Proposed Ordinance and addition to handbook

CITY OF\_. \_

EAST MOUNTAIN

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Chapter 2 ADMINISTRATION

**ARTICLE** Ill

**Division 1- GENERALLY**

Sec.2-48 **Social Media Policy:**

WHEREAS, for purposes of this policy "social media" includes, but is not limited to, online forums, biogs and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and lnstagram, etc..

City of East Mountain recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if: it interferes with the employee's work; is used to harass co­ workers, customers or vendors; creates a hostile work environment; or harms the goodwill and reputation of City of East Mountain among the community at large. City of East Mountain encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above.

WHEREAS, no policy or guideline exists, employees are expected to use their best judgment and take the most prudent action possible. If you are uncertain about the appropriateness of a social media posting, check with your supervisor.

1. If your posts on social media mention City of East Mountain, make clear that you are an employee of City of East Mountain and that the views posted are yours alone and do not represent the views of City of East Mountain.
2. Do not mention City of East Mountain Department Heads, employees, customers or vendors, without their express consent.
3. Do not pick fights. If you see a misrepresentation about City of East Mountain, respond respectfully with factual information, not inflammatory comments.
4. Remember, you are responsible for what you write or present on social media. You can be sued by other employees, customers or vendors, and any individual that views your social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. Employees can be subject to disciplinary action, up to and including termination for what they post on social media platforms, even if the employee did not use City computer or if the post did not occur during work hours or on city property.
5. Social media activities should not interfere with your duties at work.
6. All City of East Mountain policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment and code of conduct.
7. Any confidential information that you obtained through your position- at City of East Mountain must be kept confidential and should not be discussed through social media forum.
8. Violation of this policy made lead to discipline up to and including the immediate termination.

The above Ordinance was duly & regularly passes & adopted at City of East Mountain Council meeting held on the\_ of \_, 2024 by the following:

The Honorable Marc Covington Mayor of East Mountain

The Honorable Eugene Brown City of East Mountain

Pro-Tern

The Honorable Richard Lattier City of East Mountain

Councilmember

The Honorable Danny Medlin City of East Mountain Councilmember

The Honorable Stormie Combs City of East Mountain Councilmember

The Honorable Paul Barber City of East Mountain Councilmember

Lisa Stewart City of East Mountain

City Secretary