

Stark County Board of Developmental Disabilities

Policy 6.22 Electronic Signatures	Effective: 1/13/15
Chapter 6: Information Technology	Page 1 of 1

ELECTRONIC SIGNATURES

POLICY


The Board accepts, as legally valid and enforceable, electronic and digital signatures when deemed appropriate by the Superintendent or designee in substitution for conventional paper based documents and handwritten signatures.

An electronic signature is defined as an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

A digital signature is a specific type of electronic signature that is based on a scanned image of a handwritten signature.

An electronic sign-off is an electronic approval or disapproval that is not a digital signature but which can be applied to an electronic transaction by the user clicking or tapping on an “approval” or “disapproval” button, checking a box, or by pressing the enter key.

The Superintendent is authorized to establish and revise, as needed, the procedures to be utilized in the implementation of this policy in accordance with applicable state statutes and federal rules & regulations.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Applies to:</td> <td style="width: 35%; text-align: center;">Yes</td> <td style="width: 35%; text-align: center;">No</td> </tr> <tr> <td>All employees</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Non Represented</td> <td></td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td></td> </tr> <tr> <td>SCDD SSA</td> <td></td> <td></td> </tr> <tr> <td colspan="3">(1) See Current Bargaining Agreement</td> </tr> </table>	Applies to:	Yes	No	All employees	X		Non Represented			SCEPTA			SCDD SSA			(1) See Current Bargaining Agreement			<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Historical Resolution Information</th> </tr> <tr> <th style="text-align: left; padding: 5px;">Date</th> <th style="text-align: left; padding: 5px;">Resolution Number</th> </tr> <tr> <td style="padding: 5px;">4/16/09</td> <td></td> </tr> <tr> <td style="padding: 5px;">2/18/11</td> <td style="padding: 5px;">02-24-11</td> </tr> <tr> <td style="padding: 5px;">12/13/14</td> <td style="padding: 5px;">12-76-14</td> </tr> </table>	Historical Resolution Information		Date	Resolution Number	4/16/09		2/18/11	02-24-11	12/13/14	12-76-14
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