

**EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2013-69

**A RESOLUTION AMENDING THE EAST GOSHEN
TOWNSHIP PERSONNEL MANUAL**

WHEREAS, the East Goshen Township Personnel Manual has not been amended since 2008

WHEREAS, East Goshen Township's Board of Supervisors has made various changes to benefits and personnel policies since 2008

WHEREAS, East Goshen Township's Board of Supervisors agreed in principle to a variety of changes to the personnel manual at its June 4, 2013, meeting

WHEREAS, it is good business practice to remind staff of Township policies from time to time

BE IT RESOLVED THAT the Board of Supervisors of the East Goshen Township hereby authorize the Township Manager to make the following changes to the East Goshen Township Personnel Manual:

Throughout the document

- Delete all references to "appointing authorities"
- Delete all references to "Office Manager"
- Replace "Director of Finance/Administration" and/or "Treasurer" with "Chief Financial Officer/Treasurer"

§ 3-2. Hours of work.

C. Office staff.

- (2) The Department Heads or Appointing Authorities shall assign the lunch periods to insure that the Township office remains open to conduct Township business in an orderly fashion between 8:00 a.m. and 5:00 p.m. each day.

§ 4-2. Sick leave and disability coverage.

- C. Short-term disability program. Following the seventh calendar day of an illness or the first day of any off-the-job injury, the Township's short-term disability illness insurance shall become effective. This program shall provide 66 2/3% of an employee's pay, up to a maximum of \$750 per week for a period of up to 180 days. Subject to the provisions of the short-term disability policy in place, employees who have acquired sufficient days of sick leave, annual leave or personal leave may use the available days to supplement the short-term disability program. In no case shall the employee receive more than his or her normal weekly wage. See Appendix B.

D. Long-term disability. Following the 180-day period covered by the short-term disability program, employees shall be eligible for long-term disability, which provides 66 2/3% of an employee's salary, with a maximum of \$5,000 per month, from the date of qualification up to the normal retirement date specified in the policy if certified by the disability insurance provider and required medical practitioners. Subject to the provisions of the long-term disability policy in place, employees who have acquired sufficient days of sick leave, annual leave or personal leave may use the available days to supplement the long-term disability program. In no case shall the employee receive more than his or her normal weekly wage. See Appendix C. Employees on the Township's Long-Term Disability policy shall cease to be active employees after 180 days.

§ 4-4. Injury leave (Workers Compensation).

Injury leave is leave taken as a result of a job-related injury. All employees shall be eligible for injury leave, conditioned upon acceptance by the Township's Workers Compensation carrier that the injury in question is approved as job-related and compensable. All injuries must be immediately reported to a Department Head. Subject to the provisions of the Workers Compensation policy in place, employees who have acquired sufficient days of sick leave, annual leave and personal leave may use the available days to supplement the Workers Compensation program. In no case shall the employee receive more than his or her normal, post-tax weekly wage.

§ 5-4. Life insurance.

Life insurance in the amount of 100% of each employee's annual wage or salary rounded to the next higher multiple of \$1,000 is provided to all regular full-time employees to a maximum of \$100,000. The life insurance will be continued during the period of permanent disability of an employee and may be continued by the employee after termination with the Township at the individual's own cost with special application to the insurance carrier in accordance with COBRA.

§ 5-8. Pension plan.

- A. A Township-financed pension plan is provided for all regular full-time and part-time employees hired before January 1, 2011. This plan was designed to supplement Social Security benefits and provide retirement income based upon length of service and a salary average formula. The pension formula is 1.25% times the average of the highest five years of the last 10 years of service prior to January 1, 2011 times the number of years of total service prior to January 1, 2011. Benefits are payable at the individual's normal retirement date, which is the greater of age 65 or 10 years of service. This plan is now frozen for current and future employees and no credit is provided for salary increases or years of service incurred after December 31, 2010.
- B. The Plan also provides for early retirement options with a 5/9th of 1% reduction for each month that retirement precedes age 65. The minimum retirement age is 55.
- C. Effective January 1, 2011, a Township-financed defined contribution plan is provided for all regular full-time and part-time employees. The defined

contribution benefit formula is 5% times annual compensation. The pension benefits are vested after 5 years of service.

A copy of the Pension Agreements is attached as Appendix G.


§ 13-2. Exceptional Performance

At the discretion of the Township Manager and based on the recommendation of the respective department head, non-exempt employees who provide exceptional value or service to the Township by the identifying cost savings or streamlined processes or procedures; performing exceptionally on a project; or otherwise representing the Township in a very favorable light shall be eligible for either of the following:

- A. A day off in the succeeding calendar year with pay. This day shall not be counted against the employee in determining perfect attendance for the purposes of the percent attendance incentive in § 13-1.
- B. A check in the amount of \$200.

RESOLVED AND ADOPTED, this 18th day of June, 2013.

ATTEST:



Secretary

**EAST GOSHEN TOWNSHIP
BOARD OF SUPERVISORS**

