DISCUSSION TOPICS

- New Policies Updates:
  o Personal Appearance
  o Personal Conduct & Code of Ethics
  o Social Media

- Other Business.
Policy Number: 1024
Policy Title: Personal Appearance

Policy:

This is a general dress code for all County employees interacting with the public in an office environment. Departments with employees who perform physical labor or who work outside may have standards that better suit the work environment for their employees.

As a County employee the expectation for your work area and conduct is to present to the public and co-workers a clean, professional and respectful image and attitude. All county employees are representatives of county government as a whole and should, at all times, present a positive image.

General Dress Code:
1. Business casual
2. Suits, sports coat or blazer when appropriate
3. Dress shirts and pants, Docker style pants
4. Dresses and skirts
5. Capris or skorts
6. Sleeveless tops which are not revealing (women only)
7. Leggings and tights are permitted only when a covering top, skirt or dress falls to mid-thigh
8. Appropriate footwear
9. All clothing must be free from holes, tears or stains

Prohibited Attire:
1. Jeans (must be clean and free of rips, tears and fraying
2. T-shirts with logos such as graphic tees (unless County related)
3. Clothing with logos that may be considered offensive or objectionable
4. Sweatshirts or exercise wear
5. Shorts, mini-skirts, low cut tops, halter top, crop tops or any attire, top or bottom, that is overly revealing
6. Slippers, flip-flops or similar footwear

Department heads may institute a casual attire day, such as casual Friday, and permit employees to wear blue jeans, sweatshirts and similar attire. Even though casual, an employee’s attire should be clean, tasteful and not create a distraction for either customers or co-workers. Department heads will address instances where an employee’s attire, workspace or appearance does not conform to the guidelines in this section. Employees may be sent home, without pay, to correct their attire or appearance. Repeated violations may subject the employee to disciplinary action.
Policy Number: 1025
Policy Title: Personal Conduct & Code of Ethics Policy

Policy:
Adherence to these ethical standards is to ensure each official and employee has a clear understanding of his/her conduct and how essential it is to maintain his/her public responsibilities to the citizens of Osceola County as a standard by which they may be assured that these responsibilities are being faithfully performed.

I. Personal Conduct.
   a. All personnel shall always conduct themselves professionally, with respect for fellow personnel and the public. Employees are expected to be courteous and polite to each other and to those with whom they deal with. Employees shall, refrain from conduct of any kind that is of an offensive nature that will adversely reflect upon their reputations and /or the reputation of Osceola County.

   b. All policies that relate to the personnel conduct shall be followed, including standards contained within this policy.

   The following unprofessional conduct shall not be tolerated. This list is not all inclusive and simply provides examples of prohibited conduct, each of which may be grounds for discipline:

   1. Calling someone a derogatory name.
   2. Use of profanity.
   3. Sending sexually explicit or offensive e mail messages, notes or letters. Sexual Harassment Policy.
   4. Telling jokes or stories that are based on race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class.
   5. Tampering with another person's time record, work papers, or personal belongings and / or in any way falsifying personnel records (including timecards, job application or other work records).
   6. Falsifying official records.
   7. Removing or discarding records, material, or other property for the premises without permission.
8. Theft of private or County property, including property of the public or employees or inappropriate removal or possession of property.

9. Having intimate personal relation with other employee, members, volunteers or any outside person while on Osceola County premises, in its vehicles, or while engage in its activities.

Sexual Harassment Policy

10. Fighting with or threatening others.

11. Defacing another person's personal affects.

12. Gambling on Osceola County property, in its vehicles or at its functions.

13. Possession of weapons on Osceola County property or in its vehicles unless outlined in Osceola County policies.

14. Abuse, unprofessional behavior, insubordination, or disrespect to clients, family member, or other employees, supervisors, officer, volunteers, or members.

15. Accepting tips or gratuities (gifts or money) outside the scope of adopted Osceola County policies.

16. Solicitation or distribution in violation of the Signage in County Buildings Policy

17. Unauthorized or careless use or malicious destruction or damage of property, tools or vehicles.

18. Unlawful or unauthorized release of confidential or proprietary information.

19. Poor or unsatisfactory work performance or conduct.

20. Disorderly conduct or boisterous or disruptive activity such as but not limited to horseplay in workplace.

21. Violation of established safety rules (including smoking & tobacco use rules).

22. Unreported or excessive absenteeism or tardiness.

23. Gossip about fellow employees or management.

24. Failure to report a workplace accident or damage to Osceola County property.

25. Refusal to accept a job assignment or reasonable work order, insubordinate conduct and behavior.

26. Creating unsafe or unsanitary conditions.

27. Any other unauthorized use of telephone, faxes, computers, mail system, electronic mail, or other Osceola County owned equipment.

