



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

May 13, 2022

**TO:** Common Council

**FROM:** Kathleen McDaniel, City Attorney

**RE:** Revisions to Social Media Policy

At the May 2, 2022 Personnel Committee meeting, I was asked to provide a memo summarizing the changes in this policy. After the policy was enacted, several employees approached Human Resources with concerns. The department heads discussed these concerns with the Mayor, and I revised the policy to address these employee concerns. The major changes are:

- Clarify that employees are not expected to share access to personal social media accounts, only those that are controlled on behalf of the City
- Address that information regarding the City's policies be shared where possible, as on some platforms (ie TikTok) there is no easy mechanism to include this information
- Clarify that the Mayor's office will partner with staff to determine the best way to maintain City access to official City accounts
- Revise "City of Manitowoc" to "City" to avoid redundancy and excessive length

Please let me know if you have any questions.



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