

2017

Employee In-Processing



**Escambia County Board of County
Commissioners**

Human Resource Department



Human Resources

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New Employee In-Processing

INFORMATION TECHNOLOGY USE AGREEMENT (ITUA)

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As a new employee, you have been provided the above-named policies of the Escambia County Board of County Commissioners. You have been provided an opportunity to ask questions and obtain clarification to these policies.

The HR Policies and Procedures provided are for information purposes only, and are designed to communicate general information regarding personnel policies and procedures. It should be understood that a signed receipt acknowledgement of these policies will be placed in your Official Personnel Folder in the Human Resources Department. It is understood that you will abide by these policies and procedures. You are encouraged to check the Human Resources web page: <http://myescambia.com/our-services/human-resources> for periodic updates to policies as they may have changed since your New Hire Orientation.

Information Technology Use Agreement (ITUA)

Date Adopted: September 21, 2017
Effective Date: September 21, 2017
Reference:
Policy Amended:

Information Resources are provided by the Escambia County Board of County Commissioners (BCC) to support the business of local government. The term "Information Resources" includes all BCC hardware, software, data, information, network, computing devices, phones, and other information technology. To use BCC Information Resources, you agree to adhere to the provisions of this Policy Agreement (Agreement) which are established to ensure security and inform you of the conditions of use.

A. Purpose

The purpose of this Agreement is to set forth the policies and procedures with respect to Internet, Computer, E-mail, and Information Resources, and to give specific and general authority to the Escambia County Information Technology Department (IT) with regard thereto. This Agreement is designed to protect the County, its employees, and its resources from the risks associated with the usage of Information Resources. The provisions of this Agreement are applicable to the County, its elected officials, officers, employees, and all Users of all County Information Resources.

B. Appropriate Use

1. Use for BCC Business

I understand that Information Resources are to be used primarily for the business of the BCC with exceptions limited to those provided by BCC Ethics Rules, Social Media Policy, and my department's policies. I understand that not all personal use of e-mail and the Internet is forbidden. Reasonable personal use is a privilege and is permitted consistent with the provisions of this Agreement and other applicable County policies. Non-County 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 the requirements set forth in this Agreement. With prior permission of his or her supervisor, an employee is permitted to briefly visit non-inappropriate sites during non-work time such as during break or lunch time. I understand that abuse of this privilege resulting in excessive or disruptive personal use or access to inappropriate sites may result in revocation of personal use privileges and disciplinary action.

2. Approved Information Resources

I shall only use Information Resources owned, licensed, or being evaluated by the BCC to conduct BCC business. I shall not use my personal Information Resources for BCC government business at BCC facilities (excludes personal cell phones and tablets when authorized by your department). I shall not use Information Resources provided by a third party to conduct BCC business unless authorized by the BCC Information Technology (IT) department.

3. Protecting from Misuse & Damage

I shall use care in protecting against unauthorized access, misuse, theft, damage, or unauthorized modification of Information Resources. I shall not leave a workstation without first ensuring it is properly secured from unauthorized access. I shall use good judgment to safely transport and store Information Resources in and away from the workplace. I understand that while I am actively logged in to any BCC Information Resource device, I am solely responsible for all activity and all use of the BCC Information Resource. If I fail to secure my workstation and unauthorized access occurs, I understand that I will be deemed responsible for that access and that I may be subject to disciplinary action for the failure to secure Information Resources whether such failure results in unauthorized access.

4. Public Disclosure & Monitoring

I understand that any information created, accessed, or stored on Information Resources may be subject to public disclosure. The BCC reserves the right to monitor all use of Information Resources, including my e-mail and Internet use, and I have no right or expectation of privacy with respect to my use of Information Resources. Computer Passwords are for security purposes only and are no guarantee of the privacy or confidentiality of any user's utilization of County Information Resources.

C. Prohibited Activities

I understand that activities prohibited by this Agreement may not be permitted without the prior written approval of the IT Director. Prohibited activities include:

1. Unauthorized Disclosure of Confidential Information

I shall not disclose confidential information to unauthorized parties. Confidential information includes but is not limited to social security numbers, driver's license numbers, financial account information, credit card numbers, and personal health information. I acknowledge that certain information is confidential or discretionary by law, and it is my duty to protect that information from unauthorized disclosure.

2. Unauthorized Software

I shall not download or install any software outside of the BCC standards. Privately purchased or downloaded software without a legitimate BCC purpose or authorization is forbidden. Banned software includes, but is not limited to, sniffers, password crackers, games, screen savers, and peer to peer.

3. Violation of Law

I shall not use the Information Resources to violate any law, including copyright or other intellectual property law. I shall not copy, share or distribute software without authorization.

4. Unauthorized Use

I shall not permit unauthorized users to use the Information Resources that the BCC has provided me. I shall promptly report any unauthorized use to my manager or the IT Director.

5. Access

I shall not share my password or access code to BCC Information Resources with any other person. I shall not use another person's password or access code. I shall not access or attempt to access information for which I have no authorization or business need. I shall connect to the BCC network only through approved services (e.g. – Citrix and VPN are approved; a direct dial-up connection to a work PC modem is prohibited). I shall not access another person's email, workstation, or social media/networking account/address, if not specifically authorized to do so.

6. Remote Control

I shall not use any remote-control software or service on any internal or external host or systems not specifically approved by agency management, IT support, and the IT Director.

7. Circumvention of Security Measures

I shall not bypass or attempt to bypass measures in place to protect Information Resources from security threats and inappropriate use. I shall not disable software on computing devices designed to protect Information Resources.

8. Unauthorized Devices

I shall not place unauthorized computing or network devices on the BCC network (e.g. – computers, access points, etc.).

9. Unjustifiable Use of Resources

I shall not intentionally sustain high volume transactions or network traffic for non-business purposes. I shall not send or reply to messages that would negatively impact the performance of the email system (e.g. – “replying to all” on a message received in error or distributing chain letters). I shall refrain from actions that hinder others' use of Information Resources or that may increase BCC costs.

10. Harassment

I shall not use Information Resources to harass, intimidate, or threaten another person.

11. Inappropriate Material

I shall not use Information Resources to access or distribute any obscene, sexually explicit, pornographic, abusive, libelous, defamatory, or any other material deemed inappropriate for the workplace.

12. Disruptive Material

I shall not use Information Resources to access or distribute any material that is disruptive, offensive to others, harmful to morale, abusive, or that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement to others based on race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. I shall not use Information Resources in any manner which reflects unfavorably upon the image of the County.

13. Identity

I shall not use Information Resources to impersonate another user or to mislead a recipient about one's identity.

14. Official Position

I shall not use Information Resources to communicate the BCC's official position on any matter, unless specifically authorized to make such statements on behalf of the BCC.

15. Solicitation

I shall not use Information Resources to solicit or proselytize others for commercial ventures, religious or political causes, or other non-work-related solicitations.

D. Storage of Information

I shall store BCC owned information only on BCC provided storage media. Storage of BCC information on non-BCC owned PCs, laptops, flash drives, CDs and other forms of media is prohibited. I shall not store BCC owned information resources on the Internet without express agency authorization. With appropriate authorization, I may access and store BCC email messages on my personal cell phone or tablet. The storage of personal or non-business music and video files on BCC provided storage is forbidden.

1. Adherence to Security Guidance

I shall ensure that security fixes and updates for my BCC provided resources are implemented consistently and promptly, as directed by IT.

2. Spam/Phishing Awareness

I shall be aware of the characteristics of spam and phishing messages. I shall recognize and dispose of spam/phishing messages appropriately. I shall never provide my login ID and password in response to an email or phone solicitation unless I have verified that the request is from the BCC or IT. I shall not risk a malware infection by navigating to links embedded in spam messages.

3. Violations & Uncertainty

I shall report violations of this Agreement to my manager or the IT Director upon learning of such violations. If I am uncertain whether an activity is permissible, I will refrain from the activity and obtain authorization from my manager before proceeding.

4. Violation of Policy Agreement

I am aware that any inappropriate use of Information Resources or my failure to comply with this Agreement may result in disciplinary action, up to and including immediate dismissal from employment, criminal prosecution where the act constitutes a violation of law, and an action for breach of contract if applicable.

Additionally, users found to be in violation may be no longer permitted use of Information Resources.

5. Information Technology

The County Information Technology Department shall have the discretionary authority, as set forth herein, to audit, inspect, and/or log Information Resources and block non-work-related Internet access, consistent with this Agreement.

- a) Logged and Blocked Access. IT maintains the right to utilize software to identify and/or block access to Internet sites containing sexually explicit or other material deemed inappropriate for the workplace and to log all aspects of use of the County's Information Resources.
- b) Direct monitoring of Internet and e-mail usage may be conducted by IT at the request of any supervisor, the County Administrator, any County Official, the Human Resources Department, or the County Attorney's Office.

6. Communication of the Policy to Employees and Users of Information Resources

I understand this policy will be updated, as necessary, the BCC will make reasonable efforts to inform me of the changes. The Information Technology Department shall be responsible for ensuring that the Policy is updated from time to time as necessary. The Human Resources Department (HR) shall be responsible for communicating this Policy Agreement to all BCC elected officials, officers, and employees, and providing copies of this Policy Agreement to newly hired employees (including seasonal, recreational program employees). A copy of the signed Agreement shall be included in each employee's official HR file.

7. Receipt and Acknowledgement

I have been provided with a copy of the Information Resources Use Agreement. I have read the Agreement and agree to abide by its policies. I understand that I have no expectation of privacy in any usage of Information Resources. I understand that violation of the terms of this Agreement may result in disciplinary action, up to and including termination of my employment. Violations of local, state, and federal laws may carry additional penalties.

Printed Name: _____ Signature: _____

Job Title/Department: _____ Date: _____

Escambia County Social Media Policy, Section II, Part C.1

Date Adopted: February 2, 2012

Effective Date: February 2, 2012

Reference:

Policy Superseded:

A. Policy Statement

Social media may be used by the Escambia County Board of County Commissioners (BCC) employees for business-related purposes subject to the restrictions set forth in this policy. These restrictions are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality agreements. These procedures also describe the organization's objectives and policies regarding the use of social media web sites during employee personal time.

Social media platforms may include online blogs, podcasts, social networks, wikis, discussion forums, or any other form of online publishing or discussion that is used today or may evolve as technology and social networking tools emerge.

B. Purpose

The purpose of this policy is to provide employees with requirements for participation in social media, including County-hosted social media and non-County social media in which the employee's affiliation is known, identified, or presumed.

C. Scope

This policy applies to all County employees, Commissioners, Commissioners' Aides, contract employees, student interns, volunteers and affiliates that utilize the County network.

D. Definitions

1. Social Media – A site or online process designed to facilitate simple and streamlined communication between users. Social media sites offer many different ways for users to share information including video, audio, images, podcast, social networking, website links, and other content. Examples of social media applications include, but are not limited to, Google and Yahoo Groups (reference, social networking), Wikipedia (reference), MySpace and Facebook (social networking), YouTube (social networking and video sharing), Flickr (photo sharing), Twitter (social networking and microblogging), LinkedIn (business networking), and news media comment sharing/blogging.
2. Social Network – A tool used to connect people who share common interests through the

use of web-based services. Typically, these sites use multiple methods to connect to registered users such as status updates (microblogging), instant messaging, blogs, polls, photo sharing, video sharing, etc. Examples of Social Network websites include LinkedIn, My Space, and Facebook.

3. Social Media Accounts – An established relationship between a user and an information service such as blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks like MySpace and Facebook. Individual user accounts must be assigned a username and password.
4. Authorized User – Any employee, or person acting on their behalf, who has been authorized by their Department Director and registered with and approved by the County Administrator to establish, create, edit, or maintain any social media account in the transaction of official business of the BCC.
5. Official –Any social media site account or process established by the County which serves the purpose of communicating authorized County information about topics, services, or processes under the auspices of the County.
6. Post –Any e-mail, message, picture, graphic, image, advertisement, notification, feed, stream, transmission, broadcast, podcast, video, instant message, text message, blog, microblog, status update, wall post, comment, and any and all other forms, means, or attempts at collaboration or communication that is uploaded, posted to, or otherwise displayed on or transmitted by, any social media account or network.
7. Electronic Media – Non-computing devices, e.g., floppy diskettes, flash memory drives, CDs, DVDs, tapes, hard disks, internal memory, online service, and any other interchangeable, reusable, and/or portable electronic storage media (1) on which electronic information is stored, or (2) used to move data among computing systems/devices.
8. County Information – Information in any form or media that is created by or on behalf of the County in the course and scope of its business, regardless of whether that information is maintained or stored by others on the County's behalf. Examples may include, but are not limited to, patient and member records, personnel records, financial information, developed intellectual property, and business e-mail messages.
9. Employee/Patient identifiable Information (EPII) – Any individually identifiable information regarding an employee or patient of the County collected, received, created, transmitted, or maintained in connection with his/her status as an employee or patient.

