency at the Union County Government Center. The plan is designed to cover various facility emergencies including fires, smoke, explosion, bomb threats, civil disturbance, severe weather, tornado warning, or other man made or natural emergency conditions effecting occupancy of county operational facilities. Employees should take the responsibility of knowing where their primary and secondary exits are located, where fire extinguishers are located, and where the pull box is located to activate a fire alarm.

The plan is to be activated whenever it is necessary to evacuate the facility following direction of the County Manager, Deputy County Manager, Assistant County Manager, or their Designee, regardless of the nature of the emergency.

Widespread, prolonged or other emergencies that overwhelm the intent of this plan may require the activation of the County Emergency Operations Plan. The Emergency Management Coordinator, the County Manager or their designee will make the decision to implement the Emergency Operations Plan depending on the scope of the emergency.

### **Section 1.2: Definitions**

**Accountability:** A count of everyone in the building. A “head count” is completed at the assembly area. The Group Leader should have a list of personnel in the department and cell phone numbers of any individuals who may be out of the office. Individuals should be contacted to confirm they are not in the building. If anyone is missing, inform the Incident Commander immediately.

**Alert and Warning:** Audible fire alarm within building. If the alarm sounds, leave the building immediately. Do not call the switchboard operator or communications to ask what is happening. The Communications Director or his/her designee will be responsible for evacuating the 911 Operations center.

**Assembly Area:** The particular area designated as an area that is a safe distance from the building and where accountability of employees is recorded. This location may be subject to change so as to alternate assembly areas. Do not leave the Assembly Area until authorization is received from the Incident Commander.

**Command Post:** Signifies the physical location of the tactical-level, on-scene incident command. It typically comprises the incident commander and immediate staff.

**Emergency Response Plan:** A plan for the workplace or parts thereof, describing procedures the employer and employees must take to ensure employee safety from fire or other facility emergency.

**Emergency Operation Plan:** The countywide plan outlining procedures for county emergencies or disaster.

**Evacuation:** Leave the building immediately. Do not let work or inclement weather prevent you from leaving the building when the alarm goes off. Do not go back into your work area until you have been given a “clear” signal by someone at the command post or by a fire department official.

**Group Leader:** The Group Leader reports Accountability of their Floor to the Incident Commander. The Group Leader is designated by a Director and will be the primary person to communicate with staff as necessary.

**Incident Commander:** The person responsible for all aspects of an emergency response. This individual will be designated by local emergency personnel.

**Quadrant:** Area of responsibility assigned to a Sweeper. This area is designated by a Director.

**Quad Leader:** Responsible for making sure their designated area is clear. The Quad Leader will report to their Fire Leader at the Assembly Area. This position is designated by the Executive Director.

**Unified Command:** A structured incident command system utilizing input from various Commanders from different legal, geographical, and functional authorities to share responsibility in managing the emergency response.

### ***Section 1.3: Administration***

The Emergency Response Plan administrator is the Risk Manager.

### ***Section 1.4: Employee Training Requirements***

Annual training shall cover:

1. How to report Emergencies
2. Evacuation Routes and Assembly Areas
3. Alarms and warning systems
4. Specific assigned actions

### ***Section 1.5: Sweeper***

The Sweeper or their back-up in the event he/she is not available, is responsible for making sure their Quadrant (area of responsibility) has been cleared.

- Upon receiving the order to evacuate, the Sweeper should designate one male and one female, if available, to check restrooms in their area. On Ground floor Planning and Inspections shall check the closest restrooms. On the 1st Floor Human Resources and Tax Collections shall check the closest restrooms.
- The Sweeper in turn will check their Quadrant to confirm everyone has been evacuated.
- Upon confirming the Quadrant has been cleared, the Sweeper and restroom designees shall evacuate the building together immediately and report to the Assembly Area.
- The Sweeper shall advise the Group Leader for their floor that their Quadrant is cleared. If an employee is frequently away from their normal work area, the Sweeper should have their cell phone number on their employee list and call that employee if the employee does not report to the designated Assembly Area.

### ***Section 1.6: Group Leader***

Group Leaders are responsible for the following:

- Taking their designated flag and clipboard of names of employees on their floor to the Assembly Area.

- Updating the list of employees on their floor or department no less than once monthly to assure it is kept current. Sweepers can assist with this task.
- Lead employees from work areas when alarm is sounded or order to evacuate is given.
- Escort employees to the designated assembly area.
- Accountability of employees and visitors on their floor.
- Reporting to the Incident Commander.
- Providing updates to Risk Manager as requested.
- Communicating between the Incident Commander and staff.

### ***Section 1.7: Fire Fighting Restrictions***

Because of the associated danger and the equipment and training required, this plan does not require any employees to use portable fire extinguishers to fight fires. If an employee voluntarily decides on their own to use a fire extinguisher, it should only be done if he/she is comfortable with using one, the fire is small, and he/she has an escape route. Periodic fire extinguisher training will be offered to all employees on a voluntary basis.

### ***Section 1.8: Bomb Search Restrictions***

At any time, employees should report unusual or suspicious packages to their Supervisor. Employees are not required to search and locate bombs in the event of a bomb threat; however, all employees should look for unusual or suspicious packages or items and notify their Supervisors of these sightings as they exit the building, as necessary. If it is a bomb threat, cell-phones should NOT be used within 1,000 feet of the Government Center.

### ***Section 1.9: First Aid or Medical Assistance***

Some County employees are trained at providing various levels of medical care including first aid, Cardiopulmonary Resuscitation (CPR), and as Emergency Medical Technicians. These employees should take immediate action as necessary, within guidelines of their individual training, to provide emergency care for individuals in need.

If further medical care is needed for *County employees*, they may be transported to Carolina Occ Med or CMC – Union by County vehicle. Contact 911 for assistance and transport by EMS.

Contact 911 if further medical care is needed for *visitors*.

### ***Section 1.10: Emergency Escape Procedures and Routes***

Emergency exits are located throughout the facilities and are properly marked by “EXIT” signs. Primary and Secondary emergency escape routes are indicated on “Evacuation Routes” and are posted on each floor at the elevators throughout the facilities.

The City of Monroe Fire Department procedures are for a fire alarm to be activated on the floor of the event, two floors below, and two floors above.

Upon hearing the building evacuation/fire alarm activate, employees should remain calm and immediately proceed to the primary exit as indicated on the Evacuation Route posted in their work area. (All visitors should be directed and assisted in leaving the building.) Doorways and windows should be closed upon exiting. (Do not lock doors). Should the primary evacuation route be blocked due to fire, smoke, etc., employees should

proceed to the secondary exit as indicated on the Evacuation Route. Avoid the use of elevators when the evacuation is for a fire or earthquake.

The Incident Commander shall establish a Command Post for the incident requiring evacuation. Do not leave the Assembly Area until authorized by the Incident Commander.

Employees shall report to the Assembly Area as designated by the color flag representing their floor as follows:

Ground Floor (Government Center): Light Green Flag

1<sup>st</sup> Floor (any facility): Pink Flag

2<sup>nd</sup> Floor (any facility): Dark Blue Flag

3<sup>rd</sup> Floor (any facility): Yellow Flag

4<sup>th</sup> Floor (any facility): Light Blue Flag

5<sup>th</sup> Floor (any facility): Brown Flag

6<sup>th</sup> Floor (any facility): Gray Flag

7<sup>th</sup> Floor (any facility): Orange Flag

8<sup>th</sup> Floor (any facility): Purple Flag

9<sup>th</sup> Floor (any facility): Dark Green Flag

### ***Section 1.11: Personnel Accounting***

Each employee should report to the Group Leader for their floor upon arriving at the Assembly Area.

Employees are responsible for the evacuation of any visitor in their presence at the time of a building evacuation. The employee should escort the visitor out of the building and to the Evacuation Assembly Area.

The Group Leader for each floor has the responsibility for reporting personnel accounting of employees and visitors to the Incident Commander at the Command Post during emergency evacuations.

Facilities shall communicate any emergency situations in the Government Center with Security and Custodial either via Everbridge Communication or directly with the Security and Custodial staff. In the event of a fire emergency, the Facilities Director, or his/her designee, shall provide direction to Security with respect to allowing visitors to enter the Government Center. In the event of a fire emergency where the Monroe Fire Department is on the scene, the Monroe Incident Commander shall authorize resuming normal operations. In the event of an evacuation not involving the Monroe Fire Department, the Facilities Director, or his/her designee, shall communicate with staff who have been evacuated, to apprise them of the situation and whether they may reenter the Government Center. The Facilities Director, or his/her designee, shall notify the Risk Manager of any fire alarm activations at the Government Center.

### ***Section 1.12: Life Safety, Incident Stabilization Property Conservation***

The safety of human life, whether employees or visitors is the number one priority for Union County officials and management. Life safety will take priority regardless of the type of incident that may occur. Handicapped persons should be placed in the stairwell and 911 contacted to advise of their location. If your exit is blocked by fire, retreat to an area where a door can be closed and contact 911 immediately to notify Fire Department of your location. Fire alarms are present on the 3rd floor. If you are storing material on the 3rd floor in the old jail, you must notify someone from your Department where you will be in the event of an incident.



### **Section 1.13: Specific Hazards and Procedures**

This plan is designed to provide direction for all hazards and emergencies requiring facility evacuation or emergency procedures. The following guidelines relate to specific emergencies that may occur.

#### **1. Fire, Smoke, or Explosion**

After the discovery of a fire, first activate the fire alarm system in your area. Any employee is expected to dial 911 to report a fire. When calling 911, be prepared to give your name, phone number, address of where you are, and exact location of the fire, then immediately leave the building.

Do not use a fire extinguisher unless you are comfortable with using one, the fire is small, and you have an escape route.

Evacuate the Building following the Evacuation route and report to the Assembly area. Avoid the use of the elevator to evacuate the building.

#### **2. Bomb Threat**

##### RESPONSE TO TELEPHONE BOMB THREATS

1. Take all threats seriously.
2. Stay Calm.
3. DO NOT HANG UP.
4. Have the caller repeat message - write it down exactly.
5. ASK:
  - i. What type of device it is?
  - ii. Where the device is located?
  - iii. When it will go off?
6. Ask the caller's name and location.
7. Remind the caller the bomb may harm innocent people.
8. Note the caller's voice - sex, accent, etc.
9. Listen for background noises to help locate the call.
10. REPORT IMMEDIATELY TO:
  - i. 911. If you are still on the phone with the caller, try to get someone's attention and ask them to call 911. Write down the message if needed.
  - ii. Administration or Supervisor.
11. DO NOT DISCUSS WITH OTHERS
12. REMAIN IN PLACE
  - i. Administration and/or Law enforcement will order an evacuation based on their evaluation of the circumstances of the situation.

For all other bomb threats (e.g. suspicious package involving law enforcement), Administration and/or Law enforcement will provide direction.

#### **3. Civil Disturbance**

1. Call 911
2. Notify a Director
3. Senior Management to notify County Manager
4. Secure all doors and windows

5. Secure all record files and safes
6. Remain in place until directed to evacuate

#### **4. Severe Weather**

1. Do not evacuate the building
2. Notify supervisor
3. Move to a safe area in building
4. Stand by for directions from the County Manager's office
5. Emergency Operation Plan may be activated

#### **5. Tornado Warning**

In the event a tornado warning is issued for Union County, move immediately to a small interior room or hallway on the lowest floor possible. Halls and rooms should be used where there are *no windows*. Move under a desk if possible. Wherever you are, you should be curled up on the floor, with your head covered by your arms (identical to school drills). Remain in a safe, secure position until the "all clear" signal is given and then return to your workplace.

