



**RESOLUTION TITLE: TO APPROVE REVISIONS TO THE GASTON COUNTY PERSONNEL POLICY MANUAL RELATED TO REVISED INFORMATION TECHNOLOGY POLICIES, REVISIONS TO WORKPLACE ACCIDENT POLICIES TO COMPLY WITH NEW OSHA LAWS AND ADMINISTRATIVE CORRECTIONS**

WHEREAS, Gaston County believes it is important to have a Personnel Policy Manual for employees and supervisors to follow; and,

WHEREAS, it is prudent to review and revise the policy manual periodically to make sure it is understandable, consistent, and up to date with current law, regulations and philosophy; and,

WHEREAS, the current policy was approved effective July 1, 2010; and,

WHEREAS, several corrections, revisions or additions need to be made; and,

WHEREAS, The Gaston County Board of Commissioners must adopt all changes to the Gaston County Personnel Policy Manual.

NOW, THEREFORE, BE IT RESOLVED that the Gaston County Board of Commissioners adopts revisions to the Gaston County Personnel Policy to be effective July 1, 2017.

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

NO.	DATE	M1	M2	Brown	Fraley	Grant	Hovis	Kelgher	Philbeck	Worley	Vote
2017-160	06/27/2017	TP	AF	A	A	A	A	A	A	A	U

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### **7.8.2 Safety Incidents Notifications**

Employees shall ~~immediately~~ notify their immediate Supervisors of every injury or accident regardless of their scope or severity by the end of their shift. Failure to follow required procedures, directives, policies, rules, supervisory orders, or safe work habits will result in corrective or disciplinary action up to and including discharge.

**To comply with changes in OSHA law.**

### **11.2.3 Use of Leave**

Annual Leave shall be taken in units of 30 minutes or more. Only scheduled work days shall be counted in calculating the amount of leave used.

Available leave ~~balances~~ balances shall be considered those that appear on the employees pay stub.

**To correct typo.**

### **11.14 Leave for Parental Involvement in Schools**

Employees shall be granted four hours of leave per school year

**To clarify the time period in which the leave can be taken.**

### **15.5 Post-accident Testing**

~~In the event of an auto accident while an employee is on County business that involves damage to a vehicle (county, personal, or other person's car) of over two thousand dollars (\$2,000) employees will be required to immediately undergo a drug and/or alcohol test, unless the accident investigation clearly indicates that the accident was a result of unavoidable circumstances (e.g. deer runs in front of vehicle, boulder rolls off hill, etc.). In the event of an auto accident involving bodily injury (requiring medical treatment other than first aid), employees will be required to undergo a drug and/or alcohol test. Notwithstanding the monetary thresholds depicted herein, one can be involved in an accident and must take a drug test if there is reasonable suspicion to believe that the individual might be impaired.~~

Post-accident drug testing shall be administered only when reasonable suspicion exists. See Policy 15.6

**To comply with changes in OSHA law that no longer allows for automatic post-accident drug testing. Post-accident drug testing will occur only when reasonable suspicion exists as outlined in policy 15.6.**

### **15.6 Reasonable Suspicion Testing**

**All employees of Gaston County must submit to a drug and/or alcohol test, if in the opinion of a supervisor within the employee's chain of command, reasonable individualized suspicion exists that an employee is impaired.**

## **26.7 Remote Access**

Remote access to Gaston County systems (access to Gaston County systems from external systems, e.g. via the Internet) consumes technology resources above and beyond those required for local access. The Information Technology Department will review requests and grant remote access based upon business cases and resources available.

Approved Gaston County employees may utilize the benefits of Remote Access, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, and paying associated fees for user's connectivity to the internet.

This policy also applies to all Gaston County employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing VPNs to access the Gaston County network. This policy applies to implementations of Remote Access.

- It is the responsibility of employees with Remote Access privileges to ensure that unauthorized users are not allowed access to Gaston County internal networks.
- VPN use is to be controlled using either a one-time password authentication such as a token device or a public/private key system with a strong passphrase or two factor authentication which is combination of both a password and token device.
- When actively connected to the corporate network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
- Dual (split) tunneling is NOT permitted; only one network connection is allowed. When you are connected to the Gaston County network there will be no access to non-County resources.
- VPN gateways will be set up and managed by Gaston County network operational groups.
- All computers connected to Gaston County internal networks via VPN or any other technology must use the most up-to-date anti-virus software that is the corporate standard.
- VPN users will be automatically disconnected from Gaston County's network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
- The VPN concentrator is limited to an absolute connection time of 24 hours.
- Users of computers that are not Gaston County-owned equipment may not connect their personal PC's to Gaston County's VPN.
- Only Gaston County approved VPN clients may be used.
- In order to utilize personal equipment, users must access the County's network with the Citrix portal.

### **26.7.1 Policy Compliance**

The Infosec team will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

Any exception to the policy must be approved by Gaston County IT in advance.

An employee found to have violated this policy may have their remote access revoked or be subject to other disciplinary action.

**Additions to outline the specifics of the policy.**

### **26.13 Cell Phones and Mobile Devices**

It is the policy of Gaston County to provide cell phones or other mobile devices to employees for business use when use of such telephones will increase the level of service provided to the County's customers, increase the level of safety for the applicable County employee, reduce cost of providing services, and/or satisfy legal requirements.

#### **26.13.1 Procurement/Activation**

Only the CIO or his/her designee in the Information Technology Department is authorized to contact the County's current cellular ~~phone~~ provider to procure/activate new or replacement cell phones. Other employees are prohibited from entering into cellular ~~phone~~ agreements with cellular ~~phone~~ providers for County cellular devices ~~phones~~.

#### **26.13.6 Cell Phone and Mobile Device Ownership**

Cellular devices and cell phone numbers are the property of Gaston County and are non-transferrable to employees. For example, if you are separated from the County (voluntarily or involuntarily), you will not be allowed to transfer your County cell number to a personal phone.

**To add mobile devices to the policy and clarify ownership.**

### **26.14 Storage Media Recycling and Disposal**

The purpose of this section is to ensure that all digital media is properly recycled or disposed of for reasons pertinent to data security, software license protection, and in compliance with environmental regulation. If a hard disk, tape, CD, DVD, ZIP disk, USB thumb drive, diskette, or other storage device can be re-used, users should erase the existing data from the device and continue to use it, or make it available for someone else to use. If the digital media is unusable, or is no longer needed, it should be sent to IT Operations for destruction.

**To add USB's to the list of media storage.**



# Gaston County

Gaston County  
Board of Commissioners  
www.gastongov.com

## Human Resources

### Board Action

File #: 17-219

Commissioner Brown - Human Resources - To Approve Revisions to the Gaston County Personnel Policy Manual Related to Revised Information Technology Policies, Revisions to the Workplace Accident Policies to Comply with New OSHA Laws, and Administrative Corrections

#### STAFF CONTACT

Pam Overcash - Human Resources - 704-866-3722

#### BUDGET IMPACT

N/A

#### BUDGET ORDINANCE IMPACT

N/A

#### BACKGROUND

The Gaston County Personnel Policy Manual was adopted in July of 2010. The manual is reviewed annually for corrections, revisions and additions of new policy.

#### POLICY IMPACT

These changes will be added to the Personnel Policy Manual to be effective July 1, 2017

#### ATTACHMENTS

Resolution; Policy Manual Revisions 2017 (This document is a summary of all proposed changes.)

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