

**AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE VILLAGE
TELEPHONES POLICY AND THE ADDITION OF THE POLICY AS DEFINED
TO THE VILLAGE EMPLOYEE HANDBOOK**

WHEREAS, Brewster Village Council desires to adopt an Employee Village Telephones Policy and to modify the Village Employee Handbook to include an Employee Village Telephones Policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The Village shall adopt an Employee Village Telephones Policy as defined below and shall add Section 7.07 - Employee Village Telephones Policy to the Village Employee Handbook as follows:

7.07 VILLAGE TELEPHONES

A. Telephone Etiquette

Telephone communications are an important reflection of our image to residents and the community. Always use proper telephone etiquette.

The following are some examples of good telephone etiquette:

- telephones shall be answered promptly and in a courteous manner.
- use the approved greeting,
- speak courteously and professionally,
- repeat information back to the caller, and
- only hang up after the caller hangs up.

B. Business Versus Personal Use of Telephones

- Village telephones are provided for business use and shall normally not be utilized to make personal phone calls.
- Personal telephone calls, on regular telephones (or an employee's cell phone), shall be kept to a minimum, and shall not be permitted to adversely affect the employee's work performance.
- Employees are requested to ask friends, relatives, and others not to call at work for personal reasons, other than emergency situations.
- Personal, long distance calls should not be made on any Village telephones.
- If an employee makes personal calls on the Village business phones, they we may required to pay for any charges.

C. Prohibited Communications

Telephone communication on Village telephones at any time cannot be used for knowingly transmitting, retrieving, accessing, attempting to access, or storing any material, data, site, or communication that is:

1. Discriminatory or harassing, or
2. Derogatory to any individual or group, or
3. Obscene, sexually explicit, or pornographic, or
4. Defamatory, or
5. Threatening, or
6. In violation of any license governing the use of software, or
7. For any illegal purpose, or
8. Online gambling or gambling sites, or
9. For any other purpose that is contrary to Village policy or business interests.

This list of prohibited uses is not exhaustive and is not to be construed to restrict the Village, in any way, from taking appropriate disciplinary action should an unacceptable or inappropriate use occur, as determined in the sole discretion of the Village, which does not fall into one of the above listed categories.

D. Access to Employee Communications

The Village of Brewster reserves the right, at its discretion, to review telephone usage to the extent necessary to ensure that usage is in compliance with the law, this policy, and other Village policies. As such, employees should not assume that use of a Village telephone is private. Accordingly, if an employee has sensitive information to transmit, they should use other means.

E. Discipline

Excessive use of telephones, Village and/or Personal, for other than business purposes and/or other violation of the above regulations, may result in disciplinary action.

Violations of the above regulations may also be subject to legal action.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on March 4, 2019

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni’s IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King