

VI. EMPLOYEE CONDUCT

J. SOCIAL MEDIA USAGE

Employees representing the city via social media outlets must conduct themselves at all times as representatives of the City of Lawrence and in accordance with all Human Resource policies, including the social media policy. Employees shall not disclose information about confidential city business on either the city's social media sites or their personal social media sites. See Attachment AA.

City policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities while conducting city business. Use of your city email address and/or communicating in your official capacity will constitute conducting city business.

All online activity using city hardware and/or software is subject to the city's Computer, Email and Internet Use policy and other policies found in this handbook.

Updating and posting to the city's social media sites must be done through the employee's city email account and completed as part of their existing job duties; appropriate Internet permissions will be granted to specific staff that have been designated as the department's Social Media Developer.

Any participants on the city's official social media sites that repeatedly violate the posting/commenting guidelines may be permanently removed from the city's site.

If applicable, disciplinary action may be taken, up to and including termination of employment for misuse of postings. See **attachment AA** for additional guidelines regarding social media usage.