
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Use of Personal Social Media
POLICY NUMBER: 7227

7227.1 Employees, District Board of Trustees, and volunteers should not post videos or images of duties and/or tasks performed or private property visited in the course of your employment without prior approval of District Manager.

7227.2 Employees must maintain the confidentiality of Butte County Mosquito Vector District private or confidential information. Such information includes, but is not limited to, information regarding the development of systems, processes, products, and personnel records. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

7227.3 District employees may access personal social media on their own devices during assigned breaks and lunch periods only, while on duty.

7227.4 District employees shall not use District equipment such as District network/server, cellular phone, computer, laptop, etc. to access personal social media.

7227.5 District employees shall not use a District email address when using social media in personal capacities. For example, do not create a personal social media account using your @buttemosquito.com email address.

7227.6 Use of your personal social media accounts may affect the workplace and create cause for disciplinary action and/or termination. Statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, employees, associates or suppliers, might constitute harassment. Examples of such conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or District policy.

7227.7 Nothing in this Policy is meant to prevent an employee, District Board of Trustees, or volunteer from exercising his or her right to make a complaint of discrimination or other workplace misconduct, or to express an opinion on a matter of public concern.

7227.8 Effective January 1, 2021, the Brown Act authorizes individual Board Members to engage in conversations with the public on an “internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the legislative body.” Board Members, however, are not authorized to use social media to discuss among themselves business within the subject matter jurisdiction of the legislative body. Additionally, Board Members are prohibited from responding directly to any post and/or comment that is made, posted, or shared by any other Board/Council Member of the same legislative body.

7227.9 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District’s Use of Personal Social Media policy. This signed copy will be

retained in the employees personnel file as receipt of acknowledgement.

Date

Signature

Print name here