



SOCIAL MEDIA APPROVAL/AGREEMENT FORM

Name: _____ Position/Title: _____

Department: _____ Name of Social Media Site: _____

Approval of Dept. Manager: _____
Signature Date

City Manager (or Designee) Approval: _____
Signature Date

I agree to use City-approved Social Media Sites for City business as appropriate and in compliance with this Policy. I understand that I must have approval from my Department Manager and the City Manager to create or participate in a Social Media Site on behalf of the City. I also understand that I am responsible for all postings for all postings made by me on City Social Media Sites, including those made in the comments sections. I further understand that this policy also applies to City-related postings made by me on personal (non-City) Social Media Sites, and I agree to adhere to the guidelines in this policy when so doing.

I acknowledge that all City-approved Social Media Sites are considered to be City property and may be monitored by officials of the City. I understand that employees do not have privacy rights in the use of City Social Media Sites and the postings, data, access to or distribution of such materials is subject to Texas Public Information Act, Federal e-discovery rules, and the City’s records retention schedules.

I agree to abide by all City security policies and procedures before accessing or posting to any Social Media Site. I acknowledge that any abuse of Social Media Sites, including violation of the rules and guidelines set forth in this Policy or in any current or future modified City Personnel Policy can be grounds for disciplinary action, up to and including termination of my employment.

Printed Name

Employee Signature

Date