

RECORD OF ORDINANCES

Ordinance No. 2661-06

Passed Council 4-17-06, _____

AN ORDINANCE OF THE VILLAGE OF LODI, MEDINA COUNTY, OHIO ESTABLISHING A TELEPHONE USAGE POLICY FOR INCLUSION IN THE EMPLOYEE HANDBOOK AND DECLARING THE SAME TO BE AN EMERGENCY.

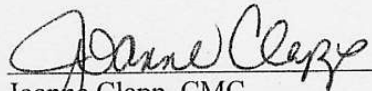
WHEREAS, Council previously passed Ordinance No. 2125 establishing an employee handbook with rules and regulations regarding employment within the Village; and

WHEREAS, Council now desires to establish a telephone usage policy for inclusion in said Employee Handbook.

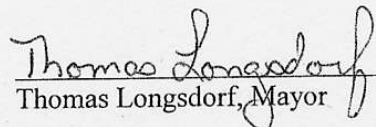
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF LODI, MEDINA COUNTY, OHIO that:

1. The telephone usage policy attached hereto, made a part hereof and marked Exhibit "A" is hereby adopted as a rule and regulation of the Village and shall be incorporated into the Village Employee Handbook.
2. This Ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health and safety and welfare of the Village of Lodi and its inhabitants; the specific reason for the emergency being the immediate need to establish safety regulations regarding telephone usage within the Village, and therefore this Ordinance shall take effect immediately upon its passage.


First Reading: March 20, 2006



Joanne Clapp, CMC
Clerk/Treasurer



Thomas Longsdorf, Mayor



Theodore J. Lesiak, Village Solicitor

VILLAGE OF LODI

Telephone Usage

It is the policy of the Village to establish a consistent approach to personal use of Village phones by employees.

The telephone is an integral part of the Village's economy. Its availability is essential for conducting daily business functions. Therefore, it is of the utmost importance that all lines are available for Village business when needed.

All employees are urged to exercise good judgment and respect the use of Village telephones by limiting personal usage. Under no circumstances are personal long distance calls to be charged to Village telephones.

The Village expects employees to be courteous and helpful while on the phone with citizens, suppliers and co-workers.

Any employee found to be abusing this policy may be subject to disciplinary action.

Cellular Phone Usage

The Village recognizes that the use of cellular phones has become commonplace in the workplace. Due to safety concerns, however, some states and municipalities have passed legislation prohibiting the use of handheld cell phones while driving. Other states, including Ohio, have similar legislation pending. All of this is in response to the safety concerns raised by those who are inattentive to vehicular traffic due to cell phone usage.

We ask that all non-police personnel abide by the following cell phone procedures:

- Avoid using cell phones while operating a Village motor vehicle.
- Do not take notes or look up phone numbers or other information which takes your attention from driving.
- Avoid stressful or emotional conversations while driving.
- Place calls only when stationary or before pulling out into traffic.
- Department heads in those departments which use cell phones frequently when on the road shall investigate the acquisition of hand-free cell phone systems.

Village cellular phones are to be used for Village business and are only permitted for personal use in cases of emergency. Personal cell phones are to be used only on breaks, or in cases of emergency.