

# TODD COUNTY BOARD OF COMMISSIONERS

## *Work Session Agenda*

Date: July 18th 2017

Time: To Follow County Board Meeting Approx. 10:00 A.M.

Meeting to be held at the Historic Courthouse 215 1st Avenue So, Long Prairie, Minnesota

<b>Item #</b>		<b>Approx. Time</b>
	<b>Cheryl Perish - Recorder &amp; Tim Stieber SWCD</b>	
<b>1</b>	<b>Presentation on Adopting New Split Review Statute Policy</b>	<b>10:00 a.m.</b>
	<b>County Coordinator - Joe Hatch</b>	
<b>2</b>	<b>Update on County Personnel Policy and County Handbook</b>	<b>10:15 a.m.</b>

The County Board Meeting will begin promptly at the prescribed time. The County Board reserves the right to alter the order of the agenda items and the amount of time allowed for an item based on business needs.



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## MEMO

To: Todd County Commissioners

From: Joe Hatch, County Coordinator

Date: July 18, 2017

Re: Personnel Policy Updates and Recommendation

### **Introduction**

Todd County's personnel policy outlines the policies, benefits, and services for all employees. These policies are designed to ensure employees are given the rights and benefits required by law and to give a general outline on processes and procedures for staff. Having clear policies helps ensure employees are treated in a consistent manner and provides direction for supervisors and department heads. The personnel policy has not been updated in a number of years and this memo outlines recommended changes for the board to review. Many of the changes are required by law, others are recommendations. Of particular note are suggested changes to the hiring process and updating of the comparable worth sections. Portions of this memo contain excerpts from the current policy, new language recommended to be added is underlined, and language recommended to be removed is struck through. It appears the personnel policy was approved as a resolution and it is recommended we transition the personnel policy into a handbook. If the commissioners agree then we would make the change in format for final approval at a board meeting.

### **Change Administrator to Coordinator**

The title change would be reflected throughout unless otherwise discussed with the board. Updated on pages 4, 5, 10, 11, 13, 14, 15, 16, 19, 20, 21, 24, 25, 28, 29, 30, 40, 42, 44, 46, 49, 50, 51, 54, 56, 57, 63, and 64.

### **Article III Employment Section 3.01 Equal employment opportunity policy statement**

Added the below underlined language new protected class, as required by Minnesota Statute;

- (a) Todd County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance or local human rights activity.

### **Article III Employment Section 3.02 Recruitment Procedures**

The personnel policy outlines a recruitment and hiring process different than what our current process appears to be. Administration staff has heard from commissioners, department heads and other staff the process should be clearly defined and efficient as possible. Outlined below is the process currently in the personnel policy, followed by what is believed to be the current process, and then a recommendation on a new process. When consensus is reached with the commissioners on a clear process, the administration department will ensure each recruitment follows the process going forward.

#### Process Outlined in Policy

Currently the Todd County personnel policy outlines the following hiring and recruitment process;

- (a) The County Administrator may approve posting of any position.
- (b) The County Administrator may approve the hiring of an employee including starting wage without County Board action provided the following conditions are met:
  - (i)The expense of filling is provided for in the budget, and;
  - (ii)The total number of full time equivalents approved by the County Board by division is not exceeded, and;
  - (iii)The position is below the Director or Department Head level. The following positions are considered Department Head or Director Level:
    - 1) Soil, Water, Conservation and Development Director
    - 2) Health and Human Services Director
    - 3) Public Works Director
    - 4) County Assessor
    - 5) Veterans Service Officer

#### Current Practice

1. Department heads notify administration of resignation
2. Resignation is reviewed by personnel committee and sent to board
3. Department head and administration update position description
4. Board accepts resignation, waives 90 day rule, or not, and authorizes posting for position
5. Candidates are interviewed, finalist selected, and conditional offer is given

6. Personnel committee reviews and recommends finalist for hire
7. Board then approves the hire, recognizing the personnel committee has reviewed, 90-day waiting period waived, grade and step are approved

### Recommended Process

The feedback from commissioners, department heads and staff is there should be a consistent process outlined and followed for each recruitment. Administration has heard from staff recruitments take too long from start to finish. Staff is interested in making the process as efficient as possible to help with the competitive nature of recruitments in today's market. The following recommendation is a hybrid of what is outlined in the handbook currently and the current process. The recommended hiring process would differ based on whether or not the position has been previously approved in the budget and is replacing a current position or is a new position, essentially a change in the organization structure.

