

PROPOSED REVISIONS TO:

- (a) LEON COUNTY PERSONNEL POLICIES AND PROCEDURES, SECTION II "EMPLOYEE CONDUCT",
- (b) POLICY NO. 01-01, "E-MAIL/INTERNET USE", AND
- (c) POLICY NO. 03-12, "VIOLENCE PREVENTION AND INTERVENTION"

(Changes are presented in strike through, underline format)

(a) PROPOSED REVISIONS TO LEON COUNTY PERSONNEL POLICIES AND PROCEDURES, SECTION II, "EMPLOYEE CONDUCT"

1. New Section 2.09.5, "Use of Telephones, E-Mail and Internet by Employees Who are Victims of Domestic Violence"

Employees who are victims or survivors of Domestic Violence, Sexual Violence or Stalking, as defined in Policy No. 13-2, "Domestic Violence, Sexual Violence and Stalking in the Workplace", may reasonably utilize County-owned phones, County Computer Systems, and County E-Mail and Internet systems for safety planning, to conduct research or seek assistance regarding the violence they are experiencing. Such access is permitted to enable employees to use safe phone and computer systems that cannot be monitored or accessed by their abuser. If the employee's work area does not provide privacy, employees may ask Leon County's Employee Engagement & Performance Manager to coordinate the use of a private area for such purposes.

2. Revisions to Section 2.16, "Self Reporting of Arrests/Investigations, and Injunctions of Protection"

A. In the event of an arrest of a County employee or when an employee has been notified that they are the focus of a criminal investigation by a local, state or federal law enforcement agency, the following shall apply:

- A. 1. It shall be the responsibility of the employee to notify his/her immediate supervisor of the arrest/investigation as soon as possible, but no later than at the commencement of the employee's next scheduled work day.
- B. 2. Upon being notified by the employee of the arrest/investigation, the supervisor or other member of management shall notify the director of human resources of the arrest/investigation.
- C. 3. Failure on the part of a County employee to notify his/her supervisor of an arrest/investigation may result in disciplinary action up to and including termination of employment.

B. Employer Notification – Injunction for Protection. An Employee who is a Respondent to an Injunction for Protection ("Employee/Respondent") shall notify his/her supervisor of such Injunction for Protection as soon as possible, but no later than at the commencement of the Employee's next scheduled work day, if any of the following applies:

- 1. If the Petitioner for such Injunction for Protection is an Employee with whom the Employee/Respondent may come in contact with during such Employee/Respondent's Leon County work-related duties; or
- 2. If the Petitioner for such Injunction for Protection is another person with whom the Employee/Respondent may come in contact with during such Employee/Respondent's Leon County work-related duties; or

3. If the Employee/Respondent used any Leon County resources in any of the conduct which gave rise to the Injunction for Protection, as contained in the court records for such Injunction for Protection.

Upon receipt of notification, the supervisor will notify Leon County's Employee Engagement & Performance Manager, and the Human Resources Director will subsequently contact the County Attorney's office to discuss appropriate actions to be taken, if any.

As used in this section:

1. "Injunction for Protection" means a court-ordered restriction placed on an individual who has, or who has allegedly, committed acts or, in some cases, made threats of violence against another individual;
2. "Petitioner" means the person who is seeking or obtains an Injunction for Protection;
3. "Respondent" means the person who is alleged to have engaged in an act or acts of domestic violence, or another form of violence, and whom an Injunction for Protection may be or is issued against;
4. Leon County "resources" includes, but is not limited to, work time, Leon County vehicles, telephones, printers, copiers, FAX machines, mail, e-mail or other Leon County resources; and
5. "Contact" includes, but is not limited to, phone, e-mail, text, in person, third-party conduit, Internet or social network, and any other contact proscribed by the court in the Injunction for Protection.