#### **6. Active Shooter**

##### WHEN AN ACTIVE SHOOTER IS IN YOUR AREA

1. (Run) - evacuate if you can
  - i. Have an escape route and plan in mind
  - ii. Leave your belongings behind
  - iii. Keep your hands visible
2. (Hide) – out of the active shooter's view
  - i. Block entry to your hiding place and lock the door
  - ii. Silence your cell phone and/or pager
  - iii. Remain quiet
3. (Fight) - Take Action
  - i. As a last resort and only when your life is in imminent danger
  - ii. Attempt to incapacitate the active shooter
  - iii. Act with physical aggression and throw items at the active shooter

##### CALL 911 WHEN IT IS SAFE TO DO SO

##### YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

1. Location of the active shooter
2. Number of shooters
3. Physical description of shooters
4. Number and type of weapons held by shooters
5. Number of potential victims at the location

##### WHEN LAW ENFORCEMENT ARRIVES

1. Remain calm and follow officer's instructions
2. Put down any items in your hands (i.e. bags, jackets)
3. Immediately raise hands and spread fingers

4. Keep hands visible at all times
5. Avoid quick movements towards officers such as attempting to hold on to them for safety
6. Avoid pointing, screaming, or yelling
7. Do not stop to ask officers for help or direction when evacuating

## 7. Lockdown Procedures

1. Notify a Director of any incident where violence is probable and then call 911. Stay on the phone, if possible, and wait until law enforcement arrives on the scene. Be prepared to advise 911 of the following:
  - i. Location of the incident
  - ii. Type of incident
  - iii. Number of injured
  - iv. Number and location of intruders
  - v. Description of the intruders and weapons
2. Director to notify the County Manager or designee per Appendix A.
3. The County Manager or designee will verify the situation and gather as many facts as possible.
  - If the County Manager or designee determines situation warrants a lockdown, he/she will ask Public Communications to announce "A Lockdown is in effect until further notice." You should immediately get behind a locked door.
  - If you choose not to remain behind a locked door, and feel it is safe for you to leave the building, proceed to the fire drill assembly area and remain there unless otherwise directed by law enforcement. Do not leave the designated assembly area until you have been accounted for by a supervising member of County management.
4. Supervisors should clear employees and visitors from the hallway immediately and direct them either out of the building if it is safe to do so or to the nearest safe area if the intruder is in their area.
5. Make every attempt to remain quiet and avoid conversation when you are behind a locked door. Turn your lights off and put your cell phone on silent. Do not acknowledge a knock on your door or the door handle being shaken. If someone knocks on your door and identifies themselves as being with law enforcement, tell them to show their identification by sliding it under the door or using the master key to gain entry to the office.
6. Do not leave safe area until directed by law enforcement.
7. IF DIRECTED BY LAW ENFORCEMENT TO EVACUATE SECTIONS OF THE BUILDING.
  - The supervisors, employees and clients should move as quickly and as safe as possible and report to the assembly area unless otherwise directed by law enforcement.
  - Do not get in your car and leave. Should you leave without permission given by the incident commander, you will be subject to disciplinary action. We need a headcount of all employees. Permission to leave will come from a Director or designee once they are notified by the Incident Commander (i.e. law enforcement) it is safe to do so. The supervisors should account for their unit and document any injuries.
8. Do not reenter the building until authorized by law enforcement.

### **Section 1.14: Contingency Notification Plan/Nearby Buildings**

For certain emergency situations (i.e. bomb threat), the Incident Commander may contact businesses immediately adjacent to the building being evacuated to notify them of the evacuation.

### **Section 2.1: Fire Prevention Plan Purpose**

It is the policy of Union County to provide to employees the safest practical workplace free from areas where potential fire hazards exist. The primary goal of this fire protection program is to reduce or eliminate fire in the workplace by heightening the fire safety awareness of all employees. Another goal of this plan is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

This fire prevention plan complies with the requirements of 29 CFR 1910.39.

This plan details the basic steps necessary to minimize the potential for fire occurring in the workplace. Prevention of fires in the workplace is the responsibility of everyone employed by the County but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made by the County to identify those hazards that might cause fires and establish a means for controlling them.

The fire prevention plan will be administered by the Risk Manager. Workplace inspection reports and fire incident reports will be maintained and used to provide corrections and improvements to the plan.

### **Section 2.2: Classification of Fires**

Fire is a chemical reaction involving the rapid oxidation or burning of a fuel. It needs four elements to occur as illustrated below in the tetrahedron. This is described by the following illustration:



The first component of the tetrahedron is fuel. Fuel can be any combustible material such as: solid (such as wood, paper, or cloth), liquid (such as gasoline) or gas (such as acetylene or propane). Solids and liquids generally convert to gases or vapors before they will burn.

Another component of the tetrahedron is oxygen. Fire only needs an atmosphere with at least 16% oxygen. Heat is also a component of the tetrahedron. Heat is the energy necessary to increase the temperature of the fuel source to a point in which sufficient vapors are emitted for ignition to occur.

The final side of the tetrahedron represents a chemical chain. When these components are brought together in the proper conditions and preparations, fire will develop. Take away any one of these elements, and the fire cannot exist or will be extinguished if it was already burning.

Fires are classified into four groups according to sources of fuel: Class A, B, C, and D based on the type of fuel source. The table on the following pages describes the classifications of fire which can be used in making hazard assessment.

|         |  |
|---------|--|
| Class A | Ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials.                         |
| Class B | Flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials. |
| Class C | Energized electrical equipment and power supply circuits and related materials.  |
| Class D | Combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.                                |

### ***Section 2.3: Determining Fire Hazards***

This section consists of two steps: first, identifying the existing fire hazards in the workplace and, second, taking action to resolve them. The inspection checklist, in Appendix B, provides a guide for precise fire-safe practices that must be followed.

Material hazards shall be identified, as evident on the specific Safety Data Sheets (SDS), and labeled on containers as soon as they arrive in the workplace.

#### **Oxygen-Energized Atmospheres**

Oxygen-enriched atmospheres involve cutting and welding operations. If practical, nonflammable anesthetic agents will be used. To prevent dangerous adiabatic heating of flammable anesthetic gases, the cylinder valves will be opened very slowly to allow the gradual introduction of the high pressure gas downstream from the cylinder valve. This will permit a slow buildup of pressure and hence temperature. An aid to the identification of hazards associated with medical agents and gases in NFPA 704, Standard Systems for the Identification of the Fire Hazards of Materials.

#### **Industrial Trucks**

The type of industrial truck being used shall be approved for use within any building storing hazardous materials. All refueling operations shall be conducted outside and away from storage of flammable materials. Areas that are used for maintenance and battery charging of electrical trucks should be separated from storage areas.

### ***Section 2.4: Storage and Handling Procedures***

The storage of material shall be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, flue pipes, and lighting fixtures. All storage containers or areas shall prominently display signs to identify the material stored within. Storage of chemicals shall be separated from other materials in storage, from handling operations, and from incompatible materials. All individual containers shall be identified as to their contents.

Only containers designed, constructed, and tested in accordance with the U. S. Department of Transportation specifications and regulations are used for storage of compressed or liquefied gases. Compressed gas storage rooms will be areas reserved exclusively for that purpose with good ventilation and at least one (1)

hour fire resistance rating. The gas cylinders shall be secured in place and stored away from any heat or ignition source. Pressurized gas cylinders shall never be used without pressure regulators.

### **Ordinary Combustibles**

- Wooden pallets will not be stacked over 6 feet tall. If feasible, extra pallets will be stored outside or in separate buildings to reduce the risk of fire hazards.
- Piles of combustible materials shall be stored away from buildings and located apart from each other sufficiently to allow firefighting efforts to control an existing fire.

### **Flammable Materials**

- Bulk quantities of flammable liquids shall be stored outdoors and away from buildings. Smaller quantities are subsequently brought into a mixing room where they are prepared for use. The mixing room shall be located next to an outside wall equipped with explosion relief vents. The room shall also have sufficient mechanical ventilation to prevent the accumulation of flammable vapor concentration in the explosive range.
- Small quantities (limited to amount necessary to perform an operation for one working shift) of flammable liquids shall be stored in, and also dispensed from, approved safety containers equipped with vapor-tight, self-closing caps, screens or covers.
- Flammable liquids shall be stored away from sources that can produce sparks.
- Flammable liquids shall only be used in areas having adequate and, if feasible, positive ventilation. If the liquid is highly hazardous, the liquid shall only be used in areas with local exhaust ventilation.
- Flammable liquids shall never be transferred from one container to another by applying air pressure to the original container. Pressurizing such containers may cause them to rupture, creating a serious flammable liquid spill.
- When dangerous liquids are being handled, a warning sign will be posted near the operation, notifying other employees and giving warning that open flames are hazardous and are to be kept away.
- The storage and usage areas will include fire-resistive separations, automatic sprinklers, special ventilation, explosion-relief valves, separation of incompatible materials, and the separation of flammable materials from other materials.

### ***Section 2.5: Potential Ignition Sources***

- Ensure that utility lights always have some type of wire guard over them.
- Don't misuse fuses. Never install a fuse rated higher than specified for the circuit.
- Investigate any appliance or equipment that smells strange. Space heaters, microwave ovens, hot plates, coffee makers and other small appliances shall be rigidly regulated and closely monitored.
- The use of extension cords to connect heating devices to electric outlets shall be prohibited.
- If a hot or under inflated tire is discovered, it should be moved well away from the vehicle. As an alternative, the driver should remain with the vehicle until the tire is cool to the touch, and then make repairs. If a vehicle is left with a hot tire, the tire might burst into flames and destroy the vehicle and load.

The below lists common sources of ignition that cause fires in the workplace, gives examples in each case, and suggests preventive measures.

| <b>Sources of Ignition</b> | <b>Examples</b>   | <b>Preventive Measures</b>  |
|----------------------------|---|---|
| Electrical Equipment       | Electrical defects, generally due to poor maintenance, mostly in wiring, motors switches, lamps and hot elements. | Use only approved equipment. Follow National Electric Code. Establish regular maintenance.                                  |
| Friction                   | Hot bearings, misaligned or broken machine parts, poor adjustment.  | Follow a regular schedule of inspection maintenance and lubrication.  |
| Open flames                | Cutting and welding torches, gas oil burners, misuse of gasoline torches.   | Follow established welding precautions. Keep burners clean and properly adjusted. Do not use open flames near combustibles. |
| Smoking and matches        | Dangerous near flammable liquids and in areas where combustibles are stored and used.                             | Smoke only in permitted areas. Make sure matches are out. Use appropriate receptacles.                                      |
| Static electricity         | Occurs where liquid flows from pipes.   | Ground equipment. Use static Eliminators. Humidify the atmosphere.  |
| Hot surfaces               | Exposure of combustible to furnaces, electric lamps or irons.   | Provide ample clearances, insulation, air circulation. Check heating apparatus prior to leaving it unattended.              |

## **Welding and Cutting**

Welding and cutting will not be permitted in areas not authorized by management.

If practical, welding and cutting operations shall be conducted in well-ventilated rooms with a fire-resistant floor. If this practice is not feasible, ensure that the work areas have been surveyed for fire hazards; the necessary precautions taken to prevent fires; and issue a hot permit. This hot permit shall only encompass the area, item and time which is specified on it.

If welding is to be performed over wooden or other combustibles type floors, the floors will be swept clean, wetted down, and covered with either fire-retardant blankets, metal or other noncombustible coverings.

Welding will not be permitted in or near areas containing flammable or combustible materials (liquids, vapors, or dusts). Welding will not be permitted in or near closed tanks that contain or have contained flammable liquids unless they have been thoroughly drained, purged and tested free from flammable gases or vapors. Welding shall not begin until all combustible materials have been removed at least

35 feet from the affected areas, or if unable to relocate, covered with a fire retardant covering. Openings in walls, floors, or ducts shall be covered if located within 35 feet of the intended work area. Welding will not be permitted on any closed containers.

Fire extinguishers will be provided at each welding or cutting operation. A trained watcher will be stationed at all times during the operation and for at least 30 minutes following the completion of the operation. This person will assure that no stray sparks cause a fire and will immediately extinguish fires that do start.

### **Open Flames**

No open flames will be permitted in or near spray booths or spray rooms. If indoor spray-painting work needs to be performed outside of standard spray-painting booths, adequate ventilation will be provided. All potential ignition sources will also be eliminated.

Gasoline or alcohol torches shall be placed so that the flames are at least 18 inches away from wood surfaces. They will not be used in the presence of dusts, vapors, flammable combustible liquids, paper or similar materials. Torches shall never be left unattended while they are burning.

No-smoking areas will be clearly delineated with conspicuous signs. Rigid enforcement will be maintained at all times. Fire-safe, metal containers will be provided where smoking is permitted. No-smoking areas will be checked periodically for evidence of discarded smoking materials.

### **Static Electricity**

The County recognizes that it is impossible to prevent the generation of static electricity in every situation, but the County realizes that the hazard of static sparks can be avoided by preventing the buildup of static charges. One or more of the following preventive methods will be used: grounding, bonding, maintaining a specific humidity level (usually 60-70 percent), and ionizing the atmosphere.

Where a static accumulating piece of equipment is unnecessarily located in a hazardous area, the equipment will be relocated to a safe location rather than attempt to prevent static accumulation.

### ***Section 2.6: Housekeeping Preventive Techniques***

The following are housekeeping techniques and procedures to prevent occurrences of fire.

- Keep storage and working areas free of trash.
- Place oily rags in covered containers and dispose of daily.
- Do not use gasoline or other flammable solvent or finish to clean floors.
- Use noncombustible oil-absorptive materials for sweeping floors.
- Dispose of materials in noncombustible containers that are emptied daily.
- Remove accumulation of combustible dust.
- Don't refuel gasoline-powered equipment in a confined space, especially in the presence of equipment such as furnaces or water heaters.
- Don't refuel gasoline-powered equipment while it is hot.
- Follow proper storage and handling procedures.
- Ensure combustible materials are present only in areas in quantities required for the work operation.