EPII includes, but is not limited to, information about a member/patient's physical or mental health, the receipt of health care, or payment for that care; member/patient premium records, enrollment and disenrollment information; name, address, Social Security Number, account number, security code, driver's license number, financial or credit account numbers, phone numbers, ISP and Internet domain addresses, and other personal identifiers. EPII does not include individually identifiable information in employment records; however, it may be subject to other state and federal privacy protections. EPII does not include individually identifiable information (such as a cell, home or business phone number) that an employee obtains, transmits, or maintains about another employee in connection with a personal or employment-related relationship with that person.

10. Blog or Web log- a site that allows an individual or group of individuals to share a running log of events and personal insights with online audiences.
11. Podcast – A collection of digital media files distributed over the Internet, often using syndication feeds, for playback on portable media players and personal computers.
12. RSS feeds or Syndication feeds - A family of different formats used to publish updated content such as blog entries, news headlines or podcasts and “feed” this information to subscribers via e-mail or by an RSS reader. This enables users to keep up with their favorite Web sites in an automated manner that's easier than checking them manually (known colloquially as “really simple syndication”).

E. Establishment of Social Media

The official Escambia County BCC Twitter (social media site) account and County Webpages will be established and administered by the Public Information Office (PIO) and the Information Technology (IT) Department.

The Twitter social media site shall be used for the purpose of informing the public about County business, services, and events.

Individual departments may **not** add content to the official County social media sites or establish their own pages, sites, or accounts without prior approval from the County Administrator as provided herein.

Departments that wish to establish a page, site, or account, shall develop a social media proposal and forward it to the County Administrator for review and approval. If approved, the proposal will be forwarded to the PIO and IT Department for implementation. Upon approval, the County Administrator shall appoint a site administrator from the requesting department. The designated site administrator, in coordination with the relevant manager/director shall be

responsible for site management and administration. The designated site administrator and relevant manager/director shall be the only individuals authorized to post or remove content from the site.

F. Duties and Responsibilities

It is the responsibility of:

1. The PIO to maintain the County's official web presence via social media/networking and the internet.
2. The IT Department to administer security and monitoring measures that support this policy.
3. All BCC Departments and County employees who wish to engage in social media/networking in an official capacity to obtain approval from the Office of the County Administrator and coordinate with the PIO and IT Department.

G. Administration and Employee Access

Any official BCC social media site or account may be accessed by the Office of the County Administrator and other authorized users, if necessary, to communicate urgent information, or make corrections to inappropriate or inaccurate information, or in accordance with any policy, procedure, or law which requires such access. Current user account and password information shall be provided to the IT Department. The County reserves the right to temporarily or permanently disable any social media site, account, or tool which is in violation of any County network security policy or otherwise causes a threat to the security of County systems.

Prior to the discussion of any County related matter on social media sites or in the public domain, consultation with the County Administrator must occur. Content posted by authorized users of the County social media accounts must represent the County's point-of-view and not those of individual employees. Further clarification can be obtained through additional consultations with the County Administrator.

The sharing of information that has already been approved by the County Administrator to be disseminated by means of press releases, email, and other traditional means of communication to employees and the public will automatically be pre-approved to be disseminated by means

of social media platforms.

Only those officially designated as authorized users by the County Administrator have the authority to speak on behalf of the County.

H. Appropriate Use

Because social media sites and tools offer a variety of communication options, the following shall apply to any official BCC social media site or tool:

1. **Using Social Media.** Employees are expected to adhere to compliance requirements and applicable County policies when using or participating in social media. All the rules that apply to other communications apply here, specifically: being respectful and courteous; protecting confidentiality, privacy and security; and safeguarding the proper use of assets.
2. **Be Respectful.** Employees may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity when posting to hosted sites.
3. **Hosted Blogs.** Hosted blogs must focus on subjects related to the organization.
4. **Obtain pre-approval before setting up sites.** Departments must seek prior approval from the County Administrator before establishing a County blog or other social media site.
5. **Abide by the law and respect copyright laws.** Employees may not post content or conduct any activity that fails to conform to any and all applicable state and federal laws. For the County's and our employees' protection, it is critical that everyone abide by the copyright laws by ensuring that they have permission to use or reproduce any copyrighted text, photos, graphics, video or other material owned by others.
6. **Prohibited Information.** No content may be placed on an official County social media site or tool which violates existing County policies including, but not limited to, sexual harassment, discrimination and harassment, workplace violence, or other adopted County policies. This includes content that is sexually explicit, that creates a hostile work environment, or that promotes hatred or violence. As allowed or required by law, comments or other materials placed on a County social media tool or site which violate any of these policies must be removed immediately.

7. Personal Information. Official social media sites shall not be used to send out or promote any information of a non-County-approved nature. All information posted by the County or its agents must be for the purpose of communicating County information or services.

I. What Not To Post

County employees should refrain from posting any personal information about themselves or referring to any County employee, vendor, or citizen, in any public medium (print, broadcast, digital, or online) that:

1. Has the potential or effect of involving the employee, their coworkers, or the County in any kind of dispute or conflict with other employees or third parties,
2. Interferes with the work of any employee,
3. Creates a harassing, demeaning, or hostile work environment for any employee,
4. Disrupts the smooth and orderly flow of work, or the delivery of services to the County's citizens,
5. Harms the goodwill and reputation of the County among its citizens or in the community at large,
6. Erodes the public's confidence in the County,
7. Tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the originator or subject of the information,
8. Involves any kind of criminal activity or harms the rights of others; or
9. Matters in litigation or otherwise in dispute, or that could be in the future.

The Escambia County BCC may require immediate removal of, and impose discipline for, material that is disruptive to the workplace or impairs the mission of the County.

J. Off-Network Or Personal Time As A Private Citizen

1. County employees utilizing social media for personal use must clearly state that their comments represent their own views and opinions and are not necessarily the views and opinions of the County. Whether the employee may publish a blog or participate in someone else's blog, at a minimum, the employee's post should include standard legal disclaimer language such as the following:
 - a. The postings on this site are my own and are not representative of the views or opinions of the County; or
 - b. **DISCLAIMER:** This is a personal Web site, produced in my own time and solely reflecting my personal views and opinions. Statements on this site do not represent the views or policies of my employer, past or present, or any other organization with which I may be affiliated. All content is copyrighted.

Note to managers/directors – Use of any standard legal disclaimer does not, by itself, relieve managers/directors from a heightened responsibility when utilizing social media while acting in a private capacity. Managers/directors must consider whether personal views or opinions they publish may be misconstrued as an expression of the views or opinions of the County. A manager/director should assume that other employees will read what is written. Social media is not the proper forum in which to communicate with employees.
2. County employees utilizing social media for personal use shall not use the Escambia County BCC logo or other official County marks nor use the Escambia County BCC's name to promote or endorse any product, cause, or political candidate.
3. County employees should not disclose information about colleagues or misuse their personal data, or publish their photos without their permission. Even if an individual is not identified by name within the information, if there is a reasonable basis to believe that the person could still be identified from that information, then its use or disclosure could constitute as a violation of the Health Insurance Portability and Accountability Act (HIPAA) and other County related policies.

4. County employees may not disclose any confidential or proprietary information of or about Escambia County, its affiliates, vendors, or suppliers, including but not limited to business and financial information, represent that they are communicating the views of the County, or do anything that might reasonably create the impression that they are communicating on behalf of or as a representative of the County.
5. County employees should not conduct County business on their personal accounts.

K. Personal Responsibility and Ethics

Employees are personally responsible for the content they publish on blogs, social media networks or any other form of user-generated content in conformance with the Human Resources Policy and Procedures, Section 27 Ethics and Standards of Conduct.

L. Investigations

In response to concerns, complaints, or information provided by individuals, the County may research profiles on social networking sites and may use the information in informal or formal proceedings.

M. Violation of Policy

Employees who do not comply with the Social Media Policy are subject to disciplinary action consistent with the Human Resources Policies and Procedures, Section 23, Discipline and other related policies.

N. Amendment and Repeal

The Escambia County BCC reserves the right to amend or repeal this policy at any time.

PASSPHRASE SECURITY

1.0 Introduction

Good passphrases are essentially longer passwords that are easier to remember by combining meaningful words. Similarly, to passwords, they are the main, and most of the time the only method of authenticating user IDs. Therefore, it's imperative to create a good passphrase and keep it to yourself.

Keep your passphrase secure by using the methods described in this policy.

2.0 Purpose

To cover the best methods for creating a good passphrase to maintain account security.

3.0 Scope

This policy applies to all Escambia County employees, contractors, temporary staff, and other workers at Escambia County, with access to computers or other electronic equipment.

4.0 Policy

The key is to construct a phrase that's easy for you to remember, but not something that can be easily guessed. Pick words that matter to you, but don't matter to anyone else. Mix case and add numbers in a way that makes sense to you.

The following conditions shall be met when constructing your passphrase:

1. Create a good passphrase for each separate account. Every service used that's not in the active directory system must use a different passphrase. Essentially, if a user is required to create a passphrase, it must be different from the computer login passphrase.
2. Each user must be identified. A new user is not permitted to inherit the user ID and passphrase of the person they have replaced.
3. Each user is responsible for safeguarding their accounts and keeping the confidentiality of passphrases.
4. At no time should users grant access to their accounts by providing their passphrases to anyone else.
5. Each user is responsible for their actions while logged in.
6. Do not write your passphrase down and store in an easily discoverable manner.
7. Report any passphrase compromises to IT support and change the passphrase immediately.

4.1 Minimum Requirements

The following requirements shall be followed for all passphrases at all times:

- Use a minimum of sixteen (16) characters
- Each passphrase must contain an UPPER-CASE letter, a LOWER-CASE letter, a NUMBER, and a SPECIAL character
 - multiple characters of the same type are allowable
- Do NOT repeat words more than two (2) consecutive times within a single passphrase
- The ability to login will lock after three (3) unsuccessful login attempts for a minimum of 30 minutes
 - Passphrases may be unlocked prior to the timeout period by contacting IT support.
- Generate a new passphrase every 90 days
 - Passphrases can be changed prior to the expiration date, no more than once (1) per day
 - Passphrases and passwords for authenticating into information systems that process or store confidential information (CJI, PIT, PHI, etc.) may require quicker expiry dates
- Do NOT reuse the last five (5) passphrase when constructing a new one
 - Simply changing a couple numbers or characters is not a valid method of creating new passphrases
 - A new passphrase is having at least 50% different characters from the previous passphrase
- Do NOT base passphrases on any of the following details:
 - Statements with passphrase reset dates
 - Factual, personal information (Family names, street addresses, etc.)
 - Car registration, driver's license, social security, or telephone numbers
 - Common phrases or quotations without alterations from books, movies, sports teams, or any other proper nouns that can be easily guessed
 - Common sequences such as "12345678910111213" or "abcdefghijklmnp"
 - Common patterns such as "qwertyuiop[]\asd" (pressing keys across keyboard)
 - Department names, titles, identifiers or county references
 - User IDs or other system identifiers
- Do NOT use any public or private examples of passphrases

4.2 Passphrase Implementation

Passphrases do not rely on former password conventions. Specifically, acronyms integrated with bizarre character substitutions are not valid passphrases. They instead use whole words. The best passphrases are complete sentences.

4.2.1 Good Passphrase Examples

My dog is 100% NOT a cat. or Mydogis100%NOTacat.

Reason: It's extremely easy to remember and it has lower case letters, uppercase letters, numbers and special characters. It's also longer than the minimum length requirement (even more so if it's spaced out). There's also no identifiable information or proper names.

