

**HONEY BROOK TOWNSHIP**  
**Resolution 2-2008**  
**Revision to Personnel Policy Manual**

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:


- Paragraph 108.5.A is modified to read, "Full-time employees shall be provided with the following ten (10) holidays: New Years Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day. Martin Luther King Day, Presidents Day and Veterans Day shall be floating holidays for Public Works employees."
- Paragraph 108.5.B is modified to read, "If a full-time employee works on any of the non-floating holidays set forth herein, he/she shall be compensated at double his/her regular hourly rate for the hours worked. An employee shall work the scheduled day preceding and the scheduled day following a non-floating holiday in order to be eligible for the double rate."
- Paragraph 108.5.C is added to read, "Public Works employees called into to work on floating holidays shall be provided the holiday at the discretion of the Director, Public Works within one (1) month of the observed day."
- Paragraph 111.12.E is modified by adding, "Overtime pay shall be paid when an employee works more than forty (40) hours per week. Vacation leave, sick leave, bereavement leave, personal leave, and floating holidays shall not be counted when computing work hours in a given week," to the start of the paragraph.


Whereas, the effective date of the revisions shall be January 7, 2008,

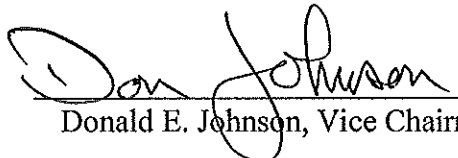
BE IT THEREFORE RESOLVED, by the Board of Supervisors of Honey Brook Township, hereby adopt the revisions to the Manual.

RESOLVED, this 7<sup>th</sup> day of January, 2008.

Attest:

  
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Michael J. Brown, Township Manager

  
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Gregory M. Cary, Chairman

  
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Donald E. Johnson, Vice Chairman

