

717 Employee Use of Social Media

Effective date: 8-22-22

PURPOSE

The purpose of this policy is to address Holiday Island Suburban Improvement District (HISID) employees' use of personal social media accounts during and after working hours. HISID respects the legal rights of its employees to use their own devices and time to express their opinions through social media, but HISID also must remind employees that their obligations as an employee do not always end at the end of the workday.

PROVISIONS

1. Generally, what a HISID employee does on their own time is their own business. Employees may choose to personally subscribe to and participate in social networking sites. These accounts must remain personal in nature and should be used to share personal opinions and commentary unrelated to HISID. This helps ensure a distinction between sharing personal views and the views of HISID. If an employee publishes any content on a website or social media that is related to HISID matters, then the employee should provide a clear delineation between the publicly posted views of the individual as a citizen by using a disclaimer such as, *"The views expressed on this site (or post) are my own and do not necessarily represent HISID's positions, strategies or opinions."*
2. Employees are encouraged to use common sense when using social media sites. Employees should remember that whatever is written online will likely be made public, may continue to be public for a long time, and may spread to a larger audience. HISID employees should not have an expectation of privacy when making social media comments or posts about matters that could affect HISID's reputation, credibility, or undermine public confidence in HISID, the Board of Commissioners, or any HISID employee.
3. Employees are free to express themselves as private citizens on social media sites to the degree that their speech does not substantially impair or impede the performance of their duties, such as misrepresenting any HISID issue or position, revealing confidential information gained from their position with the HISID, or implying that they are authorized to speak on behalf of HISID when they are not.
4. Personal content is personal until it mentions HISID, at which time the content is subject to review and consideration by the HISID District Manager. If a HISID employee's social media use does not conform to this policy or other HISID policies, HISID may investigate those policy violations and take corrective action up to and including dismissal. Prohibited content includes disparaging or false remarks about HISID, the Board of Commissioners, any HISID employee, or content that tends to undermine public confidence in HISID, content which contains private personnel information or other confidential HISID information, or content that is violent, sexually-explicit, drug-related, discriminatory, inflammatory, or unlawful.
5. HISID expects its employees to be truthful, courteous, and respectful toward supervisors, co-workers, citizens, customers, and other persons associated with the HISID or any members of the public whom HISID serves. Employees shall not use social media to harass, threaten, discriminate or disparage any HISID employees or anyone associated with or doing business with HISID. Employees shall avoid posts containing content that is regarded as bullying, threatening violence, or has the effect of harming, insulting, degrading or defaming others, or contains content that is false and such false information

would be harmful to the reputation of HISID, the Board of Commissioners, or any HISID employee, or any person affiliated with HISID.

6. Employees utilizing social media for personal use shall not use the HISID logo nor should they use HISID's name to promote or endorse any product, cause, or political candidate.

SOCIAL MEDIA USE DURING WORK HOURS

HISID employees are permitted incidental and occasional personal use of social media during work hours, provided the use is limited in duration and does not have a detrimental effect on productivity, as determined by the employee's supervisor. HISID employees are expected to comply with all HISID policies when using personal social media accounts during work hours or while using HISID equipment or systems enabled or supported by the HISID. HISID employees have no right to privacy or confidentiality when accessing social media or personal social media accounts by means of HISID information systems or HISID equipment.

FREE SPEECH

Nothing in this policy is meant to prohibit employees from using social media to discuss their hours, wages, and conditions of employment whenever such statements are factual. HISID shall not interfere with employees' rights to engage in protected concerted activity or infringe upon state or federal constitutional rights.