CITY OF SAGINAW RESOLUTION NO. 2021-07

A RESOLUTION OF THE CITY OF SAGINAW, TEXAS, ADOPTING AMENDMENTS TO THE PERSONNEL POLICIES MANUAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Saginaw, Texas, is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council previously adopted a Personnel Policies Manual establishing sound personnel practices for the City; and

WHEREAS, the City Council desires to amend the Personnel Policies Manual;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAGINAW, THAT:

1. The recitals set forth above are true and correct and are hereby incorporated into this Resolution as if set forth verbatim herein.

2. The City Council hereby approves and adopts the attached amendments to the Personnel Policies Manual for the City of Saginaw.

PASSED, APPROVED AND EFFECTIVE THIS ____ DAY OF _____, 2021.

APPROVED: _____
Todd Flippo, Mayor

ATTEST: _____
Janice England, City Secretary

APROVED AS TO FORM AND LEGALITY:

_____
Bryn Meredith, City Attorney

The following is added as section 6.22 of the Personnel Policies Manual

Personal Use of Social Media

(a) "Social Media" includes various forms of discussion and information sharing tools including social networking, blogs, video sharing, podcasts, wikis, message boards and online forums. Technologies include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing, to name a few. Examples of Social Media applications include, but are not limited to, Google and Yahoo Groups, Wikipedia, Facebook, YouTube, Twitter, LinkedIn, and blogging.

(b) City time and equipment should not be used for updating social media sites, including updating personal pages or profiles. Time spent on social media sites should be limited in the same manner as time spent on the telephone or internet when conducting personal business.

(c) If the employee's personal social media includes any information related to the City, the employee shall make clear to the readers that the views expressed are the employee's alone and not reflective of the views of the City.

(d) Employees are expected to act responsibly on and off duty, and to exercise good judgment when using social media. Employees should be aware that postings on social media sites, even if done off premises and while off duty, could have an adverse effect on the City's legitimate business interests.

(e) Employees may not use the City's logo, letterhead or other identifying material including pictures of themselves or co-workers wearing or displaying the City's logo.

(f) Employees are expected to refrain from posting on personal social media sites information that may constitute a violation of these policies, even if the posting is made off premises and while off duty. In addition, employees shall not post pornographic pictures of any type that could identify them as an employee of the City.

(g) Employees are expected to remove postings violating this policy, even when placed by others on a personal social media site.