

December 9, 2014

Mayor Jane W. Dawkins	P
Commissioner Paul Don King	P
Commissioner Ronnie Lancaster	P
Commissioner Jeff Powers	P
Commissioner Jimmy Wigfall	P

The Board of Mayor and City Commissioners met in a Regular City Meeting on Tuesday, December 9, 2014.

A **Motion** was made by Commissioner Lancaster, seconded by Commissioner Powers, to approve the minutes of the November 11, 2014 meeting. Five voted aye.

A **Motion** was made by Commissioner Powers, seconded by Commissioner Wigfall, to approve the minutes of the November 18, 2014 meeting. Five voted aye.

A **Motion** was made by Mayor Dawkins, seconded by Commissioner Lancaster, to elect Commissioner Wigfall as Vice-Mayor. Roll call vote: Commissioner Lancaster yes, Commissioner Powers yes, Commissioner King yes, Mayor Dawkins yes.

A **Motion** was made by Commissioner Wigfall, seconded by Mayor Dawkins, to hire Wendy Barrett as an independent contractor to coordinate events for the Princess Theater on a 6 month trial basis. Five voted aye.

A **Motion** was made by Commissioner Powers (not to exceed \$3,000), seconded by Commissioner Wigfall, to hire three (3) people to help with the Winter Basketball League at SPES. Five voted aye.

A **Motion** was made by Commissioner Wigfall, seconded Commissioner Lancaster, to make a \$3,000 donation to the American Legion. Five voted aye.

A **Motion** to pass **Resolution #949** (A Resolution of the Board of Mayor and Commissioners of the City of South Pittsburg, TN, to Adopt a Social Networking Policy for the City) was made by Commissioner Powers, seconded by Commissioner Wigfall. Roll call vote: Commissioner Lancaster yes, Commissioner Wigfall yes, Commissioner Powers yes, Commissioner King no, Mayor Dawkins yes.

A **Motion** was made by Commissioner Lancaster, seconded by Commissioner Wigfall, to accept the engineer agreement regarding Raulstontown Road between the City of South Pittsburg and Stantec. Five voted aye.

A **Motion** to adjourn the meeting was made by Commissioner Wigfall, seconded by Commissioner Powers. Five voted aye.

Respectfully submitted,

Mayor Jane W. Dawkins
Diane Beavers, City Recorder

**CITY OF SOUTH PITTSBURG, TENNESSEE
RESOLUTION # 949**

**A RESOLUTION OF THE BOARD OF MAYOR AND
COMMISSIONERS OF THE CITY OF SOUTH PITTSBURG,
TENNESSEE TO ADOPT A SOCIAL NETWORKING POLICY FOR
THE CITY**

WHEREAS, the prevalence of online social media has made personal expression on public or semi-public web sites commonplace; and

WHEREAS, the free speech rights afforded by the United States and Tennessee Constitutions are of utmost importance to the City of South Pittsburg, its officials, employees, and volunteers; and

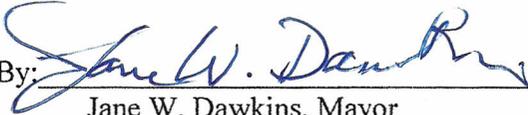
WHEREAS, the City has an interest in cultivating and maintaining a positive presence on the Internet.

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Commissioners of the City of South Pittsburg, Tennessee that the Social Networking Policy attached hereto and incorporated herein by reference is hereby approved and adopted.

This Resolution will take effect immediately upon its passage as required by law, the public welfare requiring it.

ADOPTED this 9th day of December, 2014.

THE CITY OF SOUTH PITTSBURG, TENNESSEE

By: 
Jane W. Dawkins, Mayor

ATTESTED:


Diane Beavers, City Recorder

DATE PASSED: December 9, 2014

Social Networking Policy of The City of South Pittsburg, Tennessee

1. Overview

This City of South Pittsburg, Tennessee (the "City") social networking policy establishes rules and guidelines for City-authorized and personal social networking that could impact City operations.

Social networks are online services, platforms, or websites that focus on building networks among people who share interests, activities, backgrounds, or real-life connections. Social networking technology includes but is not limited to video, blog, or wiki postings, forum discussions, websites such as Facebook, Twitter, LinkedIn, Pinterest, and other forms of online journals and newsletters.

2. Purpose

The City recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social networking technology. However, use of social media by employees and volunteers can pose risks to the City's confidential and proprietary information and reputation, can expose the City to discrimination and harassment claims, and can jeopardize the City's compliance with Government rules and laws.

To minimize these legal risks, to avoid loss of productivity and distraction from employees' job performance, and to ensure that the City's IT resources and communications systems are used appropriately as explained below, the City expects its employees and volunteers to adhere to the following guidelines and rules regarding use of social media.

3. Scope

This policy applies to all City elected officials, appointed board members, employees (whether fulltime or part-time), volunteers, vendors and contractors, and governs the use of social networking technologies.

4. Policies

4.1 General Provisions

Social media should never be used in a way that violates any other City policies or employee obligations. If your social media activity would violate any of the City's policies in another forum, it will also violate them in an online forum. For example, employees and volunteers are prohibited from using social media to:

- Violate the City's IT resources and communications systems policies.
- Violate the City's confidentiality and proprietary rights policies.
- Circumvent the City's ethics and standards of conduct policies.
- Engage in unlawful harassment or discrimination against current employees, applicants for employment, or volunteers.

