

**ORDINANCE No. O-2021-08**

**AN ORDINANCE AUTHORIZING A CHANGE TO THE CITY OF WARD PERSONNEL HANDBOOK**

**WHEREAS, CITY OF WARD ORDINANCE O-2019-03** established the City of Ward Personnel Handbook which is applicable to all full-time, part-time and seasonal employees, and,

**WHEREAS, STATE OF ARKANSAS 93<sup>RD</sup> GENERAL ASSEMBLY ENACTED ACT 260** – An Act to Require a State Entity to Report a Security Incident to the Legislative Auditor; and for other purposes; and

**WHEREAS, THE CITY OF WARD** reserves the right to update the handbook from time to time as it becomes necessary.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF WARD, ARKANSAS** hereby declares the following changes be made to the City of Ward Personnel Handbook:

**SECTION 1:** Add paragraph “6.11.2.1 Cybersecurity Security Incident Reporting”

**SECTION 2:** Add paragraph “6.11.2.1.1 Duty to Report”

Employees **MUST**<sup>1</sup> as soon as possible, report any compromise of the security, confidentiality, or integrity of an information system maintained by the City of Ward, a contractual provider of information system that contracts with the City of Ward, or other computer-related services of the City of Ward, that is caused by any unauthorized:

- Access to an information system of the City of Ward;
- Destruction of an information system of the City of Ward or the data of an information system of the City of Ward;
- Acquisition of data from an information system of the City of Ward

**SECTION 3 – SEVERABILITY:** If, for any reason, any portion or portions of this ordinance shall be held invalid, such invalidity shall in no way affect the remaining portions.

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<sup>1</sup> The City of Ward must report, in writing, to the Legislative Auditor any security incident within 5 days after learning of the incident


PASSED AND ADOPTED THIS 20<sup>th</sup> DAY OF September, 2021

YEAS: 4 NAYS: 0

APPROVED:

  
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Charles Gastineau, Mayor

ATTEST:

  
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Courtney Ruble, City Clerk

