

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Personal Blogs and Online Posts	E-9	June 11, 2010	

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AMS

1.0 Purpose

To recognize that some of our employees may choose to express themselves by posting personal information on the Internet through personal websites, blogs, or chat rooms, by uploading content, or by making comments at other websites or blogs. We value our employees' creativity and honor your interest in engaging in these forms of personal expression on your own time, should you choose to do so. However, problems can arise when a personal posting identifies or appears to be associated with the City of Wilson or when a personal posting is used in ways that violate the City of Wilson's rights or the rights of other employees.

2.0 Policy

2.1 No Posting Using Company Resources

2.1.1 You may not use City of Wilson resources to create or maintain a personal blog or a personal website, or to upload content or make personal postings online, nor may you do so on City of Wilson time.

2.2 Guidelines for Online Posting

2.2.1 You are legally responsible for content you post to the Internet, in a blog or otherwise. You may be held personally liable for defaming others, revealing confidential or proprietary information, among other things. All of our City of Wilson policies apply to anything you write in a personal blog, post to the Internet, or upload to the Internet. This means, for example, that you may not use personal postings to harass or threaten other employees or reveal City of Wilson confidential information. Embarrassing or unkind comments about other City of Wilson employees, customers, or citizens are also inappropriate. If, in the process of making a personal post or upload on the Internet, you identify yourself as an employee of the City of Wilson, whether by explicit statement or by implication, you must clearly state that the views expressed in your post, or at your blog or website, are your own, and do not reflect the views of the City of Wilson. You may not use City of Wilson, logos, or other images, nor may you make false or misleading statements about the City of Wilson philosophy, services, opinions, or affiliations with other organizations. If you have any concerns about the confidentiality or propriety of something you would like to post, check with your manager first. Please keep in mind that your personal postings will be read not only by your friends and family, but possibly by your coworkers and bosses, as well as our City of Wilson customers, citizens, and other organizations.