

RUSH TOWNSHIP, SCHUYLKILL COUNTY  
COMMONWEALTH OF PENNSYLVANIA

RESOLUTION NO. 2017-14

WHEREAS, the Rush Township Board of Supervisors wish to highlight certain provisions of the Personnel Policy and Procedure Manual previously adopted on January 5, 2015 so as to insure employee awareness of said provisions, clarify certain provisions, and modify other provisions;

NOW, THEREFORE, be it RESOLVED by the Rush Township Board of Supervisors as follows:

1. Certain provisions of the Personnel Policy and Procedure Manual relating to Personal Days and Vacation days are highlighted, in part, herein.

(a) As to Personal Days, each full-time employee is entitled to 2 Personal Days with pay per year, with no carryover of any unused Personal Days into the following year. Use of Personal Days must be approved by 2 Supervisors at least 8 hours in advance, except in case of emergency.

(b) As to Vacation Days, each full-time employee is entitled to 5 Vacation Days with pay per year after 1 year of service, 10 Vacation Days with pay per year after 4 years of service, and 15 Vacation Days with pay per year after 10 years of service, with no carryover of any unused Vacation Days into the following year. Use of Vacation Days must be approved by 2 Supervisors at least 8 hours in advance, except in case of emergency.

2. To clarify the proper use of Personal Days and Vacation Days, neither a Personal Day nor a Vacation Day shall be broken down into smaller time periods than a full 8 hour day and used in such smaller increments. Use of either a Personal Day or a Vacation Day shall be for the full 8 hours thereof, and using, for example, 1 hour of a Personal Day or a Vacation Day over 8 separate days is not a proper use of either.

3. To further clarify provisions relating to "Other Leaves", a full-time employee who wishes to take time off during a work day but not take off the entire day by using a Personal Day or a Vacation Day shall make a written request for the time off, at least 24 hours in advance, to at least 2 Supervisors, and at least 2 Supervisors must approve the request (either orally or in writing). If such a request is approved, the time off is unpaid unless at least 2 Supervisors agree that the time off is with pay. In the case of an emergency, a full-time employee may take time off during a work day without having to take off the entire day and without having to provide 24 hours written notice to 2 Supervisors, but in such a case the employee must make an oral request to at least 1 Supervisor, and any such granted request for an emergency leave shall be unpaid.

4. The Progressive Discipline provisions of the Personnel Policy and Procedure Manual are modified for the purposes of enforcing the provisions of this Resolution only to recommend one written reprimand to be placed in the employee's personnel file for any first violation, to be followed by dismissal/termination for any second violation.

5. Full time employees under an employment contract are subject to the terms of their contract, and not to the terms of this Resolution.

6. Each full-time, non-contracted, employee of Rush Township shall sign an acknowledgment of awareness of the provisions of the Personnel Policy and Procedure Manual highlighted, clarified or modified by this Resolution. Failure to do so will be considered insubordination and could lead to disciplinary action, up to and including termination.

7. No provisions of the Personnel Policy and Procedure Manual not specifically modified by this Resolution are modified, amended or changed.

8. Failure by the Rush Township Board of Supervisors to enforce the provisions of this Resolution in any instance of violation shall not constitute a waiver of any future enforcement for any subsequent instances of violation.

RESOLVED this 20 day of April, 2017.

ATTEST:

Katzenbach

RUSH TOWNSHIP  
BOARD OF SUPERVISORS

[Signature]  
[Signature]  
[Signature]

ACKNOWLEDGMENT

By affixing a signature below each full-time non-contracted employee of Rush Township acknowledges being given a copy of Rush Township Resolution No. 2017-14 and having read said Resolution.

Printed Name:

Signature:

Date:

Borris C Ruch

Borris C Ruch

4-21-2017

Elden H Neifert

Elden H Neifert

4-21-2017

Anthony S Farra

Anthony S Farra

4-21-2017

Kate Orlick

Kate Orlick

4-21-2017

MIKE ZIMMERMAN

Mike Zimmerman

4-24-17

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See File folders for acknowledgement