- Clean up any spill of flammable liquids immediately.
- Ensure that if a worker's clothing becomes contaminated with flammable liquids, these individuals change their clothing before continuing to work.
- Post "No Smoking" caution signs near the storage areas.
- Report any hazardous condition, such as old wiring, worn insulation and broken electrical equipment, to the supervisor.
- Keep motors clean and in good working order.
- Don't overload electrical outlets.
- Ensure all equipment is turned off at the end of the work day.
- Maintain the right type of fire extinguisher available for use.
- Use the safest cleaning solvents (nonflammable and nontoxic) when cleaning electrical equipment.
- Ensure that all passageways and fire doors are unobstructed. Stairwell doors shall never be propped open, and materials shall not be stored in stairwells.
- Don't allow material to block automatic sprinkler systems, or to be piled around fire extinguisher locations. To obtain the proper distribution of water, a minimum of 18 inches of clear space must be maintained below sprinkler deflectors. If there are no sprinklers, a 3 foot clearance between piled material and the ceiling must be maintained to permit use of hose streams. These distances must be doubled when stock is piled higher than 15 feet.
- Check for any discard lumber, broken pallets or pieces of material stored on site and remove properly.
- Use weed killers that are not toxic and do not pose a fire hazard.

### ***Section 2.7: Fire Protection Equipment***

Every building will be equipped with an electrically managed, manually operated fire alarm system. When activated, the system will sound alarms that can be heard above the ambient noise levels throughout the workplace. The fire alarm will automatically transmit to the fire department. Any fire suppression or fire detection system will automatically actuate the building alarm system.

The automatic sprinkler system, if applicable, will adhere to NFPA 13, Standard for the Installation of Sprinkler Systems. The sprinkler system and components will be electrically supervised to ensure reliable operation. This includes gate valve tamper switches with a local alarm at a constantly attended site when the valve is closed. If a single water supply is provided by a connection to the city mains, a low pressure monitor is included. If pressure tanks are the primary source of water, air pressure, water level, and temperature shall be supervised. If fire pumps are provided to boost system pressure, supervision will monitor loss of pump power, pump running indication, low system pressure, and low pump suction pressure.

Portable fire extinguishers are placed in a building. Fire extinguishers must be kept fully charged and in their designated places. The extinguishers will not be obstructed or obscured from view. The fire extinguishers will also be inspected at least monthly, to make sure that they are in their designated places, have not been tampered with or actuated, and are not corroded or otherwise impaired. Attached inspection tags shall be initialed/dated each month.



### ***Section 3.1: Fire/Safety Inspections***

Any Code violations will be communicated to the Facilities Director and corrected as soon as possible. Monthly visual inspections of fire extinguishers, emergency lighting systems, and Ground Fault Circuit Interrupter (GFCI) outlets should be conducted and corrections made as soon as possible.

### ***Section 4.1: Plan Review and Updates***

The Emergency Response Plan shall be reviewed at least annually and is subject to change as circumstances warrant.



*APPENDICES*

***Appendix A: Lockdown Designees***

County Manager

Assistant County Manager

Executive Director of Human Resources

Division Director of Facilities

## Appendix B: Fire Prevention Checklist

### ELECTRICAL EQUIPMENT

|  |  |
|--|--|
| No makeshift wiring                      | Fuse and control boxes clean and closed        |
| Extension cords serviceable              | Circuits properly fused or otherwise protected |
| Motors and tools free of dirt and grease | Equipment approved for use in hazardous areas  |
| Lights clear of combustible materials    | Safe cleaning solvents used                    |

### FIRE PROTECTION

|   |   |
|---|---|
| Proper type of fire extinguisher            | Extinguishing system in working order       |
| Fire extinguishers in proper location       | Service date current                        |
| Access to fire extinguishers unobstructed   | Personnel trained in use of equipment       |
| Access to fire extinguishers clearly marked | Personnel exits unobstructed and maintained |
| Fire protection equipment turned on         |   |

### FRICITION

|                               |  |
|-------------------------------|--|
| Machinery properly lubricated | Machinery properly adjusted and/or aligned |
|-------------------------------|--|

### HOT SURFACES

|  |   |
|--|---|
| Hot pipes clear of combustible materials   | Soldering irons kept off combustible surfaces |
| Ample containers available and serviceable | Ashes in metal containers                     |

### HOUSEKEEPING

|                                   |  |
|-----------------------------------|--|
| Automatic sprinklers unobstructed | Premises free of unnecessary combustible materials |
| Passageways clear of obstacles    | Fire doors unblocked and operating freely          |
| Safe storage of flammables        | No leaks and floor free of spills                  |

### OPEN FLAMES

|              |  |
|--------------|--|
| No gas leaks | Portable torches clear of flammable surfaces |
|--------------|--|

### PORTABLE SPACE HEATERS

|  |   |
|--|---|
| Set-up with ample horizontal and overhead clearances | Safely mounted on noncombustible surfaces |
| Must turn off if tipped over                         | Use of steel drums prohibited             |
| Combustibles removed or covered                      | Not used as rubbish burners               |
| No extension cords permitted                         | Follow manufacturer's instructions        |

### SMOKING AND MATCHES

|  |   |
|--|---|
| No discarded smoking materials in prohibited areas | Butt containers available and serviceable |
|--|---|

### SPECIAL FIRE-HAZARD MATERIALS

|                                       |                                    |
|---------------------------------------|------------------------------------|
| Storage of special flammable isolated | Nonmetal stock free of tramp metal |
|---------------------------------------|------------------------------------|

### SPONTANEOUS IGNITION

|  |  |
|--|--|
| Flammable waste material in closed, metal containers | Flammable waste material containers emptied frequently |
| Piled material, dry, and well ventilated             | Trash receptacle emptied daily                         |

### STATIC ELECTRICITY

|   |                           |
|---|---------------------------|
| Proper humidity maintained                              | Moving machinery grounded |
| Flammable liquid dispensing vessels grounded and bonded |                           |

### WELDING AND CUTTING

|                               |                                |
|-------------------------------|--------------------------------|
| Area surveyed for fire safety | Combustible removed or covered |
| Permit issued                 |                                |

# TELEWORK GUIDELINES

*Human Resources*

Adopted August 4, 2020

## ***I. Purpose***

Telework is a flexible work arrangement that allows workers to conduct all or some of their work away from the central worksite, usually at home. The purpose of these guidelines is to facilitate the consistent application of telework practices across County divisions and make an effort to ensure the safety and security of all County employees, information, and systems.

The objective of telework arrangements is to provide employees with the flexibility to accomplish work tasks and goals without sacrificing the superior level of customer service to which our community and organization have grown accustomed. An employee performing telework (“Teleworker”) shall perform the duties required by the job description and/or different duties that may be assigned by the Teleworker’s supervisor from time to time. All basic terms and conditions of employment will remain unchanged, regardless of telework status.

## ***II. Eligibility***

Authorization for telework is established at the discretion of a Division Director, or designee, and should be temporary in nature. Telework arrangements are approved on an as-needed basis with primary concern for the operational needs of the County. An employee’s authorization to telework, or the particular arrangements regarding telework, may be discontinued or modified at any time upon notice from a Teleworker’s Division Director, or designee.

Requests to telework should be related to reasons that prevent an employee from being in the workplace such as a county/statewide emergency declaration or short-term medical or childcare accommodation. An employee’s Division Director, or designee, may require the completion of an Accommodation Request Form to accompany a request for telework.

No particular positions have been identified as “teleworking positions.” Rather, certain positions may be suitable for telework and, in such cases as deemed appropriate, a Division Director, or designee, may allow an employee to perform his or her duties through telework on a temporary basis. Before entering a telework arrangement, the employee and Division Director, or designee, with assistance from Human Resources as needed, will evaluate the suitability of such an arrangement based on the employee’s work habits, job responsibilities, scheduling needs, and equipment required for successful telework performance.

## ***III. Teleworker Responsibilities***

To ensure a satisfactory telework arrangement, the Teleworker agrees to establish a suitably configured alternative workspace, adhere to IT security and data confidentiality standards, and meet work and performance expectations. The Teleworker must sign a Telework Acknowledgement Form (“Acknowledgement Form”). The signed Acknowledgement Form should be sent to Human Resources for maintaining in the employee’s personnel file. Failure to comply with any portion of Union County’s Telework Guidelines may result in the immediate termination of the telework arrangement.

## **a. Workspace Configuration**

The Teleworker is solely responsible for the configuration of, and all expenses associated with, his or her work area when teleworking, including, without limitation, furnishings and non-basic office supplies, unless any such expenses are expressly approved by the Division Director or designee. The Teleworker must utilize a work area that accounts for appropriate ergonomics, safety, adequate workspace, and minimization of noise and potential disruptions. To the greatest extent possible, the Teleworker must establish boundaries between the Teleworker and any others who may be in or near the Teleworker's work area, along with limiting distractions throughout the workday.

The Teleworker shall maintain the safe condition of the teleworking workspace, ensuring it is free from hazards and other dangers. The Teleworker shall follow the County's established reporting procedures in the event a job-related incident occurs to the Teleworker during telework hours and while teleworking. The County only assumes responsibility for the Teleworker for incidents during teleworking hours as required by law, and does not assume any responsibility for injury to anyone else at any time in the Teleworker's teleworking work area. The Teleworker may utilize the Telework Checklist as a list of helpful considerations for configuring the teleworking work area.

The Teleworker is solely responsible for all costs associated with teleworking and the County shall not be liable for such costs. Costs associated with teleworking may include, without limitation, internet and cellular services, cable, other utilities, maintenance, and insurance. It is the Teleworker's sole responsibility to determine any income tax implications associated with maintaining a teleworking work area. The County will not provide any tax guidance nor will the County assume any additional tax liabilities as a result of a teleworking arrangement. Teleworkers are encouraged to consult with a qualified tax professional to discuss any income tax implications.

Although an employee's schedule may be modified to accommodate certain needs, such as dependent care needs, the telework arrangement must at all times meet the County's operational needs.

## **b. Information Systems and Security**

### **i. Equipment and Software**

Teleworkers are required to use mobile devices (e.g. laptop, tablet, mobile phone) owned and issued by the County unless otherwise approved by their Division Director or designee. If a Teleworker's Division Director or designee has expressly approved the Teleworker's use of a personal mobile device for work purposes, the Teleworker must consult IT to arrange for the appropriate set up of the device(s). The Teleworker is responsible for initiating any necessary collaboration with IT to update, secure, and/or obtain equipment for telework purposes.

All equipment and software provided by the County shall remain the property of the County. The Teleworker will ensure all County equipment is properly used and cared for. County equipment may only be used for County-related purposes and may not be used by any other individual other than the Teleworker. The Teleworker will make no

changes to the security or administrative settings on County equipment, or tamper with any software, firmware, or hardware provided by Union County.

ii. Privacy and Security

The Teleworker agrees to protect County-owned resources from theft, damage, or misuse. Damage or theft to County property as a result of negligence or failure to secure properly will be the responsibility of the Teleworker. This includes, without limitation, maintaining data security and record confidentiality to the same standard as when working from a County worksite, regardless of whether the data is accessible through a personal or County-owned device. Video or audio conferencing of confidential matters shall be conducted in a secure location away from the presence of others. Telework arrangements do not alter policies in relation to what files and/or information may be removed from the County worksites, or what measures should be taken to protect those documents. Furthermore, downloading or removing confidential County data from a County-owned or personal device is expressly prohibited.

Additionally, the Teleworker will avoid the use of public WiFi, instead using a secure, private connection when accessing County applications and data or using a device upon which County data is contained. Tablets, laptops, and other mobile devices shall be locked and password protected when not in use. Passwords are to be stored securely at all times, away from access by others in the telework location.

**c. Work Expectations**

The Teleworker remains obligated to comply with all County policies, procedures, rules, and instructions that apply to his or her work.

i. Scheduling, Overtime, and Leave Usage

The Teleworker is expected to remain productive during scheduled work hours. Scheduled work hours should align with the Teleworker's standard work schedule unless otherwise approved by the Teleworker's supervisor. All hours worked and rest or meal periods should be taken and recorded in accordance with regular timekeeping practices. Any Teleworker classified as a non-exempt employee must obtain the Teleworker's supervisor's express approval prior to working unscheduled overtime hours.

Telework shall not be used in place of paid time off. The Teleworker will address any downtime if unable to work from the teleworking work area (due to technological issues or otherwise) with his or her supervisor. The Teleworker will be responsible for resolving technological issues with the IT division as appropriate and may be required to supplement his or her scheduled work hours with accrued leave in these circumstances. A Teleworker unable to work due to sickness or illness shall follow standard procedure for utilizing County sick leave or other leave options. Requests to use accrued leave or compensatory time should be submitted and authorized in accordance with County and division leave policies and procedures.



ii. Communication and Accessibility

The Teleworker will establish communication expectations with his or her supervisor prior to the implementation of the teleworking arrangement, preparing to communicate extensively and often as required by the Teleworker's supervisor. The Teleworker is expected to be available during scheduled work hours via phone and email, and to attend meetings as deemed necessary by the Teleworker's supervisor. The Teleworker will monitor his or her office voicemail when teleworking and will promptly reply to voicemail and email messages. The Teleworker shall be prepared to report to a physical County work location as necessary to attend meetings and perform other work as requested by the Teleworker's supervisor, Division Director, or County management. Additionally, the Teleworker will communicate with colleagues and clients as needed to ensure stakeholders are aware of schedules, location, and how to best reach the Teleworker for work purposes.



