

**EAST FALLOWFIELD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION # 2024-16

**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

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors that the Employee Handbook is hereby revised to update the working hours of township office administration and include a time card rounding policy; and

BE IT FURTHER RESOLVED that 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 25th day of June 2024 by the East Fallowfield Board of Supervisors, Chester County, Pennsylvania, in lawful session duly assembled.

**BOARD OF SUPERVISORS
EAST FALLOWFIELD TOWNSHIP**

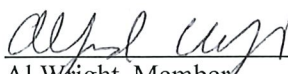
Wilson T. Lambert, Jr., Chair




John Nielsen, Vice-Chair



Katja DiRado, Member



Al Wright, Member



Mike Domboski, Member

ATTEST:



Township Manager/Secretary