

HONEY BROOK TOWNSHIP

Resolution 11 - 2006

Personnel Policy Manual and Non-Uniform Pension Plan Amendments

Whereas, the Board of Supervisors of Honey Brook Township (Board) has adopted an employee policy manual known as the "Honey Brook Township Personnel Policy Manual" (Manual); and

Whereas, the Board does desire to modify the provisions of the Manual in the following manner:

- Section 102 DEFINITIONS – Employee, Full-time – an employee who has completed his/her probationary period and who occupies a position designated as such in the job description approved by the Board of Supervisors. This designation includes employees in exempt positions.
- New Section 108.1.C.4 – Vacation leave accrual method shall be .083 (1/12), times the number of months worked in a year times the employee's vacation leave entitlement established under Section 108.1.C and 108.1.D.
- Section 108.1.E – A year shall be calculated from the beginning date of employment with the Township. This policy assumes that employment shall continue through the year in which vacation is taken. If employment terminates after the vacation has been taken, but before it has been fully earned per Section 108.1.C.4, deduction of the vacation used shall be made from the employee's final paycheck.
- Section 108.1.F – If employment is terminated before taking full use of accrued vacation, an employee shall be paid for the amount of vacation accrued but not taken so long as at least two (2) weeks notice of termination is given.

Whereas, the Board does desire to modify the provisions of the Non-Uniform Pension Plan in the following manner:

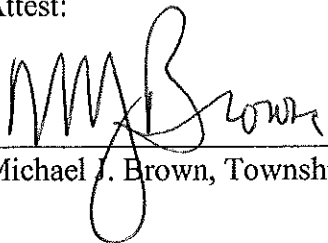
- Article II Eligibility Section 2.01 – All persons who are Employees (as defined in the Plan) as of the Effective Date hereof and who have attained age 21 and completed his/her probationary period with the Township shall be a Member as of the Effective Date.
- Article II Eligibility Section 2.02 – Any person who becomes an Employee after the Effective Date hereof shall become a Member on the first day of the month coincident with or next following completion of his/her probationary period.

Whereas, the effective date of the revisions shall be January 1, 2007,

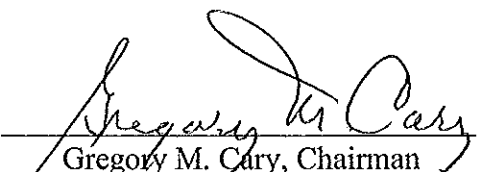
BE IT THEREFORE RESOLVED, by the Board of Supervisors of Honey Brook Township, that the said Board does hereby adopt the revisions to the Manual.

RESOLVED, this 13th day of December, 2006.

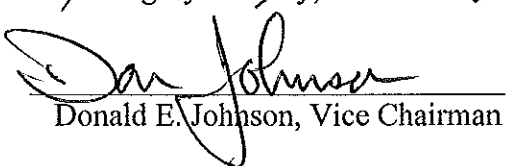
Attest:



Michael J. Brown, Township Manager



Gregory M. Cary, Chairman



Donald E. Johnson, Vice Chairman

D. Weston Darby, Jr., Member