

ORDINANCE NO. 1049

STATE OF ILLINOIS)
)
COUNTIES OF COOK)
 AND WILL)

**AN ORDINANCE ADOPTING A SOCIAL MEDIA POLICY FOR THE VILLAGE OF
STEGER.**

WHEREAS, the Village of Steger, Counties of Cook and Will, State of Illinois (the “Village”) is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefit of the residents of the Village; and

WHEREAS, the Village President (the “President”) and Board of Trustees of the Village (the “Village Board and together with the President the “Corporate Authorities”) are committed to adopting employment policies necessary to ensure the efficient operation of the Village; and

WHEREAS, in connection with the foregoing, the Corporate Authorities have determined that it is necessary, advisable and in the best interests of the Village to establish guidelines for Village employees’ use of social media; and

WHEREAS, such guidelines are designed to assist Village employees in using social media in a manner that does not compromise the Village’s ability to provide governmental services to Village residents; and

WHEREAS, in connection with the foregoing, the Corporate Authorities have determined that it is necessary and in the best interests of the Village to adopt a social media policy (the “Policy”), a copy of which is attached hereto and incorporated herein as Exhibit A; and

NOW, THEREFORE, BE IT ORDAINED by the President and the Board of Trustees of the Village of Steger, Counties of Cook and Will, and the State of Illinois, as follows:

**ARTICLE I.
IN GENERAL**

SECTION 1: Incorporation Clause.

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true, and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

SECTION 2: Purpose.

The purpose of this Ordinance is to adopt the Policy to establish guidelines for using social media in a manner that does not compromise the Village's ability to provide governmental services to Village residents, to authorize the President or his designee to take such steps as are necessary to carry out the intent of this Ordinance, and to ratify any actions previously taken that are consistent with the intent of this Ordinance.

**ARTICLE II.
AUTHORIZATION**

SECTION 3: Authorization.

That the Village Board hereby authorizes and directs the adoption of the Policy set forth on Exhibit A, with such modifications thereto as shall be approved by the President and the Village Attorney. To ensure that the Policy remains current and effective, the Village Board authorizes the President or his designee to make revisions to the Policy from time-to-time as needed. The Policy supersedes any previously adopted policies regarding social media use. The Village Board further authorizes the President or his designee to execute any and all documentation that may be necessary to carry out the intent of this Ordinance. The officers, employees,

and/or agents of the Village shall take all action necessary or reasonably required by the Village to carry out, give effect to and consummate the intent of this Ordinance. Any and all actions previously performed in connection with carrying out and consummating the intent of this Ordinance are hereby authorized, approved, and ratified by this reference.

**ARTICLE III.
HEADINGS, SAVINGS CLAUSES, PUBLICATION,
EFFECTIVE DATE**

SECTION: 4 Headings.

The headings of the articles, sections, paragraphs, and subparagraphs of this Ordinance are inserted solely for convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

SECTION: 5 Severability.

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

SECTION: 6 Superseder.

All code provisions, ordinances, resolutions, rules, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.

SECTION: 7 Publication.

A full, true, and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Village as provided by the Illinois Municipal Code, as amended.

SECTION: 8 Effective Date.

This Ordinance shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

PASSED this 16th day of September, 2013.

Carmen S. Recupito, Jr., Village Clerk

APPROVED this 16th day of September, 2013

Kenneth A. Peterson, Jr., Village President

Roll Call Vote: Banicki, Skrezyna, Kozy, Lopez, Sarek, Perchinski and Peterson

Voting in favor: Banicki, Skrezyna, Kozy, Lopez, Sarek, Perchinski and Peterson

Voting against: none

Not voting:none

EXHIBIT A

Social Media Policy

At the Village of Steger we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the Village of Steger.

GUIDELINES

In the rapidly expanding world of electronic communications, “social media” can mean many things. “Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not employed or affiliated with the Village of Steger, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Village of Steger or the Village of Steger’s legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, as well as all other Village of Steger written employment policies, procedures, notices, memoranda and manuals, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of Village of Steger. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage customers, members, or employees or suppliers, or that might constitute harassment by bullying. Examples

of such conduct might include offensive posts meant to intentionally harm someone's reputation or 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 company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Village of Steger, fellow employees, members, customers, suppliers, or people working on behalf of the Village of Steger.

Post only appropriate and respectful content

- Maintain the confidentiality of private or confidential information of the Village of Steger and any other agency that the Village of Steger represents. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a Village of Steger website without identifying yourself as a Village of Steger employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Village of Steger. If the Village of Steger is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Village of Steger, fellow employees, members, customers, suppliers or people working on behalf of the Village of Steger. If you do publish a blog or post online related to the work you do or subjects employed with the Village of Steger, make it clear that you are not speaking on behalf of the Village of Steger. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the view of the Village of Steger."

Using social media at work

Refrain from using social media while on work time or on equipment provided by the Village of Steger, unless it is work-related as authorized by your manager or consistent with the Village's Equipment Policy. Do not use your Village of Steger issued email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Village of Steger prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on The Village of Steger's behalf without contacting the appropriate Department Head or Village Administrator. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact your Department Head, Village Administrator or the Human Resource Director.