



REQUEST FOR BOARD ACTION

ITEM NO. 19

DATE OF MEETING: October 21, 2013

REQUESTED BY: Carolyn Moser, Health Director, Pender County Health Department

SHORT TITLE: Resolution Authorizing the Approval to Prohibit Tobacco Use within 50 Feet of all Government Buildings and on County Property.

BACKGROUND: The Pender County Advisory Board of Health believes that the use of tobacco products can be detrimental to the health and wellbeing of county residents and county employees. To this end, the Advisory Board of Health recommends that the Board of Commissioners consider a resolution authorizing the approval to Prohibit Tobacco Use within 50 Feet of all Government Buildings and on County Property.

SPECIFIC ACTION REQUESTED: To consider a resolution authorizing the approval to prohibit tobacco use within 50 Feet of all Government Buildings and on County Property.

COUNTY MANAGER'S RECOMMENDATION

Respectfully defer to Board of Commissioners.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that

the board hereby authorizes to approval to prohibit tobacco use within 50 feet of all Government Buildings and on County Property. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown ___ McCoy ___ Tate ___ Ward ___ Williams ___

George R. Brown, Chairman 10/21/13
Date

ATTEST 10/21/13
Date

Effective Date: November 1, 2011

Section 17. Smoking and Tobacco Use

Employees are permitted to smoke or use tobacco in designated smoking areas only during breaks as provided in Article II Section 19. Employees are prohibited from smoking or using tobacco in non-smoking areas or in county-owned vehicles. Department Managers are responsible for ensuring that all County employees adhere to smoking and tobacco use policies. Employees violating this policy may be subject to disciplinary action up to and including dismissal.

Section 18. Information Technology Use and Other Policies

All employees shall comply with all County policies including, but not limited to, all policies related to information technology services and use policies.

Section 19. Social Networking

The County recognizes that employees may choose to express themselves by posting personal information on the Internet through social networking sites, personal websites, blogs, or chat rooms, by uploading content, or by making comments at other websites or blogs. The County respects the rights and interests of employees in engaging in these forms of personal expression on their own time, should they choose to do so. Employees are expected to follow the guidelines and policies set forth to provide a clear line between the employee as an individual and as a Pender County employee.

The County respects the right of employees to use blogs and social media sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. Blogging or other forms of social media or technology include, but are not limited, to video or wiki postings, sites such as Facebook and Twitter, chat rooms, YouTube, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Pender County.

- A. **Guidelines.** Employees may not use County resources to conduct personal blogging or social networking activities. Employees are prohibited from using a County email address in connection with any social networking or blog sites. Employees are prohibited from any such activities while on County time while using either County or personal resources (including laptops, cell phones, and other electronic devices). Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with Pender County. Employees are legally responsible for content they post to the Internet, in a blog or otherwise. Employees can be held personally liable for defaming others and/or revealing confidential information, among other things.

If employees identify themselves as a Pender County employee, some readers may view the employee as a spokesperson for Pender County. Because of this possibility, employees should state that views expressed in their blog or social networking area are their own and not those of Pender County, nor of any person or organization affiliated or doing business with Pender County.

Employees cannot post on personal blogs or other sites the logo of Pender County or any business with a connector to Pender County. Employees cannot post privileged information, including County-issued documents.

Employees cannot post on personal blogs or social networking sites photographs of other employees clients/customers/citizens, vendors, or suppliers, nor can employees post photographs of persons engaged in business with Pender County or at Pender County events without express permission from those individuals.

Employees cannot link from a personal blog or social networking site to Pender County's internal or external web sites. Employees should be aware that personal postings may be read by not only friends and family, but possibly by co-workers, bosses, County residents, and the media. Even if posted anonymously or under a pseudonym, identities can be discovered relatively easily. Employees should be careful when deciding what to include in a post or comment.

The County may require immediate removal of, and impose discipline for, material that is disruptive to the workplace or impairs the mission of the County unless such postings are protected by local, state or federal laws.

- B. **Employer Monitoring.** Employees are cautioned that they should have no expectation of privacy while using County technology resources and postings can be reviewed by anyone, including Pender County. The County reserves the right to monitor comments or discussions about Pender County and its employees, posted by anyone, including employees and non-employees, on the Internet. Pender County may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries and personal and business discussion forums.
- C. **Reporting Violations.** Employees shall report any violations or possible or perceived violations of this policy to their supervisor, Department Manager or Human Resources. Violations include discussions of Pender County and its employees and vendors, any discussion of proprietary information and any unlawful activity related to blogging.
- D. **Discipline for Violations.** Pender County investigates and responds to all reports of violations of the rules and guidelines set forth in this policy and other related policies. Violation of this policy may result in disciplinary action up to and including termination. Pender County reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.