I make GREEN lunchboxes in my spare time! or ImakeGREENlunchboxesinmysparetime!

Reason: Your passphrases do not have to contain true statements. If this passphrase wasn't public, it would be extremely difficult to guess. It exceeds the minimum length and contains lower case letters, uppercase letters, and special characters.

Why do buffOOns suddenly appear? or WhydobuffOOnssuddenlyappear?

Reason: Although this passphrase started out with the opening lyrics to a popular song, we replaced the word "birds" with the word "buffoons." The replacement word was further enhanced by replacing the 0's with zeros. Once again, this passphrase exceeds the minimum length and contains lower case letters, upper case letters, special characters, and numbers.

4.2.2 Bad Passphrase Examples

out of the park or outofthepark

Reason: This is a common phrase. It's only marginally more secure than a dictionary word and anyone attempting to guess or crack your passphrase already knows to attempt both dictionary words and common phrases in their efforts. Add additional characters or words to enhance this passphrase.

cat named phil or catnamedphil

Reason: This could potentially be a good passphrase if a few things were changed. Anyone who knows you or is familiar with your social media accounts can probably guess this passphrase. It would be better to add capital letters, more punctuation and another word or two.

toyota camry or toyotacamry

Reason: Even though this isn't a dictionary word, it is a proper noun that could easily be guessed. Try adding numbers, capital letters, and add a couple words to enhance this passphrase.

5.0 Compliance

The IT department shall setup appropriate feedback loops in order to verify the technology and policy governing the technology are working as intended. Compliance to this policy will be verified through auditing, periodic checkups, business tool reports, and focus groups.

5.1 Non-compliance

Corrective action shall be planned and taken for business units, departments, and employees found to be non-compliant. Any employee found to have intentionally or otherwise repeatedly violated this policy may be subject to sanction commensurate with the violation(s).

6.0 Exceptions

Exceptions can be made if any policy directive or standard interferes with legitimate business needs. Any exception to this policy must be approved in advance by the IT Director and the County Administrator. Exceptions will be handled on a case-by-case basis and not be perpetually granted. Any exceptions made will only be granted to the authorized requesting party and the details will be disclosed along with conditions or ancillary controls to support the policy.

PHISHING SECURITY

What is Phishing?

A **phishing attack** is simply a message or website that appears real but is designed to steal or “fish” for your information. One thing you’ll find in a phishing email or website is a lot of the underlying functions do not actually work (like the unsubscribe button in an email or the login form of a website). Many spam (also known as bulk) email messages flagged for abuse contain variations of phishing.

Target information is usually login details for accounts but can include other personal information. See **Figure 1** below to see an example of phishing email.



Figure 1: Example IRS Phishing Email

If you’re expecting a big tax refund when this email gets to your inbox, this message may pull on your paranoia. Don’t throw caution to the wind. This message isn’t legitimate. Can you spot the warning signs?

Clue number 1: Look at the email address. Why would someone from the IRS send an email from *ntschoools.net*?

Clue number 2: the “*Get Started*” link. You can’t tell from this screenshot but that link does not take you to the IRS website. It doesn’t even take you to a tax preparer’s website. It takes you to a private web server that only captures personal information.

How to Avoid Being Victim to a Phishing Attack

- Do not open attachments or click links from emails you were not expecting.
- For links in messages you were expecting, hover mouse over link to make sure it will take you where it says it will.
- Do not respond to threats from emails. If you have a legitimate concern about the status of your account or whatever is being threatened, contact the organization you do business with directly.
- All maintenance or account upgrades at the county will be announced ahead of time. These usually do not require immediate user action.
- The IT department will never send messages stating you need to verify your password on an external website within a short period of time “or else.”
- The IT department does send a password expiry notification email when it comes time to change your password. This email comes from an official county email and has your name, date and time of expiration, password requirements and instructions on how to change the password. NO LINKS TO EXTERNAL SITES! See the format of the password expiry notification email below:

Dear **[Your Full Name]**, Your password will expire on **[Exact Date and Time]**.

In your new password, please use a minimum of sixteen (16) characters. Each passphrase must contain an UPPER-CASE letter, a LOWER-CASE letter, a NUMBER, and a SPECIAL character.

To change your password on a PC press CTRL ALT Delete and choose Change Password.

Alternatively, you can change your password in webmail (Outlook

- Do not submit strange forms (surveys requiring unnecessary personal information).
- Do not email personal or sensitive information.

Here is another phishing email example:

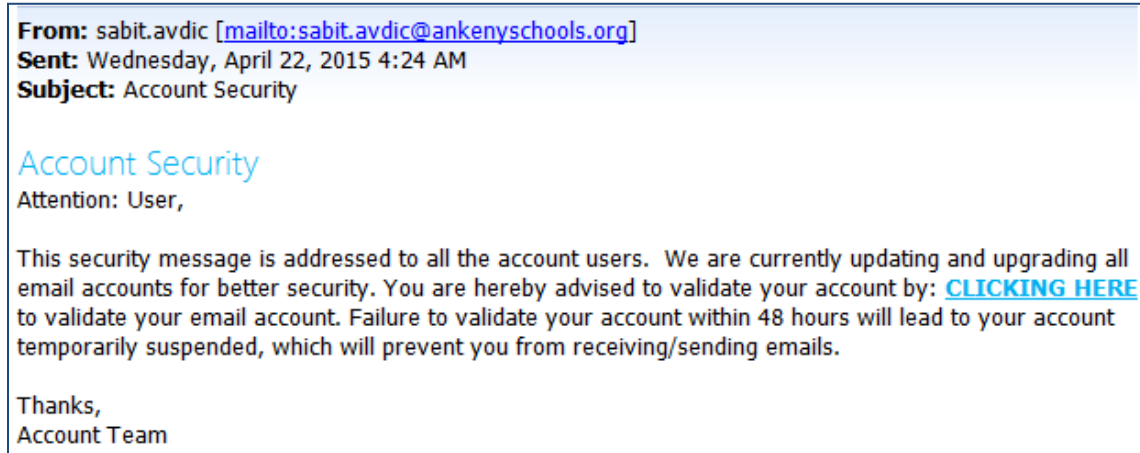


Figure 2: Example Exchange Account Email

There are many things wrong with this email. We'll go through the major things:

1. *ankenyschools.org* is not a county email address.
2. This email was not sent during normal IT business hours. The IT department is not staffed at 4:24 AM. If an account upgrade has been planned around this time, a prior notice would have been sent.
3. The link "*CLICKING HERE*" does not take you to a county owned website. **Figure 2.1** shows a where this link actually takes you.

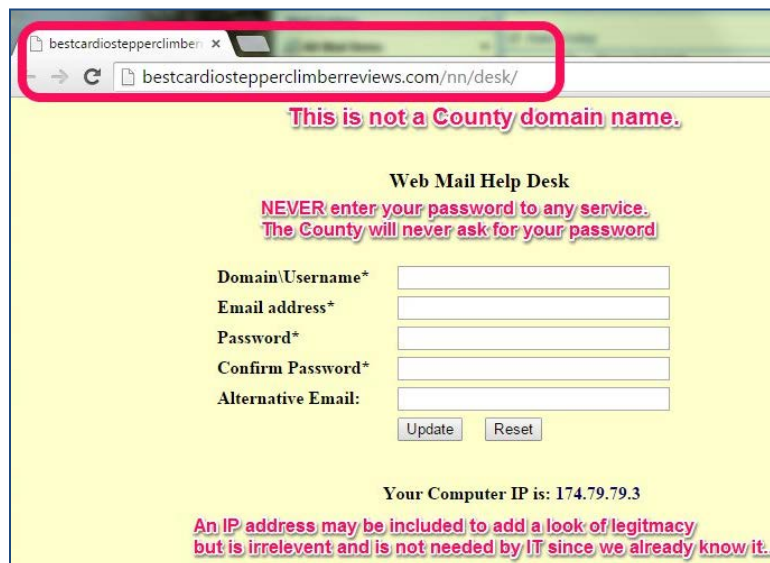


Figure 2.1: Link Target from Example Exchange Account Email

If you have any additional questions about email safety, email itsupport@myescambia.com or call the IT helpdesk at 595-4990.

Additional Reading:

- How to recognize phishing email messages, links, or phone calls (<http://www.microsoft.com/security/online-privacy/phishing-symptoms.aspx>) **by Microsoft**
- Fishing information (<http://www.consumer.ftc.gov/articles/0003-phishing>) **by FTC**

Locking Your Computer

Why You Need to Lock Your Computer

It's important to lock your computer when you're not on it.

If you walk away from your computer and do not lock it, it poses a security risk to not just yourself but also everyone you're in contact with. It also puts Escambia County networks and other services at risk.

Reasons for locking computer include:

- **Accidental submission**
Sometimes screensavers and power saving options (dim monitors) activate and people use keys like 'Space' and 'Enter' to wake up the computer. This has a chance to submit an action like changing a setting, submitting a form, or sending an email, depending on which window is active.
- **Privacy**
Privacy includes protecting items that don't need to be available to everyone such as paystubs, claim information, meetings, etc.
- **Differing levels of access**
With an unlocked desktop, you're surrendering access to your files. People have different account permissions. Anyone who uses your active session could get access to resources they normally don't get access to.
- **Account accountability**
You could be logged into an application or website. All actions taken by someone else would appear to have come from you.
- **Practical jokes**
There are many things someone can do to your computer for laughs. Remove the temptation by locking your computer.
- **Keyloggers and other malware**
It doesn't take a whole lot of time to install a keylogger or other piece of malware. Some of the nastier stuff will spread immediately to other computers on the network.

Locking your computer is a basic security step that's commonly forgotten. Learn to reflexively lock your computer before you walk away.

How to Lock Your Computer

There are two easy methods to lock your computer before you step away:

Method 1: Windows + L

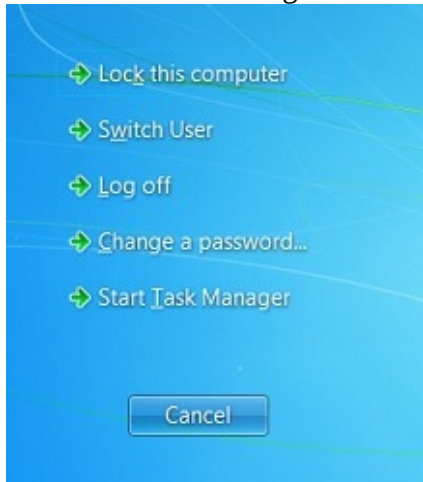
When logged on, press the Windows key and the L key at the same time.

You'll see the lock screen:



Method 2: Ctrl + Alt + Del

When logged on, press the Control, Alternate, and Delete keys at the same time. This is the same key combination used to log in. Select "Lock this Computer" from the menu:



ETHICS AND STANDARDS OF CONDUCT

HR POLICIES AND PROCEDURES SECTION 27

The conduct of all public appointed officers and employees shall be measured by the standards set out in Part III, Chapter 112, Florida Statutes, and by those additional standards adopted by the County that require a higher standard of conduct than permitted under the State Code of Ethics, including but not limited to the following:

27.1 Personal Interest in County Contract or Transaction

No County Public Officer or employee having the power or duty to perform an official action related to a County contract or a transaction shall:

- a. Have or thereafter acquire any interest in such a contract or transaction, or
- b. Have an interest in any business entity representing, advising, or appearing on behalf of, whether paid or unpaid, any person involved in such contract or transaction, or
- c. Have solicited or accepted present or future employment with a person or business entity involved in such contract or transaction, or
- d. Have solicited, accepted, or granted a present or future gift, favor, service, or thing of value from or to a person involved in such contract or transaction, except as otherwise allowed in the State Code of Ethics.