One simple change to help the process go quicker would be to move the personnel committee to the Monday or Tuesday one week prior to the board meeting allowing review of issues and then time to prepare a board action form. This change alone could reduce recruitment time by 4 weeks or more.

### Budgeted Position Open from Resignation/No Change in Org Structure/No Change to Title

1. Resignation is presented to Administration
2. Position description is updated
3. Administration posts and begins advertising for the position
4. Personnel committee and board are notified of the resignation and the beginning of the recruitment process
5. Candidates are interviewed, finalist is chosen, personnel committee and board are notified of finalist candidate
6. Candidate is formally offered position conditional on background check

### Unbudgeted New Position/Organization Structural Change/New Position Description

1. Department head and administration discuss potential changes
2. Financial information/reasoning for change presented to personnel committee
3. Personnel committee reviews and schedules time for a work session with the entire board
4. Explanation and reasoning for suggested/recommended changes are presented to the board at work session. All budget, financial, and service related items are discussed. Consensus is reached with board. If there is positive feedback from board then board action form is prepared.
5. Board takes final action on proposed change authorizing new position and organization structure at board meeting
6. Administration begins the recruitment process
7. Progress and updates in process are presented to the board
8. Final hire approved by board

## Department Head Level Recruitment

When hiring and recruiting for department head level positions, the personnel committee and entire board would be involved in the process.

1. Positions description would be updated and shared with all commissioners
2. Advertising for position would begin
3. Interviews would include staff from department, other department heads, and commissioners
4. Multiple interviews would occur
5. Finalist selected
6. Board would have final approval at a meeting

If the board is comfortable with these recommendations then new language will be prepared and included in the personnel policy.

### **Article III Employment Section 3.4 (k) Pre-employment physical**

(k) Pre-employment physical. Candidates who have received a conditional offer of employment ~~will~~ may be required to pass a health screening/pre-employment physical.

### **Article III Employment Section 3.9 Employee Conduct**

This would be a new section of the personnel policy specifically outlining employee expectations. We have some similar language in many position descriptions but it is a recommendation to add additional language in the policy. Some departments have additional language and policies specific for their service area.

(a) Employees are representatives of the county and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Todd County. Employees are expected to conduct themselves in an ethical, professional, responsive manner. To this end, employees are expected to adhere to established policies, rules, and procedures, and follow the instructions of their supervisors.

All employees are expected to:

1. Perform assigned duties to the best of their ability at all times.
2. Follow lawful direction from the County Board, County Coordinator, the Department Head, and Supervisor.
3. Render prompt and courteous service to the public at all times.
4. Read, understand, and comply with the rules and regulations as set forth in these policies, as well as those of their departments and outlined in position descriptions.
5. Conduct themselves professionally toward both residents and staff, and respond to inquiries and information requests with patience and every possible courtesy.
6. Immediately report any and all unsafe work conditions to their supervisor.
7. Maintain good attendance while meeting the goals set by their supervisor.

#### **Article IV. Performance Management**

There was a recent arbitration ruling regarding performance evaluations. It was determined evaluations are considered public data and therefore must be “complete and accurate”. It is important for evaluations to include specific documented examples of employee performance particularly when low or high marks are given. Language was included to outline this expectation in the policy.

- (a) Todd County believes in a comprehensive and collaborative approach to performance management. Performance management cannot consist only of an annual performance evaluation, but that supervisors must constantly communicate regarding job performance, work standards, developmental needs and most importantly provide positive reinforcement. Performance evaluations must be complete and accurate. Marks that are given to employees must be based on documented examples of work performed.
- (e) Responsible authority for performance management.
  - (ii) Department Heads: The County Board ~~Administrator~~ will conduct the performance management process for Department Heads and directors. ~~The County Board, Personnel Committee or Individual Commissioners will be authorized to participate and offer comment if requested.~~

#### **Article IV. Performance Management Section 4.03 Authority to carry out discipline**

Section 4.03 Authority to carry out discipline.

- (a) Communication between supervisory staff, Department Heads, administration and the personnel committee is required to address disciplinary issues.
- (b) Supervisors may carry out oral reprimands.
- (c) Directors or designee may carry out written reprimands without unpaid leave.
- (d) The County Coordinator ~~Administrator~~ or designee may carry out all disciplinary measures, with the exception of dismissal.
- (e) County Board action is required for dismissal.