# VEHICLE USE POLICY

## *Risk Management*

Adopted November 2011; Amended January 19, 2016

### **I. Purpose**

Providing safe working conditions is essential to protecting the employees and assets of Union County ("County"). For the safety of County employees and the public, the County seeks to allow only employees with a safe driving history to operate County vehicles. The term "County vehicles" shall include all vehicles owned, leased or rented by the County.

The purpose of the Vehicle Use Policy shall be to establish a policy on the use of County vehicles to ensure proper preventive maintenance procedures are being followed, that repairs are being handled correctly and cost efficiently, and that vehicles are being utilized correctly. The Vehicle Use Policy also addresses County employees' use of personal vehicles while conducting official County business.

The Board of County Commissioners delegates to the County Manager the authority to deviate from this Policy as the Manager deems necessary to serve the best interests of the County. In addition, use of Sheriff's vehicles for law enforcement activities shall be at the discretion of the Union County Sheriff. Any such deviation from this Policy or discretionary use of vehicles must, however, comply with applicable law.

Violation of the Vehicle Use Policy is subject to disciplinary action. Any disciplinary actions specified in this Policy shall not be construed to preclude other disciplinary actions if deemed warranted.

As used in this policy, "Director" shall mean an Executive Director, the Executive Attorney, the Board of Elections Director, the Sheriff, the Register of Deeds, the County Manager (in his or her capacity as supervisor over Central Administration employees), or such persons' designee(s).

As used in this policy, the following subdivisions of the County government shall be referred to as a "Services Area": Administrative Services, Board of Elections, Central Administration, Community Services, Emergency Services, Growth Management, Human Resources, Human Services, Legal, Public Works, Register of Deeds' Office, Sheriff's Office, and Tax Administration.

### **II. Authorized Use**

#### **a. No Private Use**

The use of a County vehicle is governed by North Carolina General Statutes, the Internal Revenue Code and County policies. General Statute 14-247 states that "It shall be unlawful for any officer, agent or employee ...of a county...to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to ...any county..." As this statute explains, "It is not a private purpose to drive a permanently assigned state-owned [County owned] motor vehicle between one's official workstation and one's home..."

Union County may assign employees the use of vehicles for commuting purposes, between work and home, when it is necessary for the performance of duties related to the delivery of essential services. The Director must approve the commuting arrangement and obtain the County Manager's approval before an assigned vehicle may be taken home. County employees who live outside the County will not be allowed to commute in County vehicles unless it is in the best

interests of the County as determined by the County Manager. Once the commuting arrangement has been fully approved, the Director must notify the County Finance Division.

Approved commuters are expected to use the shortest, most direct route between their assigned workstation and home.

Approved commuters are permitted the use of County vehicles assigned to them for: 1) travel between work and home, or 2) to obtain meals and other work related necessities while on duty.

#### **b. Withholding Requirements for Commuters**

The Internal Revenue Code (the “Code”) requires the value of using a County vehicle for commuting to and from work to be taxed as income subject to Federal, State and FICA withholding requirements. The tax and withholding treatment of such vehicle use is further described in Section 5.16 of Article XIV of the Union County Personnel Resolution.

#### **c. Driver Qualifications**

Only County employees, or other individuals authorized by Risk Management to operate County Vehicles, who hold a valid North Carolina or other state driver’s license, and who meet the following Driver Qualifications, shall be allowed to operate County vehicles or drive their personal vehicles while conducting official County business:

1. Have at least one year of experience in the class of vehicle to be operated or have received proper training in the operation of the vehicle, as approved by the Risk Manager, prior to use.
2. Must meet driver’s licensing requirements.
3. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
  - Been convicted of a felony.
  - Been convicted of sale, handling, or use of drugs.
  - Has automobile insurance canceled, declined or not renewed by a company for reasons related to unsafe driving practices.
  - Has 12 or more points assigned to their driving record. Points are assessed by the Risk Manager for traffic convictions and automobile accidents occurring during business or personal use. (See Appendix C for Point System.)

All County employees are required to report any Driving While Impaired (DWI) arrest, or any other drug or alcohol related arrest while driving, whether on or off duty, to their Director and the Risk Manager. The employee’s driving privileges will be suspended until final disposition by the courts. Failure to report the arrest will be considered a failure in job performance and/or personal conduct and shall be grounds for disciplinary action.

All County employees must, upon request, provide a copy of their driver’s license to Human Resources.

#### **d. Use for Official County Business Only**

Except as otherwise provided for in this Policy or in the County Travel Policy, County vehicles shall be used for official County business only.

#### **e. No Right of Privacy**

County vehicles are the property of Union County and as such, are subject to inspection, audit, search, and monitoring by County officials. The County reserves the right without advance notice to, at any time, inspect, audit, and search County vehicles as well as to monitor County vehicles' whereabouts. This includes the right to place tracking devices on County vehicles and monitor their whereabouts without notice to employees. The County Manager shall designate persons authorized to conduct inspections, audits, searches, and monitoring.

### ***III. Responsibility of Vehicle Operators & Assigned Custodians***

All County employees who operate County vehicles or their personal vehicles while conducting official County business are required to operate them in a safe and lawful manner in accordance with the motor vehicle laws of North Carolina and the applicable law of any other governmental entity having jurisdiction. Approved commuters are responsible for making sure the County vehicle assigned to them is parked safely and securely when parked at the employee's home. The vehicle should be parked so that it is visible to the public if the vehicle can be parked safely and securely in such a manner.

#### **a. Alcohol, Drugs, Tobacco and Firearms Prohibited**

Possession, transportation, or consumption of alcohol or illegal drugs by anyone in a County vehicle is strictly forbidden, and no tobacco products may be used in County vehicles. The possession of firearms or weapons, concealed or otherwise, is also prohibited in County vehicles, unless otherwise provided by law.

#### **b. Traffic Violations**

All County employees who are assigned a County vehicle or who drive any vehicle more than 10% of his/her work time are required to report any traffic violations, whether on or off duty, to their Director. Failure to report traffic violations will be considered a failure in job performance and/or personal conduct and shall be grounds for disciplinary action. Fines imposed on a County employee for a traffic offense committed while on or off duty are imposed on the employee personally and payment thereof is the employee's personal responsibility.

#### **c. Personal Vehicles Used on Official County Business**

Individuals using personal vehicles on official County business are required to carry at a minimum, the North Carolina statutory auto liability limits as evidence of financial responsibility. This is the primary insurance coverage for the employee's vehicle at all times, including when the vehicle is used on official County business. These individuals are required to provide the Risk Manager with evidence of insurance upon request.

Only private passenger vehicles may be used while driving a personal vehicle on official County business. Exceptions may be allowed by the Sheriff for approved events.

Refer to the Union County Travel Policy for uniform interpretation of payment or reimbursement for travel expenses pertaining to official County travel and subsistence.

**d. Appearance**

It shall be the responsibility of the employee to which a County vehicle is assigned to keep the vehicle in a state of cleanliness. County vehicles are a direct reflection on the County and as such should portray a professional appearance.

**e. Maintenance and Repair**

The assigned custodian of a County vehicle shall be responsible for ensuring that the state vehicle inspection is timely performed each year and that regularly scheduled maintenance (i.e., lube and oil changes) is performed as required by scheduling the work through the garage operated by the Fleet Management section within the Union County Division of Transportation and Nutrition (the "Garage"). Regularly scheduled maintenance shall be performed on the earlier of either six (6) months or 5,000 miles. All operators of County vehicles shall check the tires of the vehicles they drive to ensure that the tires have adequate tread and that the tire pressure is maintained in accordance with the vehicle specifications. Any unsafe County vehicle shall be reported promptly to the appropriate Director and taken to the Garage for repairs.

All repairs involving incidents or accidents to a County vehicle shall be made through the Garage unless there is an emergency. No vehicles may be taken anywhere else for maintenance and/or repair unless appropriate Garage personnel have referred them there.

In the event that an emergency arises during evening, weekend or holiday hours, the driver of the vehicle shall be allowed to have emergency repairs completed to the vehicle. However, the driver must notify his/her Director and the Garage on the next business day. For these situations, an emergency shall be defined as the breakdown of a critical vehicle (resulting from mechanic failure, an accident, or otherwise) where there is not another vehicle available for use.

In the event that towing shall be necessary, the vehicle operator shall call the Garage and the Garage will notify the wrecker service. If the Garage is not in operation, the driver may call for a wrecker service approved by the Garage. There is a supply of business cards in the Garage with phone numbers for the approved wrecker service(s). This information should be kept in the County vehicle at all times. If the approved wrecker service(s) cannot handle the call for whatever reason, then the driver may use another wrecker service.

Damage to a County vehicle shall be reported to the Garage, which will make the final determination on required repairs. If Garage personnel determine that repairs are required and the damages had not been previously reported to the Garage, the repairs shall be charged back to the respective Service Area as a Preventable loss.

**f. Incidents and Accidents**

To the extent permitted by applicable law, in the event of a preventable accident involving death, the employee will, at a minimum, be suspended five (5) scheduled work days without pay and required to attend a Defensive Driving course approved by the Risk Manager at the County's

expense before he/she is permitted to resume driving any vehicle while conducting official County business.

All vehicle operators are required to report any accident or other incident involving a County vehicle, or any accident or other incident while conducting official County business in any vehicle, immediately, or as soon as possible, to their Director and the Risk Manager. In the event of an accident, the vehicle operator shall also:

1. Contact the appropriate investigating agency, regardless of the extent of damages.
2. Not discuss the circumstances of the accident with anyone other than the investigating officer, the County's insurance carrier, or persons conducting an internal investigation.
3. Make no attempt to reach a settlement.
4. Get the name, address, and phone number of all involved parties and witnesses.
5. Take photographs of the accident or incident scene if possible.

A County Vehicle Incident Report Form shall be filled out in its entirety by the County driver immediately after the incident or accident, or as soon as possible, and sent to the Risk Manager. If a police report is prepared, the driver or Director is responsible for picking up a copy of this report and providing it to the Risk Manager.

#### **g. Vehicle Logs**

Vehicle logs may be placed in vehicles at certain times by County Administration to help gather information to help the County assess its vehicle needs and usage patterns. When this happens, each driver will be responsible for ensuring that there is a vehicle log in his or her vehicle and that it is filled out each day. When a page is filled out completely, the driver is responsible for getting his or her Director's initials on the sheet showing that they have reviewed the record.

#### **h. Vehicle Inspection Checklist**

Each employee who is assigned a County vehicle shall complete a Vehicle Inspection checklist (which is attached and incorporated herein by reference as Appendix D) and provide a copy to his or her Director no less than once monthly, as determined by the Director.

#### **i. Gas Stations**

Only approved gas stations may be used unless there are extenuating circumstances. Fleet Management periodically provides a list of approved gas stations. The driver shall input the correct odometer reading.

#### **j. Passengers**

Only passengers on official County business are allowed in County vehicles, for example, local government officials and parties in contractual relationships with the County.

#### **k. Cell Phones**

The use of a mobile telephone for voice communications while operating a County vehicle or while operating a personal vehicle on official County business is discouraged except in

emergency situations. Employees should park their vehicle in a safe manner and location when it becomes necessary to use a mobile telephone for voice communications inside the vehicle.

It is unlawful under N.C.G.S. 20-137.4A for "any person to operate a vehicle on a public street or highway or public vehicular area while using a mobile telephone to: (1) Manually enter multiple letters or text in the device as a means of communicating with another person; or (2) Read any electronic mail or text message transmitted to the device or stored within the device, provided that this prohibition shall not apply to any name or number stored in the device nor to any caller identification information." This law does not apply to "(1) The operator of a vehicle that is lawfully parked or stopped; (2) Any of the following while in the performance of their official duties: a law enforcement officer; a member of a fire department; or the operator of a public or private ambulance; (3) The use of factory-installed or aftermarket global positioning systems (GPS) or wireless communications devices used to transmit or receive data as part of a digital dispatch system; and (4) the use of voice operated technology." A violation of N.C.G.S. 20-137.4A while operating a County vehicle or while operating a personal vehicle on official County business is considered a violation of this Policy.

Mobile telephones should not be used while pumping gasoline.

The use of any other electronic digital media device (e.g. GPS, laptop computer, IPOD, etc.), while operating a County vehicle, or while operating a personal vehicle on official County business, is discouraged. Employees should park their vehicle in a safe manner and location when it is necessary to use an electronic digital media device inside the vehicle.

#### **I. Defensive Driving Training**

Each employee who is assigned a County vehicle or who drives any vehicle more than 10% of his/her work time, shall be required to attend a Defensive Driving course facilitated by the Risk Manager no less than once every three years.

### ***IV. Responsibility of Directors***

It shall be the responsibility of Directors to manage the County vehicles assigned to their Service Area.

Directors shall verify that all employees provide a copy of their driver's license to Human Resources upon request, and ensure that their employees keep all County vehicles assigned to their Service Area clean and presentable.

It shall also be the responsibility of the Directors to ensure that the license tag of each vehicle assigned to their Service Area is turned into the Garage when the vehicle is removed from service.

