Cumberland Town Council

Ordinance 2019-09

Amending Use of Town Property Rules of the Employee Handbook

Whereas, the Town of Cumberland Employee Handbook, Section 4.09, details the Town policy regarding use of Town property; and

Whereas, section 4.09, specifies that common sense and sound judgment must be used when using town property, including town vehicles; and

Whereas, from time to time, the Town Council reviews these provisions to promote the safety of Town employees; and

Whereas, the Town Council finds that it is in the best interest of the Town, its employees, and its citizens to amend the Employee Handbook, Section 4.09, to include vehicle use rules.

Therefore, it is ordained, that the Employee Handbook, Section 4.09, is hereby amended and the amended section shall read as written in Exhibit A.

It is further ordained that this ordinance shall become effective upon adoption.

It is further ordained that any provision of the Employee Handbook which is not specifically amended by this ordinance shall remain in full force and effect.

It is further ordained that the Town of Cumberland Department Heads shall, upon adoption of this ordinance, distribute this policy to all employees of the Town of Cumberland.

Adopted this 19th day of June, 2019
Cumberland Town Council:

Joe Siefker, President

Anna Pea, Vice President

Nicole Bell, Member

Aaron Cutshaw, Member

Brian Gritter, Member

Attest:

Erica Salmon, Clerk-Treasurer
Exhibit A

“4.09 USE OF TOWN PROPERTY

A. It is expected that all employees use common sense and sound judgment when utilizing Town-owned equipment. Equipment includes, but is not limited to, office and cellular telephones, computers, laptops, pagers, facsimile, vehicles, trimmers, mowers, power tools, chain saws, digging equipment, etc.

B. Duplication of any software or any other use that would violate software licenses is prohibited. Employees are prohibited from using or allowing the use of Town property of any kind for other than official duties. All employees guilty of violating this policy may be subject to disciplinary action up to and including discharge.

C. Vehicle Use Rules. Employees shall, at all times, use sound judgment when using a Town vehicle or personal vehicle for Town business. Employees shall obey all traffic laws and be courteous toward other drivers. Employees must, at all times, use a seatbelt when operating or riding in a Town vehicle or personal vehicle used for Town business. Employees are prohibited from operating or riding in a vehicle which is not properly equipped with a seatbelt, including but not limited to sitting on the vehicle floor, bed of trucks, or trunk of a vehicle. Employees are prohibited from texting, using social media or other cellular phone applications when operating a Town vehicle or personal vehicle used for Town business. Nothing in this section exempts or supersedes any other provision of the Employee Handbook or the Town Code. Instead, this policy shall be read and enforced in conjunction with all other Town rules and regulations.”