

ORDINANCE O-2013-18

**AN ORDINANCE AMENDING THE EMPLOYEE HANDBOOK PREVIOUSLY ENACTED BY THE VILLAGE COUNCIL.**

**WHEREAS**, the Village Council, by passage of Resolution 2013-12, established an Identity Theft Prevention and Personal Information System Policy and Program effective April 23, 2013; and

**WHEREAS**, the Council of the Village of Windham has determined that the Village of Windham Employee Handbook should be amended to expressly set forth that employees are required to be familiar with and comply with the Identity Theft Prevention and Personal Information System Policy and Program.

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

**SECTION ONE:** The Village of Windham Employee Handbook in Section 3.2 shall be amended by the enactment of the following text, attached hereto and incorporated herein by reference as Exhibit A, which new text shall be inserted after the end of the first paragraph in Section 3.2 and before the current second paragraph of Section 3.2.

**SECTION TWO:** It is hereby found and determined that all formal actions of this Council concerning and in relation to the adoption of this Ordinance were adopted in an open meeting of the Council and the all deliberations of this 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 Section 121.22 of the Revised Code of the State of Ohio.

First Reading May 28, 2013

Second Reading June 25, 2013

Third Reading July 30, 2013

Vote of Council: Ayes: Mr. Snyder, Mr. Garrett, Ms. Blewitt, Mrs. Barrett, Mrs. Miranda, Mrs. Prem Nays: None.

Attest:

Approved:

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Village Fiscal Officer, Lloyd Billman

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Mayor, Robert Donham II

Approved as to Legal Form:

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Solicitor, Thomas Reitz

**EXHIBIT "A"**

In compliance with the Ohio Revised Code, the Village of Windham has enacted an Identity Theft Prevention and Personal Information System Policy and Program to protect citizen information received by the Village of Windham from improper use. All employees are required to become familiar with and to comply in all aspects of the Village of Windham Identity Theft Prevention and Personal Information System Policy and Program.