



**EMPLOYEE
HANDBOOK**

CITY OF OREM
EST. ★ 1919

Human Resources
801-229-7186



10. The guidelines described above should be displayed to users or made available by hyperlink. A copy of any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.
11. The City reserves the right to restrict or remove any content that is deemed to be in violation of this social media policy or any applicable law.
12. If any City department desires to use any social media tool, such use must be approved by the City Manager or designee.
13. All content created or posted on a City social media site as well as all City profile and home pages shall belong to the City.

1.9.2. Employee Personal Use of Social Media

Because personal communications of employees may reflect on the City, especially if employees are commenting on City business, supervisors or City policies, and because information posted by employees on social media sites or the internet may be spread to large audiences without the employee's knowledge or permission, the City has an interest in regulating employees' personal use of social media. Employees who are known as such may be seen by citizens as representatives of the City and such employees' activities on social media networks may reflect upon the City.

Therefore, with respect to their personal use of social media, all employees shall:

1. Comply with all privacy protection laws, e.g. GRAMA, HIPAA, and protect sensitive and confidential City information.
2. Not use the City logo or trademarks on the employee's social media networks unless approved to do so by the City Manager. Employees shall follow all copyright laws.
3. Not make disparaging comments about the workplace, City policies, supervisors, co-workers, citizens, customers or other persons associated with the City.
4. Not use personal social media channels for internal business communications or disagreements among fellow employees. It is fine for employees to disagree, but employees should not use external blogs or other online social media channels to air their differences publicly.
5. Not discuss or comment on City business or information that has not yet been made public such as unannounced strategies or projects, potential property acquisitions or divestitures, legal or regulatory matters affecting the City and other similar subjects that could negatively affect the City. If an employee is uncertain about the sensitivity of a particular subject, the employee should seek advice from the employee's division manager or the City's legal department before talking about it or simply refrain from the conversation.
6. Refrain from sharing anything via social media channels that violates the right to privacy of an employee, customer or other person with whom the City does business. Examples of social media disclosures that may compromise the right to privacy include, but are not limited to, pictures, video or audio recorded and shared through social media channels without the permission of any single person featured, or the public disclosure of private facts or the disclosure of information gained through unreasonable intrusion. A violation of the right to privacy under this section shall be enforced on a complaint basis. An employee who receives a complaint or a request to remove a picture, video or audio featuring another person, shall promptly remove such content. An employee shall not be subject to discipline under this section unless the employee fails to promptly remove such content or unless the employee acted maliciously in the posting of content featuring another person.
7. Not post any information to any blog, social networking site, or other public internet site, that would discredit or disparage the City.

8. Any employee who identifies himself/herself as a City employee on a social media site either directly (by stating occupation or place of employment) or indirectly (by posting a photo of the employee in a City uniform or in clothing with a City logo), or whose affiliation with the City is known or can readily be inferred shall with regard to their activities on social media:
 - a. Not use ethnic slurs, profanity, or statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or any protected class of individuals.
 - b. Not post any material or engage in any speech containing obscene or sexually explicit language, images, or acts.
9. Nothing herein shall be construed to prevent an employee from speaking out on matters of public concern provided that the employee's interest in making the communication outweighs the City's interest as an employer in preventing the communication. Examples of situations where the City's interest in preventing an employee communication may outweigh the employee's interest in making the communication include, but are not limited to, situations where the speech could (1) impair discipline by superiors or harmony among co-workers, (2) have a detrimental impact on close working relationships for which personal loyalty and confidence are necessary, (3) impede the performance of the speaker's duties, (4) interfere with the regular operation of City business or (5) undermine public confidence in the City where public confidence is important to the successful accomplishment of the City's mission.

1.10. Cell Phone Use

POLICY

Cell phones are provided to select employees upon approval of the Department Director to enhance communications, improve efficiency and facilitate emergency management operations.

PURPOSE

To maximize the ethical use of cell phones as a business tool.

The City will generally provide for cell phones usage as follows:

The City will provide a cell phone for use by certain employees, based on need as determined by the Department Director. The IT Division Manager will manage City-wide cell phone plans and negotiate the best possible rates and plans with existing cell phone service providers. This will be periodically reviewed to determine that the City is getting the best value possible. In order to keep elected officials, executive staff, and selected senior management in contact with the City 24-7 and to avoid roaming charges, the City will provide a phone with standardized nation-wide calling plans, texting and data capability. All other employees who need a cell phone in the course of their work for the City will be provided a phone and plan conducive to the demands of the job.

1.10.1. Cell Phones and Driving

Employees are to not use cell phones or other wireless devices while driving a vehicle unless they are using a hands free device. This is in accordance with Section 41-6a-1716 Utah Code Annotated, as amended.

1.10.2. Fees for Using City Cell Phone for Personal Calls

1. Employees may use their City cell phones for routine personal usage as long as there is not increased cost to the City. Employees who use cell phones for personal calls will be charged \$10.00 per month. Employees who use cell phones for personal calls and texts will be charged \$15.00 per month. Employees who use their phones for personal calls, texts and personal access to data services on their City phone will be charged \$20.00 per month.