



City of North Canton, Ohio

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NOTICE OF MEETINGS

Mr. Daniel Peters, Chairman of the Personnel & Safety Committee of North Canton City Council, has requested a meeting of said Committee Members, Council, Mayor, Director of Administration, Director of Law and Director of Finance **Monday, November 7, 2011 at 6:00 p.m.** in the Council Chamber at North Canton City Hall.

The meeting will be called to order and then moved into **executive session** for the purpose of discussing collective bargaining. The executive session **will not be** open to the public.

Committee of the Whole Meeting Agenda Monday, November 7, 2011 – 7:00 p.m.

North Canton City Council will meet as a Committee of the Whole **Monday, November 7, 2011 at 7:00 p.m.** in the Council Chamber at North Canton City Hall.

Items will be discussed as time allows; not necessarily in the order indicated.

1. Personnel & Safety Committee

Chairman: Daniel Peters
Vice Chairman: Jon Snyder
Member: Mark Cerreta

- a. Amendment to Personnel Handbook
Daniel Peters
- b. Collective Bargaining Agreement – North Canton Service & Clerical
Daniel Peters
- c. Collective Bargaining Agreement – Clerical, Fiscal & Accounting Specialist
Daniel Peters
- d. Collective Bargaining Agreement – Drinking Water Plant
Daniel Peters
- e. Collective Bargaining Agreement – Dispatchers / Chief Dispatcher
Daniel Peters

2. Finance & Property Committee

Chairman: Jon Snyder
Vice Chairman: Jeff Davies
Member: Pat DeOrio

- a. Mayor's Court Receipts – September, 2011
Jon Snyder

**Special Council Meeting
Monday, November 7, 2011**

Notice is hereby given that a Special Meeting of the Council of the City of North Canton will be held **Monday, November 7, 2011 immediately following the Committee of the Whole meeting** in the Council Chamber at North Canton City Hall, pursuant to a written request from President of Council Jon Snyder for consideration of the following:

1. Call to Order
2. Roll Call
3. **Ordinance No. 97-11 – 1st Reading – Personnel & Safety Committee**
An ordinance authorizing the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council to enter into a Collective Bargaining Agreement between the City of North Canton and the North Canton Service & Clerical Employees, and declaring the same to be an emergency.

Legislation is subject to authorization and waiving the rules of council requiring a committee report.

4. **Ordinance No. 98-11 – 1st Reading – Personnel & Safety Committee**
An ordinance authorizing the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council to enter into a Collective Bargaining Agreement between the City of North Canton and the Clerical, Fiscal and Accounting Specialists ("CF&AS"), repealing any and all legislation inconsistent herewith and declaring the same to be an emergency.

Legislation is subject to authorization and waiving the rules of council requiring a committee report.

5. Ordinance No. 99-11 – 1st Reading – Personnel & Safety Committee

An ordinance authorizing the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council to enter into a Collective Bargaining Agreement between the City of North Canton and the North Canton Drinking Water Plant Operator Employees, and declaring the same to be an emergency.

Legislation is subject to authorization and waiving the rules of council requiring a committee report.

6. Ordinance No. 100-11 – 1st Reading – Personnel & Safety Committee

An ordinance authorizing the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council to enter into a Collective Bargaining Agreement between the City of North Canton and the Ohio Patrolmen's Benevolent Association ("OPBA") Full-Time Dispatchers / Chief Dispatcher, repealing any and all legislation inconsistent herewith and declaring the same to be an emergency.

Legislation is subject to authorization and waiving the rules of council requiring a committee report.

7. Adjourn

Gail M. Kalpac
Clerk of Council

11/3/11-gmk

c: Council, Director of Law
Mayor, D/Administration
D/Finance, City Engineer
Police Chief, Fire/EMS Chief
Press



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CITY OF NORTH CANTON
Michael J. Grimes
Director of Administration

Legislation Request

November 1, 2011

TO: Jon Snyder
Council President

SUBJECT: Amendment to Personnel Handbook.

Please place the following legislative request on the Committee of the Whole agenda for Monday, November 7, 2011, to authorize the Director of Administration to amend the 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 Internet, Email or Online Services Policy and declaring the same to be an emergency.

