

**THE BOARD OF COUNTY COMMISSIONERS
OF SANTA FE COUNTY
RESOLUTION NO. 2024- 063**

A RESOLUTION

AMENDING RESOLUTION NO. 2012-164, A RESOLUTION ADOPTING THE 2012 SANTA FE COUNTY HUMAN RESOURCES HANDBOOK TO REPLACE THE 2008 SANTA FE COUNTY HUMAN RESOURCES HANDBOOK, TO MODIFY THE SOCIAL MEDIA POLICY, MODIFY PROVISIONS AND PRACTICES GOVERNING SICK LEAVE, AND TO EXPAND THE AVAILABILITY OF EDUCATIONAL LEAVE

WHEREAS, on December 11, 2012, the Board of County Commissioners (“Board”) of Santa Fe County (“County”) adopted Resolution 2012-164, a Resolution Adopting the 2012 Santa Fe County Human Resources Handbook to Replace the 2008 Santa Fe County Human Resources Handbook (“the Handbook”); and

WHEREAS, Section 6.26.7, Social Media, sets forth policies for County employees governing the use of social media; and

WHEREAS, the policies governing use of social media should be updated to more specifically address employee use of social media on behalf of the County; and

WHEREAS, the sick leave incentive program, whereby the County grants certain employees an additional day of annual leave if they have not utilized sick leave in the preceding six months, is no longer in line with the County’s dual objective of encouraging employees to utilize sick leave to focus on their health and recovery when sick and protecting those in the workplace from exposure to communicable illnesses; and

WHEREAS, Handbook Section 10.2.5, Compensation While on Sick Leave, should be modified for those employees no longer receiving the sick leave incentive program so that they have greater flexibility in how they utilize their accrued sick leave by allowing the use of such leave in one minute increments; and

WHEREAS, Handbook Section 10.13.1, governing educational leave, unnecessarily restricts educational leave to those attending in person classes, thereby undermining the County’s effort to encourage employees to continue their education for the benefit of the employee and the County.

NOW, THEREFORE, BE IT RESOLVED by the BCC that the following amendments to the Handbook are hereby adopted:

1. The Handbook, at Section 6.26.7, Social Media, is repealed and replaced with the following:

“6.26.7 SOCIAL MEDIA

6.26.7.1 This section of the Handbook establishes policies and procedures regarding use of Social Media and Social Media Sites on behalf of the County, as a means of conveying

information about the County and its events and activities to its citizens. The section also addresses personal use of Social Media. Although this section governs all County employees, including those working in elected officials' offices, this social media policy does not govern the Social Media Sites of County elected officials or the use of social media by elected officials. When, as part of their work for the County, a County employee is posting on behalf of a County elected official, on that elected official's social media sites, the employee is not bound by this Policy, however they must abide by all other County policies, including applicable social media policies adopted by County elected officials, as well as state and federal laws.

6.26.7.2 Definitions

6.26.7.2.1 "Social Media" means communication on the internet that is accomplished by posting information or content for others to read, comment on, or respond to. It includes, but is not limited to, communicating with others on a web log or blog, an electronic journal or diary, a personal internet website, communicating through a social networking or affinity website, a web bulletin board, chat room, instant messaging site, video or photo sharing site, forums, discussion boards and groups, a wiki or online collaboration site, a blog hosted by a media outlet, geo-spatial tagging, vod and podcasting, micro blog, gaming platforms, or chat rooms.

6.26.7.2.2 "Social Media Sites" means the particular location on the internet where social media communications occur.

6.26.7.3 County Communications Team. Santa Fe County hereby creates the Santa Fe County (County) Communications Team (Team). The County Manager is granted authority to appoint and remove employees from the Team.

6.26.7.3.1 The mission of the Team is to provide fact-based messaging about core services, opportunities for engagement, and emergency news events and provide training to employees and to elected officials. The Communications Team initially consists of the Strategic and Operational Planning Manager, the Media Coordinator, and the Communications Coordinator, and any other individuals the County Manager appoints.

6.26.7.3.2 Only members of the Team, and those employees authorized by the Team to post content and manage Social Media Sites for a County Department (Designee), are authorized to post content to social media on behalf of the County. This system allows the County to speak with a consistent voice and to appropriately review messaging and images.

