

CITY OF HUMBLE

RESOLUTION NO. 16-766

A RESOLUTION OF THE CITY OF HUMBLE, TEXAS, CREATING SECTION 4.22 "SOCIAL MEDIA POLICY" OF THE CITY OF HUMBLE PERSONNEL POLICIES.

WHEREAS, the governing body of the City of Humble, Texas deems it a necessity to create Section 4.22 of the Personnel Policies of the City of Humble as follows:

4.22 SOCIAL MEDIA POLICY: In our world today social media is at our fingertips almost everywhere we go. This technology provides a fun and entertaining way to keep in contact with our family, friends and co-workers around the world. For most it has become second nature to use social media as a daily method of communication. We all have the ability to share our thoughts, opinions and ideas with split second timing.

The City of Humble respects our employees' rights to openly express their opinions in their private life. It is necessary to understand that doing so on social media can present some risks and carries with it certain responsibilities. Be aware that if you identify yourself as an employee of the City on social media others may associate your posts with the City. To avoid any unnecessary problems or potential misunderstandings that could occur in your use of social media the City of Humble has prepared some guidelines to assist you.

These guidelines are intended to provide helpful and practical advice for our employees who use social media. This includes both City sponsored social media and personal use as it relates to the City of Humble. Remarks, statements, or opinions, that are illegal, harmful, false, or defamatory toward the City and/or its employees are to be avoided. The same principles and guidelines found in our Personnel Policies Manual are applied to communications through social media. There are a few main points to keep in mind.

- You are solely responsible for what you post online.
- Only authorized personnel may represent the City on social media sites.
- Be sure what you say cannot be interpreted that you are acting as an official spokesperson of the City.
- Use of the City logo or image is prohibited unless the posting is authorized as official City business .
- Photos of the interior of non-public portions of City buildings may not be posted.
- Never share information that the City has designated as confidential in nature.
- Be sure what you say is honest and accurate.
- Be respectful and courteous to City employees, City residents, suppliers, customers or associates of the City.
- If you are using social media with City equipment or devices, there is no expectation of privacy.
- Be aware that postings on "private" equipment or devices does not guarantee that those postings will remain private.
- Regardless of whether using a City computer, personal computer, or any City or personal device, policies such as the City policy on harassment apply when your online statements reference the City or City employees.

Know that the City's rules related to our code of ethics and business practices, confidential information, discrimination and harassment apply when you are off the clock as well. Inappropriate postings that include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Refrain from using social media while on work time or on equipment we provide, unless it is work related as authorized by your supervisor or consistent with our internet usage policy. Never use a City of Humble email address to register on social networks, blogs or other online tools for personal use.

Common sense can go a long way with social media use. If you have a question in your mind about posting something or feel uncomfortable about it in any way it is probably best not to do it.

Lastly, remember the internet never forgets, even deleted posts can be retrieved and shared.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF HUMBLE TEXAS:

Section 1: That the City Council of the City of Humble, Texas does hereby create Section 4.22 of the Personnel Policies of the City of Humble as stated in the preamble of this Resolution.

Section 2: That this created Section shall go into effect immediately on and from the date of passage of this Resolution.

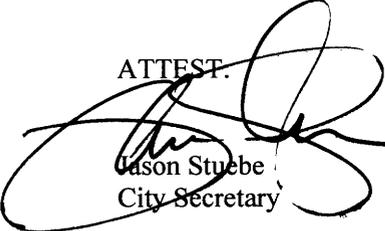
PASSED, APPROVED, AND RESOLVED this the 23rd day of June, 2016.

APPROVED:



Merle Aaron
Mayor

ATTEST.



Jason Stuebe
City Secretary