Respectfully,

Michael J Grimes, Director of Administration
MJG/jab

RECEIVED
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COUNCIL OFFICE
NORTH CANTON, OHIO

Travel Policy:

A. General Requirements

1. These guidelines are intended to provide employees who are duly authorized to travel on behalf of the City, with adequate levels of transportation, lodging, meals and other services necessary to conduct the City's business. The City intends that employees travel in reasonable comfort when away from home on business. However, accommodations, meals, transportation and services used should be in keeping with those to which the individual is accustomed in normal circumstances and should never be lavish or extravagant. City employees who are traveling at the City's expense and/or for City business are expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.
2. Appropriate efforts must be taken to contain and control travel costs. The City of North Canton seeks employees' cooperation to maximize cost-saving opportunities.
3. Each employee shall be responsible for his/her own travel expenses.
4. Receipts must be presented for all reimbursement requests. If it is proven that a receipt is unobtainable, then the appropriating authority may request payment by the Finance Department if an affidavit is obtained from the employee explaining the charges and the reason the receipt is unobtainable.
5. Expense paperwork should be submitted to the Finance Department on the travel reimbursement form, which is the reverse side of the travel authorization request form. Include a copy of the approved travel authorization request form with your receipts attached to the travel reimbursement form.
6. All requests for reimbursement **MUST** be received by the City Finance Department within sixty (60) days of travel. Any requests more than 60 days old will not be reimbursed.
7. City employees will be held responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.
8. The Internal Revenue Service imposes specific requirements for business expenses. Therefore, travel expenses must be adequately documented and accounted for. In the absence of proper accounting and documentation, IRS regulations require that expense reimbursements be considered taxable wages.
9. The city reserves the right to deny payment or reimbursement of travel related expenses for failure to comply with city policies and procedures.
10. This policy, while comprehensive, does not address every issue, exception, or contingency that may arise in the course of City employee's travel. While the City recognizes the need for flexibility in administering travel guidelines, few exceptions will be allowed. Requests for reimbursement or payment of expenditures which appear to be in conflict with the intent of these guidelines will be submitted to the Appointing Authority and/or their designee for review, who may use their sound judgment provided they do not contradict any specific provision herein.

(B) Authorization

1. Prior approval of an employee's Department Head, Mayor, and Finance Director must be granted in order for employees to travel and be reimbursed at City expense.
2. The employee's Appointing Authority must approve the Travel Authorization Request form before the submission of the reimbursement form to the Finance Department.
3. Travel requests should be submitted a minimum of seven (7) days prior to the date of travel. Failure to submit a request timely may result in the request being denied.
4. An individual may not approve his/her own travel.
5. Appointing Authorities are required to review expenditures and withhold payment if there is reason to believe that the expenditure is inappropriate or extravagant.

(C) Transportation: Method

1. The use of vehicle, air, train, or bus transportation shall be selected on the basis of the most reasonable and appropriate method, taking into account distance, time, and total costs.
2. The Appointing Authority and/or their designee shall, within the provisions of this policy, determine the appropriate mode or modes of transportation to be utilized by a City employee for travel.

(D) Transportation: Vehicle

1. City-owned vehicles shall be used in place of private vehicles whenever practical.
2. City employees are encouraged to carpool with other city or government employees to the same function.
3. Travel by City-owned automobile.
 - a) Is authorized only for City employees and for other parties who are properly designated by the Appointing Authority and endorsed onto insurance coverage through the City of North Canton.
 - b) Reimbursement is authorized for incurred service expenses necessary to the efficient and safe operation of a City-owned automobile.
 - c) The names of all persons traveling in the same City-owned automobile and names of their respective City agencies shall be listed on the "Travel Expense Report."
4. Travel by privately owned automobile
 - a) Is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Ohio Revised Code.
 - b) Reimbursement of mileage expenses incurred on city business paid out of the city General Fund is established at the rate of fifty – five and one-half (55.5) cents per mile, or as otherwise established by ordinance of City Council.

c) Collective Bargaining Agreements that establish rates that deviate from either the rate established by the City of North Canton herein shall be followed in lieu of those rates.

d) Reimbursement shall be made for actual miles driven.

e) Reimbursement shall be made to only one of two or more City employees traveling in the same privately owned automobile, and the names of their respective City agencies shall be listed on the "Travel Expense Report."

f) A City employee shall not be reimbursed for mileage commuting from his/her residence to his/her headquarters nor from his/her headquarters to his/her residence.

g) The costs and expenses to operate a privately owned vehicle including but not limited to gasoline, damages, necessary service, or repairs are the sole responsibility of the City employee, as those costs are included in the per mile cost reimbursement.

5. In the event an appropriating authority approves the use of a private or City-owned vehicle, reimbursement shall not exceed the airfare rate plus transportation at the destination.

6. "Travel Expense Reports" shall indicate all intermediate destinations (i.e., specify intermediate towns and cities but not stops within a town or city) between the commencement and termination of travel as well as all vicinity mileage after arrival at destination.

7. Non-City employees are not permitted as passengers or drivers in City vehicles used for travel, except for employees of other government entities to assist in cost sharing.

8. Charges for parking and other reasonable travel expenses directly related to authorize travel are reimbursable with receipts.

9. During business hours, mileage reimbursement for travel within Stark County is calculated for miles between the employee's headquarters and the destination, unless the mileage is less from an employee's home.

10. Outside of business hours, mileage will be calculated from the employee's home.

11. Charges for parking while on City business are reimbursable with receipts.

(E) Minimum Requirements for Operation of Motor Vehicles.

