

**BOARD OF SUPERVISORS
WORKSHOP MEETING MINUTES
August 29, 2018**

Call to Order

Roll Call

Present:

**Chairman Kevin Cummings
Supervisor Eric Stonesifer
Supervisor Mike Ryan
Treasurer Pam Williams**

**Vice Chairman David Sprigg
Supervisor Naomi Decker
Secretary Teresa Adams**

Review and Amend Franklin Township York County Board of Supervisors Municipal Handbook of Rules, Regulations, Benefits and Job Descriptions for Township Officials and Employees.

Recommendations for changes to the Employee Handbook were received by a third-party company, HR Solutions and reviewed by the BOS. The following changes were implemented into the Franklin Township Employee Handbook:

- Table of contents was added.
- Welcome section was added.
- An At-Will Employment section was added, correction to the last sentence in the section to read “Board of Supervisors” has authority signed by “Board of Supervisors”
- Under Employment Policy, the following sections were stricken and moved to a new section of the handbook titled “Policy Against Unlawful Workplace Harassment”; “Nondiscrimination, Substance Abuse, Sexual Harassment”
- A change under Reporting Discrimination and Harassment was made to change Township Manager to Board of Supervisors
- Change Township Manager to Board of Supervisors in 2 places under Disability Accommodation section.
- Under Workplace Violence bullet points the point reading “Possession of a weapon or Township property” was stricken/removed from the section.
- Under the same section a change was made to the sentence beginning “Any person who makes substantial threats...” to read “substantiated” threats.
- Under the section “Reporting Procedures”, the last part of the last sentence in the first paragraph “a member of the Human Resources Staff” was stricken and “management” was replaced with “the Board of Supervisors”.
- Under Classes of Employment section “Probationary Period” was changed to read “Introductory Period”.
- Under Hours of Work section, in the first sentence of the first paragraph; “part time, seasonal, temporary and emergency employees” was changed to read “all” employees.

- Under the section General Polices, Work Rules, the second line of paragraph two, “common sense” infractions, the words “common sense” were stricken from the sentence.
- Profane or obscene or insulting words or gestures toward the public or any township official or employee was removed from the list of bullet points under Examples of inappropriate conduct.
- In the section Personal Cell Phone/Mobile Device Use, second paragraph the last sentence, “Outside of nonworking time, use of such devices should be kept at a minimum and limited to emergency use only” was removed.
- In the second paragraph, the last sentence of the Computer Security and Copying of Software section, Township Manager was changed to read “Office Liaison” and again in the last sentence of the third paragraph.
- “Of Trade Secrets” was stricken from the section Confidentiality and Nondisclosure section and “Human Resources” was replaced with “Member of Board of Supervisors”.
- In the Benefits section under Holidays; Columbus Day was removed from the list of paid holidays.
- Under Full-time employees (hired after 1-07-1985) the date was changed to 01-01-2019.
- Under the section for Leave of Absence, the first sentence of the second paragraph should read “Employee must provide 30 days’ advance notice when the need for the leave “of” absence is foreseeable;”
- Under the section “COBRA” the word “Borough” was changed to “Township/Municipal”.
- All job descriptions were removed from the handbook.

Any Other Business

There wasn’t any other business.

Executive Session

The supervisors entered into Executive Session at 8:37 p.m.

Adjournment

Motion was made by Chairman Kevin Cummings to adjourn the meeting at 8:47 p.m.

Second by Supervisor Eric Stonesifer

The motion carried.

Respectfully submitted,

Teresa Adams
Franklin Township Secretary