(b) PROPOSED REVISIONS TO POLICY NO. 01-01, "E-MAIL/INTERNET USE"

IV. Permissible Uses

E-mail and the Internet, as referenced in Section I, are to be used primarily to facilitate County or Constitutional Officer business. However, not all personal use of e-mail and the Internet is forbidden. Reasonable personal use is permitted consistent with the provisions of this Section. Non-County/Constitutional Officer business related e-mail and Internet usage is permitted, provided such use is brief, does not interfere with work, does not subject the County to any additional costs, and is otherwise consistent with requirements set forth in this Policy. With prior permission of his or her supervisor, an employee is permitted to briefly visit non-inappropriate Internet sites during non-work time; such as, break, lunch, and before or after work hours.

Additionally, employees who are victims or survivors of Domestic Violence, Sexual Violence or Stalking, as defined in Policy No. 13-2, "Domestic Violence, Sexual Violence and Stalking in the Workplace", may reasonably utilize County-owned phones, County Computer Systems, and County e-mail and Internet systems for safety planning, to conduct research or seek assistance regarding the violence they are experiencing. Such access is permitted to enable employees to use safe phone and computer systems that cannot be monitored or accessed by their abuser. If the employee's work area does not provide privacy, employees may ask Leon County's Employee Engagement & Performance Manager to coordinate the use of a private area for such purposes.

(c) PROPOSED REVISIONS TO POLICY NO. 03-12, “VIOLENCE PREVENTION AND INTERVENTION”, Section 00.09 PROTECTIVE/RESTRAINING ORDERS

- A. With the exception of Injunctions for Protection described in Section 00.09(C) below, protective/restraining orders are not required reporting issues and the County assumes no responsibility for the enforcement of a restraining order.
- B. County employees with an Injunction for Protection or other court-ordered protective/restraining order issued and in effect against another person (the “Respondent”), which orders the Respondent to stay away from the workplace, are encouraged, but not required, to notify their County supervisor or Leon County’s Employee Engagement & Performance Manager. Upon receipt of such employee’s notification, the employee’s supervisor should contact the Human Resources Director or Leon County’s Employee Engagement & Performance Manager and, if requested by the employee, Leon County may take reasonable steps to ensure that the workplace is reasonably safe, secure, and free from threats, intimidation, abusive behavior and physical violence.
- C. A County employee who is a Respondent to an Injunction for Protection (“Employee/Respondent”) shall notify his/her supervisor of such Injunction for Protection as soon as possible, but no later than at the commencement of the Employee’s next scheduled work day, if any of the following applies:
1. If the Petitioner for such Injunction for Protection is an Employee with whom the Employee/Respondent may come in contact with during such Employee/Respondent’s Leon County work-related duties; or
 2. If the Petitioner for such Injunction for Protection is another person with whom the Employee/Respondent may come in contact with during such Employee/Respondent’s Leon County work-related duties; or
 3. If the Employee/Respondent used any Leon County resources in any of the conduct which gave rise to the Injunction for Protection, as contained in the court records for such Injunction for Protection.

Upon receipt of notification, the supervisor will notify Leon County’s Employee Engagement & Performance Manager, and the Human Resources Director will subsequently contact the County Attorney’s office to discuss appropriate actions to be taken, if any.

- D. As used in this section:
1. “Injunction for Protection” means a court-ordered restriction placed on an individual who has, or who has allegedly, committed acts or, in some cases, made threats of violence against another individual;
 2. “Petitioner” means the person who is seeking or obtains an Injunction for Protection;
 3. “Respondent” means the person who is alleged to have engaged in an act or acts of domestic violence, or another form of violence, and whom an Injunction for Protection may be or is issued against;
 4. Leon County “resources” includes, but is not limited to, work time, Leon County vehicles, telephones, printers, copiers, FAX machines, mail, e-mail or other Leon County resources; and
 5. “Contact” includes, but is not limited to, phone, e-mail, text, in person, third-party conduit, Internet or social network, and any other contact proscribed by the court in the Injunction for Protection.