#### **a. Traffic Violations and Accidents**

Directors shall be responsible for making sure that all traffic violations and accidents reported to them by their employees are reported promptly to the Risk Manager.

All accidents or incidents occurring during normal business hours involving a County vehicle, or involving any vehicle while used to conduct official County business, should be reported by the Director to the Risk Manager immediately upon knowledge of the accident. If the Risk Manager is not available, it should be reported to Human Resources.

## **b. Maintenance and Repair**

Directors shall be responsible for making sure that their employees keep all County vehicles inspected and maintained on a regular basis.

Except for emergency situations, Directors shall be responsible for ensuring that all County vehicles needing repairs and/or maintenance shall be taken to the Garage first for repair. No vehicles may be taken anywhere else for maintenance and/or repair unless appropriate Garage personnel have referred them there.

All outside work (work done other than at the Garage) must be approved in advance by the appropriate Garage personnel. Invoices pertaining to vehicle maintenance must be sent to the Garage for approval before they are sent to the Finance Division for payment. No invoices shall be paid by Finance that have not been presented to the Garage first. Directors are responsible for ensuring that any invoices that they might receive for services and/or supplies are being coded with the proper expense account numbers. Repairs that are not pre-authorized by the Garage, except for emergencies, shall be the responsibility of the respective Director and/or the vehicle driver.

## **c. Vehicle Logs**

If vehicle logs are placed in the vehicles for usage studies, Directors shall be responsible for ensuring that these vehicle logs are located in each vehicle assigned to their Service Area and that the individual drivers are filling them out daily. Directors shall verify this by initialing each vehicle log sheet as it is completed.

## **d. Recalls**

Directors shall designate one individual from their Service Area, either themselves or someone else, to be the contact person to handle manufacturers' vehicle recalls ("recalls"). Directors shall provide the Garage Supervisor with the name and contact information for the selected person. Garage personnel will notify this person whenever a recall is issued on a vehicle in their Service Area. The designated contact person shall then schedule the recall repairs with the help of the Garage. Once notified by Garage personnel, it shall be the responsibility of the designated contact person to ensure that the vehicle recall repairs are taken care of in a prompt and efficient manner.

# **V. Responsibilities of Human Resources**

## **a. Drivers' Licenses**

A copy of the driver's licenses of all employees shall be provided to Human Resources upon request. A visual check of the driver's license shall confirm the following:

- Signature matches the individual.
- Photo resembles the individual.
- Description and address fits the individual.
- The expiration date has not passed.
- The license has been issued by the state in which the individual resides.

## ***VI. Responsibilities of Fleet Management and Garage Personnel***

The mission of the Fleet Management section of the Division of Transportation and Nutrition (“Fleet Management”), which includes Garage personnel, is to supply safe, dependable transportation to the County employees and their clients at the least cost. Fleet Management’s goal of extending the vehicle life and reducing repairs is achieved by a maintenance program that is preventive rather than reactive. The graduated preventative maintenance program (PM) is based on the manufacturer’s recommendations. The activities associated with each vehicle in the County fleet are tracked separately by using a computerized fleet management system.

All new County vehicles shall be delivered to the Garage. Garage personnel shall maintain all vehicle records.

Fleet Management personnel shall make available all vehicle information on particular vehicles when requested to help determine which vehicles might need replacing, and shall advise the Risk Manager of every addition or deletion of a vehicle to County’s fleet in order to obtain adequate insurance.

Garage personnel shall also be responsible for making sure that all license plates from vehicles taken out of service are turned into DMV. The receipt that DMV gives for the license plate being turned in will be placed in the file of that vehicle.

### **a. Maintenance and Repair**

It shall be the responsibility of Garage personnel to establish a maintenance file on each County vehicle for the purpose of assuring that all recommended maintenance is being completed for each vehicle.

Each time repairs or maintenance are completed on a vehicle, a description of the work, the date, and the name of the mechanic who performed the work shall be entered into the appropriate vehicle maintenance file and in the maintenance software program installed in the Garage computer. Garage personnel shall also place a sticker on the inside of each vehicle they service that states the mileage and the service date for the next scheduled recommended service.

A full regularly scheduled service consists of changing oil and checking filters, brakes, all fluids, belts, air pressure in tires, and any physical condition that may present problems later.

It shall be the responsibility of Garage personnel to maintain the vehicles according to the manufacturer’s specifications. All repairs and/or maintenance shall be completed according to industry standards.

Garage personnel shall authorize the purchase of tires including the appropriate size and number of tires for the particular vehicle. In the event of a disagreement, the Fleet Manager shall make the ultimate determination on whether or not vehicles need tires, how many tires they need, and the appropriate type of tire for that particular vehicle. The size and use of the vehicle shall be considered in making this determination. Garage personnel shall issue a signed requisition slip to the driver of the vehicle to take to a designated tire company to have the tires installed. It shall be the responsibility of the Garage personnel to check when servicing vehicles to see if the tires need rotating.

If Garage personnel notice vehicles that are obviously not being kept clean and presentable, they are to report it to the appropriate Directors. Garage personnel shall report to the appropriate



Directors any obvious or apparent abuse of County vehicles. If, in the opinion of the Garage, repairs are required for damages not previously reported to the Garage, the repairs shall be charged back to the respective Service Area as a Preventable loss.

Garage personnel shall provide the Risk Manager with copies of any repairs involving vehicle accidents for submission to the insurer for claim recovery.

**b. Recalls and Warranty Work**

It shall be the Garage's responsibility to handle all manufacturers' vehicle recalls. Upon receiving a "recall" notice, Garage personnel shall contact the designated person in the affected Service Area and coordinate the taking of the vehicle to the appropriate dealership to have the "recall" repairs completed. Records of all recall repairs shall be placed in each vehicle's file and entered into the maintenance software program.

Garage personnel shall also be responsible for coordinating all warranty work to be done on County vehicles. Copies of warranty work invoices shall be placed in each vehicle's file and entered into the maintenance software program.

**c. Registration, Title and Tags**

Fleet Management shall be responsible for the proper registration, title and tags of new County vehicles upon receiving the appropriate paperwork on all new vehicles from the Garage and/or Service Area. All Union County vehicle titles shall be retained and filed in the office of Fleet Management, with the exception of community transportation van titles held by the North Carolina Department of Transportation.

**d. Regularly Scheduled Maintenance**

It is the responsibility of Fleet Management to maintain records to ensure that all County vehicles receive regularly scheduled maintenance on the earlier of either six (6) months or 5,000 miles, and as set forth in Appendix F, which is attached and incorporated herein by reference. Should a vehicle custodian not make an appointment for regularly scheduled maintenance, Fleet Management personnel will contact the appropriate Director.

***VII. Responsibility of the Risk Manager***

**a. Motor Vehicle Reports**

The Risk Manager, or his or her designee, shall be responsible for securing motor vehicle records ("MVR Reports") for all employees at time of hire, annually, and for cause.

**b. Additions and Deletions**

The Risk Manager shall ensure that all County vehicle additions and deletions, once reported to him or her, will be included on the annual update of the Fleet Schedule for the insurance provider to ensure adequate insurance coverage.

### **c. Defensive Driving Course**

The Risk Manager shall make a Defensive Driving course available periodically to all employees who are assigned County Vehicles or who drive any vehicle more than 10% of his/her work time.

### **d. Driver Evaluation Point System**

The Risk Manager shall assess points to employees' County driving records using the Driver Evaluation Point System (which is attached and incorporated herein by reference as Appendix C), and recommend actions to encourage Loss Prevention and Safety Policy enforcement. Points for accidents shall only be assessed if, at the time of the accident, the employee was driving a County vehicle or was driving a non-County vehicle while conducting official County business. All other points shall be assessed regardless of whether the employee was on duty or was on personal time.

For purposes of assessing points for traffic convictions under the County's system, a traffic conviction shall include a guilty plea (including an Alford plea), a plea of no contest, or a prayer for judgment.

### **e. Accidents**


The Risk Manager shall be responsible for reporting all accidents involving County vehicles which may exceed the County's deductible to the insurance company and negotiating all claim settlements within the deductible, with assistance from the County Legal Office, as required.

In the event that an accident involving a County vehicle is the fault of a third party, the Risk Manager shall coordinate all subrogation activities with County Legal Office or Insurer assistance, as necessary.

The Risk Manager shall maintain reports of vehicle accidents and distribute to the Directors no less than annually.

The Risk Manager shall determine whether an accident is Preventable or Non- Preventable (using Appendix E, which is attached and incorporated herein by reference, as a guide), assess points to the employee's County driving record using the Driver Evaluation Point System (Appendix C), and recommend actions to encourage Loss Prevention and Safety Policy enforcement. However, all accidents involving high speed pursuits or emergency responses shall be handled by the Sheriff's Office, and the Risk Manager shall not make any determination, assessment, or recommendation with respect to such accidents. Should an employee disagree with the assessment of the Risk Manager, the employee may appeal the Risk Manager's decision to the Vehicle Accident Review Board, whose decision shall be final. In order for the employee's appeal to be considered by the Vehicle Accident Review Board, the employee must file a written appeal with the Executive Director of Human Resources within ten (10) days of receiving notice of the Risk Manager's decision.

The Vehicle Accident Review Board (Board) shall be composed of: one (1) representative from the Sheriff's Office; one (1) representative from Public Works; one (1) representative from the Service Area of the driver involved in the accident currently under Board review; and up to three



(3) additional County employees from any Service Area appointed by the County Manager to serve on the Board.

The Board shall elect a chairperson for the meeting. The Board shall review the decision and recommendations of the Risk Manager as they relate to the accident. The Chairman shall report the decision of the Board to the Risk Manager.

The form in which facts of an accident may be presented to the Board may include but are not limited to the following:

- A. Driver's report of the accident
- B. Law enforcement investigation reports
- C. Statement of witnesses
- D. Diagrams, photographs, and any other available evidence
- E. Past County accident history
- F. Statement of any County employee appearing before the Board on the employee's behalf

## Appendices

### Appendix C: Driver Evaluation Point System

#### DRIVER AGE

|   |                       |
|---|-----------------------|
| 6 | Under 21 years of age |
| 3 | Under 25 years of age |

#### SPEED RELATED MOVING VIOLATIONS

|   |   |
|---|---|
| 6 | Speeding in a school zone               |
| 4 | Speeding > 15 mph over the speed limit  |
| 4 | Driving too fast for conditions         |
| 3 | Speeding <= 15 mph over the speed limit |
| 3 | All other speed related violations      |

#### NON-SPEED RELATED MOVING VIOLATIONS

|    |   |
|----|---|
| 12 | Refusing a drug or alcohol chemical test  |
| 6  | Passing stopped school bus when lights are flashing                             |
| 6  | Reckless Driving  |
| 4  | Leaving the scene of an accident  |
| 4  | Driving after having license suspended or revoked                               |
| 4  | Failure to yield right-of-way to an emergency or other authorized vehicle       |
| 4  | Failure to follow instructions of police officer                                |
| 4  | Passing where prohibited by posted signs or pavement markings                   |
| 4  | Driving wrong way on one way street   |
| 3  | Improper lane change  |
| 3  | Following too closely   |
| 3  | Passing on the wrong side   |
| 3  | Failure to obey traffic instructions stated on traffic signs or traffic devices |
| 3  | Failure to yield right-of-way in manner required at uncontrolled intersection   |
| 3  | Improper U-Turn   |
| 3  | Improper turn   |
| 3  | Failure to stay in proper lane  |
| 3  | Making improper entrance to, or exit from, highway                              |
| 3  | Improper backing  |
| 2  | Failure to signal   |
| 3  | Failure to yield right-of-way at stop sign                                      |
| 2  | All other non-speed related violations  |

#### ACCIDENTS – Evaluated by Accident Review Board

The following points shall be assessed in addition to any other points that may be assessed for violations (e.g. speed related moving violations; non-speed related moving violations) occurring at the time of the accident.

|   |   |
|---|---|
| 0 | Non-Preventable Accidents   |
| 1 | Preventable Accident with a parked vehicle or fixed object, with damages (automobile physical damage & bodily injury) of more than \$200 but less than \$1,000  |
| 2 | Preventable Accident with damages (automobile physical damage & bodily injury) of \$1,000 or more but less than \$10,000  |
| 3 | Preventable Accident with damages (automobile physical damage & bodily injury) of \$10,000 or more but less than \$25,000, or where the injured party is transported from the scene due to serious injuries |
| 4 | Preventable Accident with damages (automobile physical damage & bodily injury) exceeding \$25,000 or where a death occurs   |



## **ALCOHOL, DRUGS**

**12** Alcohol or Drug related convictions

## **SEAT BELT VIOLATIONS**

**2** Applies to driver and/or passengers

### **Driver Evaluation**

Three (3) year MVR report history is reviewed.

The best drivers will have 0 to 3 points.

5 to 9 points indicate a questionable rating as a driver. Drivers with 5 to 9 points will be notified of the points on their County driving record and placed on probation. Employee will be eligible to continue to operate a County vehicle.

