

**RESOLUTION NO. 2017-7
NORTH NEWTON TOWNSHIP**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF NORTH NEWTON
TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, AMENDING
SECTION 3 OF THE NORTH NEWTON TOWNSHIP EMPLOYEE HANDBOOK
TO INCLUDE “PART-TIME EMPLOYMENT POLICY”**

WHEREAS, the North Newton Township (the “Township”) created the North Newton Township Employee Handbook, 2014 (the “Handbook”) to memorialize the Township policies and procedures for all employees; and

WHEREAS, the Township Supervisors are desirous of amending the Handbook.

NOW THEREFORE, BE IT RESOLVED, AND IT HEREBY IS RESOLVED, by the Board of Supervisors of North Newton Township, Cumberland County, Pennsylvania, as follows:

1. The above recitals are deemed integral to this Resolution and are hereby incorporated herein by reference hereto.
2. Section 3, entitled “Time Away from Work and Other Benefits” of the Handbook shall be amended to include a sub-part entitled “Part-Time Employment Policy” immediately following the “Professional Development” sub-part and shall read as follows:

Part-Time Employment Policy

North Newton Township recognizes that part-time employees fulfill an important role in the functions of the workplace. Part-time employees however, do not enjoy the same status as a full-time employee of North Newton Township.

- A. Part-time employees are considered to be at-will employees whose employment can be ended by the employer or employee at any time, with or without notice, reason, or cause.
- B. A part-time employee will have a typical recurring schedule with fewer than 35 hours each week. Part-time employees may occasionally be scheduled to work more than 35 hours in a week to temporarily cover for another employee who is out or as other temporary situations may arise. These temporary assignments shall not change or affect the employee’s part-time status or entitle the part-time employee to any benefits afforded to full-time employees.

- C. Part-time employees regularly working at least 15 hours per week are eligible for life insurance.
- D. Part-time employees working less than 30 hours per week are not eligible for health, disability, vision, or dental insurance.
- E. Part-time employees regularly scheduled to work and working 30 or more hours per week are eligible for health, disability, vision and dental insurance and pension contributions as set forth in the Employee Handbook.
- F. Part-time employees are eligible for paid holidays in proportion to the number of hours they normally are scheduled to work.
- G. Part-time employees do not accrue paid time off. However, part-time employees shall be entitled to unpaid time off, upon completion of the introductory period defined in the Employee Handbook, as set forth below. Unpaid time off is subject to prior written approval by the part-time employee's supervisor or department head; such approval should be obtained at least two weeks in advance if possible. Excessive time off, beyond that time set forth below, may lead to disciplinary action, up to and including termination.

Time in Employ	Unpaid Time off
Date of Hire – 2-year anniversary	10 days
2-year anniversary – 8-year anniversary	15 days
After 8-year anniversary	20 days

- 3. The Table of Contents of the Handbook shall be amended to add “Part-Time Employment Policy” to begin on page 16 of Section 3.
- 4. In all other respects, the Handbook shall remain as heretofore enacted and amended.

[Remainder of Page Intentionally Left Blank; Signatures Follow]

ENACTED, this 4th day of April, 2017, in lawful session duly assembled.

Attest:

**North Newton Township
Board of Supervisors**

BY: 
Bonnie L. Myers, Secretary

BY: 
David R. Parthemore, Chairman

BY: 
Mike L. Gutshall, Supervisor

BY: _____
Ralph Fisher, Supervisor

CERTIFICATE

I, the undersigned, Secretary of the Board of Supervisors of North Newton Township, Cumberland County, Pennsylvania, certify that the foregoing is a true and correct copy of a Resolution of the Board of Supervisors which was duly enacted by affirmative vote of a majority of the members of the Board at a meeting duly held on April 4, 2017; at which meeting a quorum was present; that said Resolution has been duly recorded in the Minute Book of the Township Board of Supervisors; that said Resolution remains in full force and effect, without amendment, alteration or repeal, as of the date of this Certificate.

I further certify that the meeting at which the Board adopted said Resolution was a public meeting duly held after giving public notice of the date, time and place of such meeting by posting and publishing such notice at the time and in the manner required by Act No. 84 of the General Assembly of the Commonwealth of Pennsylvania, approved July 3, 1986.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 4th day of April, 2017.


Secretary

4-4-2017
Date