

ORDINANCE 2008-11

AN ORDINANCE AMENDING THE EMPLOYEE HANDBOOK CHAPTER 8 EMPLOYEE CONDUCT SECTION TO BE IN COMPLIANCE WITH OHIO REVISED CODE 149.43 E (2) AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance 2006-19 was enacted by council April 10, 2007 establishing a new Employee Handbook for the employees of the Hiram Village; and

WHEREAS, this section of the Ohio Revised Code includes a requirement of the public office to include the public records policy of the public office the employee handbook.

NOW THEREFORE BE IT ORDAINED by the Council of the Village of Hiram, Portage County, Ohio, two thirds or more of the members thereto concurring that:

SECTION 1: The village desires to add the Public Records Policy which was adopted by council on December 11, 2007 in Ordinance 2007-35 to the Employee Handbook Section 8. This would create Section 8.17 Public Records Policy.

SECTION 2: In addition to the requirement for inclusion of the public records policy in the handbook there is a requirement for all employees of the public office who have custody of the records of that office are required to sign an acknowledgment receipt of the copy of the public records policy. These persons would be identified as follows: Mayor, Police Chief, Fire Chief, Assistant Fire Chief, Village Administrator, Fiscal Officer and Assistant Fiscal Officer or their designees. Attached is Exhibit "A," the form through which these individuals acknowledge receipt of the Hiram Village Public Records Policy.

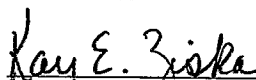
SECTION 3: This Ordinance is declared an emergency measure becoming effective immediately upon its passage by Council and approval by the Mayor so the village will be compliant with Ohio Revised Code 149.43 E (2)

SECTION 4: It is hereby found and determined that all formal actions of this council concerning and relating to the adoption of the Ordinance were adopted in an open meeting of the council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including §121.22 of the Revised Code of the State of Ohio.

Passed in council as an emergency April 8, 2008.


Mayor Lou Bertrand

ATTEST:


Fiscal Officer

I Kay E. Ziska Fiscal Officer of the Village of Hiram, Ohio, hereby certify that the foregoing Resolution or Ordinance No. 2008-11 has been duly posted in the required 5 places.

4-9-08 
Date Fiscal Officer, Village of Hiram