10 to 11 points indicate action is needed on the part of Management. Employee will be placed on probation. Employee will not be allowed to drive a County vehicle or personal vehicle on official County business unless there are extenuating circumstances documented by the Director.

12 or more points is not acceptable. Employee will not be eligible to drive a County vehicle or personal vehicle while conducting official County business.

**Appendix D: Vehicle Inspection Checklist**

Vehicle ID: \_\_\_\_\_ Driver completing report (Print) : \_\_\_\_\_

Next Service Due: \_\_\_\_\_ NC Inspection Date: \_\_\_\_\_

**Pre-Start (if not applicable, state n/a)**

- |                                 |  |
|---------------------------------|--|
| _____ First Aid Kit             | _____ Fire Extinguisher (properly charged) |
| _____ Oil Level                 | _____ Windshield Wiper Fluid               |
| _____ Tires (Pressure and Wear) | _____ Coolant Level                        |
| _____ Spare Tire                | _____ Jack/Lug Wrench                      |
| _____ License Plate             | _____ Registration Card/Insurance card     |
| _____ Seatbelts                 | _____ Horn                                 |

**Start Engine (if not applicable, state n/a)**

- |                               |   |
|-------------------------------|---|
| _____ Oil Pressure            | _____ Water Temperature                         |
| _____ Adjust rear view mirror | _____ Steering Operation                        |
| _____ Parking Brake           | _____ Indicator Lights (High Beam, Brake, etc.) |
| _____ Defroster               | _____ Air Conditioner                           |
| _____ Windshield Wipers       | _____ Backup Alarm                              |
| _____ Turning Signals         | _____ Head Lights (High and Low Beam)           |
| _____ Emergency Signals       | _____ Topped off with Fuel                      |
| _____ Reverse Lights          | _____ Brake Lights                              |

**\*\* LIFT VANS ONLY \*\***

Lift has been checked and run through full cycle (Yes/No) \_\_\_\_\_

**Cleanliness of Vehicle (check if clean)**

\_\_\_\_\_ Exterior \_\_\_\_\_ Interior \_\_\_\_\_ Truck Bed \_\_\_\_\_ Toolbox

NOTE ANY ADDITIONAL PROBLEMS DISCOVERED DURING INSPECTION

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Signature of driver completing report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director or Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

## ***Appendix E: Vehicle Accident Guidelines***

This guide, while it is designed to assist in determining the preventability of vehicular accidents, cannot list every causal factor that may be involved in a given accident. It does cover the most common aspects of the principal causes of accidents, and as such, it can serve as a guide only when considering preventability. From time to time revisions may be necessary to improve accuracy to apply to the facts of a case.

### **Struck While Parked**

#### **Non-Preventable if:**

1. Driver was properly parked in a location where parking was permitted.
2. Vehicle was protected by emergency warning devices as required by federal and state regulations, or if driver was in process of setting out or retrieving signals.

### **Intersection Accidents**

#### **Preventable if:**

1. Driver failed to control speed so that he could stop within available sight distance.
2. Driver failed to check cross-traffic and wait for it to clear before entering intersection.
3. Driver pulled out from side street in the face of oncoming traffic.
4. Driver collided with person, vehicle or object while making right or left turn.
5. Driver, going straight through an intersection, collided with another vehicle making a turn.

### **Striking Other Vehicle in Rear**

#### **Preventable if:**

1. Driver failed to maintain safe following distance and have vehicle under control.
2. Driver failed to keep alert to traffic conditions and note slowdown.
3. Driver failed to ascertain whether vehicle ahead was moving slowly, stopped or slowing down for any reason.
4. Driver misjudged rate of overtaking.
5. Driver came too close before pulling out to pass.
6. Driver failed to wait for car ahead to move into the clear before starting up.
7. Driver failed to leave sufficient room for passing vehicle to get safely back in line.

### **Sideswipe and Head-On-Collisions**

#### **Preventable if:**

1. Driver was not entirely in the proper lane of travel.
2. Driver did not pull to the right and slow down and stop for vehicle encroaching on own lane of travel when such action could have been taken without additional danger.

### **Struck in Rear or Side by Other Vehicle**

#### **Preventable if:**

1. Driver was passing slower traffic near an intersection and had to make sudden stop.
2. Driver made sudden stop to park, load or unload.

3. Driver's vehicle was improperly parked.
4. Driver rolled back into vehicle behind.

**Non-Preventable if:**

1. Driver's vehicle was legally and properly parked.
2. Driver was proceeding in own lane of traffic at a safe and lawful speed.
3. Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal or the directions of a police officer or other person.
4. Driver was in proper lane, stopped and waiting to make turn.

**Backing Accidents**

**Preventable if:**

1. Driver backed vehicle, causing accident, when such backing could have been avoided.
2. Driver failed to get out of vehicle and check proposed path of backward travel.
3. Driver failed to use a "spotter" if driver was in a position where the mirrors failed to show the hazard.

**Accidents Involving Train**

**Preventable if:**

1. Driver attempted to cross tracks directly ahead of train or streetcar.
2. Driver ran into side of train or streetcar.
3. Driver stopped on or parked too close to tracks.

**Accidents While Passing**

**Preventable if:**

1. Driver passed when view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
2. Driver attempted to pass in the face of closely approaching traffic.
3. Driver failed to warn the driver of the vehicle being passed.
4. Driver failed to signal change of lanes.
5. Driver pulled out in front of other traffic overtaking from rear.
6. Driver cut-in short returning to right lane.

**Accidents While Being Passed**

**Preventable if:**

1. Driver failed to stay in own lane, or hold or reduce speed to permit safe passing.

**Accidents While Entering Traffic Stream**

**Preventable if:**

1. Driver failed to signal when pulling out from curb.
2. Driver failed to check traffic before pulling out from curb.



3. Driver failed to look back to check traffic if driver was in position where mirrors did not show traffic conditions.
4. Driver attempted to pull out in a manner, which forces other vehicles(s) to change speed or direction.
5. Driver failed to make full stop before entering from side street, alley or driveway.
6. Driver failed to make full stop before crossing sidewalk.
7. Driver failed to yield right of way to approaching traffic.

### **Pedestrian Accidents**

#### **Preventable if:**

1. Driver did not reduce speed in area of heavy pedestrian traffic.
2. Driver was not prepared to stop.
3. Driver failed to yield right of way to pedestrian.

### **Mechanical Defects Accident**

#### **Preventable if:**

1. Defect was of a type which driver should have detected in making a pre-trip or inspection of vehicle.
2. Defect was a type which driver should have detected during the normal operation of the vehicle.

### **All Types of Accidents**


#### **Preventable if:**

1. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.
2. Driver failed to control speed to be able to stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to yield right of way to avoid accident.
5. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.
6. Driver was in violation of County operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinances.

### **Accidents Involving Animals/Debris**

#### **Preventable if:**

1. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.
2. Driver failed to control speed to be able to stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.

- 
5. Driver was in violation of company operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinance.

**Non-Preventable if:**

1. Driver attempted to stop safely while maintaining control of the vehicle and stay in their lane of traffic.
2. Driver was operating at a speed consistent with existing condition of the road, weather and traffic.

# Appendix F: Preventive Maintenance Schedule

UNION COUNTY GARAGE  
PREVENTIVE MAINTENANCE SCHEDULE

9/28/2010

PM's Scheduled at the Following Mileage:

|  | 5K | 10K | 15K | 20K | 25K | 30K | 35K | 40K | 45K | 50K | 55K | 60K | 65K | 70K | 75K | 80K | 85K | 90K | 95K | 100K |   |
|--|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|---|
| <b>PERFORM MULTI-POINT INSPECTION THAT INCLUDES:</b>   |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      |   |
| Change engine oil & oil filter, check belts, hoses, fluids, air filter & transmission fluid level (jobcode 02-002)                               | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X    | X |
| Pull all 4 wheels to inspect brake pads/shoes/rotors/drums, brake lines & parking brake system (jobcode 13-000)                                  | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X    | X |
| Check lighting system, park lamps, headlamps, turn signals, brake light and back up lights (34-000)  | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X    | X |
| Inspect engine cooling system, flush if needed (jobcode 42-000)  | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X    | X |
| Check horn operation, back-up alarm (if applicable) or any other safety devices (jobcode 54-000)   | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X    | X |
| Rotate tires (if needed) & check for wear (jobcode 17-008)   | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X    | X |
| Check lifts on Transportation vans & lubricate (jobcode 52-019)  | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X    | X |
| Inspect complete exhaust system & heat shields (jobcode 43-000)  | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X    | X |
| Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half-shafts / drive-shafts, and u-joints (jobcode 16-000) | X  | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X   | X    | X |
| Replace fuel filter (jobcode 44-002)   |    |     |     |     |     | X   |     |     |     |     |     | X   |     |     |     |     |     | X   |     |      |   |
| Repack wheel bearings, if applicable (jobcode 18-005)  |    |     |     |     |     |     |     |     |     |     |     | X   |     |     |     |     |     |     |     |      |   |
| Replace spark plugs, Tune-up (jobcode 33-005)  |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     | X   |     |     |     |      |   |
| Change gear oil in rear differential and front, if applicable (jobcode 11-008)   |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |      | X |

# E-MAIL AND INTERNET USE POLICY

Information Technology

Adopted June 27, 2002

## ***I. Acceptable Uses of the Internet and County E-mail***

The County encourages use by employees of e-mail and the Internet because they enhance productivity and make communications more efficient and effective. However, e-mail and Internet service are County property, and they are to be used only to facilitate County business and for incidental non-business use. Every employee has a responsibility to maintain and enhance the County's public image and to use County e-mail and Internet access in a productive manner. The County has established the following guidelines for using e-mail and the Internet. Any unauthorized or improper use of e-mail or the Internet is not acceptable and will subject the offender to disciplinary action up to, and including, termination.

For purposes of this Policy, "incidental non-business use" shall be defined as use involving no additional expense to the County, performed on the employee's non-work time, which does not interfere with the operations or productivity of the County, and which does not violate any applicable law or provision of this Policy. "Non-work time" shall mean such times when the employee is not otherwise expected to be addressing official business, to include off-duty hours such as before or after a workday (subject to prescribed office hours), lunch periods, and authorized breaks.

## ***II. Unacceptable Uses of the Internet and County E-mail***

The County e-mail and Internet access may not be used for the creation, downloading, viewing, storage, copying, or transmission of any communications of a discriminatory or harassing nature or materials that are obscene or sexually oriented. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual orientation may be transmitted or forwarded using the County system. No abusive, profane or offensive language may be transmitted through the County's e-mail or Internet system. The County's harassment policy applies in full to e-mail and Internet use. Employees do not have a personal privacy right regarding any matter created, received, stored or sent from or on the County's e-mail or Internet system or computers.

The County e-mail and Internet system also may not be used for any other purpose that is illegal, against County policy or contrary to the County's best interest. Solicitation of non-County business or any use of the County e-mail or Internet system for personal gain is prohibited.

The Information Systems Department will delete from the system e-mails that are 90 days or older. Prior to such deletion, employees shall store electronic or hard copies of e-mails as may be necessary to comply with State retention schedules for public records.

## ***III. Rules for Electronic Communications***

Each employee is responsible for the content of all text, audio or images that he or she places on or sends over the County's e-mail or Internet system. Employees may not hide their identities or represent that any e-mail or other electronic communications were sent from someone else. Employees must include their name in all messages communicated on the County's e-mail or Internet system.

Any messages or information sent by an employee to another individual outside the County via County e-mail or Internet system (including bulletin boards, online services or Internet sites) are statements that reflect on the County. Despite personal “disclaimers” in electronic messages, any statements may be tied to the County. Therefore, any communication defaming another person, group or organization is strictly prohibited. All communications sent by employees via the County’s e-mail or Internet system must comply with all County policies and may not disclose any confidential or proprietary County information. If employees receive unsolicited e-mail from outside the County that appears to violate this policy, the employee should notify his or her supervisor immediately. Similarly, if any employee accidentally accesses an inappropriate web site in the normal course of business, the employee should notify his or her supervisor immediately.

**IV. *Downloading Software***

To prevent the downloading of computer viruses that could contaminate the e-mail or Internet system, no employee may download software from the Internet without prior authorization from the Information Systems Director, or his designee. Any and all software that is downloaded from the Internet must be registered to the County. For authorization, please contact the system administrator.

**V. *Copyright and Trademark Issues***

Copyrighted and trademarked material that does not belong to the County may not be transmitted by employees on the County’s email or Internet system without permission from the holder of the copyright or trademark. Every employee who obtains access to other companies’ or individuals’ materials must respect all copyrights and trademarks and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only.

**VI. *System Security***

All information transmitted by, received from, or stored on County systems is the property of Union County and as such, is subject to inspection by County officials. The County reserves the right without advance notice to access and monitor every message and file on the County’s e-mail or Internet system. Despite the existence of any passwords, employees should not assume that any electronic communication is private. Highly confidential information or data should be transmitted in other ways. The County may monitor for any legitimate business purpose, including without limitation the following: (i) to measure cost analysis/allocation and the management of the County’s gateway to the Internet; (ii) to investigate theft or unauthorized disclosure of confidential business or proprietary information; (iii) to investigate personal abuse of the system; and (iv) to evaluate workflow and productivity. The County Manager shall designate persons authorized to conduct monitoring.

