



HONEY BROOK TOWNSHIP
BOARD OF SUPERVISORS
CHESTER COUNTY
495 Suplee Road • P.O. Box 1281
Honey Brook, PA 19344-1281
610-273-3970 • Fax 610-273-3909

HONEY BROOK TOWNSHIP
Resolution 7-2007
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:

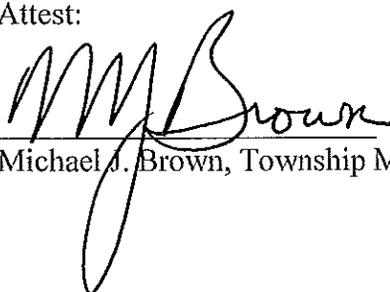
- Paragraph 111.13.B, second sentence, is modified to read, "The office is open Monday through Friday from nine (9:00) a.m. to three (3:00) p.m. and shall be staffed accordingly";
- Paragraph 111.16.D, is modified to read, "Due to the possibility of emergency response which would require the employee to respond directly from his/her home, the head of the Public Works Department is authorized to drive a Township vehicle to and from the residence. The vehicle shall not be used for personal business. Stops of a personal nature when in transit are permissible."; and
- Paragraph 109.B is modified to read, "Vision coverage reimbursement. The Township shall reimburse each eligible employee for the cost of filling one (1) prescription for eyeglasses or one (1) year's supply of contact lenses. To receive reimbursement the employee shall submit copy(s) of paid receipts. This coverage shall not extend to dependents of employees."

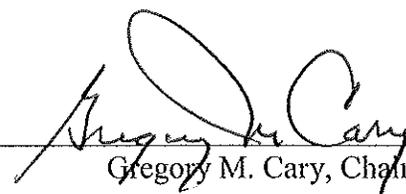
Whereas, the effective date of the revisions shall be September 12, 2007,

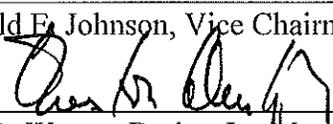
BE IT THEREFORE RESOLVED, by the Board of Supervisors of Honey Brook Township, hereby adopt the revisions to the Manual.

RESOLVED, this 12th day of September, 2007.

Attest:


Michael J. Brown, Township Manager


Gregory M. Cary, Chairman

Donald E. Johnson, Vice Chairman

D. Weston Darby, Jr., Member