#### **Article V Wages and salaries Section 5.04 Wage Disclosure**

Recently the State of Minnesota passed the Women’s Economic Securities Act (WESA) which included required language to be added to all local government personnel policies. WESA specifically outlines the right for employees to discuss work conditions and their salaries without being retaliated against. Employees may discuss during breaks or on non-working hours.

Under the Minnesota Wage Disclosure Protection law, employees have the right to tell any person the amount of their wages. While the Data Practices Act (Minnesota Statutes 13.43) specifically lists an employee’s actual gross salary and salary range as personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in

employer personnel handbooks. To that end, and in accordance with Minnesota Statutes 181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment;
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages;
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have not been disclosed voluntarily;
- Retaliate against an employee for asserting rights or remedies under Minnesota Statutes 181.172, Subd. 3.

The County cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection law are to bring a civil action against the County and/or file a complaint with the Minnesota Department of Labor and Industry.

## **Article VI. Comparable worth and Compensation Plan**

The comparable worth and compensation section of the personnel policy outlines the intent of the county to conform to the State of Minnesota comparable worth standards. The policy mentions the Hay compensation system which Todd County has recently replaced with Springsted. Part of the Springsted proposal included the creation of a "pay philosophy" which was never created or implemented. A draft pay philosophy is included. A pay philosophy is a general policy outlining the overall views and values regarding pay and compensation of employees. A pay philosophy would be a guiding broad policy for how the County board feels compensation should be used as a tool to keep pay fair and equitable internally, make the organization competitive within the market, and reward those employees who provide high value to the organization. The Springsted study was successful in creating internal equity and market competitiveness for many positions. There are still a few positions below market (See Attachment). The board may want to review this at some point and the Administration department could be directed to recommend options. Additionally there is a recommendation adding language regarding step movement within a grade. Authorization would need to come from the department head, administration, and the personnel committee. Any movement decision would be based on budget financial numbers and organizational impacts.

Other recommended changes for this section include clear direction on how a position is graded and placed on the compensation table, when a position changes (major job functions change or are added), removal of the annual appeals process, and movement with the grade to a higher step. The Springsted study is completed and it is time to move forward unless a position description is changed, there is no reason to allow for an appeals process and change in grade.

### **Section 6.01 Pay philosophy**

(b) The County recognizes that its employees are its most valuable resource, and that they are directly responsible for achieving its goals and carrying out its mission. To that end, the County utilizes a market-based pay plan that offers competitive salaries and benefits to

employees, while focusing on fiscal efficiency and accountability to taxpayers. If a position is deemed to be significantly out of market then the Administration Department may recommend a review and adjustment to a position.

Section 6.01 (c)

(c) The following policies and procedures are based on the "Todd County job classification system for pay equity analysis review and update" which was done in conjunction with ~~Hay Management~~ Springsted and accepted by the Todd County Board.

Section 6.01 (d,e,f,g)

(d) Classifications of newly created positions. Classifications of newly created positions will be evaluated in the following manner:

(i) A job description will be developed for the position by the Department Head and submitted to the human resources department. The Administration Department, or designee, will evaluate the position using the Systematic Analysis and Factor Evaluation (SAFE) System.

~~1) After the job description is completed, the grade for this position will be determined by the Department Head and the County Administrator and submitted to the personnel committee for approval. As a part of that determination, the Department Head will complete a form recommending the levels of the various factors. If the personnel committee agrees with the answers and the grade levels recommended by the hay management system, the recommendation will be forwarded to the County Board for approval.~~

(e) Classification changes for existing positions.

(i) Changes initiated by the employee(s).

1) Existing positions may be reviewed if requested by an employee and agreed with by will be eligible for one appeal during a twelve-month period. ~~The completed reevaluation form must be turned into the human resources department by April 30th to ensure completion, of the the supervisor, Department Head, and/or County Coordinator. A decision to reevaluate a position shall be decided on based upon significant changes to major job functions, enough to warrant a reevaluation. in July prior to establishing the budget for the following year.~~

2) ~~Single incumbent position one individual is in the classification and wished either for the position to be rated at a higher (or lower) grade level to correspond with the recent changes in the major job functions. This type of appeal may or may not include a change in title.~~

