

**RESOLUTION No. 2014-6-17-2**  
**Village of Vinton, Texas**

**A RESOLUTION OF THE CITY COUNCIL OF THE VILLAGE OF VINTON, TEXAS,  
ESTABLISHING AN EMPLOYEE SOCIAL MEDIA POLICY**

**WHEREAS,** the City Council of the Village of Vinton, Texas has created guidelines for the use of the internet, website and social media;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the city of the VILLAGE OF VINTON, TEXAS has established the following personnel policy regarding an employee use of social media.

The purpose of this policy is to regulate the creation and distribution of information concerning the Village of Vinton, its employees and citizens through electronic media, including, but not limited to online forums, instant messaging and internet social media and blogging sites.

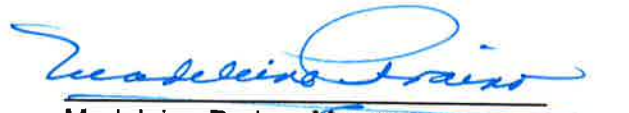
- A. An employee's use of social media, both on and off duty must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the Village of Vinton or violate Village policy. The intent of these standards is to regulate the creation and distribution of information concerning the Village, its employees and citizens through electronic media, including, but limited to online forums, instant messaging and internet social media and blogging.
- B. All related communications through social media outlets shall remain professional in nature. Incomplete, inaccurate, inappropriate, threatening, demeaning, harassing or poorly worded postings may be harmful to other employees, damage employee relationships, create hostile working environments, violate policies or harm the Village's reputation.
- C. Employees are discouraged from discussing information about the Village's employees, citizens, vendors, issues, business, or legal matters without expressed content, in writing, to do so.
- D. The Village reserves the right to monitor employee use of social media sites accessed during work hours on Village equipment. Users shall have no expectation of privacy or confidentiality when using these resources.

- E. Official information, pictures, postings or related Village information is not to be posted on personal sites without legal review and written consent from the Village Administrator.
- F. Employees shall follow these policies when posting information on the internet, regardless if done during or after work hours. This policy encompasses wikis, tweets, social media sites, blogs and online journals and diaries; bulletin boards and chat rooms, micro-blogging and all other social networking sites, instant messaging and the posting of video, as well as Village-operated networks.
- G. The Village reserves the right to access, intercept, monitor and review all information accessed, posted, sent, stored, printed or received through its communication system.
- H. Employees' use of social media, both on and off duty, must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the Village or violate Village policy.
- I. Employees shall not disclose any confidential information concerning other employees of the Village in any internet posting. Posting of confidential information may violate federal and state law and is subject to any disciplinary actions as stated in the Employee Handbook. Employees must abide by all federal and state laws and policies of the Village with regard to information sent through the internet.
- J. If the employee's social networking includes any information related to the Village, the employee must make it clear to the readers that the views expressed are the employee's alone and not reflective of the views of the Village.
- K. Employees are encouraged to act in a manner, both on and off duty, which will not bring to or have a negative impact on the Village. In that regard, the Village encourages employees to use the following guidelines when using social media or networking sites during off hours. Individual supervisors do not have authority to make exceptions to the following guidelines:
  - 1. Respect coworkers and the Village. Do not put anything on personal blogs or post any information or pictures that may defame, embarrass,

insult, demean or damage the reputation of the Village or any of its employees.

2. Do not put anything on personal blogs or post any information or pictures that may constitute violation of the harassment policy. Do not post any pornographic pictures of any type that could identify you as an employee of the Village.
3. Do not post any pictures of yourself or others containing images of the Village uniforms or insignia, Village logos, Village equipment or Village work sites, unless you are posting them on the Village official website as part of your job duties.
4. Do not post information on the internet that could adversely impact the Village and/or an employee of the Village.
5. Do not permit or fail to remove postings violating this policy, even when placed by others on your site or blog. Recognize that postings, even if done off premises and while off duty, could have an adverse effect on the Village's legitimate business interests.

**PASSED, APPROVED AND ADOPTED** on this the   17   day of  June , 2014.

  
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Madeleine Praino, Mayor  
Village of Vinton, Texas

ATTEST:  
  
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Jessica Garza, City Secretary