1. Employees having access to City vehicles will be required to provide proof of a valid State of Ohio driver's license.

2. Employees operating either City vehicles or their own private vehicle while on City business must possess a valid State of Ohio driver's license.

3. Employees operating their own private vehicle while on City business must be insured, personally and for the vehicle, under a policy of liability insurance that complies with the requirements of Ohio Revised Code Section 4509.51.

(F) Transportation: Air and Other.

1. Air:

a) In any instance where airfare plus transportation at the destination is less expensive than using a private or City-owned vehicle, then the air flight by common carrier shall be used.

b) To maximize discount fare possibilities, air travel arrangements should be reserved as far in advance of the travel date as possible. Restricted fares provide opportunities for saving funds, but the traveler should weigh carefully the savings potential against the risk of change or cancellation. To be a cost effective traveler one should plan early and carefully. Advance purchase is governed by the Prepayment of Travel Expenses provision, which is set forth herein

c) City employees are authorized to travel within or out-of state by common air carrier at the lowest available rate only if flying is more economical than other modes of travel.

d) Reimbursement is authorized at the lowest available rate.

2. Airport Transfers: The airport to downtown limousine/bus service should be the preferred method of transportation to a hotel or meeting site. Taxis and private limousines should be used only when they represent a more reasonable alternative or are essential due to time constraints

3. Taxis: Taxi use should be limited, with preference given to public transportation or car rentals. If public transportation is unavailable or inadequate for local travel, then taxis may be used. Trips should be of minimal length and each trip should be separately identified on the travel expense form.

4. Car Rental:

a) Reimbursement is authorized for car rental only if car rental is more economical than any other mode of transportation or if the City employee's destination is not easily accessible by any other available mode of transportation.

b) Reimbursement is also authorized for car rental at a destination after arrival by common air carrier if it can be shown that for an employee (or group of employees) that the aggregate cost for local ground transportation (e.g., taxi to and from airport) or a combination of air flight and car rental is less expensive than alternatives.

5. Travel by other alternative methods, such as bus, subway, or train, is authorized if it is more economical than other modes of travel when all related costs are taken into consideration.

(G) Conference or Seminar Registration

1. Conference or seminar registration fees may be reimbursed to the City employee, or conference registration fees may be paid directly by the City in advance of the conference.

2. If the conference or seminar registration fee includes any meals, the City employee shall not be reimbursed for those same meals, and any amount reimbursed to the City employee for meals shall be adjusted.

3. All requests for registration should be supported by invoice or notice.

4. Employees may be personally liable for unused registration fees that are not reimbursed by the sponsoring organization.

(H) Lodging

1. Employees shall use the lowest single-room rate available within a hotel, unless sharing the room with another city employee, in which case it shall be the lowest applicable room rate available.

2. Employees shall take advantage of tax exemptions whenever possible.

3. Lodging shall be reimbursed at a rate per calendar day at actual cost when such cost is reasonable as determined by the Appointing Authority and/or their designee.

4. Lodging at the conference site or lodging at a hotel identified in the conference registration materials as one of the conference hotels may be reimbursed at actual cost, provided such cost is reasonable as determined by the Appointing Authority and/or their designee.

5. Lodging shall not be reimbursed if the distance is less than:

A. 45 miles from both the employee's headquarters and home

B. 30 miles from both the employee's headquarters and home for a periodic or annual conference or convention. (applies to conferences or conventions for professional associations)

C. Exceptions may be made by the Appointing Authority for good cause to the 30 miles from both the employee's headquarters and home for a conference or convention

D. Exceptions may be made by the Appointing Authority to the distance requirements set forth herein for department retreats.

6. If sharing a room, the Appointing Authority shall designate one of the employees as the employee responsible for billing/payment for the employees sharing the room.

7. Receipts should be obtained before leaving the hotel.

8. The City may pre-pay the hotel directly.

9. When travel arrangements are such that arrival is later than 6:00 p.m., it may be necessary to guarantee late arrival. The employee is responsible for any changes in the room reservations or cancellations. Any "no show" charges will normally be the employee's direct responsibility. To avoid incurring such costs, employees are encouraged to cancel in a timely manner and record the cancellation number assigned when the room is released.

(I) Meals

1. Reimbursement for meals will be:

a) For a full day of travel the actual cost of meals to a maximum of \$38.00 per day, per person. A full day of travel is a day that is both preceded and followed by an overnight stay.

b) For less than a full day, reimbursement for meals on the day of departure and day of return is limited to:

1. Actual cost up to a maximum rate of ten dollars if the city employee is on travel status any time after midnight but no later than 8:00 a.m.
2. Actual cost up to a maximum rate of ten dollars if the city employee is on travel status any time after 9:00 a.m. but no later than 3:00 p.m.
3. Actual cost up to a maximum rate of eighteen dollars if the city employee is on travel status any time after 6:00 p.m. but no later than midnight.

