

The Town of Champion Town Board met in special session on Wednesday, February 20, 2019 at the Town Municipal Building, 10 N Broad Street, Carthage, NY. Present were Supervisor Ferguson, Councilmen Stewart, Watkins, and Waite, and Highway Superintendent Strife. Councilman Buzzell was absent.

Supervisor Ferguson called the meeting to order at 7:00pm and began the page by page review of the draft employee handbook.

The following changes and corrections were noted:

- Correct Table of Contents Section 8 to include pages 800-09 and 800-10.
- Section 400; page 400-10: Replace “Disciplinary Action” with Misuse and add description and consequences as follows:

*Any misuse of a Town computer, network resource, or Internet access line, or noncompliance with the Town’s written computer and internet usage policies, may result in one or more of the following consequences:*

- *Temporary loss of privileges and/or deactivation of computer/network access/Internet access,*
- *Permanent loss of privileges and/or deactivation of computer/network access/Internet access,*
- *Disciplinary actions (including proceedings for removal from office) by the appropriate Town Board or Town officials and /or state boards or state officials,*
- *Subpoena of data files and/or the application for and execution of a search warrant,*
- *Legal prosecution under applicable United States, New York, and/or Town statutes, local laws, ordinances, codes, rules and/or regulations (hereinafter “laws”), and*
- *Possible penalties under applicable laws, including fine and/or imprisonment.*

Section 400; page 400-12: Replace “Disciplinary Action” with Misuse and add description and consequences as follows:

*Any misuse of a Town computer, network resource, or Internet access line, or noncompliance with the Town’s written computer and internet usage policies, may result in one or more of the following consequences:*

- *Temporary loss of privileges and/or deactivation of computer/network access/Internet access,*
  - *Permanent loss of privileges and/or deactivation of computer/network access/Internet access,*
  - *Disciplinary actions (including proceedings for removal from office) by the appropriate Town Board or Town officials and /or state boards or state officials,*
  - *Subpoena of data files and/or the application for and execution of a search warrant,*
  - *Legal prosecution under applicable United States, New York, and/or Town statutes, local laws, ordinances, codes, rules and/or regulations (hereinafter “laws”), and*
  - *Possible penalties under applicable laws, including fine and/or imprisonment.*
- Section 800; page 800-10: Replace “Name of Town” in complainant signature box with “Town of Champion”.
  - Section 1000; page 1000-2; Accident Reporting Procedures; Bullet no. 3: questioning the basis/rationale of requiring Town Clerk to keep a log of “illness”. Injuries are reportable. Illness is not reported.

Motion by Mr. Watkins, seconded by Mr. Stewart to adopt the Town of Champion Employee Handbook as amended. Ayes-4, Nays-0. Motion carried.

Motion by Mr. Watkins, seconded by Mr. Waite to adjourn. The meeting adjourned at 8:13pm.

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Christina Vargulick  
Town Clerk