27.2 Disclosure or Use of Certain Information

No public officer, employee of an agency, or local government attorney shall disclose or use information not available to members of the general public and gained by reason of his or her official position for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

27.3 Withholding of Information (Required Disclosure)

- a. No public appointed officers or employees shall withhold any information when the officer or employee knows, or reasonably should know, that a failure to disclose may impair the proper decision making of any County boards, authorities, agencies or committees. In addition to the requirements of Chapter 112, Part III, Code of Ethics for Public Officers and Employees, members of subordinate boards and committees, and any of the County's employees who are recommending the approval or denial of a recommendation for any official action shall, prior to any such action, disclose any recent (within the last 90 days) or ongoing business, financial, or investment relationship or interest that may, in the context of the proposed official motion, reasonably be deemed to create the appearance of impropriety.
- b. Employees classified as Senior Executive Service I or II shall be required to comply with the financial disclosure requirements established pursuant to Section 112.3145, Florida Statute (2007), including any appointed public officer or employee in the Senior

Executive Service who does not have an independent obligation to make such financial disclosure under that section. For any SES employee who does not have an independent obligation to make this financial obligation under state law, disclosure shall be made on the Statement of Financial Interest form. Disclosure shall be made on an annual basis but shall not be made later than July 1 of each year. The County Ethics Officer shall ensure that disclosure forms and all necessary instructions for compliance are available and that members of the Senior Executive Service have adequate time to complete the disclosure forms. The County Ethics Officer shall be the custodian of records for any disclosure forms that are not required to be sent to the State of Florida Commission on Ethics.

27.4 Public Property

No County Public Officer or employee shall request or permit the unauthorized use of County-owned vehicles, equipment, materials, or property.

27.5 Special Treatment

No County Public Officer or employee shall grant any special consideration, treatment, or advantage to any person, group or organization beyond that which is available to every other person, group or organization in the same or similar circumstances.

27.6 Payment of Debts

All public officers and employees shall settle, in a timely fashion, business accounts between them and the County, including the payment of taxes.

27.7 Gifts and Gratuities

Appointed public officers and employees shall not directly solicit any gift or accept or receive any gift – whether it be money, services, loans, travel, entertainment, hospitality, a promise, or in any other form – under circumstances where it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties, or the gift was intended to serve as a reward for any official action on their part. Furthermore, no County employee shall receive any gifts from organizations, business concerns, or individuals that are lobbyists or vendors that have a business relationship with the County if such gift has a value over \$50.00. It is particularly important that executive, managers, supervisors, inspectors, purchasing agents, law enforcement officers, etc., guard against any relationship that might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

The following shall not be deemed a violation of the limitations this Policy imposes as it relates to gifts and gratuities over \$50.00:

- a. Legitimate salary, benefits, fees, commissions, or expenses associated with a public officer's or employee's non-public business;

- b. An award, plaque, certificate, memento, or similar item given in recognition of the public officer's or employee's civic, charitable, political, professional, or public service;
- c. Food, beverages, and registration at group events to which all similarly situated employees or public officers are invited;
- d. Actual and reasonable expenses, as set out in the County travel policy, for food, beverages, travel, lodging, and registration for a meeting which are provided to a public officer or employee so that he or she may participate in or speak at a meeting or conference or similar event;
- e. A commercially reasonable loan offered to the public at large and made in the ordinary course of business;
- f. Promotional items generally distributed free to public officers or employees by County vendors; and
- g. Gifts from a relative (father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law) of the appointed officer or employee.

27.8 Gift Reports

All reporting individuals, including County Commissioners, County Attorney, County Administrator, Purchasing Manager, the administrator with the power to grant land development permits, i.e., County Engineer, Chief Building Official, County Pollution Control Official and County Environmental Control Official; i.e., members of Planning Board and Board of Adjustment, and Fire Chief, who receive a gift shall report that gift in the manner provided by Section 112.3148, Florida Statutes.

27.9 Outside Employment

County employees may engage in outside employment, subject to the following restrictions:

- a. County employees may not render services for outside interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their duties; and
- b. County employees may not use County property or resources to assist or promote the outside employment, service or business; and
- c. County employees may not use any portion of time spent working for the County to assist or promote such outside employment, service, or business.

- d. Furthermore, all County employees seeking to engage in private employment must complete the certification form that: 1) discloses the identity of the private employment, service, or business, 2) discloses the nature of the private employment, service, or business, and the job duties of the position that the County employee seeks, and 3) discloses whether, to the employee's knowledge, the private employer, service, or business is a vendor or contractor for the County. This certification form, declaring such outside employment, must be filed with and approved by the County Ethics Officer and approved by the County Administrator. A copy of the certification form will be maintained in the employee's official personnel file.

27.10 Prohibited Investments

No appointed public officer or employee over the course of his or her employment shall be allowed to have any personal investment which in any way would create a substantial conflict of interest between his or her private interests and the County's interest. Additionally, no appointed public officer or employee who reviews applications for permits or approvals shall enter into any contractual relationship with a person or entity who must obtain a County permit or approval for the property (real or personal) that is the subject of the contract. However, once the person or entity has obtained a final decision on the permit or approval, the appointed public officer *may* enter into a contractual relationship for the property, provided: 1) any member of the public has the same opportunity to enter into a contractual relationship for the property with substantially similar terms and conditions, and 2) the contractual relationship does not violate any other provision of this policy. A decision is deemed final after any and all appeals of the decision are final.

Furthermore, no County employee (including the County Administrator and the County Attorney) may enter into any joint business or joint investment with an elected County officer while the officer is serving his or her term of office. If the employee has any joint business or joint investment, with a commissioner that existed prior to the election of the commissioner, the employee must make full disclosure of the business or investment immediately upon the election of the commissioner.

27.11 Miscellaneous Malfeasance or Misfeasance

Any County Public Officer or employee, who breaches the public trust for private gain, shall be liable to the County for repayment of all financial benefits obtained by such a breach. It also shall be unlawful and a violation of this policy for any County Public Officer or employee to threaten or intimidate or otherwise impede any witness, investigation, administration of law, the conduct of any public meeting, or any other act that would interfere with the lawful functioning of County government.

27.12 Improper Use of Position

No County Public Officer, employee or County Attorney shall use or attempt to use his or her official position or any property or resource which may be within his or her trust, to secure a special privilege, benefit, or exemption for himself, herself, or others.

27.13 Converting County Property

A County Public Officer or employee is prohibited from converting or embezzling any real or personal property for which that public officer or employee is required to possess or control in the execution of his or her County duties. Upon a conviction and adjudication of guilt by a court of competent jurisdiction, whether civil or criminal, the County shall request that the court require proper restitution to the County.

27.14 Political Activity

Any County Public Officer or employee (except for the elected members of the Board of County Commissioners) is prohibited from conducting political activities while on County time. No such political activities will be undertaken by any person who disadvantages the functioning of County government. A County Public Officer or employee is prohibited from using County resources to aid or boost the political campaign of any elected public officer. This policy shall not be interpreted to violate the protected constitutional rights of the First Amendment or the impairment of any public officer or employee's civil rights to vote and to take part in political campaigns.

27.15 Professional Services

No County Public Officer or employee may recommend the services of any lawyer or other professional to assist any person in a transaction involving the County unless such recommendation is a part of that person's official duties. No attorney employed by the County or other employee shall represent a private individual or entity before the County.

27.16 Ethics Officer

A County Ethics Officer will be appointed by the Board of County Commissioners. Unless another County employee is specifically designated as the County Ethics Officer by the Board of County Commissioners, the employee holding the position of County Human Resources Director shall be the County Ethics Officer. The County Ethics Officer duties and responsibilities shall be assigned, as a separate responsibility, to the Human Resources Director. The Ethics Officer may receive complaints from the public or County personnel involving alleged ethical violations by the County's appointed public officers or employees. The Ethics Officer will review any such allegation to determine whether or not it appears to be factually grounded. The Ethics Officer shall also report the allegation to the Chairman,

BCC and the County Administrator and shall review the factual basis for the allegation with the County Attorney. Should the complaint involve the County Administrator, the complaint shall be referred to the Chairman of the Board. Should the complaint involve any Board Member or Ethics Officer the complaint shall be referred to the County Attorney. After such review, the Ethics Officer may initiate an investigation or refer the complainant to the State Commission on Ethics (COE) as appropriate. For purposes of this Policy, the Ethics Officer's decision to initiate an investigation or to make a referral to the COE is subject to approval by the Chairman of the BCC and the County Administrator. The Ethics Officer's completed report will be submitted to the Chairman of the Board of County Commissioners. Removal of the Ethics Officer will require a majority vote of the Board of County Commissioners after a finding of good cause.

27.17 Disclosure of Criminal Records Required

Any person applying for appointment to a County board or committee or for employment with Escambia County will disclose any criminal convictions and the failure to do so may result in dismissal from any such volunteer, board or committee member, or from employment of the County.

27.18 Prohibition Against Misuse of Code

Individuals covered by this policy shall not use its provisions to further a false or frivolous claim against another. False claims shall be those forwarded with knowledge that the claim contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations of material fact. The filing of a false complaint shall be a violation of this policy.

27.19 Enforcement and Penalty

Pursuant to Subsection 112.317(3)(b), Florida Statutes, the Board of County Commissioners finds that an efficient and effective method for the determination of violations of the ethical standards set forth in this Policy is through local enforcement as provided herein. This Policy may be enforced in any manner allowed, authorized, or otherwise provided by law or ordinance, including Section 125.01, Florida Statutes.

- a. For appointed public officers, who are members of County boards and committees, the Board of County Commissioners may censure or remove that person for a policy violation and prohibit him or her from being reappointed to a County board or committee for up to a period of five (5) years or may refer the matter to the State Commission on Ethics for investigation.
- b. For County employees, such employees may be subject to employment sanctions for a policy violation, including but not limited to, reduction in pay, reprimand, suspension, or termination in accordance with the personnel procedures which are currently established

allowing for County classified or unclassified employees to be disciplined or the referral of the matter to the State Commission on Ethics for investigation.

27.20 Training Administration and Records

The Human Resources Director shall be responsible for training, administration and records associated with the BCC Ethics Program. All County employees classified as Senior Executive Service I or II are required to attend no less than two (2) hours of ethics training on an annual basis. Ethics training shall additionally be made available to all other supervisors and managers, and must attend a minimum of one (1) hour training annually. The Human Resources Director shall be responsible for scheduling an adequate number of training sessions and shall provide adequate notice of the training sessions. "Ethics Training" includes any training on the provisions, application, and enforcement of this policy, on the provisions, application, and enforcement of the State Code of Ethics, and any other ethics-based training for public employees approved by the County Ethics Officer. Failure to attend the minimum requirements for ethics training annually shall constitute a "for cause" basis for disciplinary action.

27.21 Misuse of County Visa Purchase Card

Employees are prohibited from using the County purchasing card for personal expenses; any such misuse will require immediate reimbursement and could result in the following disciplinary action guidelines:

- a. First Offense- In a two (2) year period, a written reprimand.
- b. Second Offense- Three (3) day suspension.
- c. Third Offense- Employment termination.

All bills and receipts must be forwarded to the Clerk's Accounts Payable Section within five business days of receiving the purchase card statement or the same disciplinary actions will apply.

27.22 Correcting the Misuse of Purchase Card

Upon realizing a cardholder misused their County purchasing card, they are to immediately get a credit from the vendor and notify his or her department representative of the circumstances. The Clerk's Accounts Payable Section must also be notified by the next business day. If the cardholder is unable to obtain a credit, they must send a check to the Clerk's Accounts Payable Section for the full amount of the unallowable purchase along with an explanation of what occurred and what steps were taken to try and obtain a credit. The department representative must also be sent a copy of this report. DO NOT wait until the end of the month to notify the department representative, and the Clerk's Accounts Payable

Section. All bills and receipts must be forwarded to the Clerk's Accounts Payable Section within five (5) business days of receiving the purchase card statement or the same disciplinary action listed in 27.2 Misuse of County Visa Purchase Card will apply.

CODE OF CONDUCT

Public employment requires public trust. This is gained by diligent honest and law abiding employees who provide respectful service for the citizens, consistent with County policies, as their primary mission. Escambia County expects all of its employees to meet reasonable expectations of employment. These expectations include, but are not limited to, being a regular, reliable and punctual in attendance; being diligent and competent in the performance of their duties; and complying with the rules of conduct established by the County Administrator and the laws of the various jurisdictions of the United States.

An employee that is arrested for a matter more serious than a minor traffic offense must notify their supervisor of such arrest prior to start of their next scheduled work shift or 48 hours, whichever is sooner. Failure to do so is a terminable offense (Discipline Policy, November 6, 2014).