Breakfast: \$10.00

Lunch: \$10.00

Dinner: \$18.00

Full Day: \$ 38.00

c) On the day of departure or return, if the City employee is on travel status for more than one of the above specified time periods; meal reimbursement is authorized in the amount of the total of the individual amounts specified for those time periods.

2. Reimbursement for meals will NOT take place unless the meal(s) is(are) either associated with an overnight stay, and/or the meal is outside Stark and Summit County.

3. Reimbursement for meals shall not occur for any meal(s) that are included in a conference registration fee or included in single hotel room rate.

4. Conference meals.

A. Meals that are not included in the registration fee but are an integral part of the conference may be reimbursed at actual cost, provided such cost is reasonable as determined by Appointing Authority and/or their designee.

B. Meals are considered to be an integral part of the conference when the meals are provided at the conference site as an organized group activity for all conference participants.

C. If a conference includes or provides a meal, the City employee shall not be reimbursed for that same meal, and any amount reimbursed to the City employee for meals shall be adjusted.

5. The City recognizes that actual meal costs vary widely throughout the country. Therefore, with the prior approval of the Appointing Authority and/or their designee, the City may reimburse meal expenses which exceed the per diem allowance, provided a maximum per diem is established in writing prior to travel on an individualized and specific case by case basis.

6. The City depends on its employees to exercise prudence in selecting restaurants. Meals should always be commensurate with the City employee's normal eating practices. The City will not reimburse meal costs deemed lavish or otherwise extravagant.

7. Actual receipts are required for reimbursement of all meal expenditures.
8. There will be no reimbursement for gratuities for meals.
9. There will be no reimbursement for alcoholic beverages.

(J) Prepayment of Travel Expenses

1. Prepayment or reimbursement of travel expenses are allowed only when payment for the expenses has not been and will not be received from a third party.
2. In order to obtain the lowest available rate for air flight by common carrier, an employee, with the approval of the Appointing Authority and/or their designee, may authorize advance purchase/prepayment of airline tickets.
3. In the event that the Appointing Authority and/or their designee authorize advance purchase/prepayment of airline tickets, the employee may be reimbursed in advance for said purchase provided that employee is personally liable for any charges assessed for unused travel reservations, which are not reimbursed within the time limits specified by the airline.
4. City funds may be expended to pay for unused reservations on common carriers if the Appointing Authority is satisfied that failure to cancel within the time limits specified by the airline or to use the reservation was unavoidable.
5. If city funds are expended to pay for unused reservations on common carriers (or other expenses) and if the Appointing Authority is satisfied that failure to cancel within the time limits specified by the airline or to use the reservation was unavoidable (e.g., death or serious illness/injury in family), then the City shall receive any and all refunds or credits (e.g., air travel credit).
6. If City funds are expended to pay for unused reservations on common carriers (or other expenses) and if the Appointing Authority is not satisfied that failure to cancel within the time limits specified by the airline or to use the reservation was unavoidable (e.g., death or serious illness/injury in family), then the employee shall reimburse the City for any and all expenses. The City may deduct said expenses from the employee's pay if the employee does not make satisfactory arrangements to reimburse the City.

(K) Phone Calls

Telephone calls may be reimbursed in full only if necessary to official City business. Original, itemized receipts or equivalent documentation including business purpose are required. Personal telephone calls will not be reimbursed.

(L) Prohibited Expenses

1. There will be no reimbursement for alcoholic beverages
2. There will be no reimbursement for personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, video rental, social activities and related incidental costs.
3. There will be no reimbursement for dry cleaning or laundry.

4. There will be no reimbursement for commuting between home and primary work site.
5. There will be no reimbursement for first class tickets, airline upgrades, or airline club memberships.
6. There will be no reimbursement for child-care, babysitting, house-sitting, pet-sitting/kennel charges.
7. There will be no reimbursement for evening or formal wear expenses.
8. There will be no reimbursement for haircuts, hairstyling, or personal grooming.
9. There will be no reimbursement for private car and hired driver (taxi not included).
10. There will be no reimbursement for personal travel accident insurance premiums and/or personal travel insurance.
11. There will be no reimbursement for other expenses deemed not directly related to the business travel.
12. There will be no reimbursement for gratuities for meals.
13. There will be no reimbursement for any taxes for which the City is exempt.

(M) Traffic Violations and/or Accidents, or Illegal Activity

The City is not responsible for any costs incurred as a result of an employee's illegal actions, including vehicular violations, even if the employee is conducting City business. Traffic violations and/or tickets given to an employee, while on duty, are to be reported to the Appointing Authority and/or their designee.

If an accident occurs while on duty, a written report shall be given to the Appointing Authority and/or their designee. The designee will then report this to the Finance Department, so the proper form can be completed for insurance.

