

**AMELIA VILLAGE, OHIO**  
**Ordinance No.: O-2013-50**

**AN ORDINANCE AMENDING O-2012-50 AND O-2013-07, TO AMEND SECTION 718,  
INTERNET USAGE POLICY, OF THE PERSONNEL POLICY MANUAL 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 is ambiguous regarding the personal use of the Village's internet capabilities during work hours; and

**WHEREAS**, Amelia Village Council wishes to clarify the policy regarding the personal use of the internet 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 718, Internet Usage Policy, of the Amelia Village Personnel Policy Manual.

**SECTION II.** Village Council hereby adopts the following Section 718, Internet Usage Policy, as part of the Amelia Village Personnel Policy Manual:

**SECTION 718: INTERNET USAGE POLICY**

This policy applies to all Village employees who utilize the Village's Internet capabilities. Internet usage of the Village's internet capabilities is permissible for Village business purposes only. The term "internet" means the electronic information system of that name which connects smaller groups of linked computer networks. The term "Village's Internet capabilities" means any and all access to the Internet obtained through Village sponsorship, ownership, or financial contribution, or by any employee as a representative or agent of Amelia Village, during work hours. The term "Village business purposes" means the official work of Village government undertaken for public benefit, as opposed to activities undertaken for personal, non-Village or private purposes. Unacceptable sites or uses include, but are not limited to, the following:

- Pornographic sites and access to pornographic materials.
- Use of the Village Internet to harass employees, vendors, customers, and others.
- Sports or games.
- Use of the Village Internet for partisan political purposes.
- Unauthorized transfer of copyrighted materials utilizing Village Internet capabilities.
- Any site that charges a fee (unless there has been prior written approval of a justified Village expense item by supervisor).

- Vendor sites to purchase personal items.
- Marketing of personal or private business.

While this policy does restrict Internet use to official business, the Village will permit personal use of the Internet with reasonable restrictions as to the amount of time devoted to personal usage and sites visited provided such use does not adversely affect business or productivity. Personal internet usage is a privilege, not a right. As such, the privilege may be revoked at any time and for any reason or for no reason. Aside from scheduled break and lunch periods, employees are prohibited from engaging in personal use of the internet during work hours. Violation of this policy may result in disciplinary action including revocation of access privileges, as well as progressive discipline up to and including termination. ~~limited personal use (within acceptable use guidelines) during breaks or before/after work hours will be allowed. Internet may be used for minor personal matters to accommodate the demands of daily living so long as the use is occasional and does not cost the Village money or interfere with Village work. However, Village departments may enforce more restrictive policies on computer, and Internet use.~~

**SECTION III.** 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 IV.** 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.

RENEE GERBER 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.

RENEE GERBER seconded the motion.

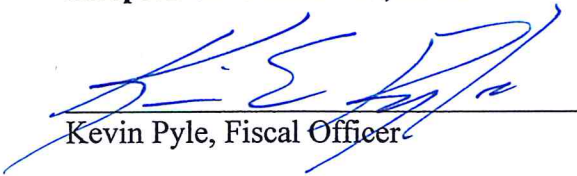
	YEA	NAY
Derrick Campbell.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Dickerson.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Elliott.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Renee Gerber.....	<input checked="" type="checkbox"/>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

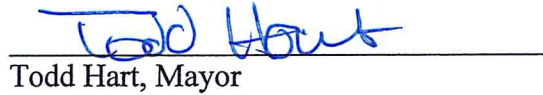
DERRICK CAMPBELL moved for the approval of the emergency clause.

RENEE GERBER 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.**

  
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 Kevin Pyle, Fiscal Officer

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

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

