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City officials and all employees operating City vehicles or motorized equipment shall comply with the following guidelines at all times:

1. Possess and maintain a valid Georgia driver's license;
2. Abide by all traffic safety laws, including the Georgia Safety Belt Law (O.C.G.A. § 40-8-76.1);
3. Understand that all traffic citations received while operating a City vehicle are the responsibility of the driver and not the City;
4. Understand that City vehicles are to be used for official City business only. Personal errands are not allowed while operating a city vehicle;
5. Lock the vehicle at all times when not in use;
6. Ensure records of maintenance and service are properly completed and maintained;
7. Notify the City's police department and the City Clerk's Office as soon as possible if a City vehicle is involved in an accident or damaged, whether on a public street or on private property. In the event of an accident the employee involved must submit to a drug and alcohol test;
8. Keep the vehicle well-maintained, including, but not limited to upkeep, such as inspections, tags, and mechanical maintenance;
9. Ensure that only authorized personnel operate and/or ride in such vehicles;
10. No smoking or tobacco use is allowed in vehicles.
11. Refrain from using any communication device while driving to write, send or read any text based communication, including but not limited to a text message, instant message, email or internet data.



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2.6 SOCIAL NETWORKING AND SOCIAL MEDIA

The purpose of this policy is to guide employees in the use of public networking in online media to include emailing and texting. This policy covers all employees who participate in online social networking, emailing, and texting whether for official City business or not, as well as every person who accesses the Internet using

City equipment, including its servers, IP addresses, computers, smart phones, or any other tools or methods made available by the City of Powder Springs now or in the future.

The City recognizes the importance of the Internet in shaping public thinking about the City and our current and potential residents, as well as employees. The City is committed to supporting its employees' rights to interact knowledgeably and socially on the internet through blogging and other interactions in social media, emailing, and texting.

Consequently, the guidelines in this social media policy are designed to help each employee to make appropriate decisions about work related and non-work related social media interactions, including but not limited to, blogging and the contents of blogs; comments and commentary on others' blogs; personal websites; postings on wikis and other interactive sites; postings of videos and/or pictures on video and picture sharing sites and elsewhere; and all other manner of known and future Internet or other web-based platforms and content that may end up elsewhere on the Internet, as well as in responding to comments from comment posters either publicly or via email or texting.

The intent of these guidelines is to help open up respectful, knowledgeable interactions between City employees and contractors and the general public through the use of the worldwide web, also known as the Internet, while respecting and protecting the privacy of its employees and contractors. The intent is also to protect the privacy, confidentiality and the interests of the City of Powder Springs. There is no intent to infringe upon the personal interaction or online commentary of the City of Powder Springs Employees or Contractors.

If an employee or contractor is developing a Website or writing a blog and mentions the City of Powder Springs, the employee or contractor must make clear and leave no doubt that he/she is:

1. An employee or contractor of the City and
2. That the views expressed on the blog or Website belong exclusively to the employee or contractor for the City and
3. Not representing the views of the City.
4. This **MUST** be done on the main information page about the employee or contractor and/or the respective site.

No employee or contractor may speak on behalf of the City unless specific, written authorization or permission is granted and provided by the City Manager.

No employee or contractor may represent or otherwise suggest that he or she is speaking on behalf of the City. As such, as it pertains to commentary about or having anything to do with the City, the author **MUST** write in the first person and make it clear that he/she is speaking for him/herself and not on behalf of the City.

Employees and contractors are personally responsible for their posts. Employees and contractors should be mindful that anything posted might exist into perpetuity on the Internet, even if they believe that they have deleted or removed unwanted content.

As a courtesy, the City requests that if an employee intends to develop a website, write a blog, or upload blogs that will mention the City that the employee advises his or her department head about this activity with as much advance notice as possible. The department head may choose to visit the website or other

space from time to time to understand the employee's point of view.

Confidential information may not be shared under any circumstances. If an employee or contractor has a question about whether information has been, or may be, released publicly or has doubts of any kind about the propriety of any information, he/she must speak with the department head and the Human Resources Director before releasing information by any means, to include social media, emailing, or text that could potentially harm the City.

Violation of any part of this policy may result in disciplinary action up to and including termination of regular or contractual employment. Any employee or contractor covered by this policy is legally liable for anything that he/she writes via email or text or presents online. Employees may be disciplined by the City for commentary, content or images that are deemed defamatory, pornographic, harassing, libelous, that can create a hostile work environment, or that otherwise violate these policies.