(N) Receipts

Reimbursement of travel expenses is based on reasonable and actual expenses supported by original, itemized receipts where required. CITY EMPLOYEES MUST SUBSTANTIATE TRAVEL EXPENCES WITH ORIGINAL ITEMIZED RECEIPTS. The lodging bill may be used as a receipt when charges are included as part of an overnight stay.

1. Itemized receipts are required for:
 - a) All service expenses incurred in connection with the operation of City-owned automobiles
 - b) All car rental expenses.
 - c) All common carrier expenses, i.e. bus, boat, ferry, or subway.
 - d) All lodging expenses.
 - e) All miscellaneous transportation expenses, including taxicab and parking.

f) Business expenses such as faxes, photocopies, Internet charges and data ports in addition to documentation of the business purpose.

g) Meals.

h) Conference receipts shall include conference registration fees, conference meals not included in a registration fee, conference lodging, and miscellaneous conference expenses exceeding one dollar.

2. Retention of Report and Required Receipts

The Finance Department shall retain the original "Travel Expense Reports" and the original receipts required by this policy. As specified by this policy, electronically imaged or paper copies of "Travel Expense Reports" may be submitted to the Finance Department. Unless otherwise specified in this policy, all receipts required by this rule shall be submitted to the Finance Department, and the Finance department may specify the manner in which receipts shall be submitted.

(O) Proof of Attendance

Employees must attend all portions of the conference or seminar that is paid for or reimbursed by the City.

Employees shall make very reasonable effort to sign in if applicable, and/or bring back certificates of attendance.

(P) Travel Within or Near Stark or Summit Counties.

1. No reimbursement shall be made for lodging or meals (except conference meals) within Stark or Summit County, (within forty-five miles or less of both the City employee's residence and/or headquarters), except for conferences, in which case no reimbursement for lodging or meals shall be made within thirty miles or less of both the City employee's residence and headquarters for conference expenses other than conference meals.

2. Association meetings, conferences, and conventions within Stark and Summit County require advance approval of the Appointing Authority.

3. Only registration fees and meals directly sponsored by the host association are reimbursable.

4. Reimbursement for annual dinners, banquets, etc. may be reimbursed if approved by the Appointing Authority.

(Q) Spousal Accompaniment

The City does not reimburse for spousal accompaniment. Under no circumstances will expenses for spousal travel be reimbursed. If a spouse accompanies an employee for personal purposes, the difference in hotel charges (if any) for a double room must be deducted before the expense report is submitted. If breakfast or other meals are charged to one's hotel account, only the employee's meal amount can be charged to the City.

(R) Frequent Flyer Miles

The Ethics Commission has issued an opinion (91-010) that establishes that:

1. Divisions (D) and (E) of Section 102.03 of the Revised Code prohibit a state official or employee from accepting, soliciting, or using the authority or influence of her position to secure, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the department, division, agency, institution, or other entity with which she serves, or by which she is employed;

2. Division (A)(4) of Section 2921.42 and Division (A) of Section 2921.43 of the Revised Code prohibit a state officer or employee from accepting or using, for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if she has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel, by the department, division, agency, institution, or other entity with which she is connected. Obtaining or retaining (securing) for personal travel, a discounted or free "frequent flyer" airline ticket or other benefit from an airline if the official or employee has obtained the ticket or other benefit from the purchase of airline tickets, for use in official travel for/by the City is prohibited.

(S) Credit Card "points" and/or other Reward Program Benefits

A City official or employee is not prohibited from obtaining or retaining (securing) credit card "points" and/or other reward program benefits provided by a credit card issuer, in connection with City business travel expenses charged on a personal credit card. However, there are exceptions in the following circumstances.

1. An official or employee chooses to use a specific credit card to obtain the credit card "points" and/or other reward program benefits and said use results in a higher ("enhanced") cost to the City above the "actual" cost. (i.e., in order to obtain the credit card "points" and/or other reward program benefits provided by a credit card issuer, the credit card issuer charges a higher ("enhanced") cost). In this circumstance, the official or employee must waive the benefit or seek reimbursement on the "actual" cost, not the "enhanced" cost.

2. Where an official or employee seeks reimbursement from the City for any amount that is greater than the amount actually owed to the credit card issuer. (Where the credit card issuer grants a "post transaction" discount on the charged amount. I.e., the initial charge/transaction is 100% ("actual" cost), and the credit card issuer's reward is a 5% reduction/rebate of the initial charge/transaction ("reduced" cost). In this circumstance, the official or employee must waive the benefit or seek reimbursement on the "reduced" cost, not the "actual" cost.

(T) Definitions

1. "Compensation" means payment for services rendered, whether made on an hourly, per diem, salaried, or fee basis but does not include reimbursement of travel expenses.