Equal Employment Opportunity

It is the continuing policy of the Board of County Commissioners of Escambia County, State of Florida, to promote equal opportunity and diversity for all of its employees and applicants for employment. To this end, the County will continue to recruit, hire, train, and promote the most qualified persons in all job classifications without regard to race, color, religion, national origin, age, gender, marital status or a disability.

Employees or job candidates who are or become disabled within the meaning of the Americans with Disabilities Act (ADA) will be reasonably accommodated if such accommodations will otherwise permit the employee or candidate to perform the essential functions of the job which the employee holds or the candidate(s) seeks.

Employment and promotional decisions will be made in accordance with the principles of the merit system, which affords equal opportunity by imposing only valid, job-related tests and requirements for employment or promotion.

All personnel actions such as compensation, benefits, transfers, layoffs, return from layoffs, county-sponsored training, education, discipline and evaluation will be administered without regard to race, color, religion, national origin, age, gender, marital status or a disability.

Employees or job candidates who allege that they have been illegally discriminated against should file a complaint either orally or in writing with the Human Resources Director or designee in the Human Resources Department, 221 Palafox Place, Suite 200, Pensacola, FL 32502, 850.595.3000.

UNLAWFUL HARASSMENT

B. Unlawful Harassment Policy

1. Purpose

This policy is adopted for the purpose of providing a harassment-free work environment for all Board of County Commissioner employees and for resolving disputes between County employees arising out of unlawful harassment in the workplace. This policy is not intended to create a right of action or entitlement to damages or any expansion of legal remedies now provided by either federal or state law.

2. Scope

This policy shall apply to all employees of the County. This includes classified, unclassified, full-time, part-time, regular, probationary, temporary, term, intermittent and relief employees. Employees contracted for work through an agency other than the County, and who are paid by that agency, are not subject to the provisions of this policy. Contract employees are subject to the provisions of their employer's unlawful harassment policies.

3. General

It is the policy of the County that employees are able to work in an environment free of unlawful harassment. Unlawful harassment violates Title VII of the Civil Rights Act of 1964. Unlawful harassment is also illegal under Florida law, and under the regulatory guidelines of the Equal Employment Opportunity Commission (EEOC).

Unlawful harassment of an employee by a supervisor, manager, or co-worker, or unlawful harassment of a supervisor by an employee on the basis of race, religion, color, national origin, disability, medical condition, marital status, gender, age, or sexual orientation is prohibited.

Each Bureau Chief, Deputy, Manager or Supervisor shall endeavor to provide a work environment free from unlawful harassment. Bureau Chiefs shall have managers and supervisors inform their employees of this policy and the complaint procedure herein, and shall endeavor to have managers and supervisors report instances of unlawful harassment to the respective supervisors, or the Human Resources Manager or designee. All employees are encouraged to be aware of and sensitive to potential incidents of unlawful harassment.

Disciplinary action, up to and including termination, may be imposed for behavior described in the following definitions of unlawful harassment as it applies to the above-listed protected classes.

4. Types of Unlawful Harassment

The following types of unlawful harassment violate Title VII of the Civil Rights Act of 1964.

- a. Verbal Harassment – epithets, derogatory comments or slurs
- b. Physical Harassment – physical conduct that is sexual and offensive in nature
- c. Visual Harassment – derogatory jests, posters, notices, bulletins, cartoons, or drawings

- d. Sexual Harassment – sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual, employment; or
 - 2 Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
 - 3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

5. Complaint Procedures

Questions and inquiries regarding the County's complaint process are encouraged. Guidance, support and assistance are available to the employee from supervisors, managers, and the Human Resources Division staff. An employee's concerns will be handled with sensitivity and respect.

A. Informal Complaint

Prompt, appropriate, direct action must be taken to stop incidents of unlawful harassment. An employee should tell the offending individual that the offensive behavior is unwelcome, offensive or inappropriate.

If the offended employee is reluctant to make such a statement to the offending individual, the offended employee shall inform a supervisor or manager, the EEO Officer or the Human Resources Manager, who shall bring the complaint to the attention of the alleged offending individual, or the offended employee's Bureau Chief with the purpose of resolving the matter. If the offended employee or the alleged offending individual is not satisfied with the resolution of the matter, then a formal written complaint must be filed by one of them.

B. Formal Complaint

A formal written complaint is to be filed using the Unlawful Harassment Complaint Form. The signed written complaint must be submitted to the Bureau Chief, the EEO Officer or the Human Resources Manager. Only a signed written complaint will be investigated under this formal procedure. A written confirmation of receipt of the Form is sent within 3 working days from the EEO Officer. The Human Resources Manager and the Bureau Chief shall then determine the scope of the investigation, which shall be conducted by the EEO Officer. Any corrective or disciplinary action to be taken shall be determined by the Bureau Chief in consultation with the Human Resources Manager.

If the complaint is against a Bureau Chief, the Human Resources Manager will receive the complaint. The Human Resources Manager and the County Administrator shall determine the scope of the investigation. If the complaint is against the Human Resources Manager, the County Administrator will receive the complaint and determine the scope of the investigation.

The complaint should be filed within 30 days once the complainant becomes aware of the discrimination. The complaint must include a description of the incident(s) and the names of all persons who were present.

A finding of facts or investigation, as may be appropriate, shall follow. This process shall be a thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be prepared by the EEO Officer and forwarded to the Human Resources Manager and the County Administrator. This report shall be issued within 45 days of the receipt of the complaint.

Upon approval or disapproval by the County Administrator, a Letter of Response shall be submitted to both parties of the complaint. Disciplinary action, if any, will also be initiated at this time.

If the resolution is not acceptable by the complainant, a Request for Reconsideration shall be made within ten days of the complainant receiving the findings. This request shall be made in writing to the Human Resources Manager.

C. Employee Rights

For classified employees, if the decision affects the employee's position or pay, the employee may file an appeal with the Escambia County Merit System Protection Board.

Retaliation against employees for reporting unlawful harassment or participating in enforcement of this policy is strictly prohibited. If the employee experiences any retaliation, he or she should immediately report the incident to the EEO Officer.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an EEO complaint with the responsible federal or state agency. Use of this complaint procedure is not a prerequisite to the pursuit of other remedies, and does not toll any time provision required for filing under any state or federal law or statute.

SUBSTANCE ABUSE

Title: Substance Abuse Policy – Section II, Part C.12
Date Adopted: December 16, 1997
Effective Date: August 1, 2016, as amended
Policy Amended: July 28, 1998; June 22, 1999; October 7, 1999, November 20, 2008, July 26, 2012, May 5, 2016

A. PURPOSE

Escambia County recognizes that employees are its most important resource and that the efficient functioning of the organization is directly related to the individual performance of each and every employee.

The use of drugs and alcohol is an increasing problem affecting many areas of our society and ranks as one of the major health problems in our country. Escambia County is no exception to this trend.

The County recognizes that employee alcohol and drug abuse can seriously impact the effective delivery of County services, the image of County employees, and the health, safety, and welfare of employees and the public. The pervasive presence of alcohol and substance abuse in our society, the resultant impact upon the workplace, and the County's obligation to its employees require the establishment of a drug-free workplace. The purpose of this policy is to establish a procedure for ensuring that a drug-free environment is maintained in the workplace, including all buildings, facilities, grounds, vehicles and any other property under the cognizance of the Board of County Commissioners and further to ensure that all employees are aware of this policy. The goal of the County is to provide a healthy, safe, and secure work environment for all employees. In return, employees must, as a condition of employment, abide by the terms of this policy.

B. SCOPE

This policy shall apply to all Escambia County employees under the Board of County Commissioners. Individuals working through a volunteer or temporary agency must adhere to the policy of that respective agency. Applicants and employees will adhere, when applicable, to 49 CFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991, as amended and Florida Statutes, Chapter 112.440.

1. Definitions

The following definitions are used in this policy in accordance with the Florida Statutes, Chapter 440.102:

- a. Mandatory-testing – a job assignment that requires the employee to carry a firearm, work closely with an employee who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with detainees in the correctional system, work with confidential information or documents pertaining to criminal investigations, work with controlled substances, or a job assignment that requires an employee security background check, pursuant to s. 110.1127, or a job assignment in which a momentary lapse in attention could result in injury or death to another person.
 - b. Special Risk position – a position that is required to be filled by a person who is certified under Chapter 633 or Chapter 943 of the Florida Statutes.
2. Notice to Employees and Job Applicants
 - a. One time only, prior to testing, the County shall give all employees and job applicants for employment a written policy statement with information which contains the following:
 - (1) A general statement of the County’s policy on drug use,
 - (2) A statement advising the employee or job applicant of the existence of this section of the policy,
 - (3) A general statement concerning confidentiality,
 - (4) Procedures for employees and job applicants to confidentially report to the Medical Review Officer (MRO) the use of prescription or nonprescription medications both before and after being tested,
 - (5) A list of the most common medications, by brand name or common name, as applicable, as well as by chemical name, which may alter or affect a drug test,
 - (6) The consequences of refusing to submit to a drug test,
 - (7) A representative sampling of names, addresses, and telephone number of employee assistance programs and local drug rehabilitation programs,
 - (8) A statement that an employee or job applicant who receives a possible confirmed test result may contest or explain the result to the MRO within 5 working days after receiving written notification of the test result,
 - (9) A statement informing the employee or job applicant of his or her responsibility to notify the laboratory of any administrative or civil action brought pursuant to this section,

- (10) A list of all drugs for which the County will test, described by brand name or common name, as applicable, as well as by chemical name,
- (11) A statement regarding any applicable collective bargaining agreement or contract and the right to appeal to the Public Employees Relations Commission (PERC) or applicable court,
- (12) A statement notifying employees and job applicants of their right to consult with a MRO for technical information regarding prescription or nonprescription medication, and
- (13) The County shall include notice of drug testing on vacancy announcement for positions for which drug testing is required.

C. GENERAL POLICY

Escambia County Policy strictly prohibits employees from:

1. Using, possessing, selling, distributing, dispensing, or manufacturing any controlled substance, alcohol, or illegal drugs on Escambia County property, in County vehicles or while off County premises performing work for the County;
2. Reporting for work or performing work under the influence of alcohol, a controlled substance, or illegal drug; or having evidence of usage detected by appropriate testing or;
3. Using County property or one's position to facilitate the manufacture, distribution, sale, dispensation, possession, or use of a controlled substance or illegal drug.

D. TYPES OF TESTING

1. Pre-Employment Testing
 - a. An applicant selected for initial employment by Escambia County in a mandatory-testing position, a special risk position or a position which requires testing by a federal, state or local regulatory agency must successfully pass a drug screen urinalysis prior to beginning work.
 - b. An applicant's failure to submit to the required pre-employment drug test shall be considered as a request for withdrawal from consideration for the position for which he or she applied.
 - c. If the applicant fails to pass the pre-employment drug screening, he or she will be disqualified from consideration for employment for a period of 12 months from the date of the confirmed positive result.

2. Annual or Bi-Annual Physical Examinations

- a. Employees in job classifications, which require an annual or bi-annual physical examination, will be required to submit to a drug screening as part of the physical examination.
- b. A listing of job classifications which require an annual or bi-annual physical examination shall be maintained in the Human Resources Department.

3. Reasonable Suspicion

- a. If the County has reason to suspect that an employee is violating this policy or when there is reasonable suspicion that the employee is under the influence of or is impaired by alcohol and/or an illegal controlled substance, the County will require the employee to submit immediately to medical tests administered for drug and/or alcohol testing which include the chemical analysis of breath, urine, and/or blood.
- b. An employee's time involved in testing shall be considered time worked and the County shall pay the cost of such tests. The County is responsible for transporting the employee to the laboratory and getting the employee home. The employee will be placed on paid administrative leave pending the results of the laboratory test.
- c. "Reasonable suspicion" is defined as a belief that an employee is using or has used drugs or alcohol in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts, such as:
 - (1) Observable phenomena while at work, such as direct observation of drug use or of the physical or manifestations of being under the influence of a drug;
 - (2) Abnormal conduct or erratic behavior while at work or a significant, deterioration in work performance;
 - (3) A report of drug use, provided by a reliable and credible source. No action shall be taken on anonymous complaints;
 - (4) Evidence that an individual has tampered with a drug test during his or her employment with the County,
 - (5) Information that an employee has caused, contributed to, or been involved in an accident while at work, and
 - (6) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working for the County or while on the County premises or while operating the County's vehicle, machinery, or equipment.

