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Ohio Valley Employment Resource

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Ohio Valley Employment Resource Policy Letter No. 4-17 (Social Media Policy)

OVER EMPLOYEE USAGE POLICY

I. Purpose

To establish policy to make an employee aware of his/her privacy rights and prohibited conduct with respect to an employees' actions and its impact on the Employer when using social media sites on and off duty. Moreover, this policy is intended to ensure efficient use of employee time and to minimize any distraction from an employee's assigned tasks and duties. It will also allow the Employer to ensure that Employer rules are followed and all employees are treated fair and consistent.

II. Scope

All employees will be subject to and held accountable for any conduct outlined in this Social Media Policy. This policy works in conjunction with other related personnel policies and procedures.

III. Consent

An employee's use of such technology constitutes consent to being monitored by the Employer.

IV. Definition

Social Media refers to the use of websites such as, but not limited to, Facebook, Twitter, Snapchat, Instagram and LinkedIn. For purposes of this policy, Blogs and other internet forums of communication will also be referenced. Nothing in this policy is meant to prohibit access to any website or Blog which may be work-related.

V. Policy

- I. On Duty Conduct — While at work, an employee may only access social networking websites, Blogs and/or other internet forums of communication during non-working time. This includes access from a personal mobile device (E.g., Blackberry device, Smartphone, iPhone, etc.) during an employee's hours of work. Employees found to have violated this policy may be subject to discipline up to and including termination.
2. On/Off Duty Conduct — An employee enjoys no expectation of privacy to information posted into cyberspace even while off duty. This includes anything posted to a social networking website, Blog, or other similar internet forum of communication. Although information may be posted to a "private" webpage, the employee should be aware this information can still be accessed by the public and other sources in a number of ways. Because of this, an employee needs to use "common-sense" when posting comments, photos, opinions, or any other information related to his or her

employment. By no means is this policy meant to infringe upon an individual's First Amendment rights, however, the employee should be aware that anything that reflects negatively on the Employer or its mission may be used as grounds for discipline up to and including termination. Examples of prohibited conduct include, but are not limited to, the following:

- a. Posting pictures, videos, or comments that are insubordinate with respect to the employee's employment;
 - b. Posting pictures, videos, or comments that constitute or could be construed as unlawful behavior;
 - c. Knowingly or recklessly posting false information about the Employer, supervisors, coworkers, public officials, or those who have a relationship with the Employer. This also includes disparagement of a fictitious character or computer-generated likeness that resembles the above.
 - d. Posting, transmitting, or disseminating any pictures or videos of official training, activities, or work-related assignments without the express permission of a supervisor.
 - e. Posting pictures, videos, or comments that are sexual, violent, offensive, harassing, or pornographic in nature along with any reference to the Employer or individual 's employment.
3. Employees shall not imply they are speaking on behalf of the Employer and shall include a disclaimer when speaking on certain matters affecting the Employer or the employee's employment.
 4. Confidential Information — An employee shall not disclose any work-related confidential or proprietary information on any social networking website, Blog, or other internet forum of communication. This can include information that may eventually be obtained through a valid public record's request.
 5. Employees found to have violated any part of this policy may be subject to discipline up to and including termination.
 6. Any deviation from the above policy shall be approved by the Employer.
 7. Any questions regarding the policy should be directed to the employee's immediate supervisor.

All employee computer activity must adhere to the guidelines above.

VI. Additional Guidelines

Extreme care, discretion and planning must be exercised by staff using social media to communicate on behalf of the agency, program or unit. Material posted online is not private; search engines can turn up posts years after they are created, posts can be easily forwarded or copied, and posts can become widely known and may reflect on both the individual posting the material and the agency. All material posted to social media accounts should be viewed as though it were a response to a news media request that will be shared with the general public. If the material or comment being considered for online posting is not something that would be shared with the general public or news media, then it should not be posted. Any individual who is uncertain about whether material should be posted should contact his/her supervisor.

Communication via agency-related social media accounts is a public record. This means that both the posts themselves and any feedback by other employees or non-employees, including citizens, will become part of the public record.

Employee has reviewed and agrees

Date