**VII. *Violations***

Any employee who violates these rules or otherwise abuses the privilege of the County’s e-mail or Internet system will be subject to corrective action up to and including termination. If necessary, the County also reserves the right to advise appropriate officials of any illegal activities.

# MOBILE DEVICE POLICY

Information Technology

Adopted November 2, 2020

## **Purpose**

This document is intended to establish procedures for the usage and management of mobile communication devices paid for in whole or in part, or provided, by Union County. Mobile communication devices include but are not limited to cell phones, smart phones, tablet computers, hands-free devices, etc. (hereinafter a "Device"). All County-issued Devices, and personal Devices for which an employee receives a Device allowance, are subject to compliance with the County's Mobile Communication Device Operating Procedures.

## **Section 1. Criteria for Eligibility**

An employee is eligible for a Device allowance or County-issued Device if one or more of the following conditions apply:

- a. The employee is a key staff member needed in the event of an emergency.
- b. The employee is away from access to traditional land-based phone service in his/her assigned work location at least 50% of his/her scheduled work hours.
- c. The employee is involved in frequent off hours/on-call activity.
- d. The employee's work is critical to the operation of the County and immediate response is required.
- e. The employee's work away from the office may have the potential for the need to immediately contact a supervisor or others in an emergency situation.

The determination of whether the employee's job meets one or more of these conditions is made by a Department Director. When referenced herein, the term "Director" includes a Department Director, as well as any person authorized by a Department Director to exercise that person's responsibilities under this Operating Procedure (any such designated person shall be on a list the Department Director provides to the Information Technology Department). Alternative means of communication (i.e. landlines or other methods) should be selected when such alternatives would provide adequate service and be more cost effective than a mobile device. If the Director determines an employee's job requires means of mobile communication, an option that best accommodates business needs will be selected by the Director from the choices below and will be consistent among job class.

The eligibility criteria listed are based on normal business operations. In the event of a State of Emergency the criteria for eligibility will be based on product inventory and/or management discretion.

## **Section 2. Mobile Communication Device Options**

### **Option 1: Device Allowance**

The first option provides eligible employees using their own personal Device for County business with a recurring bi-monthly Device allowance. The Device allowance is intended to reimburse the employee for the average business use of the Device, not to pay the entire bill associated with the Device. The Device allowance amount will be established by the County Manager, based upon the available budget, consistent among employees, and paid in equal bimonthly installments via payroll direct deposit on the first and second pay dates of the month. The Device allowance amount may be changed by the County Manager in his or her discretion as market rates adjust. To be eligible for such a Device

allowance, the Device must be capable of accessing the County's email network, the employee's work calendar, and other related services.

The Device allowance will permit the employee to establish his/her own account with a service provider of the employee's choice that will satisfy both County business and personal use needs.

Due to overtime restrictions of the Fair Labor Standards Act (FLSA), non-exempt employees are not authorized to use a Device allowance supported Device for County business purposes during hours that they are not scheduled to work. An exception is provided if prior approval is given by the employee's supervisor and the employee is being compensated for on-call time. The Device allowance set forth under this Section will be treated as a taxable fringe benefit to the employee.

### **Option 2: County-Issued Device**

The second option provides eligible employees with a County-issued Device. County-issued Devices are for **Official County Business Use**. Utilization of County-issued Devices for personal use is strongly discouraged. It is imperative that employees not incur additional charges over what is provided in the County plan. Any such additional costs resulting from personal use must be reimbursed to the County.

The employee to whom a Device is assigned is responsible for safeguarding the equipment and using County resources efficiently. If a loss is incurred by the County due to misuse or negligence on the part of the employee responsible for the County-issued Device, the Information Technology ("IT") Department will identify an appropriate cash amount for the employee to reimburse Union County based upon the amount of loss incurred.

In the event (i) the employee's personal use of a County-issued Device results in additional charges over what is provided in the County plan, or (ii) the employee is required to reimburse the County due to loss resulting from misuse or negligence on the part of the employee responsible for the Device, the employee must reimburse the County the amount of such overage or loss within sixty (60) days of a request for reimbursement. If the employee fails to reimburse the County as required by this Operating Procedure and leaves the County's employment for any reason, deductions of the amount due will be made from the employee's final paycheck or any other amounts payable to the employee, as allowed by applicable law.

Employees are prohibited from utilizing a County-issued Device to:

- Download music, games and non-business applications;
- Create, download, view, store, copy or transmit communications (to include text messaging) of a discriminatory or harassing nature or materials that are obscene or sexually-oriented such that it would be considered conduct unbecoming an employee that is detrimental to the agency;
- Transmit abusive, profane, or offensive language such that it would be considered conduct unbecoming an employee that is detrimental to the agency;
- Solicit non-County business;
- Make calls that will incur extra costs for the County, such as directory assistance lines and international calls, unless approved for official County business; and
- Text, receive or place calls, use the internet, email, instant message, and/or take pictures or video while driving a vehicle. Employees who are charged with traffic violations resulting from the use of their County-issued Device while driving will be solely responsible for all liabilities that result from such actions.

Any employee with a County-issued Device will also ensure that use of the Device is in accordance with all applicable law.

Due to overtime restrictions of the FLSA, non-exempt employees are not authorized to use County-issued Devices during non-work hours for County purposes, or for any other purpose except in the case of an emergency. An exception is provided if prior approval is given by the supervisor and the employee is being compensated for on-call time.

### ***Section 3. Approval Processes***

#### **Approval**

The following approval is required for a Device allowance or a County-issued Device:

- The Director must complete the Mobile Communications Device Request/Change Form (“Request Form”) on behalf of the employee which states the option, justification, fund availability, employee information, type of Device (if employee is receiving a County-issued Device), and agreement to monitor the employee’s use of the Device.
- The employee must execute and submit the Mobile Communications Device Acknowledgement included in the Administrative Policy Manual list of acknowledgements.

#### **Device Allowance Payment**

Once the IT Department and HR Department receive the Request Form and Acknowledgment, the employee will begin receiving the Device allowance on the next available pay date through an automatic payroll deposit included with his/her payroll that coincides with the first or second pay date of the month. Device allowance payments will not be processed retroactively.

#### **Ordering of County-Issued Devices**

Unless otherwise directed by the County Manager, the IT Department is responsible for issuing and managing all County-issued Devices. The IT Department will coordinate with the Device vendor for delivery of the Device to the requesting department. The IT Department will identify the vendor and Devices that are available to Union County. Only those Devices identified will be issued to County employees, unless there are overriding justifications for exceptions as deemed appropriate by the IT Department.

### ***Section 4. County Property, Information and GPS Access***

#### **Option 1: Device Allowance**

The employee receiving a Device allowance understands and agrees that while receiving a Device allowance for the use of their personal Device for County business, any records related to County business on the Device may be public records. All information transmitted by, or stored on, such a Device, is subject to applicable records retention/disposition periods for public records under applicable law. If requested by the County, the employee agrees to provide any records he/she has in his/her possession regarding County business-related records contained on the Device subject to the Device allowance, or County business-related usage of the Device subject to the Device allowance, within a reasonable timeframe.



## **Option 2: County-Issued Device**

Devices issued by Union County are County property. Despite the existence of any passwords, employees should not assume that any electronic communication is private. All information transmitted by, received from, or stored on a County-issued Device is the property of the County and as such, is subject to inspection by County officials and to applicable retention/disposition periods for public records under applicable law. The County reserves the right without advance notice to access and monitor any communication or data composed, transmitted, or received through voice/data services, or online connections, and/or data stored on any County-issued Device, to the maximum extent permitted by law. The County Manager shall designate persons authorized to inspect such records.

The County reserves the right to utilize GPS location tracking capabilities in all County-issued Devices during an employee's scheduled and/or actual working hours. An employee receiving a County-issued Device must leave the device's location tracking setting turned "on" (and not otherwise disable or hinder the County's ability to track or locate the Device) during all of his or her scheduled and/or actual working hours. The County may monitor or track the location of a County-issued Device for any legitimate business purpose, including without limitation, the following: (i) to measure cost analysis/allocation and management of resources; (ii) to investigate employee performance; and (iii) to evaluate productivity. The County Manager shall designate persons authorized to conduct monitoring.

This monitoring does not include any automatic or passive monitoring that may occur as a matter of course; however, such data will only be accessed for a legitimate business purpose (as set forth above).

### ***Section 5. Management of Devices***

The IT Department will maintain an accurate and updated inventory of all County-issued Devices. This inventory will include the assignee (individual employee user or organizational division for shared pools), the Request Form, and the monthly service cost per County-issued Device in each department, along with any additional charges. Additionally, the IT Department will maintain a listing of employees receiving a Device allowance along with the device telephone numbers to distribute to County stakeholders as necessary.

The County will assist those employees receiving a Device allowance for their personal devices in connecting to the County's email network, calendar, and other County services. Technical assistance beyond this, including phone repairs, non-County software issues, and training on phone features, will be the responsibility of the employee to coordinate with his or her service provider as appropriate.

### ***Section 6. Director Responsibilities***

The Director with an employee(s) who has a County-issued Device or who receives a Device allowance is responsible for the following:

- Submitting the Request Form;
- Conducting an annual review of the use of County-issued Devices to ensure the efficient use of County resources. The IT Department will provide the monthly billing information for each department to identify underutilization of equipment and cost increases;
- Ensuring that service issues, along with loss, theft, or damage to County-issued Devices, are reported to the IT Department in a timely manner;
- Effectively managing the resources of the County by notifying the IT Department when an employee's duties or circumstances change such that an employee no longer meets the eligibility criteria for receiving a Device allowance or County-issued Device. This includes notification to the

IT Department of temporary suspension of a Device allowance or a County-issued Device when an employee is placed on a leave of absence lasting longer than 30 days; and

- Requesting terminations of service by submitting the Request Form when a Device allowance or County-issued Device is no longer necessary for operations so that payment may be stopped or equipment returned, as applicable. All County-issued Devices must be returned to the IT Department when the termination is requested.

## ***Section 7. Employee Responsibilities***

### **Option 1: Device Allowance**

An employee receiving a Device allowance is responsible for the following:

- Reading and complying with the most recent version of this Operating Procedure;
- Reading and executing the Acknowledgement Form;
- Maintaining a Device that is able to make voice calls and send and receive text messages and electronic mail;
- Maintaining an accurate listing of his/her cellular phone number in the County Connect employee directory and the County's emergency alert system;
- Negotiating, managing, and maintaining service for the Device for the duration of the Device allowance. The employee is free to select the service provider, plan, and features of his/her choice, so long as it meets the requirements to perform job responsibilities as determined by the department;
- Assuming all charges associated with the Device, including service, accessories, activation fees, insurance, and damage, loss, or theft of the Device and/or accessories (if for any reason the County terminates the Device allowance or the employee leaves his/her position, the employee continues to be responsible for all obligations related to the Device, including any service contract or plan, including costs or fees associated with continued service or service termination);
- Ensuring the service provider selected for the Device has service in required usage areas, such as at the workplace, in the field, and at home, as such areas are determined by the department;
- Establishing himself/herself as the billing party for all service and other costs related to the Device (regardless of cost, the employee is responsible for any and all additional expenses related to the Device);
- Carrying the Device on his/her person while on duty or on-call for County business;
- Complying with applicable laws regarding the use of mobile devices while driving, and avoiding any use that may jeopardize the safety of the employee or others;
- Notifying his/her supervisor immediately if service for the Device is cancelled, a Device phone number changes, or if there are other significant changes related to the Device which may impact his/her ability to perform the duties for which he/she is receiving the Device allowance (if such notification is not given within 30 days of the significant change or cancellation, the employee may be required to repay any Device allowance received); and
- Understanding that failure to abide by the terms and conditions of this Operating Procedure may result in immediate termination of the Device allowance and disciplinary action, up to and including termination.



## **Option 2: County-Issued Device**

An employee receiving a County-issued Device is responsible for the following:

- Reading and complying with the most recent version of this Operating Procedure;
- Reading and executing the Acknowledgment form.
- Maintaining an accurate listing of his/her cellular phone number in the County Connect employee directory and the County's emergency alert system;
- Reimbursing the County for loss as described in this Operating Procedure;
- Reimbursing the County for personal use as described in this Operating Procedure;
- Ensuring the County-issued Device is used appropriately, safely, effectively and efficiently; and
- Understanding that failure to abide by the terms and conditions of this Operating Procedure may result in disciplinary action, up to and including termination.

### ***Section 8. Annual Review***

The County will conduct an annual review of the Mobile Communication Device Operating Procedures to evaluate the utilization of Device allowances and County-issued Devices, as well as to ensure Device allowance rates remain in step with market conditions. Any changes to the Device allowance rates will require approval by the County Manager and will go into effect at the beginning of the fiscal year.