- Violate the City's privacy policies (for example, never access private password-protected sites of co-workers).
- Violate any other laws or ethical standards.

Therefore, unless specifically instructed, employees and/or volunteers are not authorized to speak on behalf of the City on social networks. Employees and/or volunteers may not publicly discuss information about other employees and/or volunteers not approved for public communication. Employees are expected to protect the privacy of the City's employees and volunteers, and their families and are prohibited from disclosing protected health information (PHI).

4.2 Acceptable Use

The goal of social networking is to become a part of the industry conversation and promote sharing of ideas and the exchange of information. Authorized social networking is used to convey information about City services, promote and raise awareness of the City's activities, communicate with employees and respond to breaking news.

The following rules and guidelines apply to social networking and are deemed acceptable when authorized by the City and done on City time.

1. Only authorized employees can prepare, post or modify content for the City's networking posts and entries.
2. Authorized employees are limited to the City's approved forms of social networking and must use practice approved user accounts when participating in social networking activities on behalf of the City. Content must be relevant, add value, and meet the specified goals and objectives developed by the City. If uncertain about any information, material or conversation, discuss the content with the City Administrator.
3. Any copyrighted information where written reprint permission has not been obtained in advance cannot be posted through social networking mediums.
4. ALL departments are responsible for ensuring all social networking activity complies with the City's written policies.
5. The City expects all affiliates (including vendors, contractors, and volunteers, including but not limited to fire department volunteers and police auxiliary officers) conducting business on behalf of the City to abide by all rules and guidelines of this policy.
6. Copies of all posts to social media will be kept in accordance with the established procedures for maintaining copies of public notices, marketing materials and advertisements.

4.3 Personal Use

The City respects the right of employees and volunteers to use social networking sites and does not discourage employees or volunteers from self-publishing and self-expression. Employees and volunteers are, however, expected to follow the guidelines and policies set forth below and to distinguish between personal and City communications.

1. Employees and volunteers are responsible for their commentary on social networking sites. Individuals can be held personally liable for commentary that is defamatory, obscene, harassing, discriminatory or libelous by any offended party, not just the City.

2. Do not post anything that the City's Board of Mayor and Commissioners, suppliers or vendors would find offensive, such as ethnic slurs, sexist comments, discriminatory comments, insults or obscenity.
3. Employees and volunteers cannot use City-owned equipment, including computers, practice-licensed software or other electronic equipment, nor facilities or City time, to conduct personal blogging or social networking activities.
4. If you choose to identify yourself as a City employee or volunteer, please understand that some readers may view you as a spokesperson for the City. Because of this possibility, you should state that your expressed views are your own and not those of the City, nor of any person or organization affiliated or doing business with the City.
5. Employees and volunteers cannot post privileged information, including, but not limited to, copyrighted information or protected health information.
6. Employees and volunteers cannot link from a personal social networking site to the City's internal or external web site.

5. Employee Privacy and Employer Monitoring

Do not use the City's IT resources and communications systems for any matter that you desire to be kept private or confidential from the City.

All contents of the City's IT resources and communications systems are the property of the City. Therefore, employees and volunteers should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the City's electronic information and communications systems.

You are expressly advised that in order to prevent misuse, **The City reserves the right to monitor, intercept and review, without further notice, every employee's or volunteer's activities using the City's IT resources and communications systems, including but not limited to social media postings and activities, and you consent to such monitoring by your acknowledgment of this policy and your use of such resources and systems.** This right might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The City also may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

6. Change Management

This document will be reviewed periodically to ensure correctness and relevance to the City's needs and objectives and to remain current with changing statutes and regulations. All changes made to this document will be announced to employees and volunteers via e-mail or other communication channels.

7. Enforcement

The City requires employees and volunteers to report any violations or possible or perceived violations of this policy to supervisors or the City Administrator. The City investigates and responds to all reports of violations of the social networking policy and other related policies. Violation of this policy may result in disciplinary action, including termination of employment, by the City depending upon the type and severity of the violation, whether it causes any liability or loss to the City, and/or the presence of repeated violation(s).

8. Acknowledgment of Social Networking Policy

This form is used to acknowledge receipt of and compliance with the City's social networking policy.

Procedure

Complete the following steps:

1. Read the Social Networking policy; if necessary, contact the City Administrator for clarification of policies;
2. Sign and date in the spaces provided below; and
3. Return a signed copy of this page only to Diane Beavers, City Recorder.

Acceptance/Signature

By signing below, I agree to the following terms:

1. I have received and read a copy of the City of South Pittsburg's Social Networking Policy and understand the same;
2. By signing this form, I agree to abide by the rules and guidelines set forth in the policy; and
3. I agree that, if I terminate employment or cease volunteer services with the City for any reason, I shall immediately stop all City-related Social Networking activities, including access to and use of the City's social networking sites and accounts.

Official/Employee/ Volunteer signature:	
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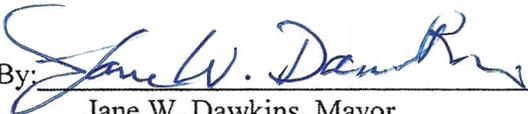
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By: 
Jane W. Dawkins, Mayor

ATTESTED:


Diane Beavers, City Recorder

DATE PASSED: December 9, 2014

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