

**AMELIA VILLAGE, OHIO**  
**Ordinance No.: O-2013-49**

**AN ORDINANCE AMENDING O-2012-50 AND O-2013-07, TO AMEND SECTIONS 714, 715,  
716 AND 717 OF THE PERSONNEL POLICY MANUAL REGARDING THE USE OF  
CELLULAR TELEPHONES AND DECLARING AN EMERGENCY.**

**WHEREAS**, on December 11, 2012 the Amelia Village Council enacted Ordinance O-2012-50, adopting a new Amelia Village Personnel Policy Manual and subsequently amended the Personnel Policy Manual through Ordinance 2013-07 on February 12, 2013; and

**WHEREAS**, the current Amelia Village Personnel Policy does not address the use of personal cellular telephones during work hours; and

**WHEREAS**, Amelia Village Council wishes to clarify the policy regarding the use of personal cellular telephones during work hours in the Personnel Policy Manual;

**NOW, THEREFORE**, be it ordained by Council of Amelia Village, Ohio that:

**SECTION I.** Village Council hereby repeals existing Section 714, Cellular Phone Policy, of the Amelia Village Personnel Policy Manual.

**SECTION II.** Village Council hereby adopts the following Section 714, Cellular Phone Policy, as part of the Amelia Village Personnel Policy Manual:

**SECTION 714: CELLULAR PHONE POLICY**

The Village recognizes the need for Village owned cellular telephones and establishes procedures for their authorization, deployment, and use. Village owned cellular telephones must be charged and be carried by the employee(s) to whom it was issued, while the employee is on duty. Employees shall return any phone calls or phone messages within 30 minutes of receipt of the initial call or message.

The Village also desires to contain costs, ensure departmental and personal accountability and responsibility, and to prevent improper use of cellular telephones.

The acquisition of state-of-the-art technological equipment can significantly enhance local service delivery. The cellular telephone is both practical and economical, especially for safety services and emergency communications. Land lines should be used whenever reasonably possible and before considering cell phones.

**A. ACQUISITION**

Department Heads shall complete a Cellular Telephone Authorization Request and forward it to the Administrative Manager. Departments have the budgetary responsibility for the purchase and monthly expenses associated with cellular telephones.

The Administrative Manager will order the requested equipment from the Village's cellular service provider and arrange delivery.

Any equipment purchased by the Village is owned by the Village and should be returned to the Village when the employee separates from service or when the need for such equipment no longer exists.

**B. REVIEW**

Department Heads should annually review the list of users to ensure that designated employees continue to demonstrate a need for a cellular telephone. Each January, the Administrative Manager will provide

Department Heads with a Cellular Telephone Inventory for review. Department Heads and users are responsible for cellular telephone bills within his/her department. Appropriate disciplinary action may be taken if an employee is found in violation of this policy.

**SECTION III.** Village Council hereby repeals existing Section 715, Acquisition, of the Amelia Village Personnel Policy Manual, as it is now incorporated in Section 714, Cellular Phone Policy.

**SECTION IV.** Village Council hereby adopts the following Section 715, Personal Use of Village Cellular Telephone, formerly Section 717, as part of the Amelia Village Personnel Policy Manual:

**SECTION 715: PERSONAL USE OF VILLAGE CELLULAR TELEPHONE**

Employees should make every effort to avoid using Village cellular telephones for personal calls. However, the Village recognizes that the need may arise from time-to-time for an employee to use his/her Village-issued cellular telephone for personal business.

**SECTION V.** Village Council hereby repeals existing Section 716, Review, of the Amelia Village Personnel Policy Manual, as it is now incorporated in Section 714, Cellular Phone Policy.

**SECTION VI.** Village Council hereby adopts the following Section 716, Use of Personal Cellular Telephone, as part of the Amelia Village Personnel Policy Manual:

**SECTION 716: USE OF PERSONAL CELLULAR TELEPHONE**

Excessive use of personal cell phones during the workday can interfere with employee productivity and be distracting to others. Employees should restrict personal cell phone use during work time and should use personal cellular phones only during scheduled breaks or lunch periods. Under no circumstances should personal cell phones be used while operating any piece of Village owned equipment. Personal calls should be made during non-work time and employees should ensure that their friends and family members are instructed of this policy. Violation of this policy may result in disciplinary action up to and including termination. The Village is not liable for personal cellular phones brought into the workplace.

**SECTION VII.** Village Council hereby repeals existing Section 717, Personal Use of Village Cellular Telephone, of the Amelia Village Personnel Policy Manual, as it is now incorporated in Section 715.

**SECTION VIII.** This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and general welfare of Amelia Village and its inhabitants. The reason for the emergency is the need to immediately enact these revisions to the Personnel Policy Manual, in order to continue the efficient operation of the Village. Therefore, provided this emergency clause receives the affirmative of two-thirds of all members of Council this Ordinance shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise from and after the earliest period allowed by law.

**SECTION IX.** Council hereby finds and determines that all formal actions relative to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Revised Code.

DERRICK CAMPBELL moved to suspend the rules requiring three readings on three separate dates.

CHRIS DECKERSON seconded the motion.

	YEA	NAY
Derrick Campbell .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Dickerson .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Elliott .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Gerber .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Krafka .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DERRICK CAMPBELL moved for the adoption of the ordinance.

CHRIS DICKERSON seconded the motion.

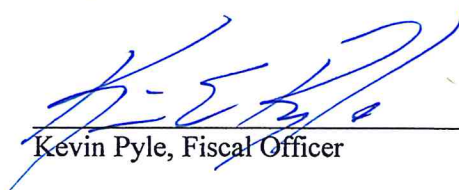
	YEA	NAY
Derrick Campbell .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Dickerson .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Elliott .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Gerber .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Krafka .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>


DERRICK CAMPBELL moved for the approval of the emergency clause.

CHRIS DICKERSON seconded the motion for the approval of the emergency clause.

	YEA	NAY
Derrick Campbell .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Dickerson .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Elliott .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Gerber .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Katie Krafka .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Adopted on October 16, 2013.**

  
 \_\_\_\_\_  
 Kevin Pyle, Fiscal Officer

  
 \_\_\_\_\_  
 Todd Hart, Mayor

\*\*New language is underscored; language to be deleted is shown as ~~stricken~~.