- d. Common signs which may indicate a drug or alcohol problem or circumstances which together shall create reasonable suspicion, include, but are not limited to the following:
 - (1) Observed drug or alcohol use during working hours.
 - (2) Signs of alcohol use: slurred speech, impaired coordination, red eyes, relaxation, smell of alcohol, unsteady walk, slowed reflexes, drowsiness, relaxed inhibitions.
 - (3) Signs of drug use:
 - a) Immediate
Odor of marijuana, drowsiness, irritability or anxiety, reduced concentration, mood elevation, feeling of well-being, followed by depression, violent behavior, hyperactivity, lack of focus on detail, confused behavior, panic.
 - b) Long term
Weight loss, memory loss, argumentative, frequent absenteeism or tardiness, depression, withdrawal, frequent unexplained disappearances.
 - (4) Drug paraphernalia
Rolling papers, roach clips, pipes, including glass, glass vials, dried plant material, white crystalline powder.
- e. Management actions where reasonable suspicion exists:
 - (1) The requirement that an employee submit to alcohol and/or drug screening in accordance with this policy shall be approved or ratified by the Department Director and the County Administrator or designee.
 - (2) Management must promptly document in writing the facts constituting reasonable suspicion or violation of this policy.
 - (3) Appropriate management personnel shall accompany the subject employee to the testing facility and shall remain at the facility with the employee until testing is completed.

- (4) Once the alcohol/drug testing collection process has been completed, the subject employee shall be relieved of duty and placed on paid administrative leave pending the results of such test(s). A confirmed positive test result will end the paid administrative leave and will result in the employee's termination.
- (5) The subject employee shall not be permitted to operate a motor vehicle. Management shall arrange for the tested employee to be escorted home.
- (6) A supervisor is not required to transport an employee exhibiting violent or threatening behavior. In such cases, the supervisor shall immediately contact the appropriate law enforcement agency.

4. Post-Accident Testing

- a. Post-accident testing will be required for all work-related accidents which result in:
 - (1) Personal injury requiring medical attention which exceeds first aid;
 - (2) Property damage to County or private property that is estimated to be in excess of \$1,000 where the initial assessment determines the employee was at fault or contributed to the accident. This assessment shall be made by the employee's supervisor or Risk Management; or,
 - (3) Any accident involving a County vehicle/equipment.
- b. State law provides for the denial of workers' compensation benefits for employees who are injured while working and subsequently have a positive, confirmed drug test (Florida Statute 440.102(12)).
- c. Nothing in this section shall interfere with or prevent post-accident testing required under any regulatory agency.

5. Random Testing

- a. Random drug or alcohol testing shall be conducted for employees in job classifications which are classified as mandatory-testing or which fall under the jurisdiction of any Federal, State or Local regulatory agency which requires random drug or alcohol testing. A listing of these job classifications shall be maintained in the Human Resources Department.
- b. Unless otherwise specified by a regulatory agency, a random sample of employees chosen for drug testing (which includes alcohol by definition) may not constitute more than 10 percent of the total employee population. Pool selection to be quarterly.

- c. To assure that the selection process is in fact random, all employees in a job classification for which random testing is required shall remain in the selections pool for each subsequent selection period, regardless of whether or not they have been selected for testing in the past.
 - d. A computerized, random number generating system operated by an independent agency shall be utilized to generate the list of employees to be tested.
 - e. All employees will be tested during their scheduled working hours. Advance notice of testing will not be given.
6. Post-Rehabilitative Testing
- a. If an employee in the course of employment enters an Employee Assistance Program (voluntarily or involuntarily) for alcohol or drug-related problems, or an alcohol/drug rehabilitation program, the County shall require the employee to submit to drug tests as a follow-up to such program. This follow-up testing shall be conducted at least once a year but no more than quarterly for a 2-year period after completion of the program. Advance notice of a follow-up testing date shall not be given to the employee to be tested.
 - b. Employees not complying with these conditions of employment, and employees testing positive at any time during or following rehabilitation shall be subject to termination in accordance with this policy.

E. TESTING METHODOLOGY

1. Every reasonable effort will be made to obtain the most accurate drug and/or alcohol test results. Substance Abuse and Mental Health Services Administration (SAMHSA) laboratories shall be used.
2. Drug testing procedures will include a two-tiered testing program to ensure maximum accuracy in the test results, controlled specimen collection, and chain of custody documentation.
3. A two-tiered procedure means that an initial positive test will be confirmed by use of a gas chromatography test with mass spectrometry (GC/MS) or an equivalent scientifically accepted method which provides quantitative data about the detected drug. A portion of the initial sample shall be used for confirmation testing.
4. Alcohol testing shall consist of a standard blood-alcohol procedure or use of a breath analyzer.

5. All test results shall be reviewed by a Medical Review Officer (MRO). An MRO is a licensed physician knowledgeable in the medical use of prescription drugs and in the pharmacology and toxicology of illicit drugs. The MRO shall interpret and evaluate all positive and negative test results together with an individual's medical history and other relevant bio-medical information. An applicant/employee may confidentially report the use of any medication to the MRO.
6. Drugs which may be tested for, listed by chemical name and brand or common name, include; but are not limited to the following:
 - a. Alcohol (booze, drink)
 - b. Amphetamines (bithetaine, desoxyn, dexedrine)
 - c. Cannabinoids (marijuana, hashish, hash, hash oil, pot, joint, roach, grass, weed, reefer)
 - d. Cocaine (coke, blow, nose candy, snow, flake, crack)
 - e. Phencyclidine (PCP, angel dust, hog)
 - f. Methaqualone (Quaaludes, ludes)
 - g. Opiates (opium, Dover's power, paregoric, parepectolin)
 - h. Barbiturates (Phenobarbital, tuinal, amytal)
 - i. Benzodiazepines (ativan, azene, clonopin, dalmane, diazepam, halcion, Librium, poxipam, restoril, serax, tranxene, valium, veratrin, xanax)
 - j. Methadone (dolophine, methadone)
 - k. Propoxyphene (darvocet, darvon N, dolene)
7. The following cutoff levels shall be used for the initial screening of specimens to determine whether they are positive or negative. All levels equal to or exceeding the following shall be reported as positive:

a. Alcohol	0.02 % B.A.C.
b. Amphetamines	1000 ng/ml
c. Cannabinoids	50 ng/ml
d. Cocaine	300 ng/ml
e. Phencyclidine	25 ng/ml
f. Methaqualone	300 ng/ml
g. Opiates	2000 ng/ml
h. Barbiturates	300 ng/ml
i. Benzodiazepines	300 ng/ml
j. Synthetic Narcotics: Methadone, Propoxyphene	300 ng/ml

8. All specimens identified as positive on the initial screening shall be confirmed by a second test. The following confirmation cutoff levels shall be used when analyzing specimens to determine whether they are positive or negative. All levels equal to or exceeding the following shall be reported as positive:

a. Alcohol	0.02 % B.A.C.
b. Amphetamines	500 ng/ml
c. Cannabinoids	15 ng/ml
d. Cocaine	150 ng/ml
e. Phencyclidine	25 ng/ml
f. Methaqualone	150 ng/ml
g. Opiates	2000 ng/ml
h. Barbiturates	150 ng/ml
i. Benzodiazepines	150 ng/ml
j. Synthetic Narcotics: Methadone, Propoxyphene	150 ng/ml

9. If a test for alcohol and/or drugs is not collectable because of possible tampering or adulteration, a second test will be requested, and may be observed. If a test for alcohol and/or drugs is rejected because of purposeful adulteration, the employee will be terminated. Any employee terminated for this reason, will forfeit unemployment compensation in accordance with Florida law. For applicants who fail this process, the job offer will be rescinded.

F. CONFIDENTIALITY

1. The results of drug or alcohol tests shall not be included in an applicant's or an employee's file but shall be retained by the Human Resources Department in a separate file, confidential and exempt from public inspection.
2. Any conditions of employment which may be established as a result of a positive drug or alcohol test will become part of the employee's personnel file.
3. Test results shall be considered confidential by the County and may be disclosed to management personnel only on a need-to-know basis or to any person upon the written consent of the employee or applicant.
4. Laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their agents who receive or have access to information concerning drug/alcohol test results shall be required to keep all information confidential.

G. EMPLOYEE ASSISTANCE PROGRAM

1. The County recognizes that alcoholism and drug use can and does interfere with an employee's ability to perform on the job. The County also recognizes that these problems can be successfully treated, enabling the employee to return to a satisfactory job performance level.
2. Employees who are concerned about their alcohol and/or drug abuse are strongly encouraged to voluntarily seek assistance. Eligible employees and their dependents may seek assistance through the County's Employee Assistance Program (EAP). The EAP provides confidential assessment, referral, and short-term counseling to employees whose personal problems are interfering with their job performance.
3. Voluntary participation in the EAP, or another mental health or substance abuse counseling program will not affect the employee's future career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues.
4. The Human Resources Department shall maintain a listing of employee assistance programs and local alcohol and drug rehabilitation programs available to employees.
5. The County will not discharge, discipline, or discriminate against an employee solely upon the employee's voluntarily seeking treatment for a drug or alcohol-related problem if the employee has not previously tested positive for drug or alcohol use.

H. EFFECT OF A POSITIVE DRUG/ALCOHOL TEST

1. When a confirmed positive drug or alcohol test result is received by the Human Resources Department, the Human Resources Director, or designee shall immediately notify the Department Director or Manager of the employee.
2. The Department Director or Manager shall immediately schedule the time and place for the employee, management and a representative from Human Resources to meet to inform the employee in writing of the confirmed positive result and the associated discipline.

3. A first incident of a reasonable suspicion or post-accident confirmed positive test shall result in termination of employment. A first incident of a random confirmed positive test shall result in the employee being placed in an unpaid leave status. This unpaid leave status will begin upon receipt of the confirmed positive result and will end upon the employee presenting a negative test result or the employee's termination if a negative sample is not provided as required under this paragraph. (If the employee has accrued annual or paid time off leave, they shall be permitted to use the leave. If the employee does not have accrued annual or paid time off leave, the employee shall be placed in a leave without pay status.) The employee shall have 30 calendar days from the date of the initial test sampling date to produce a negative test result in order to return to duty. If a negative test result is not received in the 30 day time period from the date of the initial test sampling date, the employee will be terminated. Any subsequent confirmed positive test whether from a reasonable suspicion, post-accident or random test will result in the employee's termination.
 - a. The employee will be referred to the County's EAP. Employees not eligible for the EAP will be referred to meet with a Mental Health Counselor qualified in substance abuse evaluation. Any expenses incurred will be the responsibility of the employee. Employees shall be required to make an appointment with the EAP or a Mental Health Counselor and show proof of participating in counseling to the Human Resources Department within the first two (2) days of being placed on leave.
 - b. To return to work the employee shall obtain a drug test form from the Human Resources Department and report to the designated laboratory to be retested within one week prior to the last day of the leave status. The employee shall report to the designated laboratory within 24 hours of receiving the drug test form. The employee shall remain on leave status until a confirmed negative drug and/or alcohol test result has been received by the Human Resources Department. The date of receipt must be within 30 days of the date of the initial positive drug test.
4. The Human Resources Department will notify the employee and the supervisor when the employee has been cleared to return to work.
5. An employee who declines to participate in counseling, or who fails to complete drug/alcohol counseling, education, or rehabilitation as recommended by the counselor shall be terminated.
6. Upon returning to work after a positive test result, in addition to being subject to the random testing pool, the employee shall be subject to drug and/or alcohol testing for at least once a year but no more than quarterly for a 2-year period after completion of the program.

7. For a second positive confirmed test result, regardless of the time between tests or whether a negative result was obtained between tests, the employee will be terminated.

I. REFUSAL TO SUBMIT TO DRUG AND/OR ALCOHOL TEST

1. An employee who refuses to submit to a test for alcohol or drugs which may be required in accordance with this policy shall be terminated.
2. An employee who is injured in a work-related accident and refuses to submit to a test for alcohol and/or drugs forfeits eligibility for all medical and indemnity benefits under Florida Workers' Compensation law and is subject to termination consistent with this policy.
3. Employees who believe that reasonable suspicion has not been sufficiently demonstrated to require a drug test shall, nevertheless, take the drug test and then may appeal the determination of reasonable suspicion, with the understanding that the drug test is null and void if it is found that reasonable suspicion has not been sufficiently demonstrated.