6.26.7.4 Establishment of County Social Media Sites

6.26.7.4.1 The County operates and maintains its Social Media Sites as a public service to provide information about relevant programs, services, projects, issues, events, and activities.

6.26.7.4.2 The establishment of the County's Social Media Sites is only authorized if approved by the Communications Team.

- 6.26.7.4.3 The County's Department specific accounts and primary Social Media accounts are administered by the Team.
- 6.26.7.4.4 The Communications Team, in coordination with any Department as may be necessary, shall establish guidelines for the use of approved Social Media Sites, including but not limited to the following:
- The purpose of the site, which may include the dissemination of general information about the County or the dissemination of information regarding a specific County Department or County activity, event or project.
 - What County Department will be responsible for monitoring of, and creation of, content on the site.
 - Whether the site should be enabled for public comment. In general, public comment will be turned off for County Social Media Sites.
- 6.26.7.4.5 County Social Media Sites shall contain a hyperlink to this Policy.
- 6.26.7.4.6 The County will strive to have the County Social Media Site link back to the County's public website for forms, documents, online services and other information necessary to conduct business with or utilize the services of the County. The County's website at santafecountynm.gov will remain the County's primary and predominant Internet presence.
- 6.26.7.4.7 Although Departments can contract with outside vendors to create content, including paid Facebook ads, all content shall be reviewed and approved prior to posting by the Team.
- 6.26.7.4.8 Vendors granted access to County social media platforms in order to advertise on behalf of the County must not hide or delete any content. In the event that a vendor removes content from a County social media platform, their access shall be immediately revoked.
- 6.26.7.4.9 The County assumes no liabilities for any inaccuracies its Social Media Sites may contain and does not guarantee that the Social Media Sites will be uninterrupted, permanent or error-free.

6.26.7.5 Use of Social Media by Employees

- 6.26.7.5.1 Employees shall not use social media on behalf of the County unless specifically authorized to do so by the Team. When an employee is so authorized, the employee shall use the social media consistent with the terms of the authorization and this and other applicable Sections of the Handbook.
- 6.26.7.5.2 Likewise, unless authorized in accordance with 6.26.7.3.2 above or the New Mexico Public Employee Bargaining Act, use of County property including computers, wireless technology, cellular phones, smart phones or internet networks for personal social media use is prohibited. Despite the prohibition set forth above, employees may use of the County's Guest Wifi Network during authorized breaks, lunch, and before and after their hours of work, for personal purposes, on personal, non-County, equipment, provided such use does not violate any County policies and complies with state and federal

laws.

6.26.7.5.3 County computers, wireless technology, cellular phones, smart phones, internet networks and other county property are monitored and use of County equipment for an improper purpose, if detected, may result in disciplinary action, up to and including termination.

6.26.7.6 Personal Use of Social Media

6.26.7.6.1 Santa Fe County does not prohibit employees from participating in social media while not at work, nor is the content posted generally a concern of the County.

6.26.7.6.2 Despite the statement in Section 6.26.7.6.1 above, employees shall not use social media to violate County policies, County ordinances, or state or federal law.

6.26.7.6.3 Employees shall not use their personal social media to speak on behalf of the County. To make the distinction between private activity and work activity as clear as possible, in cases where confusion might be created, each employee is encouraged to identify a social media posting as a personal opinion rather than the opinion of the County.

6.26.7.6.4 Employees shall not use their County email address for personal use of social media.

6.26.7.7 Comment Policy

6.26.7.7.1 If the County Social Media Site is enabled for public comment, comments containing any of the following inappropriate forms of content shall not be permitted and are subject to removal and/or restriction:

- Comments unrelated to the topic of the forum;
- Hyperlinks to material that is not directly related to the topic of the forum;
- Pornographic content and/or language;
- Threats of violence or injury to any person, property, or organization.
- Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, sexual orientation, gender, national origin, ancestry, military or veteran's status, physical or mental disability, serious medical condition, gender identity, spousal affiliation, or any other basis protected by federal, state, or local law;
- Content that defames any person or organization;
- Solicitation of commerce, including but not limited to advertising of any business or product for sale;
- Information that may tend to compromise the safety or security of the public or public systems;
- Content that violates a legal ownership interest, such as a copyright, trademark or registered mark of any party;
- Comments in support of or in opposition to political campaigns or ballot measures;

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- Posts or links that contain malicious software (malware) such as viruses, worms, trojans, rootkits, spyware, adware or any other unwanted software; or
- Conduct in violation of any federal, state or local law.