# MEDIA PROTOCOLS

## *Public Communications*

Adopted November 18, 2019

### **I. Purpose**

To facilitate and coordinate media relations, protect and enhance the image of Union County and ensure that accurate, appropriate information is released to the news media.

### **II. Policy**

#### **a. Communication with Media**

- i. Employees must inform their department director immediately of any inquiries from the media. The department director should follow the below protocols.
- ii. All media inquiries should be directed to Liz Cooper in the Public Communications Office.
  1. Liz.Cooper@unioncountync.gov  
770.570.7322 (mobile), 704.283.3587 (office)
  2. In the event Liz Cooper is unavailable or may not be reached, media inquiries should be directed to Kathryn Brown, Director of Public Communications: 704.577.2164 (mobile), Kathryn.Brown@unioncountync.gov
- iii. Public Communications will inform the County management team when potential issues arise to a level of controversy or concern.
- iv. Media inquiries include questions or conversations, in person and/or electronic, with members of the media involving information relating to the County including, but not limited to: services, staff, activities, clients, research, projects, budget, planning and resident complaints or concerns.
- v. An exception for which Public Communications will not be involved with communicating information to the media:
  1. Notice of a meeting of the Board of County Commissioners
  2. Legal notices
- vi. Offices excluded from this policy include the Sheriff's Office, the Board of Elections and Register of Deeds. However, those offices may request assistance from Public Communications if needed.

#### **b. Media Response Standards**

- i. Public Communications will prepare a response to all media inquiries.
  1. An exception for which Public Communications may not be involved with a media inquiry includes inquiries made directly to the County Sheriff's Office, Register of Deeds and the Board of Elections.
- ii. Public Communications will develop a response to media inquiries in coordination with the County's subject matter experts.
  1. Public Communications will solicit feedback involving a response to the media from the County's subject matter experts.
  2. Public Communications will present a final draft to the County's subject matter experts before sending information requested to the media.
- iii. Public Communications will prepare reactive response documents on issues that have the potential to lead to a media inquiry.

1. Information in prepared response documents may include, but is not limited to, talking points, a prepared statement and potential questions that may be posed by members of the media.
  2. Prepared response documents are for internal purposes only and should never be distributed externally by a County employee who is not on the Public Communications team.
- iv. Public Communications will prepare a County employee scheduled for a media interview in advance.
  - v. Public Communications must escort media in employee areas of County buildings, facilities and offices and any areas restricted to the general public.
  - vi. Public Communications is responsible for all responses to the media, press releases, statements, press conferences, coordination of interviews and all other engagement with the media.
    1. An exception for which Public Communications may not be involved with a media response includes responses to inquiries made directly to the Sheriff's Office, Register of Deeds and the Board of Elections.

**c. Sensitive and Controversial Issues**

- i. Employees will notify their department director immediately of potentially controversial issues that may solicit media attention. The department director will inform a member of the Public Communications team of the potentially controversial issue.
- ii. County employees, other than a member of the Public Communications team, should not speak to a reporter, editor, or other member of the media, about a sensitive or potentially controversial issue without authorization of Public Communications.
- iii. Sensitive or potential controversial issues include, but are not limited to, the following:
  1. Confidential employee information as outlined in [North Carolina General Statute 153A-98](#);
  2. Legal claims or lawsuits involving Union County;
  3. Negotiations related to economic development or redevelopment;
  4. Issues involving more than one department within the County or involving outside organizations;
  5. Budget issues;
  6. High profile projects; or
  7. Resident concerns or complaints that have potential to impact a substantial number of people or attract media attention.
- iv. Public Communications will consult with Legal before releasing any sensitive information to the media.

**d. Proactive Dissemination of Information to Media**

- i. Public Communications will determine the circumstances in which a press release will be created and disseminated to the media.
- ii. Public Communications will determine the circumstances in which a press conference is necessary.
  1. Public Communications will organize press conferences.

- 2. Public Communications will coordinate with the County management team, subject matter experts and the Board of County Commissioners to participate in a press conference when necessary.
- iii. Public Communications will determine suitable meetings, events, programs and ideas to pitch to the media for which a potential news report is appropriate.
- iv. Public Communications will send all information involving newsletters, events and programs to the media.
  - 1. An exception for which Public Communications may not be involved with sending program or event information to the media includes communication by the Sheriff's Office, the Board of Elections and the Register of Deeds.
- v. Exceptions for which Public Communications will not be involved with proactively disseminating information to the media include a notice of a meeting of the Board of County Commissioners and a legal notice.

**e. Public Record Requests**

- i. All public records requests submitted through the County's online portal will be managed by Public Communications.
  - 1. An exception for which Public Communications may not be involved with a public records request includes routine requests made directly to the Clerk to the Board of County Commissioners or the Board of Elections. However, all requests from members of the media directed to any County department, must be communicated to Public Communications.
- ii. Public Communications will develop a response to public records requests in coordination with department directors and/or subject matter experts.
- iii. Public Communications will consult with Legal before releasing any sensitive information in response to a record request.
- iv. Failure to comply with North Carolina's [Public Record statute](#) may result in legal ramifications.

**f. Emergency Media Relations**

- i. In the event of an emergency, Public Communications will consult with the County Manager, members of the Management Team and the Emergency Management Director to determine the appropriate spokesperson responsible for primary media relations.
- ii. Public Communications and the Emergency Management Director will refer to the County's Emergency Operations Plan
- iii. Public Communications will coordinate with stakeholders to establish an appropriate communications plan.

**III. Failure to Comply**

Failure to comply with this policy may result in disciplinary action consistent with County policy as outlined in the Union County Personnel Resolution.

**IV. Updates**

These protocols may be updated by Public Communications with approval by the County Manager.

# SOCIAL MEDIA POLICY

Public Communications

Adopted August 4, 2020

## **I. Purpose**

Union County supports the use of social media by employees and employee expression of ideas, thoughts, opinions, messages, and other content on social media platforms. Union County employees may utilize social media on behalf of County departments to enhance communication and transparency with residents, stakeholders, and organizations in accordance with this policy. This policy outlines guidelines for all employees who use social media, as well as procedures for a County employee to use social media in their official capacity on a County account on a social media site.

## **II. Definition of Social Media**

Union County recognizes social media as any publicly accessible third-party online site (regardless of whether an individual's account on the site is public or private) where users can share information, comment on others' posts, or build communities by either directly creating, editing, or following accounts or creating groups.

## **III. Expectations of all Employees Using Social Media (Personal or County Accounts)**

### **a. Appropriate Use**

- i. Employees using social media agree to be responsible for all content they share on personal accounts, regardless of whether the account is publicly or privately accessible.
- ii. Employees must comply with all applicable law, as well as all relevant County policies, including, but not limited to, the Union County Personnel Resolution and the Union County E-Mail and Internet Use Policy, in their use of social media.
- iii. Employees using social media must protect confidential, proprietary, and nonpublic information related to their position with the County; including, but not limited to:
  1. Personal identifying information (as defined by public records law) of clients/residents
  2. Non-public Financial records
  3. Health records protected by the Health Insurance Portability and Accountability Act (HIPAA)
  4. Social services records
  5. Non-public information related to a criminal investigation
  6. Non-public personnel file information
- iv. If social media use is on a personal account, it should be conducted such that a reasonable person would not believe the employee is speaking for, or as a representative of, Union County.

## **IV. Expectations of Employees Using a County Social Media Account**

### **a. Appropriate Use**

- i. Employees must comply with all expectations in Section III of this policy.
- ii. Employees must observe the terms of service for the social media platform associated with a social media account.

- iii. Employees using social media to communicate on behalf of Union County should be mindful that posts, statements, comments, and messages are on behalf of Union County. Therefore, employees should use discretion before posting, commenting, or responding to comments or messages.
- iv. Employees should follow all requirements of the Social Media Plan, as implemented in accordance with Section V below, associated with the social media account when using a County social media account.
- v. All third party advertisements should be disabled.
- vi. All information posted must be for the purpose of communicating County information or services.
- vii. Pictures, information, and other material protected by copyright should not be posted without permission of the copyright owner.
- viii. Information related to an emergency, or potentially sensitive or controversial issues, must be approved by Public Communications prior to posting.
  - 1. Potentially sensitive or controversial issues include, but are not limited to, issues related to the following:
    - a. Confidential employee information as outlined in North Carolina General Statute § 153A-98
    - b. Legal claims or lawsuits involving Union County
    - c. Negotiations related to economic development or redevelopment
    - d. Issues involving more than one department within the County or involving outside organizations
    - e. Budget issues
    - f. High profile projects
    - g. Resident concerns or complaints that have potential to impact a substantial number of people or attract media attention
- ix. Content from external organizations will only be considered for posting or sharing if Union County Government, or one of its departments, is directly tied to the content through a partnership or sponsorship.
  - 1. An exception is sharing content from another government entity.
- x. Content should not include any endorsements of political parties, candidates, or groups.
- xi. Public comments that are believed to be against the social media platform's standards should be reported to the platform itself.
- xii. Public comments that are believed to be against County expectations and may be considered for removal or deletion, as outlined in Section V. E. below, should be reported to Public Communications for consideration of removal or deletion.

## **V. Social Media Plan Requirements**

Every County-social media account shall have a Social Media Plan that is reviewed and approved annually by Public Communications.

The Social Media Plan shall include all of the following information:

- a. Audience: The plan must include a description of the intended audience for each social media platform, a projection of the intended number of followers of the account in one year, and a description of the strategies that will be used to build that audience.



- b. Content and Posting Schedule: The plan should include the primary purpose of the account, a description of the content that will be posted on the account, and an expectation of the frequency with which posts will occur.
- c. Administration: The social media account should be created with a county email address. There should be at least two department employees with access to the account, as well as the Director of Public Communications and their designee. Identify who has access to post on the account. Employees who have access to a department social media account must complete social media training coordinated by Public Communications.
- d. Posting: The plan should include any process for approving posts. The plan should include the software that will be used for posting (either native to the social media site or a third-party application, such as Hootsuite). The plan should include what safeguards will be put in place to prevent accidental posting from an incorrect account.
- e. Interaction: The plan should include a process for interacting with public comments, including customer service requests. Absent a compelling reason to act otherwise, employees should attempt to resolve customer service issues through private communications, either on the social platform or through email or phone conversation. The social media plan should establish an expected response time for customer inquiries both during and outside of normal business hours.

The plan should also provide whether public comments or other similar public interaction will be allowed on the account. If any such comments or public interaction are allowed on the account, the account should include the following provision for notice that the account may contain moderated discussion and the County reserves the right to block, hide, or remove comments in a viewpoint neutral manner that promotes decency and decorum:

The comments section on this account may be moderated with limitations related to the content and topics contained on this social media account. The County reserves the right to block, hide or remove comments/postings. Comments/posting that may be blocked, hidden, or removed, include, but are not limited to, those that contain the following:

- Vulgar, abusive or threatening language, defamatory statements or nudity in profile pictures, comments, or attachments.
  - Personal attacks, hate speech or offensive terminology that promoted, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, sex, marital status, genetics, status with regard to public assistance, national origin, disability, or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances.
  - Suggestions or encouragement of illegal activity
  - Unsolicited business proposals or endorsements/promotion of commercial services, products or entities.
  - Infringements on copyrights, trademarks or other intellectual property.
  - Spam, links to unrelated sites, or clearly off-topic comments.
- f. Analytics: The plan should include a description of how account performance will be measured, including a timeline for reporting, a description of the metrics that will be analyzed and goals for the analytic categories.
  - g. Branding: The plan should include how the social media account will adhere to branding guidelines. This not only includes the look and logo associated with the account, but the perception from followers based on the posts and personality of the account.

- h. Records Retention: All postings and comments should be retained in accordance with the applicable records retention and disposition schedule. This includes retention of any comments deleted in accordance with the plan.
- i. Compliance: The plan should include written confirmation that each employee with access to a County-owned social media account has reviewed and agrees to follow Sections III and IV of this policy.

**VI. County Social Media Account Ownership Requirements**

- a. Submit to Public Communications the primary account that will be used to connect to the County Social Media Account.
- b. Add Public Communications staff to the accounts as an administrator or the other highest level of access available.
- c. Submit a completed Social Media Plan to Public Communications.
- d. Require new posters to participate in the County social media training.
- e. Institute a process for posters to access the account without sharing passwords.
- f. Requests to create a new social media account must be submitted in advance to Public Communications for consideration with a completed Social Media Plan.

**VII. Social Media Account Public Record Disclaimer**

Communications on Union County social media platforms are considered public records under North Carolina General Statutes Section 132 and will be managed as such. Because non-employees may not know communication via a social media platform is considered a public record, each department with a social media account must include the following statement on its page:

Communication on this platform may be considered a public record and subject to disclosure to third parties, pursuant to North Carolina's Public Records law.

**VIII. Failure to Comply**

Failure to comply with this policy may result in disciplinary action consistent with County policy as outlined in the Union County Personnel Resolution.

**IX. Updates**

This policy may be updated by Public Communications staff with the approval of the County Manager.