

4.1.14 – Social Media Policies regarding staff use

SOCIAL MEDIA AND PERSONAL TECHNOLOGY AT WORK

- Only staff authorized may post information about New Bern Parks and Recreation on the Department social media site.
- While at work, refrain from engaging in the use of social media. Please do this on your own time.
- Do NOT post any commentary about work related issues on social media unless you are sharing a post from the Department's authorized sites. *Example: During a storm, do not post flood photos/videos and commentary that are work related.*
- Do NOT read e-books, play games, take extended personal phone calls, engage in personal text messaging during work hours or use other means of personal technology products. You have plenty of time for these activities on your own time.
- On City time, these actions are NOT ALLOWED.
- Background music (*appropriate – no profanity*) may be kept to a minimum if you are not disrupting the workplace.
- Remember, you are here to WORK. Make wise use of your time. If you feel you do not have enough work to do, please inform your supervisor immediately.

Excerpt from New Bern Parks and Recreation Staff Handbook (June 1, 2020)