J. APPEAL PROCEDURE

1. Within five (5) working days after receiving notice of a positive, confirmed test result, an employee or job applicant may contest or explain the test results in writing to the Human Resources Department. Additionally, within (5) working days after receiving notice of a positive, confirmed test result, an employee must notify the laboratory conducting the test of any administrative or civil action regarding the test.
2. Within 72 hours of the MRO's notification, an employee may, at their option, have the same sample tested at a SAMHSA laboratory of their choice and at their cost.
3. The cost of drug testing not required by Escambia County is the responsibility of the employee or the applicant.
4. Employee appeals with respect to the determination of reasonable suspicion shall be considered by the County Administrator or his designee after meeting with the employee and the supervisory personnel supporting the test. Both parties shall be heard by the County Administrator or his designee and this decision shall be binding upon them. This paragraph shall not be deemed to limit the legal recourse of either the County or the employee with respect to the finding of reasonable suspicion, to bring an action in a court of appropriate jurisdiction to appeal the County Administrator's decision.

K. MANAGEMENT ACTIONS IN GENERAL

1. Management personnel (County Administrator, Department Directors, Managers and Supervisors) shall be responsible for the implementation and equitable enforcement of this policy.
2. An employee shall not be terminated for a positive test result until a positive, confirmed test result is communicated to the County. However, if the employee's conduct in connection with the drug/alcohol testing amounts to conduct for which the County may otherwise discipline the employee, the County may take action prior to receipt of a confirmed test result. Such action will not be considered disciplining twice for the same infraction.
3. Communication of a negative test result of a sample formerly reported positive and appealed by the employee, shall result in the employee being returned to work without any loss of pay or benefits.
4. Management personnel shall take disciplinary action in accordance with this policy, the Human Resources Policies and Procedures, and the Escambia County Board Policies.

L. OVER-THE-COUNTER OR PRESCRIPTION DRUGS

1. An employee who has been prescribed or issued a drug for any medical or other condition which might in any way impair his/her ability to perform the job must immediately notify their supervisor. The employee in consultation with appropriate medical authority (their physician or the County's Employee Clinic physician) shall determine whether the employee can work while taking the medication.
2. The employee shall be responsible for providing notification to the supervisor if any over-the-counter or prescription medication would jeopardize the health or safety of themselves or others.

M. DRUG-FREE WORKPLACE ACT – FEDERAL LAW REQUIREMENTS

1. As a condition of employment, an employee must notify their supervisor in writing no later than five (5) calendar days after being convicted under a criminal drug statute for activity occurring at the workplace or for activity outside of the workplace if the offense could be reasonably expected to affect the employee's job function. (A criminal drug statute is any law, federal, state, or local, which makes unlawful the manufacture, distribution, dispensation, use, or possession of any controlled substance or illegal drug).
2. The County Administrator, or designee, is responsible for complying with the requirements of the Drug-Free Awareness Act of 1988 concerning reports to appropriate federal agencies with respect to employees convicted for violation of this Act.

3. This policy extends to private companies that work for the County under the terms of a management contract. This policy will be specifically referenced in future agreements with such firms.
4. Employees involved in Federally subsidized programs may be required to submit to drug testing in accordance with applicable Federal regulations.

N. COMMUNICATION OF THIS POLICY

1. This policy will be made available to all employees via the County's internal website.
2. The Human Resources Department is responsible for communicating this policy to newly hired employees.

PROTECTED HEALTH INFORMATION

ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS IMPORTANT NOTICE

COMPREHENSIVE NOTICE OF PRIVACY POLICY AND PROCEDURES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice is provided to you on behalf of:

Escambia County Employee Health Care Plan
Escambia County Employee Dental Care Plan
Escambia County Employee Assistance Program
Escambia County Employee Vision Care Plan
Escambia County Flexible Benefit Plan

These plans comprise what is called an "Affiliated Covered Entity," and are treated as a single plan for purposes of this Notice and the privacy rules that require it. For purposes of this Notice, we'll refer to these plans as a single "Plan."

The Plan's Duty to Safeguard Your Protected Health Information.

Individually identifiable information about your past, present, or future health or condition, the provision of health care to you, or payment for the health care is considered "Protected Health Information" ("PHI"). The Plan is required to extend certain protections to your PHI, and to give you this Notice about its privacy practices that explains how, when and why the Plan may use or disclose your PHI. Except in specified circumstances, the Plan may use or disclose only the minimum necessary PHI to accomplish the purpose of the use or disclosure. The Plan is required to follow the privacy practices described in this Notice, though it reserves the right to change those practices and the terms of this Notice at any time. If it does so, and the change is material, you will receive a revised version of this Notice either by hand delivery, mail delivery to your last known address, or some other fashion. This Notice, and any material revisions of it, will also be provided to you in writing upon your request (ask your Human Resources representative, or contact the Plan's Privacy Official, described below), and will be posted on any website maintained by Escambia County Board of County Commissioners that describes benefits available to employees and dependents. You may also receive one or more other privacy notices, from insurance companies that provide benefits under the Plan. Those notices will describe how the insurance companies use and disclose PHI, and your rights with respect to the PHI they maintain.

How the Plan May Use and Disclose Your Protected Health Information.

The Plan uses and discloses PHI for a variety of reasons. For its routine uses and disclosures it does not require your authorization, but for other uses and disclosures, your authorization (or the authorization of your personal representative (e.g., a person who is your custodian, guardian, or has your power-of-attorney) may be required. The following offers more description and examples of the Plan's uses and disclosures of your PHI.

- Uses and Disclosures Relating to Treatment, Payment, or Health Care Operations.
 - **Treatment:** Generally, and as you would expect, the Plan is permitted to disclose your PHI for purposes of your medical treatment. Thus, it may disclose your PHI to doctors, nurses, hospitals, emergency medical technicians, pharmacists and other health care professionals where the disclosure is for your medical treatment. For example, if you are injured in an accident, and it's important for your treatment team to know your blood type, the Plan could disclose that PHI to the team in order to allow it to more effectively provide treatment to you.
 - **Payment:** Of course, the Plan's most important function, as far as you are concerned, is that it *pays for* all or some of the medical care you receive (provided the care is covered by the Plan). In the course of its payment operations, the Plan receives a substantial amount of PHI about you. For example, doctors, hospitals and pharmacies that provide you care send the Plan detailed information about the care they provided, so that they can be paid for their services. The Plan may also share your PHI with other plans, in certain cases. For example, if you are covered by more than one health care plan (e.g., covered by this Plan, and your spouse's plan, or covered by the plans covering your father and mother), we may share your PHI with the other plans to coordinate payment of your claims.
 - **Health care operations:** The Plan may use and disclose your PHI in the course of its "health care operations." For example, it may use your PHI in evaluating the quality of services you received, or disclose your PHI to an accountant or attorney for audit purposes. In some cases, the Plan may disclose your PHI to insurance companies for purposes of obtaining various insurance coverage.
 - **Other Uses and Disclosures of Your PHI Not Requiring Authorization.** The law provides that the Plan may use and disclose your PHI without authorization in the following circumstances:
 - **To the Plan Sponsor:** The Plan may disclose PHI to the employers (such as Escambia County Board of County Commissioners) who sponsor or maintain the Plan for the benefit of employees and dependents. However, the PH I may only be used for limited purposes, and may not be used for purposes of employment-related actions or decisions or in connection with any other benefit or employee benefit plan of the employers. PHI may be disclosed to: the human resources or employee benefits department for purposes of enrollments and disenrollment's, census, claim resolutions, and other matters related to Plan administration; payroll department for purposes of ensuring appropriate payroll deductions and other payments by covered persons for their coverage; information technology department, as needed for preparation of data compilations and reports related to Plan administration; finance department for purposes of reconciling appropriate payments of premium to and benefits from the Plan, and other matters related to Plan administration; internal legal counsel to assist with resolution of claim, coverage and other disputes related to the Plan's provision of benefits.
 - **Required by law:** The Plan may disclose PHI when a law requires that it report information about suspected abuse, neglect or domestic violence, or relating to suspected criminal activity, or in response to a court order. It must also disclose PHI to authorities that monitor compliance with these privacy requirements.

- **For public health activities:** The Plan may disclose PHI when required to collect information about disease or injury, or to report vital statistics to the public health authority.
- **For health oversight activities:** The Plan may disclose PHI to agencies or departments responsible for monitoring the health care system for such purposes as reporting or investigation of unusual incidents.
- **Relating to decedents:** The Plan may disclose PHI relating to an individual's death to coroners, medical examiners or funeral directors, and to organ procurement organizations relating to organ, eye, or tissue donations or transplants.
- **For research purposes:** In certain circumstances, and under strict supervision of a privacy board, the Plan may disclose PHI to assist medical and psychiatric research.
- **To avert threat to health or safety:** In order to avoid a serious threat to health or safety, the Plan may disclose PHI as necessary to law enforcement or other persons who can reasonably prevent or lessen the threat of harm.
- **For specific government functions:** The Plan may disclose PHI of military personnel and veterans in certain situations, to correctional facilities in certain situations, to government programs relating to eligibility and enrollment, and for national security reasons.
- **Uses and Disclosures Requiring Authorization:** For uses and disclosures beyond treatment, payment and operations purposes, and for reasons not included in one of the exceptions described above, the Plan is required to have your written authorization. Your authorizations can be revoked at any time to stop future use and disclosures, except to the extent that the Plan has already undertaken an action in reliance upon your authorization.
- **Uses and Disclosures Requiring You to have an Opportunity to Object:** The Plan may share PHI with your family, friend or other person involved in your care, or payment for your care. We may also share PHI with these people to notify them about your location, general condition, or death. However, the Plan may disclose your PHI only if it informs you about the disclosure in advance and you do not object (but if there is an emergency situation and you cannot be given your opportunity to object, disclosure may be made if it is consistent with any prior expressed wishes and disclosure is determined to be in your best interests; you must be informed and given an opportunity to object to further disclosure as soon as you are able to do so).

Your Rights Regarding Your Protected Health Information.

You have the following rights relating to your protected health information:

- **To request restrictions on uses and disclosures:** You have the right to ask that the Plan limit how it uses or discloses your PHI. The Plan will consider your request, but is not legally bound to agree to the restriction. To the extent that it agrees to any restrictions on its use or disclosure of your PHI, it will put the agreement in writing and abide by it except in emergency situations. The Plan cannot agree to limit uses or disclosures that are required by law.
- **To choose how the Plan contacts you:** You have the right to ask that the Plan send you information at an alternative address or by an alternative means. The Plan must agree to your request as long as it is reasonably easy for it to accommodate the request.
- **To inspect and copy your PHI:** Unless your access is restricted for clear and documented treatment reasons, you have a right to see your PHI in the possession of the Plan or its vendors if you put your request in writing. The Plan, or someone on behalf of the Plan, will respond to

your request, normally within 30 days. If your request is denied, you will receive written reasons for the denial and an explanation of any right to have the denial reviewed. If you want copies of your PHI, a charge for copying may be imposed but may be waived, depending on your circumstances. You have a right to choose what portions of your information you want copied and to receive, upon request, prior information on the cost of copying.

- **To request amendment of your PHI:** If you believe that there is a mistake or missing Information in a record of your PHI held by the Plan or one of its vendors, you may request, in writing, that the record be corrected or supplemented. The Plan or someone on its behalf will respond, normally within 60 days of receiving your request. The Plan may deny the request if it is determined that the PHI is: (i) correct and complete; (ii) not created by the Plan or its vendor and/or not part of the Plan's or vendor's records; or (iii) not permitted to be disclosed. Any denial will state the reasons for denial and explain your rights to have the request and denial, along with any statement in response that you provide, appended to your PHI. If the request for amendment is approved, the Plan or vendor, as the case may be, will change the PHI and so inform you, and tell others that need to know about the change in the PHI.
- **To find out what disclosures have been made:** You have a right to get a list of when, to whom, for what purpose, and what portion of your PHI has been released by the Plan and its vendors, other than instances of disclosure for which you gave authorization, or instances where the disclosure was made to you or your family. In addition, the disclosure list will not include disclosures for treatment, payment, or health care operations. The list also will not include any disclosures made for national security purposes, to law enforcement officials or correctional facilities, or before the date the federal privacy rules applied to the Plan. You will normally receive a response to your written request for such a list within 60 days after you make the request in writing. Your request can relate to disclosures going as far back as six years. There will be no charge for up to one such list each year. There may be a charge for more frequent requests.

