

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION # 2021-08

**A RESOLUTION APPROVING THE ADOPTION OF REVISIONS TO THE EMPLOYEE
HANDBOOK/PERSONNEL MANUAL FOR EAST FALLOWFIELD TOWNSHIP**

WHEREAS, on January 7, 2019, the Board of Supervisors of East Fallowfield Township adopted the revised Employee Handbook which sets forth certain policies, practices, and procedures which relate to employment matters in the Township of East Fallowfield; and

WHEREAS, the employee handbook provides that The Township may authorize exceptions, additions or changes to this policy whenever necessary to meet the intent of fair treatment of employees and reasonable service to the residents of the Township, with or without prior notice to its employees; and

WHEREAS, the Township Manager recommends adding the following to the "VACATION LEAVE" section of the employee handbook:

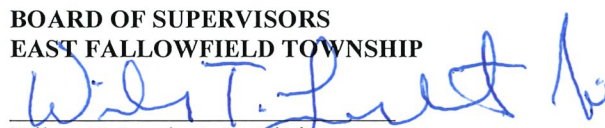
<u>Years of Service</u>	<u>Entitlement</u>
3 Months to 12 months	3 days

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the Employee Handbook is hereby revised; and

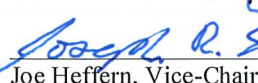
BE IT FURTHER RESOLVED that these revisions personnel policies and procedures shall apply to all Township Office Administrative employees. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

ADOPTED this 23rd day of February 2021 by the East Fallowfield Board of Supervisors, Chester County, Pennsylvania, in lawful session duly assembled.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**



Wilson T. Lambert, Jr., Chair



Joe Heffern, Vice-Chair

Carol Kulp, Member



Katja DiRado, Member

John Nielsen, Member

Attest:



Township Manager/Secretary