2. "Headquarters" means the office address at which a City employee has his/her primary work assignment or if a City employee's primary work assignment involves regularly scheduled travel, the place from which he/she can most effectively carry out his/her assigned duties.

3. "In-state travel" means travel within the state of Ohio.
4. "Out-of-state travel" means travel outside the state of Ohio.
5. "City employee" means any officer, member, or employee of the City of North Canton.
6. "Travel at City expense" means travel expenses which are paid from moneys which has money directly or indirectly appropriated in whole or in part by the City of North Canton.



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Sample Email Policy #1

[LGR ELECTRONIC
RECORDS
GUIDELINES](#)

The purpose of this policy is to ensure the proper use of INSTITUTION'S email system. All messages distributed via the company's email system, even personal emails, are INSTITUTION'S property. You must have no expectation of privacy in anything that you create, store, send or receive on the company's email system. Your emails can be monitored without prior notification if INSTITUTION deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the INSTITUTION reserves the right to take disciplinary action, including termination and/or legal action. If you have any questions or comments about this Email Policy, please contact your supervisor.

[LGR FORMS](#)
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AMERICAN HISTORY
RESEARCH CENTERS](#)

- Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor.
- Send unsolicited email messages or chain mail.
- Forge or attempt to forge email messages, or disguise or attempt to disguise your identity when sending mail.
- Delete a public record email message that has not met or exceeded the appropriate retention period.

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Duty of care

Users must take the same care in drafting an email as they would for any other communication. Confidential information should not be sent via email.

Personal usage

Although the INSTITUTION'S email system is meant for business use, the INSTITUTION allows personal usage if it is reasonable and does not interfere with work.

Records management and e-mail retention

E-mail is a means of transmission of messages or information. The retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content, transactional information, and any attachments associated with the e-mail are considered a record if they meet the criteria of the Ohio Revised Code section 149.01.1 (G). The content of e-mail messages may vary considerably, and therefore, this content must be evaluated to determine the length of time the e-mail must be retained.

Disclaimer

All messages will be appended with the following disclaimer: 'If you have received

this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the **INSTITUTION.**

Declaration

I have read, and agree to comply with, the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Employee signature

Date

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<http://www.ohiohistory.org/resource/lgr/lgrshortemail.html> || Last modified Tuesday, 26-Jul-2005 12:37:36 Eastern Daylight Time

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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.
- 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.



145 North Main St. · North Canton, OH 44720
Phone: 330-499-1293 Fax: 330-499-2080
lawdept@northcantonohio.com

C/W: 11/7/11
Items 1b,c,d,e

CITY OF NORTH CANTON

Hans A. Nilges
Director of Law

November 1, 2011

To: Jon Snyder
President of Council

Re: **Legislative Requests**

Please place the following collective bargaining agreements on the November 7, 2011 Committee of the Whole agenda for consideration to authorize legislation, on an emergency basis:

- North Canton Service & Clerical
- Clerical, Fiscal & Accounting Specialist
- Drinking Water Plant
- Dispatchers / Chief Dispatcher

Respectfully submitted,

Hans A. Nilges
Director of Law

HAN:gk

11/2/11-gmk
(Personnel & Safety)

An ordinance authorizing the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council to enter into a Collective Bargaining Agreement between the City of North Canton and the North Canton Service & Clerical Employees, 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 the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council, be, and are hereby authorized to enter into a Collective Bargaining Agreement between the City of North Canton and the North Canton Service & Clerical Employees.

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 and further necessary for the timely effectiveness of the Collective Bargaining Agreement; 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:

MAYOR

SIGNED: _____, 2011

ATTEST:

CLERK OF COUNCIL

11/2/11-gmk
(Personnel & Safety)

An ordinance authorizing the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council to enter into a Collective Bargaining Agreement between the City of North Canton and the Clerical, Fiscal and Accounting Specialists ("CF&AS"), repealing any and all legislation inconsistent herewith 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 the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council, be, and are hereby authorized to enter into a Collective Bargaining Agreement between the City of North Canton and the Clerical, Fiscal and Accounting Specialists ("CF&AS").

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 and further necessary for the timely effectiveness of the Collective Bargaining Agreement; 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:

MAYOR

SIGNED: _____, 2011

ATTEST:

CLERK OF COUNCIL

11/2/11-gmk
(Personnel & Safety)

An ordinance authorizing the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council to enter into a Collective Bargaining Agreement between the City of North Canton and the North Canton Drinking Water Plant Operator Employees, 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 the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council, be, and are hereby authorized to enter into a Collective Bargaining Agreement between the City of North Canton and the North Canton Drinking Water Plant Operator Employees.
- 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 and further necessary for the timely effectiveness of the Collective Bargaining Agreement; 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:

MAYOR

SIGNED: _____, 2011

ATTEST:

CLERK OF COUNCIL

11/2/11-gmk
(Personnel & Safety)

An ordinance authorizing the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council to enter into a Collective Bargaining Agreement between the City of North Canton and the Ohio Patrolmen's Benevolent Association ("OPBA") Full-Time Dispatchers / Chief Dispatcher, repealing any and all legislation inconsistent herewith 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 the Mayor, Director of Administration and Personnel & Safety Committee of North Canton City Council, be, and are hereby authorized to enter into a Collective Bargaining Agreement between the City of North Canton and the Ohio Patrolmen's Benevolent Association ("OPBA") Full-Time Dispatchers / Chief Dispatcher.

