



Town of Port Deposit, Cecil County, Maryland

Resolution 02-2023

EMPLOYEE MANUAL AMENDMENT

A Resolution by the Mayor and Council of the Town of Port Deposit to adopt an amendment to the Employee Manual, Section 03-07 Social Media Policy.

WHEREAS, the Mayor and Council have adopted an employee manual to establish policies and procedures and set forth the terms and conditions of employment with the Town; and

WHEREAS, the Mayor and Council desire to amend Section 03-07 Social Media Policy in the employee manual; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Town of Port Deposit hereby approve and adopt the following amendments to the Section 03-07 of the Port Deposit Employee Manual (revision/addition – red text and deletions strikethrough text):

03-07 TOWN COMPUTER, it AND SOCIAL MEDIA SITES

This section sets forth the procedures relating to **employee** access **and** use of the Town's computers, email, Internet and network infrastructure as it applies to multi-media, social networking sites, blogs, and wikis for both personal and professional use. Because the world of **computer technology and Social Media** is expanding rapidly, this policy may change without notice. We will provide you with an updated copy if we make changes.

To minimize legal risks to you and to the Town, to avoid loss of productivity and distraction from job performance, and to ensure that the company's IT resources and communications systems are used appropriately as explained below, Port Deposit expects its employees to adhere to the following guidelines and rules regarding **computer, IT and** social media use.

Chapter II, Section 7-1 of the Port Deposit Code and all other policies of the Town that might apply to **computer, IT and** social medial use remain in full force and effect.

General Guidelines.

- **Employees shall receive a copy of Sectio 7-1 Social Media Policy from the Port Deposit Code.**
- Social media should never be used in a way that violates any other Port Deposit policies or employee obligations, including IT system policies, confidentiality and proprietary rights policies, ethics and standards of conduct policies, policies against unlawful harassment or discrimination and privacy policies (including with respect to private password-protected sites of coworkers).
- Social media never be used for any unlawful purpose.

- Social media should never be used to defame or invade the privacy of other people (employees or non-employees of the Town).
- Social media use should never violate any Federal, State or local laws or other ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself).
- Personal use of social media is never permitted on working time by means of Town computers, networks, and other IT resources and communications system.

Employee's Obligations and Responsibilities

- Protect confidential and proprietary *information*: Do not post confidential or privileged *information* about the Town or its employees. Employees must still follow applicable Federal and State requirements. Adhere to all applicable privacy and confidentiality policies including, sexual harassment, and discrimination and employee privacy. Employees who share confidential or privileged *information* do so at the risk of *disciplinary action*, which may include termination.
- Professional expectations and guidelines for interacting with other employees, residents and the media apply. Employees are responsible for anything they post to social media sites, especially as it applies to the Town.
- **Employees representing the Town via Town social media sites must always conduct themselves as a representative of the Town in accordance with all Town laws, regulations and policies.**
- **All Town posts to social media must be posted to the Town's official site(s) before the post may be shared to other social media sites.**
- Employees shall never imply that they are representing or speaking on behalf of the Town, unless they are authorized to do so by the **Town Administrator** or Mayor.
- Do not use the Town Seal or logos for endorsements. Do not use the Town Seal or logos on personal social media sites, or use the Town of Port Deposit name to promote a product, **service**, cause, or political party or candidate.
- Respect and comply with the terms of use of all sites you visit.
- Do not post, re-post or express a viewpoint on another's post, such as by "liking" a Facebook post, if it is offensive, uses ethnic or racial slurs, contains sexist comments, discriminatory comments, profanity, abusive language, obscenity to content that is maliciously false.

Rights of the Town of Port Deposit

- All contents of the Town's IT resources and communications systems are the property of the Town. Therefore, employees should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the Town's electronic information and communications systems. Do not use the Town's IT resources and communications systems for any matter that you desire to be kept private or confidential from the Town.
- The Town owns all social media accounts used on behalf of the Town, including all log-in information, passwords, and content associated with each account, such as followers and contacts, regardless of the employee that opens the account or uses it and will retain such information and content regardless of separation of any employee from employment with the

Town.

- The Town reserves the right to request an employee to remove certain entries that involve the Town, remove inappropriate comments, and request certain subjects be avoided.
- Read, copy, reproduce, print, use, communicate, store, move, archive or destroy, in whole or in part, *information*, messages, files or *data* contained on the computer system or originating there from, whether or not such *information*, messages, files or *data* were created, received or stored by the user with the help of the computer system.
- In order to prevent misuse, the Town reserves the right to monitor access to and use of the computer system by the user using any technical means whatsoever, whether such monitoring is carried out in real or non-real time and whether or not the user is aware of such monitoring. As a condition to accepting employment with the Town, you consent to such monitoring of social media activities, communications, transactions, postings and other social media activities by the Town.
- In order to prevent misuse, the Town reserves the right to intercept and review or record any transmissions, transactions, communications, message, social media postings, activities or work sessions, even if the user is aware or not aware of such monitoring, and without further notice. The Town also may store copies of such data or communications for a period of time after they are created and may delete copies from time to time without notice. As a condition to accepting employment with the Town, you consent to such interception, accessing, recording, storing, disclosing, inspecting, reviewing, retrieving, and printing of social media activities, communications, transactions, work sessions, and postings by the Town.
- Access or open any encrypted, encoded, or password-protected message or file.
- Provide its full cooperation and any evidence required in the course of any investigation carried out by law enforcement personnel, the County's insurers, victim's insurers, or the victim, in regards to any criminal offense or civil fault alleged against the user or a third party in connection with access to or use of the computer system.

If a user fails to comply, in whole or in part, with one or more provisions of this **section or the Public Social Media** Policy, the user may be subject to *disciplinary action* in addition to those imposed by law.

EFFECTIVE DATE: Resolution 02-2023 shall take effect upon adoption by the Mayor and Council.

Adopted by the Mayor and Council this 7 day of MARCH, 2023

Effective Date: 3/7/2023

**RESOLUTION 02-2023
MAYOR AND COUNCIL of the
TOWN of PORT DEPOSIT, MARYLAND**



Robert Kuhs, Mayor

ABSENT

Kevin Brown, Deputy Mayor

ATTEST: 

Town Administrator



Daniel Berlin, Council



Thomas Knight, Council



Wayne Tome Jr., Council