

The County may prohibit smoking and vaping at County sponsored events, including concerts, fairs, festivals, movies and other such events, at the discretion of the County Manager and with the advice and consent of the Board of County Commissioners. Appropriate signage will be displayed at all such events.

Smoking Outside of County Buildings

Smoking shall not be permitted within 25 feet of ingress or egress to any County-owned or leased buildings; and within 50 feet of all County-owned recreational areas/facilities. Appropriate signage will be displayed at all affected County-owned or leased buildings, recreational areas/facilities, and including some County sponsored events to effectuate this requisite.

The time away from work for the purpose of smoking outside of County buildings and structures shall be limited to the scheduled and/or permitted rest break periods and meal breaks.

Implementation of Policy

Department/division heads and supervisors shall be directly responsible for the implementation of the policy and its enforcement within their areas of supervision and control.

Any questions pertaining to the interpretation or application of this policy should be directed to the Director of the Division of Personnel & Labor Relations.

Violations and Penalties

Appropriate disciplinary action will be taken against any employee who violates this policy. Members of the public who violate this policy shall first be ordered to comply with the policy. If the person continues to smoke or vape in violation of the policy, then a fine shall be imposed upon the person in accordance with N.J.S.A. 26:3D-56 et seq.

A person, after being so ordered, who smokes or vapes in violation of the Ordinance is subject to a fine which will be imposed and a penalty shall be recovered in accordance with the provisions of subsections c. and d. of N.J.S.A. 26:3D-62.

(See Ordinance No. 785-2017§ 128-1:7 amended 6/22/17)

X. SOCIAL NETWORKING

For purposes of this policy, a social network is defined as a site that uses internet services to allow individuals to construct a profile within that system, define a list of others users with

whom they share some connection, and view and access their list of connections and those made by others within that system. The type of network and its design vary from site to site. Examples of the types of internet based social networking activities include: blogging, networking, photo sharing, video sharing, microblogging, podcasting, as well as posting comments on the sites. The absence of, or lack of explicit reference to a specific site or activity does not limit the extent of the application of this policy.

Procedures: The use of the internet and social networking sites (Facebook, Twitter, Instagram, TikTok, Snapchat, etc.) in particular is a popular activity; however, employees must be mindful of the negative impact of inappropriate or unauthorized postings upon the County and its relationship with the community. This policy identifies prohibited activities by employees on the internet where posted information is accessible to members of the general public, including, but not limited to, public postings on social networking sites. The County reserves the right to investigate postings, private or public, that violate work-place rules, such as the prohibition of sexual harassment and other discriminatory conduct, where such postings lawfully are made available to the County by other employees or third parties.

Employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone. If you would not be comfortable with your supervisor, co-workers, or the management team reading your words, you should not write them. Recognize that you are legally liable for anything you write or present online. Employees can be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. You can also be sued by agency employees or any individual who views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. What you say or post on your site or what is said or posted on your site by others could potentially be grounds for disciplinary action up to and including termination. More information on this policy may be obtained from the Division of Personnel.

If employees choose to identify themselves as a County employee on their personal social media accounts and even those that do not should be aware that they may be viewed as acting on behalf of the County, as such no employee shall knowingly represent themselves as a spokesperson of the County, post any comment, text, photo, audio video or other multimedia file that negatively reflects upon the County that expresses views that are detrimental to the County's mission or undermine the public trust or is insulting or offensive to other individuals or to the public in regard to race, creed, color, national origin, ancestry, religion, age, marital status, civil union status, genetic information, gender/sex (including pregnancy), gender identity or expression, disability (including perceived disability) atypical hereditary cellular or blood trait, veteran's status or because of the liability for service in the Armed Forces of the United States, citizenship status, or any other group status protected by law. County employees are encouraged to exercise extreme caution posting photographs of themselves in uniform or in situations where they can be readily identified as a County employee.

If an employee identifies themselves as a County employee in any manner on the internet, comment on any aspect of official County business, or links to the County website, the employee must include the following disclaimer: *“the views expressed on this post are mine, and do not reflect the views of the County of Union or Union County Board of County Commissioners, or anyone associated with the County of Union or Union County Board of County Commissioners.”*

Employees must not reveal or publicize confidential County information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files. No County employee shall post internal working documents to social media sites. This includes, but is not limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves without the prior approval of the County. In addition, employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job-related incident or occurrence taken with the County’s Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the County or in conjunction with law enforcement activities. Except in "emergency situations," and where an employee’s personal cell phone is being reimbursed by the County for work purposes, employees are prohibited from taking digital images or photographs with media equipment not owned by the County. For purposes of this section, collection of work-related pictures on personal cell phones should be considered County property and subject to the Open Public Records Act (OPRA).

Y. UNIFORM ALLOWANCE

An employee represented by a union or association should consult their union representative or the collective negotiations agreement applicable to their bargaining unit regarding uniform allowance.

Z. USE OF COUNTY PROPERTY

Bulletin Board and Common Area Postings: Bulletin boards and common areas such as elevators, doors etc. located in County buildings and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the County Manager or Office of Public Information may post, remove, or alter any notice.