

**PROVINCETOWN PERSONNEL BOARD
MEETING OF OCTOBER 10, 2012
MINUTES**

Present: Tina Trudel, Lisa Westervelt, Jane Harper, Christie Hardwick
Other: Town Mgr. Sharon Lynn
Absent: Andrew Aull

Called to order at 4:05P.M.; All Motions were unanimously approved unless otherwise noted.

o Minutes: of September 17, 2012.
MOTION to approve Jane/Second Lisa

o Review of Proposed Social Media Policy, with discussion and recommendations, including:

Under III Policy:

- including the Town's seal or logo, hopefully trademarked, on all social media sites so the average person may know a posting is official;
- anyone posting on social media shall not use a title unless they are doing so in an official capacity or on an official site;
- #11 shall include "h" protected health information and "i" personnel data

Under IV Employee Guidelines For Use of Social Media Sites:

- #3, Copyright Law: change first sentence to"copyrighted material owned by others, including written, photos, videos, and digital media."

o Review of Electronic Communications and Computer Usage Policy, with recommendations:

Under II Privacy:

- Bold the first sentence that users should not expect any right of privacy
- Add a paragraph regarding tracking, to the effect that all employees are subject to tracking in any equipment, including but not limited to, phone and computer equipment.

Under III Security:

- there was a question as to whether there was a separate policy on user names and passwords to reference:

Under IV Internet Guidelines:

- F, Prohibited Practices, #9, should include internet searches or streaming media e.g. movies or music as non-work related purposes

Under V Electronic Mail (“E-Mail”) Guidelines:

- make clear that Boards and Committees are also subject to these

VI Telephone Usage:

- The second sentence should be amended, and third sentence added to read (with additions in italics): “Personal telephone calls *within the U.S.* may be permitted.....in making such calls. *Calls outside the U.S., collect calls and fee-for-service calls are expressly prohibited.*”

o Information presented by Town Manager Sharon Lynn regarding the need for a wage and benefit survey of the four Lower Cape towns. The MA Municipal Association does a survey encompassing the whole state but a comparative study is needed for the Cape & Islands towns which are similar. The Lower Cape Regional Group may commission such a survey.

o The review and scope and role of Personnel Board was postponed until all members could review the Town Charter and Handbook in detail.

Adjourned 5:00, MOTION Jane/Second Christie