3) ~~Two or more incumbents in the position there is more than one individual in the position. An appeal could either be presented by the entire group or by an individual within the group to have the grade level of the position raised or lowered to correspond with the recent changes in the major job. A request could be made that the level of the position not change and instead an individual, based on the work tasks, be assigned to a different position title which may or may not result in a different grade level assignment.~~

(ii) Classification changes initiated by the personnel committee

1) ~~The personnel committee, when it deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the supervisor and/or Department Head. This action may be~~



~~accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for its approval.~~

(f) Basis for appeals

(i) ~~The Department Head and/or County Administrator Coordinator will only initiate completing and reaching a consensus on a job evaluation request for reconsideration form for an existing position that contains a 25% cumulative change in major job functions from those described in the current job description.~~

(ii) ~~Appeals that could result in a higher classification of a position based on new tasks that have been added within the past year may be denied because the Department Head may be instructed to create a new job description and post that job after board approval of the new position.~~

(iii) ~~A Accumulative change of 25% in major job functions does not guarantee a change in score resulting in either an increase or decrease in grade level.~~

(f) ~~Annual appeals process. The following rules will govern the appeals process:~~

(i) ~~Appeals will be accepted from employees, supervisors, Department Heads or the County Administrator on or before April 30th of each year, no late appeals will be accepted.~~

(ii) ~~Appeals must be presented on the forms that are available in the human resources department. Additional sheets may be added as necessary to support the changes requested in the appeal.~~

(iii) ~~It will be necessary for the employee to present the appeal to his or her immediate supervisor for review as well as to the head of the department. Both the supervisor and the Department Head will be required to be in full agreement on the appeal. If the Department Head and/or supervisor and employee are not in full agreement the appeal can be submitted to the County Administrator to make an initial determination as to whether or not it will be formally reviewed. The personnel committee will review all appeals that are submitted in full agreement.~~

(g) ~~The personnel committee's or the County Administrator's decision on the appeal of a grade classification of a position will be based on whether or not the evidence presented supports the request as well as whether or not the request is reasonable based upon individual hierarchy factors as well as the overall hierarchy of the county.~~

(g) Step adjustments within a Grade class may occasionally occur. A request must be made and be approved by the supervisor, department head and county coordinator before consideration. Final approval may be authorized by the personnel committee with budget and organization implications of the adjustments as the basis for the decision.

## **Article VII. Employee Benefits and Services**

### **Section 1.01 Insurance – group health and life**

(b) All full-time regular employees, who work a minimum of thirty forty (4030) hours per week,

**Section 7.07** Personal leave of absence

- (a) Purpose: To assist employees who encounter unusual circumstances that necessitates an extended period of absence from their daily work duties. An unpaid leave for up to ~~one year~~ 60 calendar days for personal reasons may be granted to an employee at the employer's discretion with approval from the Department Head. No such leave shall be granted or used for the purpose of securing other employment.

**Section 7.08** Funeral leave (c)

- (c) In the event that the employee needs more than ~~three (3) days~~ 24 hours of leave off, the employee may have the option of using sick leave, compensation time, and vacation time or time without pay.

**Section 7.15** Voting Leave/election judge time

- (b) Voting: Every employee who is eligible to vote in an election has the right to be absent from work for the purpose of voting during the ~~morning of the~~ day of the election. Employees must work with their supervisor to ensure coverage of duties. Without penalty or deduction from salary or wages because of the absence as defined by Minnesota Chapter 204C. Employees must only take as much time to vote as is needed. Employees shall be paid for the time taken to vote per Minnesota § Chapter 204C.04 and [204C.08 Subd.1d](#). Employees who take time off to vote must provide their supervisor with reasonable notice of their intent to take this time off to vote prior to taking the time off.

**Section 7.16** Political Party Leave

- (c) In accordance with M.S. 202A.135 and 202A.19, upon 10 days written notice, employees may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee; or attend any convention of major political party delegates (including meetings of official convention committees) if the employee is a delegate or alternate delegate to that convention; or to attend a major political party caucus.

**Section 7.17** Legislative/Elected Office

- (d) In accordance with M.S. 3.088, an appointed officer or employee of the County, who serves as a legislator or as a full-time city or county officer in Minnesota, is entitled to a leave of absence without pay when on the business of the office with the right to reinstatement. (Note: employees in positions wholly funded by federal funds are prohibited from running for partisan office, in accordance with the Hatch Act (5 U.S. C. § 1501 et. seq.))