The City and its employees reserve the right to sue other employees or contractors whose expressed views, commentaries, content or images are deemed defamatory, pornographic, proprietary, harassing and libelous, or otherwise create a hostile work environment.

2.7 PROHIBITED AND RESTRICTED CAMPAIGN ACTIVITIES

City employees are in positions created for the public and funded by the public, therefore, the public has the right to expect that the incumbents in the positions will not abuse the trust placed in them by the public. The employees of the City are expected to observe and honor the laws of the State of Georgia and the ordinances of the City of Powder Springs and Cobb County. The following are some of the activities that are either prohibited or restricted:

1. Employees shall not take part in political management or political campaigns during any period of time for which they are expected to be on duty.
2. Employees shall not solicit, orally or by letter, or be in any other manner concerned in obtaining any assessments, contributions, or services for any political party from any employee during either employee's hours of duty, service or work with the City.
3. Employees shall not represent the City by wearing any uniform, or portion thereof, that is issued by the City, while participating in any campaign activities, demonstration or political gatherings or while attending any other governmental meeting unless on official business.
4. The City in no way seeks to influence employees in their choice of party affiliations or candidates, recognizing that this is a matter for each person to decide. Therefore, nothing contained herein shall be construed to restrict the right of the employee to hold membership in and support a political party, to vote as he/she chooses, to express opinions on political subjects or candidates, to maintain political neutrality, to attend political parties outside of working hours, or to campaign actively during off duty hours in all areas of political activity.
5. Employees shall not utilize any City equipment or vehicles in support of any political campaign.
6. Employees shall not be permitted to seek, nor to participate in the management of affairs of a campaign for any elected office if, in the discretion of the City, such political activity will interfere with the employee's scheduled work time, or would create a conflict or apparent conflict between private interests of the individual and his/her official duties and responsibilities.
7. Employees, who intend to seek or to participate in a campaign for elective office within City government, may be required, at the discretion of the City, to resign or to obtain a leave of absence for the duration of such political activity.

Upon termination of employment with the City, any unused paid parental leave for which the employee was eligible will not be paid out. To avoid the actual or perceived abuse of this benefit, employees will be required to reimburse the City for paid parental leave if they resign their employment within 6 months after the end of the paid parental leave.

5.18 **ADVANCED LEAVE**

Subject to approval by the City Manager, a new employee may be credited with up to two weeks of vacation and sick leave effective on the employee's hire date. If the employee credited with such leave resigns within the one-year probationary period and provides the requisite two-week notice of resignation that would otherwise entitle the employee to payment of vacation leave, the payment will only include leave accrued during the time of employment and will not include any leave advanced on the date of hire.

10. Giving false information to City officials, City employees, or the general public which shall include information that is regarded as gossip;
11. Unauthorized disclosure of confidential or privileged information or its use for private gain;
12. Any conduct, on or off duty, that reflects unfavorably on the employee and/or City;
13. Refusal to be examined by a City-authorized and licensed physician when so directed in accordance with these policies;
14. Falsification or destruction of official records or documents or use of official position for personal benefit, profit, or advantage, or for other improper reasons;
15. Discourteous behavior to the general public or to other City employees;
Involvement in illegal activity;
16. Failure to report an occupational injury or accident in a timely manner;
17. Possession of firearms or other dangerous weapons or articles by non-police personnel while on duty;
18. Harassment of other City employees or the general public;
19. Violation of the City's sexual harassment policy as prescribed in these policies;
20. Acceptance of gifts/gratuities not permitted by City policies;
21. Organization and/or participation in prohibited political activity or in a work strike against the City;
22. Sleeping while on duty;
23. Allowing one's self to be in a position or circumstance which inhibits one's ability to properly and professionally perform one's job duties;
24. Loss of, or inability to satisfy, a qualification required for the position held;
25. Not complying with required training;
26. Violation of any city policy or failure to follow any written and approved policy; or
27. Any action that is detrimental to the City or its operations, including but not limited to any action that adversely affects public trust and confidence, brings discredit to the City, or interferes with the City's mission.

These violations serve as guidelines for employees although they are not necessarily exhaustive. The City retains the right to administer disciplinary action for offenses not specifically reflected in these policies.

9.3 TYPES OF DISCIPLINARY ACTION

Disciplinary action may be taken against an employee in the form of a reprimand and/or an adverse action. The four (4) types of adverse action are disciplinary suspension without pay, disciplinary salary reduction, disciplinary demotion, and dismissal. Other than dismissal, any of these disciplinary actions can be accompanied by a probationary period or last chance agreement.