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 and further necessary for the timely effectiveness of the Collective Bargaining Agreement; 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:

MAYOR

SIGNED: _____, 2011

ATTEST:

CLERK OF COUNCIL

END OF THE MONTH FOR THE CITY OF NORTH CANTON
FOR THE MONTH ENDING SEPTEMBER 30, 1931

	Beginning Month Balance	Month-to-date Actual Receipts	Month-to-date Withdrawals	Month-to-date Adjustments	Month-to-date Balance
10%B 10% BOND	0.00	0.00	0.00	0.00	0.00
B BOND	0.00	0.00	0.00	0.00	0.00
BC BANK CHARGES	0.00	0.00	0.00	0.00	0.00
CC COURT COSTS	0.00	4,501.00	4,501.00	0.00	0.00
COMP COMPUTER ACCOUNT	0.00	405.00	405.00	0.00	0.00
CTCOP CERTIFIED COURT COPY	0.00	0.00	0.00	0.00	0.00
EXP CITY EXPUNGEMENT ACCT	0.00	0.00	0.00	0.00	0.00
EXPS EXPUNGEMENT TO STATE	0.00	0.00	0.00	0.00	0.00
GR GENERAL REVENUE	0.00	6.00	6.00	0.00	0.00
INT MONTHLY BANK INTEREST	0.00	0.00	0.66	0.66	0.00
OF ORDNCE FINE	0.00	2,266.33	2,266.33	0.00	0.00
PF PARKING FINES	0.00	0.00	0.00	0.00	0.00
REL FEE FORFEITURE RELEASE FEE	255.00	0.00	0.00	0.00	255.00
SBD SEAT BELT DRIVER STATE FINE	0.00	30.00	30.00	0.00	0.00
SBP SEAT BELT PASSENGER STATE FINE	0.00	20.00	20.00	0.00	0.00
SC NSF SERVICE CHG	0.00	0.00	0.00	0.00	0.00
SF STATE FINE CHILD RESTRAINT	0.00	31.00	31.00	0.00	0.00
SUSP SUSPENCE ACCOUNT	0.00	0.00	0.00	0.00	0.00
VC VICTIM CRIME	0.00	747.00	747.00	0.00	0.00
GRAND TOTALS	\$ 255.00	\$ 8,006.33	\$ 8,006.99	\$ 0.66	\$ 255.00

RECEIVED

OCT 27 2011

COUNCIL OFFICE
NORTH CANTON, OHIO

Josh Mandel
 Treasurer of State
 P O Box 665
 Columbus, OH 43216-0665

REPARATIONS ROTARY REPORTING FOR COURTS

TOS ACCOUNT NUMBER (REQUIRED)		7654	
COURT NAME AND ADDRESS			
REPORTING PERIOD		Month	SEPTEMBER
		Year	11
1. Victims of Crime - ORC 2743.70		\$ 747.00	
2. ADDITIONAL COSTS/FINES – ORC 2949.091, 4511.19, 120.08, 2949.094 (A), 4503.235 (B), 5502.67, 5502.68			
a. General Revenue Fund		\$ 6.00	
b. Indigent Drivers Alcohol Treatment Fund -		\$	
c. Indigent Defense Support Fund -		\$1627.00	
d. Drug Law Enforcement/Justice Program Services -		\$ 610.00	
3. State Highway Patrol - ORC 5503.04		\$	
4. Liquor Control Fines - ORC 4301.57		\$	
5. Expungements - ORC 2953.1 - 2953.36		\$	
6. Child Safety Restraint - ORC 4511.99		\$ 31.00	
7. State Highway Safety Fund – ORC 4510.13 (A) (9)		\$	
8. Legal Aid Society Fund - ORC 1901.26, 1907.24, 2303.201 (less 1% admin costs)			
# of Small Claims Cases @ \$11			
# of Civil Cases @ \$26			
# of no fee cases			
# of cases moving from Small Claims to Civil @ \$15			
Legal Aid Society Fund Total			
9. Child Abuse Prevention Fees - ORC 3109.13 - .18 (less 3% admin costs)		\$	
Family Violence Prevention Fees - ORC 3705.242 (less 3% admin costs)		\$	
Penalty (if applicable)		\$	
# of Dissolutions	# of Divorces	# of Birth Certificates	# of Death Certificates
10. Seat Belt Fines - ORC 4513.263		\$ 50.00	
# of Driver Tickets 1		# of Passenger Tickets 1	
11. Ohio Putative Fathers Registry (OPFR) - ORC 3107.062		\$	
TOTAL AMOUNT REMITTED		\$3071.00	