**Section 7.18** Organ Donation Leave

(a) In accordance with M.S. 181.9456, part-time and full-time employees who seek to undergo a medical procedure to donate an organ or partial organ to another person shall be granted paid leave, in an amount not to exceed forty (40) working hours per donation, based on the employee's assigned work schedule. Such leave shall be subject to the employee's submission of confirmation by a physician of the need for the leave and length of each absence requested. Such leave shall not be charged against the employee's accrued sick leave, vacation, or compensatory time; however, sick leave, vacation, and/or compensatory time may, at the employee's election, be used to supplement such leave for situations in which the leave extends beyond forty (40) hours. If there is a subsequent medical determination that the employee does not qualify as an organ donor, any of the forty (40) hours of paid leave used by the employee prior to that medical determination shall not be eligible for recovery by the County.

### **Section 7.19 Minnesota Parenting Leave**

(a) Minnesota law (M.S. 181.940-.944) provides employees the opportunity to request and obtain up to twelve (12) weeks unpaid leave for childbirth or adoption without having to exhaust paid sick leave or vacation. To be eligible for Minnesota Parenting Leave, an employee must have been employed by the County in a half-time position (at least forty (40) hours per pay period) for at least twelve (12) consecutive months immediately preceding the request for leave. The employee may determine when the twelve (12) weeks is to begin, provided it is not more than six (6) weeks after the date of birth or adoption (or after the child leaves the hospital if the child remained hospitalized after the mother was discharged). If this type of leave is requested, and if the employee is FMLA-eligible, the time off from work is deemed FMLA leave and will be recorded as such.

### **Social Media Policy**

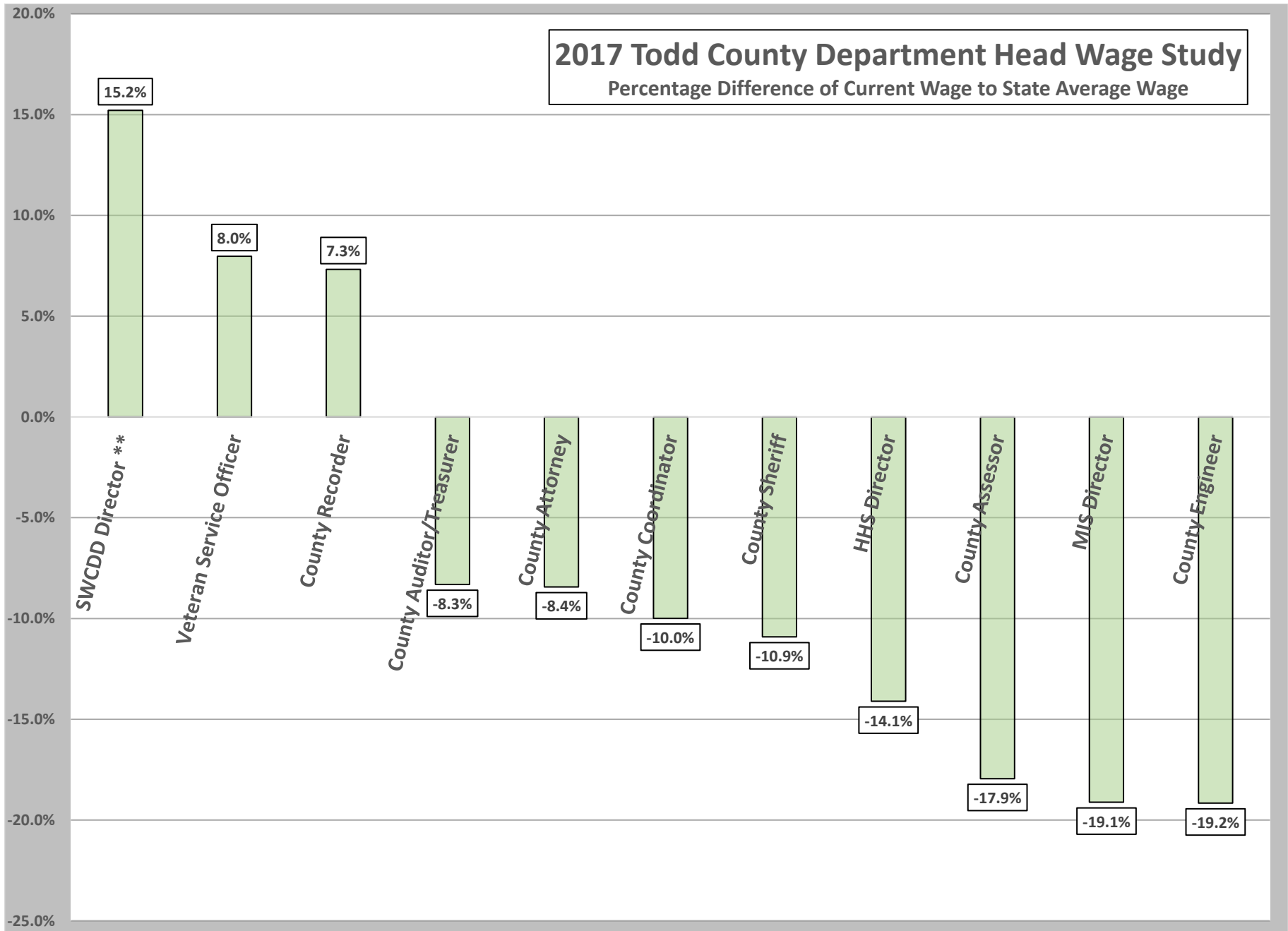
Todd County has an updated and current social media policy. The potential employee handbook would be a logical location to include the policy. It is recommended the social media policy be added as a section of the handbook (See Attached Policy).

