



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

City of Scranton Social Media Policy

Employees covered by a collective bargaining agreement shall refer to their contract for provisions that are contrary to this Handbook

1. The following rules shall apply to all forms of electronic communications and social media that are accessed on or from the city premises or accessed using a city commuter or electronic device.
2. For the purpose of this policy, social media shall include all means of communicating or posting information of any kind on the Internet, including web sites, blogs, bulletin boards or chatrooms, and networking sites. This includes but is not limited to, LinkedIn, Facebook, Twitter, Snapchat, Tiktok, Instagram, Reddit, YouTube, WhatsApp, Ask.fm, Tumblr, and Flickr. The following list is not all inclusive and the City of Scranton reserves the right to add/change rules as necessary.
 - a.) Electronic communications and social media shall not use in a manner that would be discriminatory, harassing or obscene or for any other purpose that is illegal, against the City policy, or not in the best interest of the City of Scranton and its citizens.
 - b.) Personal use of social media on city time is prohibited.
 - c.) All electronic information created by any employee on company premises or transmitted on company property by electronic communication is the property of the City of Scranton.
 - d.) Electronic devices provided by the city are for official city use only.
 - e. Email signature lines should contain appropriate business information only.
 - f.) Personal passwords may be used for security purposes, but the use of a personal password does not affect the company's ownership of the electronic information.
 - g.) The City of Scranton reserves the right to access and review all electronic files, messages and any form of electronic communication as necessary to ensure that no misuse or violation of City policy or law occurs. All such information may be used and/or disclosed to others, in accordance with business needs and the law.
 - h.) Employees are not permitted to access electronic communications of others unless directed to do so by a supervisor.
 - e.) Employees who use electronic communications as outlined in this policy are required to still adhere to confidentiality. These communication tools should not be used for communicating confidential or sensitive information.

Employee Name and Signature: _____

Date: _____