Name/Title T. Dolan Clerk Phone # 330-499-5081

YOU CAN ALSO REMIT FORM AND PAYMENT ON OUR WEBSITE

<http://payments.tos.ohio.gov>

Bank.	Account	Description.....	Beg-Mo-Bal..	Mtd-Receipts	Mtd-Withdr..	Mtd-Adjust..	Balance.....
CS	10%B	10% BOND	0.00	0.00	0.00	0.00	0.00
CS	B	BOND	0.00	0.00	0.00	0.00	0.00
CS	BC	BANK CHARGES	0.00	0.00	197.75	0.00	-197.75
CS	CC	COURT COSTS	0.00	4501.00	0.00	0.00	4501.00
CS	COMP	COMPUTER ACCOUNT	0.00	405.00	0.00	0.00	405.00
CS	CTCOP	CERTIFIED COURT COPY	0.00	0.00	0.00	0.00	0.00
CS	EXP	CITY EXPUNGEMENT ACCT	0.00	0.00	0.00	0.00	0.00
CS	EXPS	EXPUNGEMENT TO STATE	0.00	0.00	0.00	0.00	0.00
CS	GR	GENERAL REVENUE	0.00	6.00	0.00	0.00	6.00
CS	IDSF	Indigent Defense Support Fund	0.00	1627.00	0.00	0.00	1627.00
CS	INT	MONTHLY BANK INTEREST	0.00	0.00	0.00	0.66	0.66
CS	MVCC	MOVING VIOLATION COURT COST	0.00	610.00	0.00	0.00	610.00
CS	OF	ORDNCE FINE	0.00	2266.33	0.00	0.00	2266.33
CS	OP	OVERPAYMENTS	0.00	0.00	0.00	0.00	0.00
CS	PF	PARKING FINES	0.00	0.00	0.00	0.00	0.00
CS	RELFEF	FORFEITURE RELEASE FEE	255.00	0.00	0.00	0.00	255.00
CS	SBD	SEAT BELT DRIVER STATE FINE	0.00	30.00	0.00	0.00	30.00
CS	SBP	SEAT BELT PASSENGER STATE FINE	0.00	20.00	0.00	0.00	20.00
CS	SC	NSF SERVICE CHG	0.00	0.00	0.00	0.00	0.00
CS	SF	STATE FINE CHILD RESTRAINT	0.00	31.00	0.00	0.00	31.00
CS	SUSP	SUSPENCE ACCOUNT	0.00	0.00	0.00	0.00	0.00
CS	VC	VICTIM CRIME	0.00	747.00	0.00	0.00	747.00
***			255.00	10243.33	197.75	0.66	10301.24
***			255.00	10243.33	197.75	0.66	10301.24

Bank. Beg-Mo-Bal.. Mtd-Receipts Mtd-Withdr.. Mtd-Adjust.. Balance.....

CS	255.00	10243.33	197.75	0.66	10301.24
***	255.00	10243.33	197.75	0.66	10301.24

MAYOR/CITY OF NORTH CANTON

CITY HALL, 145 N. MAIN ST.
NORTH CANTON, OH 44720

1917

DATE 10-25-11

56-55/412
29220

PAY
TO THE
ORDER OF

At & T

\$ 30.56/100

Thirty dollars and 56/100

DOLLARS

06/86

FIRSTMERIT North Canton Office

www.firstmerit.com

FOR phone chg / credit card.

 MP

Security features
are included.
Details on back.

MAYOR/CITY OF NORTH CANTON

CITY HALL, 145 N. MAIN ST.
NORTH CANTON, OH 44720

1918

DATE 10-25-11

56-55/412
29220

PAY TO THE ORDER OF

City of North Canton

\$ 6975.²⁴/₁₀₀

Six thousand nine hundred seventy five dollars ²⁴/₁₀₀

DOLLARS

Security features are included. Details on back.

06/86

FIRSTMERIT North Canton Office
www.firstmerit.com

[Handwritten Signature]

FOR CC4501 comp 405 OF 226633 int. 66
CC-197.75

MAYOR/CITY OF NORTH CANTON

CITY HALL, 145 N. MAIN ST.
NORTH CANTON, OH 44720

1919

DATE 10-25-11

56-55/412
29220

PAY TO THE ORDER OF

Treasurer, State of Ohio

\$ 3071.⁰⁰/₁₀₀

Three thousand twenty one dollars ⁰⁰/₁₀₀

DOLLARS

Security features are included. Details on back.

06/86

FIRSTMERIT North Canton Office
www.firstmerit.com

[Handwritten Signature]

FOR Comp 540