### **Conclusion**

The personnel policy for Todd County hasn't been updated in a number of years. Many of the updates are required by law and other recommendations regarding the hiring and recruitment process and in the compensation section are included with the hope of improving internal processes.

## 2017 Todd County Department Head Wage Study

Percentage Difference of Current Wage to State Average Wage



## 2017 Todd County Department Head Wage Study

Department Head	Springsted Grade	2017 Todd County Monthly Salary	State Average Monthly Salary *	Difference (\$)	Difference (%)
SWCDD Director **	16	\$7,068.60	\$6,135.51	\$933.09	15.2%
Veteran Service Officer	11	\$5,440.96	\$5,039.42	\$401.54	8.0%
County Recorder	13	\$6,570.33	\$6,122.02	\$448.32	7.3%
County Auditor/Treasurer	15	\$6,583.33	\$7,180.53	(\$597.19)	-8.3%
County Attorney	18	\$8,583.33	\$9,374.09	(\$790.76)	-8.4%
County Coordinator	16	\$6,964.53	\$7,737.69	(\$773.16)	-10.0%
County Sheriff	18	\$7,188.25	\$8,069.19	(\$880.94)	-10.9%
HHS Director	18	\$8,139.73	\$9,477.02	(\$1,337.29)	-14.1%
County Assessor	15	\$5,837.87	\$7,114.75	(\$1,276.88)	-17.9%
MIS Director	14	\$6,018.13	\$7,440.87	(\$1,422.74)	-19.1%
County Engineer	18	\$7,485.96	\$9,260.55	(\$1,774.59)	-19.2%
* Using AMC Data (2016-2017)			** The data only reflects Planning & Zoning Administrators		

# TODD COUNTY BOARD OF COMMISSIONERS

## A RESOLUTION TO APPROVE UPDATED POLICY REGARDING OFFICIAL COUNTY USE OF SOCIAL MEDIA

On a motion by Kircher and second by Erickson, the following was adopted by unanimous vote:

**WHEREAS**, the Todd County Board of Commissioners adopted a resolution on January 17, 2012, allowing a presence on social media websites to provide an additional method for the County to engage with interested citizens, and;

**WHEREAS**, the Board continues to recognize that social media can be a valuable tool, and an efficient method to not only deliver information to interested citizens but also interact and gain feedback, and;

**WHEREAS**, a change to the current Social Media Policy will allow for an enhanced use of social media and further the goals for delivering information and interacting with citizens.

**NOW, THEREFORE BE IT RESOLVED**, that Todd County Board of Commissioners approve the proposed changes to the current Social Media Policy of Todd County as presented, allowing delivery of information and interacting with citizens, and;

**BE IT FURTHER RESOLVED**, the following policy be adopted as the Social Media Policy of Todd County effective immediately.