These types of disciplinary action are defined as follows:

A. Reprimand

A reprimand is a means of communicating a warning to an employee that an inappropriate behavior in the workplace has occurred or that a work-related problem exists and must be corrected.

1. Oral Reprimand

The department head shall communicate to the employee their observations of the problem and state the action(s) necessary to correct the problem in a private meeting. The oral reprimand shall be documented by the department head to show the date and nature of the reprimand and all persons present at the time of the incident and/or reprimand.

7. The City of Powder Springs reserves the right to require any employee to remove immediately any posted or uploaded text, audio recordings, video recordings, photographs/images, etc. (even if previously approved) if such posted material constitutes a violation of this policy or other City of Powder Springs policies.

F. Application to Other Policies.

All personnel policies of the City of Powder Springs relating to employee conduct apply equally to conduct that occurs through social media, to include emails and text messages. This includes, but is not limited to, policies relating to discrimination, harassment, retaliation, workplace violence, conflicts of interest, and political activity. Any conflicts or inconsistencies between this policy and any one or more other policies shall be resolved by the City Manager.

G. Duty to Report.

All employees have an ongoing duty to report any violations of this policy by any other employee. The City of Powder Springs considers this duty to report to be a critical component of its efforts to enforce this policy, and thereby ensure the safety, well-being, morale, and efficiency of its employees, preserve its reputation and goodwill in the community, and avoid or minimize unnecessary disruptions to or interference with its operations and service to the public.

H. No Expectation of Privacy in Social Media Activity.

1. Employees should be aware that social media activity is not secure or private, even if active steps are taken to restrict access. Once information has been posted or exchanged via social media, it is generally trackable, traceable, and accessible indefinitely. For this reason, and consistent with the City of Powder Springs's current E-Policy found in appendix C in this guide regarding Employee Use of Internet & Email, employees should have no expectation of privacy in any social media activity conducted in the workplace and/or on-duty or in any social media activity which otherwise directly or indirectly relates to or affects the City of Powder Springs, any of its departments, or its employees.

2. The City of Powder Springs reserves the right to inspect or monitor any social media activity engaged in by its employees using City of Powder Springs-owned computers or other electronic equipment or devices. In addition, employees may be required to provide access to any social media websites or other applications in which they participate upon a determination by the City that there is reasonable suspicion to believe that such access will reveal evidence of a violation of this policy or any other City of Powder Springs policy.

I. Workplace and/or On-Duty Usage.

Because it recognizes that social media is an emerging form of communication, the City Of Powder Springs permits employees to engage in limited social media activity in the workplace and/or while on duty, similar to receiving a personal text message or a telephone call of limited duration. Employees choosing to do so, however, are expected and required to use proper judgment and discretion, recognizing that even very brief periods of social media activity can collectively amount to significant periods of time. Supervisors are authorized to restrict or prohibit workplace/on-duty social media activity, as appropriate.

J. Corrective and/or Disciplinary Action; Other Potential Consequences.

1. Employees engaging in social media, emailing, or texting activity in violation of this policy will be held accountable, and corrective and/or disciplinary action, up to and including termination of employment, may be taken in accordance with the City of Powder Springs's disciplinary policies procedures.

2. Employees failure to take mandatory training or failure to follow any written and approved policy will be held accountable, and corrective and/or disciplinary action, up to and including termination of employment, may be taken in accordance with the City of Powder Springs's disciplinary policies procedures.

3. If an employee is sued in part due to his/her social media, emailing, or texting activity under circumstances where the City of Powder Springs would ordinarily provide a defense and/or indemnify the employee, the City of Powder Springs reserves the right to withhold or withdraw such defense or indemnification in the event any such activity is found to violate this policy or any other policy of the City of Powder Springs.

K. Interpretation and Application.

1. Nothing in this policy is intended to or will be applied in a manner that violates any employee's constitutional rights, including rights to freedom of speech, expression, and association, or federal or state rights to engage in any statutorily-protected activity.

2. Any employee unsure about the application of this policy to any particular social media, emailing, or texting activity should seek guidance from the City Manager before engaging in such activity.

3. This policy is intended for internal use of the City of Powder Springs only and should not be construed as establishing a higher duty or standard of care for purposes of any third party civil claims against the City of Powder Springs and/or its employees. A violation of this policy by an employee provides only a basis for corrective and/or disciplinary action against such employee by the City of Powder Springs.