28. Failure to maintain a current and valid driver's license (if required)

29. Failure to maintain a current and professional license (if required)

30. Failure to maintain current and valid required professional certifications (if required)

31. Felony Conviction

32. Misdemeanor Conviction (disclosed or undisclosed) including but not limited to; violent or assaultive offense, driving offense, controlled substance conviction.

33. Assisting or advising another employee in the violation of any provision of policy or procedure.
34. Failure to immediately make written notification to management when you have knowledge 
that you are under investigation by any law enforcement agency.
35. Failure to report promptly any anticipated absence from work. Being absent from work 
without proper authorization.
36. Leaving work assignment without being properly relieved or without proper authorization.
37. Conducting private personal business to the extent that it interferes with the performance 
of official duties.
38. Gambling during work hours.
39. Falsification of or supplying false information in records or reports, including employment 
aplications, absence and sickness records.
40. Deliberate destruction of abuse of employee, public, or County owned property.
41. Unauthorized use of County facilities or operation of County equipment.
42. Violation of any safety rule of practice or conduct which tends to create a safety hazard, 
including failure to use or wear required safety equipment.
43. Failure to report injuries, accidents, or abuse of safety equipment.
44. Recommending any agency, vendor, or service for profit or gain.

II General Standards of Care

a. Conduct that is dangerous to other, dishonest, immoral, illegal or abusive will not be tolerated. 
Violation of these standards of conduct will be grounds for disciplinary action, up to and 
including termination.

b. Notwithstanding any “Progressive Discipline” Policy, Osceola County reserves the right to 
dismiss any nonunion employee without warning, progressive discipline, or notice if we 
determine that continued employment is not in the best interests of Osceola County, other 
employee, or the people we serve. In other words, employment is “at will”.

c. Osceola County reserves the right to suspend a nonunion employee (with or without pay) as it 
deems appropriate, as part of its investigation of a staff member’s conduct.

d. Osceola County reserves the right to take any action, which differs from the progressive 
disciplinary steps, including suspension and termination from employment as a first step.
Policy Number: 1026

Policy Title: Social Media Policy

Policy Statement:

Osceola County recognizes that social media is a way for employees to share their life and opinions with family, friends and co-workers. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines:

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Osceola County.

The same principles and guidelines found in Osceola County policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, adversely affects employees or member of the community, may result in disciplinary action up to and including termination.

Carefully read these guidelines, the Osceola County Social Media Policy, the Osceola County Personal Conduct & Code of Ethics Policy, the Osceola County Equal Employment Opportunity and the Osceola County Sexual Harassment Policy and Procedures Policy to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Honest and Accurate:

Employees should make sure posts and information shared are always honest and accurate. Mistakes should be corrected quickly and the employee should be very open and honest about prior posts that have been altered. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Employees should never post any information or rumors that you know to be false about the County, co-workers, customers, suppliers, or people working on behalf of the County.
Post Only Appropriate and Respectful Content:

- Employees must maintain the confidentiality of private or confidential information. As such, internal reports, records, files, policies, procedures, communications, or any other business-related matter of a confidential nature may not be posted or shared.
- Employees may not create links from their blog, website or other social networking site to the County website, without identifying themselves as a County employee.
- Employees should never represent themselves as a spokesperson for the County and should express only their own personal opinions. If the County is subject of the content being created, then the employee needs to be clear and open about the fact that they are an employee and that their views do not represent those of the County, co-workers, customers, suppliers or people working on behalf of the County. If an employee does publish a blog or post online related to their work or about subjects associate with the County, then it must be made clear that is it not on behalf of the County. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the view of Osceola County.”

Using Social Media at Work:

Employees shall refrain from using social media while on work time or on equipment provided, unless it is work-related as authorized by their supervisor or consistent with other policies. Employee may not use County email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited:

Osceola County prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from his policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts:

Employees should not speak to the media on Osceola County’s behalf without contacting the County Coordinator. This provision of the policy does not apply to Elected Official and/or their designee who may serve as the official spokesperson for their respective offices.

Other:

This Policy can be amended or terminated at any time by the Board of Commissioners.