### TODD COUNTY SOCIAL MEDIA POLICY

#### I. PURPOSE

To address the fast changing landscape of the Internet and other technology-based social media platforms, as well as the evolving way society communicates, County Departments and Offices may want to utilize social media as a means to reach a broader audience. Todd County encourages the use of Social Media to further the goals of the County and the missions of its departments, when and where use is appropriate.

This document establishes countywide use policies intended to mitigate associated risks from the use of social media technology where possible. This policy applies to all Todd County employees, elected officials, approved volunteers, consultants, service providers and contractors performing business on behalf of the County.

#### II. RESPONSIBILITY

Within the terms of this policy, Department Directors have authority to determine and establish work related social media activity at the department program level. Prior to the use of any and all social media technologies, the Todd County MIS Department shall be notified so as to assist with the procedures intended to mitigate associated risks from the use of the intended site and/or technology. Todd County shall maintain social media procedures related to implementation of this policy and shall update these as needed.

# TODD COUNTY BOARD OF COMMISSIONERS

## III. DEFINITIONS

Social Media is an umbrella term that defines the various activities that integrate technology, social interaction, and content creation. Specifically, social media is defined as websites and applications that enable users to create and share content or to participate in social networking. Every form of social media may not be appropriate for use by County departments.

## IV. POLICY

- A. Department use of social media technology shall conform to this policy as well as all other applicable county policies, protocols, and procedures.
- B. A Department Director's decision to utilize social media shall consider the department's mission and goals, audience, technical capabilities, potential benefits, and potential costs or risks. Department Directors are responsible for determining who is authorized to use social media on behalf of the department, and for designating appropriate access levels.
- C. Department Directors are responsible for establishing and maintaining content posted to social media sites and shall have measures in effect to prevent inappropriate or technically harmful information or links. The same standards, principles, and guidelines that apply to Todd County employees in the performance of their assigned duties apply to employee social media technology usage.
- D. Access to social media networks from within the County's technical infrastructure shall be limited to individuals performing official County business and to departments with sufficient information and technology security controls. Employees are prohibited from unauthorized access to their personal social media sites or conduct of private social communications through the County network.
- E. Departments shall only utilize County approved social media networks for hosting official County social media sites. Approved social media networks are listed under the Addendum section of this policy.
- F. Todd County's website ([www.co.todd.mn.us](http://www.co.todd.mn.us)) will remain the County's primary and predominant Internet presence. Whenever possible, content posted to County of Todd social media sites shall also be made available on the County's primary website. Whenever possible, content posted to the Todd County's social media sites should contain links directing users back to the County's primary website for in-depth information, forms, documents or online services necessary to conduct business with the County of Todd.
- G. Department social media sites shall be created and maintained in accordance with Todd County policies with consistent and identifiable characteristics of an official Todd County site, including the Todd County logo with a link to Todd County's website.
- H. Todd County's social media sites are subject to State of Minnesota public records laws. Any content maintained in a social media format that is related to County business, including a list of subscribers and posted communication, is a public record and subject to a data retention

# TODD COUNTY BOARD OF COMMISSIONERS

schedule.

- I. Departments that use social media are responsible for complying with applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws and information security policies established by Todd County.
- J. Wherever possible, all social media sites used by a Department shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant Responsible Authority as designated by County Board of Commissioners.

## V. DISCIPLINE

- A. The County and its designated officials may monitor content on each of the social media sites to ensure adherence to the Social Media Policy for appropriate use, message and branding consistent with the goals of Todd County.
- B. Violation of this policy may result in the removal of pages from social media outlets. The County retains the authority to remove information without prior notification to the Department or employee.
- C. Employee violation of the Social Media Policy may result in disciplinary action up to and including discharge from employment.

## VI. ADDENDUM

- A. The Todd County Social Media Policy states departments shall only utilize County approved social media networks for hosting official County social media sites.
- B. Social media sites that have been approved are listed below:
  - 1. Facebook
  - 2. Youtube
  - 3. Twitter
- C. Additions to this list require County Board review and approval.

STATE OF MINNESOTA }  
COUNTY OF TODD }

I, Denise Gaida, Todd County Auditor/Treasurer, hereby certify that I have compared the foregoing copy of the resolution of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board at a meeting duly held on October 21, 2014, and that the same is a true and



# TODD COUNTY BOARD OF COMMISSIONERS

correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting. Witness my hand and seal this 21<sup>st</sup> day of October, 2014.

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Denise Gaida, County Auditor/Treasurer