

**WEST BRADFORD TOWNSHIP
RESOLUTION 08-11**

**A RESOLUTION TO AMEND THE EMPLOYEE PERSONNEL MANUAL
DATED JANUARY 2006**

WHEREAS, an employee personnel manual was adopted in January 2006, and;

WHEREAS, it is necessary to amend that document from time to time, and;

WHEREAS, we find that additional clarification is necessary for Section II, subsection C.) OVERTIME, paragraph 2.) by adding the following to that section:

Overtime will be paid for time worked in any one day in excess of eight hours (8).

Overtime will be paid for time worked in any week over forty hours (40) subject to the following:

The employee workweek, for purposes of calculating overtime, starts on Monday and ends on Sunday at midnight.

Hours that are scheduled to be worked over forty hours (40); the forty hours shall include any day that is listed as a holiday for West Bradford Township employees. Hours shall not include time-off such as personal days, vacation or time during which the employee was not working.

Non-scheduled overtime over forty hours (40); the forty hours may include holiday hours, personal days and vacation days that were scheduled before the event that created the need for the overtime work.

Definitions:

Scheduled overtime - Overtime work that has been scheduled with the employee before the beginning of the workweek in which the overtime is planned. Usually the scheduled overtime work involves an event that has been scheduled for a specific date.

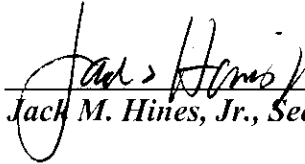
Non-scheduled overtime - Overtime work that occurs because of an unforeseen event, for example, weather related conditions and/or equipment failure that requires the employee to spend additional time on the job; a work process that has been started and must be completed and requires an employee to stay beyond the regular workday or work over forty hours.

NOW THEREFORE BE IT and it hereby is resolved by the Board of Supervisors that this amendment be made to the Employee Personnel Manual.

Resolved this 8th day of July, 2008

Attest:

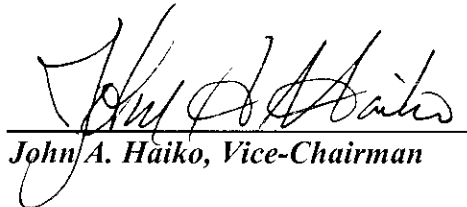
Township of West Bradford
Board of Supervisors:



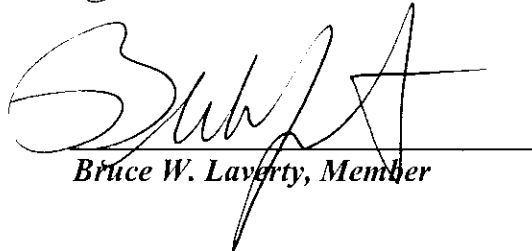
Jack M. Hines, Jr., Secretary



Mark J. Blair, Chairman



John A. Haiko, Vice-Chairman



Bruce W. Lavery, Member