How to Complain about the Plan's Privacy Practices.

If you think the Plan or one of its vendors may have violated your privacy rights, or if you disagree with a decision made by the Plan or a vendor about access to your PHI, you may file a complaint with the person listed in the section immediately below. You also may file a written complaint with the Secretary of the U.S. Department of Health and Human Services. The law does not permit anyone to take retaliatory action against you if you make such complaints.

Contact Person for Information, or to Submit a Complaint.

If you have questions about this Notice please contact the Plan's Privacy Official or Compliance Official(s) (see below). If you have any complaints about the Plan's privacy practices or handling of your PHI, please contact the Plan's Privacy Official (see below).

Privacy Official.

The Plan's Privacy Official, the person responsible for ensuring compliance with this Notice, is:

Eric Kleinert, Human Resources Director
850.595.3000

The Plan's Compliance Officials are:

John Weber, Human Resources Manager 850.595.3278
Steve White, Public Safety EMS Manager 850.471.6400

Organized Health Care Arrangement Designation.

The Plan participates in what the federal privacy rules call an "Organized Health Care Arrangement." The purpose of that participation is that it allows PHI to be shared between the members of the Arrangement, without authorization by the persons whose PHI is shared, for health care operations. Primarily, the designation is useful to the Plan because it allows the insurers who participate in the Arrangement to share PHI with the Plan for purposes such as shopping for other insurance bids.

EMERGENCY MANPOWER PLAN

HR POLICIES AND PROCEDURES

SECTION 26

26.1 Purpose

To establish uniform, fair, and standardized procedures by which the Escambia County Administrator may employ a program which allows for the pre-notification of employees of their emergency assignment status and plans for effective management of employees during times of local emergency.

26.2 Scope

This plan applies to all full-time employees of Escambia County BCC, and is administered by the Human Resources Department. Participation is considered a “condition of employment” for those applicable employees. Any conflicts which may arise in the application of this program shall be referred to the Human Resources Department and, if necessary, the Human Resources Director may forward to the County Administrator, or designee, for final resolution. This plan is written in accordance with and shall not conflict with the Comprehensive Emergency Management Plan (CEMP) as implemented by the Director of the Public Safety Department. Terms not fully explained in this plan may be clarified by referring to the CEMP. If a conflict exists between this section and the CEMP, the CEMP shall govern.

26.3 Declaration of Support

The Board of County Commissioners supports the efforts of its employees to provide for the safety and welfare of the citizens of Escambia County. It should be understood by all employees that during a period of emergency, day-to-day operations may be altered and temporary duties outside the normal scope of their employment may be required for the duration of the state of emergency.

26.4 Employee Categories

- a. All employees of the BCC, for purposes of this plan, shall be placed into one of the following categories:
 1. Emergency Critical (EC) – During a Declared State of Emergency, these are considered the BCC’s “key workers.” Once a State of Emergency exists, the EOC and other critical functions will be operational 24 hours each day, manned by employees in this category. These EC employees have advance orders and will be working either in a County facility or in the field as appropriate prior to and/or during the actual event. It is the responsibility of these employees to prepare and make arrangements for family and personal needs in advance of the emergency. In most cases, control of these employees is retained by the appropriate Department Director, the Incident Commander, or designee. If, for any reason, the employee cannot perform the duties as required, the Department Director is expected to replace them with another employee from their division.
 2. Emergency Essential (EE) – Employees who are Emergency Essential are not required to be on duty during the actual event, but are required to report to their duty assignment immediately following the event, when conditions are considered safe, normally within 24 hours of the event, or as otherwise directed. Duties will normally be in support of the division’s post-event mission, and control is retained by the appropriate Department Director. Employees are to be notified, in advance, of reporting instructions, to include a specific reporting place, time, and circumstances (e.g. when the wind speed is considered safe) for returning for duty.

3. Emergency Manpower Pool (EMP) – Employees without a specific and immediate emergency divisional assignment before, during, or following the event are placed in the Emergency Manpower Pool. Employees in the EMP are temporarily reassigned from their Bureau responsibilities and given duties related to recovery efforts. Pool employees are required to report to their new duty assignment within a maximum of 48 hours of the event (e.g. hurricane landfall), or as otherwise directed. Once assigned to the EMP, the Emergency Manpower Manager (EMM) will direct work assignments. Removal of an employee from the EMP for reassignment back to their parent division must be approved by their Department Director and the EMM.
 4. Citizens' Information Center (CIC) – Some members of the EMP may be assigned duties in the CIC. Employees assigned such duty will report when directed to the Emergency Operations Center (EOC), and will work under the supervisory control of the Office of the County Administrator. Duties in the CIC often begin prior to the actual Declaration of Emergency, typically require shift work, and may extend beyond the expiration of that declaration. Prior to reassignment to their division, prior coordination with the CIC team leader must occur to prevent gaps or shortfalls in scheduling. If for any reason, the employee cannot perform the duties as required, the Department Director is expected to replace them with another employee from their division.
- b. Assignment of an employee into one of these above categories is at the discretion of management, and is considered a "Condition of Employment" for employees of the BCC. Final assignment of an employee into an emergency category shall be at the discretion of the County Administrator or his designee. The EMM shall maintain the master list of employee assignments.
 - c. Employees not tasked as Emergency Critical or Emergency Essential shall be automatically placed in the Emergency Manpower Pool. Following certain events, including, but not limited to, a major hurricane, an extremely large relief effort may be required, requiring large numbers of employees to meet the basic needs of the community. If sufficient numbers of workers cannot be found through voluntary efforts, the County Administrator, or designee, may reassign additional employees involuntarily from EC, EE, or CIC into the EMP.
 - d. Prior to being released from the last duty day before an anticipated event, employees will be directed by their division when and where to next report. Failure by employees to abide by those instructions may result in disciplinary action, up to and including termination, depending on the circumstances. Each employee is solely responsible for reporting within the directed timeframe. Evacuation, impassable roads, or downed communications networks shall not constitute excuses for a failure to report as required under this plan.

26.5 Pay Procedures

Due to the greatly expanded working hours, increased workload, added hardships, and personal sacrifices made by BCC employees during very difficult circumstances, the standard payment procedure during the period of a declared emergency will be as described at the time of the declaration or as soon as practical thereafter.

26.6 General Provisions

- a. Upon notification by the County Administrator, or designee, of an actual or potential emergency, the Human Resources Director will initiate proceedings to activate the Emergency Manpower Pool Plan.

- b. Every BCC employee must keep their County ID in their possession at all times and be prepared to display it to pass through security checkpoints or gain access to County facilities. The back of their badge should state “BCC Emergency Disaster Team” to assist with the passage of law enforcement checkpoints. An employee information hotline toll free telephone number, 1-866-699-7572, is also printed on the back of the ID card.
- c. Department Director shall be granted waiver authority to the Escambia County Vehicle Policy. With their Chief’s approval, employees shall be allowed to take a Division-assigned vehicle home during the emergency.

Personnel in EC, EE, EMP, or CIC categories, who cannot report to duty as assigned, must request a waiver through their Bureau Chief, who will recommend approval/disapproval through the EMM to the County Administrator for final approval/disapproval. In cases of Failure to Notify of absence from duty and/or disapproval of waiver request, the employee may be charged with Absent Without Leave (AWOL) and be subject to disciplinary action, up to and including termination.

26.7 Responsibility

It is the employee’s responsibility to contact their supervisor, monitor media announcements (radio/TV/internet, etc.), and to call the EMP Toll-Free Employee Information Hotline (1-866-699-7572) for automated instructions and updates. Should typical means of communication be down, i.e. landline and/or cell phone usage, the employee is responsible to make contact by any manner necessary and to report for duty or to the predetermined location for EMP assignments within 48 hours. Unless otherwise specified, EMP personnel shall meet at the Escambia County Extension Service, Windstorm Mitigation Building, 3740 Stefani Road, Cantonment, Florida for assignment.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) INFORMATION

Resolution Number: R-2005-148

**Adopted by the Escambia County Board of County Commissioners
September 1, 2005**

It is the responsibility of each Department to monitor and track their staffs Incident Command System (ICS) training as well as other additional NIMS requirements for compliance. The guidelines for required training are:

All employees

IS 100	Introduction to the Incident Command System (ICS)
IS 700	National Incident Management System (NIMS), An Introduction

All employees in a supervisory role, employees assigned to an Emergency Support Function (ESF) role in the Emergency Operations Center (EOC)

IS 100	Introduction to the Incident Command System (ICS)
IS 200	ICS for Single Resources and Initial Action Incidents
ICS 300	Intermediate ICS for Expanding Incidents (classroom course delivery)

IS 700 National Incident Management System (NIMS), An Introduction
IS 800 National Response Framework, An Introduction

**All Independent Study (IS) classes can be acquired online at
<http://training.fema.gov/IS/>**

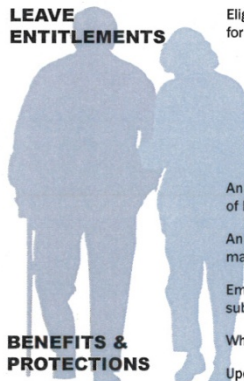
Please discuss with your supervisor when you should be scheduled to complete these required courses. The above courses should be completed within the first 90 days of employment. Questions should be addressed to the Public Safety Department, Emergency Management Division at 471-6400.

FMLA EMPLOYEE RIGHTS

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

TOBACCO-FREE WORKPLACE POLICY

- Tobacco is any lighted or unlighted cigarette, cigar, pipe, bidi cigarette, clove cigarette, e-cigarette and any other smoking product including any smokeless product such as spit tobacco, dip, chew or snuff, in any form
- Tobacco use is prohibited with County facilities including portions of buildings, equipment, machinery and motor vehicles that are operated, owned, leased or rented by Escambia County
- Designated areas

PERFORMANCE MANAGEMENT

- Quarterly evaluation
- Annual evaluation
- Discussion with employees and supervisors
 - Probationary period (regular/collective bargaining)

PAYDAY SCHEDULE FOR 2017**PAY PERIOD****PAYDAY**

December 31 – January 13

January 27

January 14 – January 27

February 10

January 28 – February 10

February 24

February 11 – February 24

March 10

February 25 – March 10

March 24

March 11 – March 24

April 7

March 25 – April 7

April 21

April 8 – April 21

May 5

April 22 – May 5

May 19

May 6 – May 19

June 2

May 20 – June 2

June 16

June 3 – June 16

June 30

June 17 – June 30

July 14

July 1 – July 14

July 28

July 15 – July 28

August 11

July 29 – August 11

August 25

August 12 – August 25

September 8

August 26 – September 8

September 22

September 9 – September 22

October 6

September 23 – October 6

October 20

October 7 – October 20

November 3

October 21 – November 3

November 17

November 4 – November 17

December 1

November 18 – December 1

December 15

December 2 – December 15

December 29

December 16 – December 29

January 12, 2018

December 30 – January 12, 2018

January 26, 2018



BCC 2017 HOLIDAY CALENDAR

New Year's Day	Monday, January 2, 2017
Martin Luther King, Jr. Day	Monday, January 16, 2017
Presidents' Day	Monday, February 20, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Veterans Day	Friday, November 10, 2017
Thanksgiving	Thursday, November 23, 2017 Friday, November 24, 2017
Christmas	Monday, December 25, 2017 Tuesday, December 26, 2017
Floating Holiday	* Discretionary leave to be used by the employee between 01/01/17-12/31/17 with their supervisor's approval
New Year's Day	Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 15, 2018

In accordance with the BCC Human Resources Policies and Procedures, Section 4.4, subject to the approval of the County Administrator, one holiday may be exchanged for another provided the total number of holidays is kept equitable among all employees.

www.myescambia.com/events