

- Disclosing Confidential Township Information, unless expressly authorized.
- Vandalizing data of another user, including uploading or creating of computer viruses.

Social Media

There are many tools available today that enable people to publish and share content on the public Internet. These include social media networking sites such as Facebook, Twitter, Yelp, YouTube and foursquare subscription services such as Angie's List, as well as blogs, blog comments, forum posts, wikis, and other similar sites.

The Township respects the right of its employees to use social media sites and other parts of the public Internet as a medium of self-expression, communication, and public conversation using their own equipment and on their own time.

However, employees should keep in mind that their postings can affect how the general public perceives the Township. The Township has the right to monitor all public postings and employees should have no expectation of privacy while using the public Internet, even on their own personal time, and even when using their own personal equipment. Employees' public postings on social media and other Internet sites can be viewed by anyone, including the Township's management.

The following guidelines apply to all use of social media or the public Internet by Township employees, even when on their own personal time and on their own personal equipment:

- Use good judgment. Remember that what you post may be seen by far more people than you might have intended.
- Do not disclose Confidential Township Information (defined above).
- Employees are free to identify themselves as Township employee if they wish. However, they should state that their views are their own, and do not reflect those of the Township administration. Do not speak, or appear to speak, on behalf of the Township unless expressly authorized.
- If an employee is contacted by anyone about one of his or her posts, including a commenter or a member of the press, and is asked to discuss Confidential Township Information, the employee must speak with his or her supervisor before responding.
- Only employees who are specifically authorized by the Township are permitted to prepare and modify content for the Township's website, any official Township blog, and any of the Township's official social media sites. If an employee is uncertain about whether or not he or she is permitted to post certain content, he or she must discuss the proposed content with his or her supervisor prior to posting.

- Employees may not access social media sites or otherwise use social media during work time, except as part of the employee's official assigned job duties.
- Employees may not post material that is obscene, defamatory, threatening, or harassing concerning the Township or its employees.
- Any employee found to be violating this Policy is subject to immediate disciplinary action, including discharge.

Cellular Phone, Electronic Device

This policy outlines the use of personal cell phones/electronic devices at work, the personal use of Township cell phones/electronic devices and the safe use of cell phones/electronic devices by employees while driving.

Personal Cellular Phones/Electronic Devices

While at work, employees are expected to exercise the same discretion in using personal cellular phone/electronic device as is expected for the use of Township phones. Excessive personal calls/electronic device use during the workday, regardless of the phone/device used, interfere with employee productivity and distract others. Employees must limit personal calls and electronic device use to non-working time (e.g., authorized breaks and lunch periods) and ensure that friends and family members are aware of the Township's policy. Flexibility will be provided in circumstances demanding immediate attention or for emergencies.

Township Cellular Phones/Electronic Devices

Where an employee's duties require immediate access to an employee, the Township may issue a pager, cellular phone or a hand-held radio (e.g., "walkie talkie") to an employee for work-related communications. Employees may only use these devices for Township business (or to make an emergency 911 call).

Employees in possession of Township equipment are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within the time period requested (e.g., 24 hours) may be expected to bear of the cost of the replacement.

Safety Issues for Cellular Phone/Electronic Device Use

Employees whose job responsibilities include regular or occasional driving, and who are issued a cell phone/electronic device for business use, are expected to refrain from using their phone/device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop

Copiers and Mail Systems Use Policy

Use of Township photocopiers for personal reasons should be kept to an absolute minimum. Employees are expected to reimburse the Township at a reasonable cost for any personal photocopies made using Township equipment.

Use of Township paid postage or Township stationary for personal reasons is not permitted. Employees however, may place their personal mail (already stamped) in the Township mail collection areas.

Media Policy

“Media” as referred to in this policy shall include, but not be limited to, local, regional, national, and international print publications; radio and television broadcasts, wire services; and web-based media services.

No employee may speak, or appear to speak, to the media on behalf of the Township without prior approval of their Department Head.

Political Activity of Employees

No employee shall participate in political activities while on Township time or while in or on Township property. The following are examples of activities that are prohibited:

- Directly or indirectly soliciting or receiving any assessment, subscription, or contribution for any political party, candidate or purpose whatsoever.
- Circulating nominating petitions for a political issue or candidates of a political office.
- Managing, coordinating, planning or participating in the campaign of a political issue or person campaigning for political office.
- Wearing political signs, stickers, etc., on Township property or equipment.
- Placing political signs, stickers, etc., on Township property or equipment.

Employees, or those persons seeking employment, shall not be appointed, promoted, or removed, or in any way favored or discriminated against because of political opinion or affiliations.

Employees shall not use their position as a Township official or employee to support, endorse or campaign for any candidate.

Nothing in these rules shall be construed to interfere with the right of any employee in the Township’s service to become a member of a political club, to attend political meetings, to express privately their opinions on any political subject, and to enjoy freedom from all interference in casting their vote.