

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA
RESOLUTION # 2019-08**

**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 "Timekeeping" section of the employee handbook:

Lunch breaks for the Township Office Administration are taken between the hours of 12:00 p.m. and 1:00 p.m. on a staggered schedule to ensure the Township office is adequately staffed to serve the public. Extended or prolonged lunch breaks without prior authorization of the Township Manager are not permitted. In the case of a conflict or business need, the Township reserves the right to designate or cancel lunch breaks.

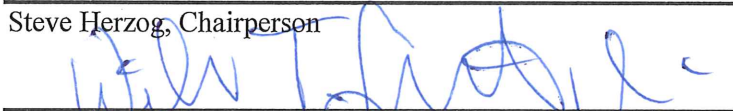
NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the Employee Handbook is hereby revised; and

BE IT FURTHER RESOLVED that these revisions personnel policies and procedures shall apply to all Township Office Administration 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.

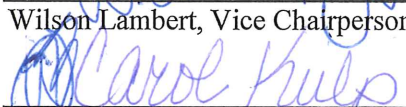
ADOPTED this 12th day of February 2019 by the East Fallowfield Board of Supervisors, Chester County, Pennsylvania, in lawful session duly assembled.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**

Steve Herzog, Chairperson



Wilson Lambert, Vice Chairperson



Carol Kulp, Member




Joe Heffern, Member



Katja DiRado, Member

ATTEST:



Lisa Valaitis, Township Secretary