

RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. 100-11

Passed November 28, 20 11

11/8/11-han
(Personnel & Safety)

Ordinance No. 100-11

An ordinance amending Ordinance No. 22-11, rules, regulations, policies and penalties of the City of North Canton Personnel Handbook, specifically the Travel Policy and to include an Electronic Communications and Online Services Policy, and declaring the same to be an emergency.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH CANTON, COUNTY OF STARK, STATE OF OHIO:

Section 1. That Ordinance No. 22-11, rules, regulations, policies and penalties of the City of North Canton Personnel Handbook, specifically the Travel Policy and to include an Electronic Communications and Online Services Policy, be, and the same is hereby amended to read as follows:

Travel Policy: Any travel outside of Stark County will require the employee to complete a proposed trip request. This form will allow for estimations of costs associated with the travel. Purchase order requisitions for all vendors to be used should be attached with this form.

A. **Transportation:** The employee shall determine, with approval from the department head, the most cost-effective method of transportation for the trip. Subject to availability, a City-owned vehicle is always preferable to the employee's personal vehicle. Use of a City-owned vehicle is not subject to reimbursement. However, costs for gasoline, oil, and other necessary repairs will be reimbursed to the employee, if necessary. Use of an employee's personal vehicle shall be reimbursed at the current rate set by Council ordinance.

B. **Travel by Common Carrier:** Travel by common carrier (bus, railroad, airline, etc.) will be reimbursed at the lowest available rate. Air travel is allowed when it is more economical than any other type of travel.

C. **Tolls and Parking:** All toll and parking charges incurred while on City business shall be reimbursed to the employee, as long as proper documentation is provided.

D. **Fines:** Any fines incurred by the employee during the course of business travel (i.e. parking tickets, moving violation, etc.) are the responsibility of the employee and are not reimbursable.

E. **Personal Meal Expenses:** Traveling employees will be reimbursed for personal meal expenses from itemized receipts submitted. The maximum reimbursement per meal for in-state travel is as follows: \$10 for breakfast, \$10 for lunch, and \$18 for dinner. For out of state travel the maximums are: \$10 for breakfast, \$10 for lunch, and \$25 for dinner. There will be no reimbursement for alcoholic beverages and tips. It is expected that City travelers, as employees of a tax-financed operation, will attempt to limit meal costs to a reasonable level. No reimbursement shall be paid for meals provided for in the cost of the seminar/conference attended by the employee.

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F. Frequent Flyer Miles: Obtaining or retaining for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline is prohibited if an official or employee has obtained the ticket or other benefit from the purchase of airline tickets for use in official travel for or by the City.

Electronic Communication and Online Services Policy: The purpose of this policy is to ensure the proper use of the City of North Canton's ("City") electronic communication and online services systems and to make users aware of what the City deems to be acceptable and unacceptable use of said systems.

A. Electronic communications and online services usage are business communication tools and users are obliged to use these tools in a responsible, effective and lawful manner.

B. The following rules are hereby created by the City and are to be strictly adhered to:

1. Electronic communications and online services are intended to be used primarily for business purposes.

2. The City strictly prohibits:

a. Sending or forwarding electronic communications containing libelous, defamatory, offensive, harassing, threatening, bullying, discriminatory or obscene content and the like. If an employee receives an electronic communication of this nature, the employee should promptly notify his or her supervisor.

b. Sending or forwarding "spam" electronic communications.

c. Deletion of an electronic communication that is a public record that has not met or exceeded the appropriate retention period.

3. Although the City's electronic communication and online service systems are meant for business use, North Canton City allows limited personal usage if it does not interfere with work. The City reserves the right to limit or restrict such personal usage if it determines that such personal usage is excessive.

4. Employees shall take all reasonable precautions to prevent the inadvertent dissemination of any personal or confidential information via the City's electronic communication or online services systems.

5. All electronic communications maintained on the City's systems are property of the City.

6. Employees may not encrypt electronic communications without first obtaining written permission from the City.

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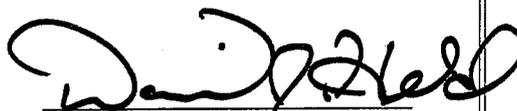
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Section 2. That if a provision of this ordinance is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other provision of this ordinance.

Section 3. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of the health, safety, and peace of the City of North Canton and further necessary for the timely effectiveness of the amendments; wherefore, provided it receives the affirmative vote of six (6) or more members of Council elected thereto, this ordinance shall take effect and be in full force immediately upon its adoption by Council and approval by the Mayor. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

North Canton, OH
Passed: 11/28/11



MAYOR

SIGNED: 11/28, 2011

ATTEST:


CLERK OF COUNCIL