6.26.7.7.2 The Team shall designate those responsible for monitoring for comments in violation of this policy. Employees responsible for monitoring County Social Media Sites will take a screenshot of comments allegedly in violation of this policy and its root post, if applicable, and save under a file name containing the date, name of person making the comment, and the violation. Such employees, in coordination with the County Attorney's Office, will also determine whether or not the content or comment should be removed and whether to block specific users. In no event shall a user be blocked for disagreeing with or providing a contrary opinion or point of view.

6.26.7.7.3 All users of a County Social Media Site are also subject to any third party site's own privacy policy. The County has no control over a third party site's privacy policy page unless otherwise stated.

6.26.7.7.4 A comment posted by a member of the public on the Social Media Site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the County or the Department, nor do such comments necessarily reflect the opinions or policies of the County or the Department.

6.26.7.8 Inspection of Public Records Act

6.26.7.8.1 All posts and comments are public records under the Inspection of Public Records Act (IPRA).

6.26.7.8.2 Any content removed based on this Policy, including the time, date and identity of the poster, when available, must be retained by the Designee in accordance with applicable records retention schedules and records retention policies.

6.26.7.9 Security Compromise. In the event of a security compromise of a County Social Media account, the person who discovers the compromise should:

- Immediately alert the Team.
- The Designee or Team, as applicable, will change relevant passwords to isolate the incident.
- The Designee or Team, as applicable, will archive and remove the compromised content and restore normal site settings and features for each Social Media account affected.
- If possible, a message will be posted on the compromised account(s) alerting the site's audience that an incident occurred and steps are underway to recover the account.
- The Designee or Team, as applicable, will continue to monitor the compromised account.

2. The final sentence of Handbook Section 10.2.5, Compensation While on Sick Leave, is repealed and replaced with the following:

“The sick leave incentive program is no longer in effect, except to the extent set forth in a collective bargaining agreement. Employees who are no longer eligible to participate in the sick leave incentive program may utilize sick leave in one minute increments. All others shall utilize sick leave in half (1/2) hour increments.”

3. Section 10.13.1 of the Handbook, addressing educational leave, is hereby repealed and replaced with the following:

“Educational leave is to be used for in person or virtual class attendance, and travel time to in person classes. It will not be used for study time, homework time, or time needed to leave work and move to a location suitable to attend a virtual class. For employees with access to a computer to perform their job duties, where the use of the computer to attend class will not interfere with County operations, the computer may be utilized at the employee’s worksite to attend a virtual class once educational leave for that purpose has been approved.

Educational leave may be disapproved if the employee’s absence from work during the hours of the class would interfere with County operations, as determined by an employee’s supervisor. Additionally, educational leave may be disapproved on any given day because of any emergency or unusual work condition.

Educational leave must be approved by the requesting employee’s supervisor, Department head or elected official, and the Human Resources and Risk Management Director or designee, utilizing an application process designated by the Human Resources and Risk Management Division Director. Educational leave must be requested prior to the intended time of the requested leave.”

4. The County shall no longer provide a sick leave incentive program.

PASSED, APPROVED, AND ADOPTED THIS 30th DAY OF APRIL, 2024.

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: *Hank Hughes*
Hank Hughes, Chair

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

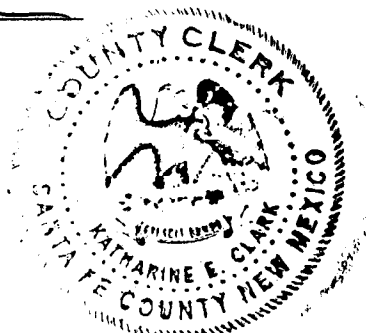
BCC RESOLUTIONS
PAGES: 7

I Hereby Certify That This Instrument Was Filed for
Record On The 7TH Day Of May, 2024 at 11:20:29 AM
And Was Duly Recorded as Instrument # **2033321**
Of The Records Of Santa Fe County

ATTEST:


Katharine E. Clark
Katharine E. Clark
Santa Fe County Clerk

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy *Alvete Garcia* County Clerk, Santa Fe, NM



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APPROVED AS TO FORM:



Jeff Young
County Attorney

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