

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION # 2022-26

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 revising Section A (Employee benefits) to implement a paid time off (PTO) policy that combines vacation, sick, and personal time, and establishes a health insurance opt-out payment and unused PTO cash-out payment.

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 Non-Union Township Office Administrative employees.

ADOPTED this 13rd day of December 2022 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., Chairperson




Joe Heffern, Vice Chairperson



Katja DiRado, Member



John Nielsen, Member



Al Wright, Member

ATTEST:



Scott Swichar, Township Manager/Secretary