

**WEST BRADFORD TOWNSHIP**  
**CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 21-16**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
OF WEST BRADFORD TOWNSHIP AMENDING THE  
WEST BRADFORD TOWNSHIP EMPLOYEE  
PERSONNEL POLICY MANUAL, SPECIFICALLY TO  
AMEND SECTION II. (C) 2 PERTAINING TO FLOAT  
DAY, SECTION III. (B) PERTAINING TO SHORT TERM  
DISABILITY, SECTION III. (C) PERTAINING TO FLOAT  
DAYS AND SECTION III. (K) 2. PERTAINING TO  
SAFETY SHOES.**

**WHEREAS**, West Bradford Township is a Second Class Township organized in the Commonwealth of Pennsylvania and governed by the Second Class Township Code, 53 P.S. §65101 *et seq.*; and

**WHEREAS**, Section 607 of the Second Class Township Code, 53 P.S. §65607, charges the Board of Supervisors with the governance of the Township, the authority to employ persons as may be necessary for the general conduct of Township business and to provide for the organization and supervision of persons so employed; and

**WHEREAS**, the Board of Supervisors believes it is essential for the proper operation of the Township to routinely update the West Bradford Township Employee Personnel Policy Manual (the "Personnel Policy") to reflect current policies of the Board of Supervisors; and

**WHEREAS**, to best administer staffing, the Board of Supervisors believes it is best to define float days and the calculation of overtime for work on those days; and

**WHEREAS**, the Board of Supervisors believes that it is necessary to set parameters governing the six-week 'keep whole' clause under short term disability; and

**WHEREAS**, the Board of Supervisors recognizes the cost increase in appropriate safety shoes and wishes to raise the annual allowance as well as strike the second replacement pair at the end of a probationary period.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of West Bradford Township that the Personnel Policy shall be amended by amending Section II. (C) 2. Float Days, Section III. (B) Short term Disability, Section III. (C) Float Days and Section III. (K) 2. Safety Shoes to read as follows:

## **SECTION II. (C) 2.**

2.) Overtime will be paid at a rate of 1 ½ times the employees' hourly rate. Overtime worked on a Sunday or Holiday, as listed in the manual, will be paid at a rate of 2 times the employees' hourly rate. Holiday's classified as Float Days, which are worked, will be paid at 1 ½ times the employees hourly rate for time worked over eight (8) hours.

## **SECTION III. (B)**

In the case of a single illness or disability, and after all sick leave has been exhausted, and employee may apply to the Board of Supervisors for disability leave. At the sole discretion of the Board of Supervisors, the employee may receive their regular wages subject to a deduction equal to the amount of any disability insurance benefit that is received up to a maximum of six weeks, per 12-month period, and thereafter, regular disability benefits apply.

## **SECTION III. (C)**

The Township Offices will be closed in observation of the following holidays:

New Year's Day, Presidents Day (float), Primary Election Day (float), Memorial Day, Independence Day, Labor Day, General Election Day (float), Thanksgiving Day, Day After Thanksgiving (float), Day Before Christmas and Christmas Day.

Float Days are accrued in 8-hour increments and are used in the same manner as Personal Days. Staff is allowed to work on a Float Day with prior approval of their Department Head. In some instances, a Department Head may limit the opportunity to work on a Float Day if the number of employees who desire to work are not sufficient to complete ongoing projects efficiently or safely. Upon separation from employment, "Float Days" will not be paid out to the employee.

## **SECTION III. (K) 2.**

### **2.) Safety Shoes**

The Township shall provide safety shoes at a cost not to exceed \$200.00 to any employee who is required by their job responsibilities to work in or around construction activities or heavy equipment. Any employee purchasing safety shoes themselves will be reimbursed up to \$200.00, upon supplying the Township with a receipt for the purchase.

Safety shoes will be purchased for each eligible full and part-time employee according to the following schedule:

- One (1) pair at the beginning of eligible employment.

- One (1) pair each year thereafter

Seasonal employees who meet the criteria outlined in Section III. (K) 2. Shall be eligible for one (1) pair of safety shoes at the beginning of employment.

**BE IT FURTHER RESOLVED**, that this amendment to the Personnel Policy shall take effect immediately upon adoption.

**BE IT FURTHER RESOLVED**, that copies of the amended Personnel Policy shall be distributed to all employees of West Bradford Township.

**RESOLVED and ADOPTED** on the 13th day of April, 2021.

**WEST BRADFORD TOWNSHIP  
BOARD OF SUPERVISORS**

Justin V. Yaich  
Township Secretary

Jack M. Hines, Jr., Chairman

Kevin Houghton, Vice Chairman

Laurie W. Abele, Member