

## RESOLUTION 2009-09

**WHEREAS**, the Radnor Township Board of Commissioners (the Board) desires to restate that the Radnor Township Administrative Code (the Code) controls over any provisions, rules or policies established in the Employee Handbook (the Handbook) and/or any provisions, policies or procedures which may be promulgated or established and which conflict with the provisions of the Code.

**NOW THEREFORE**, be it **RESOLVED** as follows:

- A. The Code shall control over any provisions, rules or policies in the Handbook and/or any provisions, policies or procedures which may be promulgated or established which conflict with the provisions of the Code.
- B. **No Vacation Carry Over.**
1. There shall be no carry over of vacation time except as provided in the Code.
  2. The Employee Fringe Benefit & Claims Procedures, Chapter VII, Vacation Leave for Civilian and Police Employees of the Handbook, is hereby amended and modified to remove all references to the carry over and/or accrual of any unused vacation time into the following and future years. Instead, all are referred to the Code, Part I, Administrative Legislation, Chapter 5, Article VII, Personnel Policies, Section 5-59, Attendance and Leaves, as amended on February 23, 2009.
- C. **No Compensatory Time/Overtime for Exempt and Non-Covered Employees.**
1. Effective March 1, 2009, all discretionary references to the provision of Compensatory Time (Comp Time) shall be removed from the Handbook with the exception for Comp Time as provided by any applicable Collective Bargaining Agreement. It is the desire and intent of the Board that there be no provision for Comp Time. Any eligible employee working overtime shall be paid for that time.
  2. Further, from March 1, 2009 forward, no exempt or non-FLSA covered Township employee shall receive any Comp Time or overtime, in any form, even if it defined as personal time, to compensate the employee for additional work. Notwithstanding this provision, the said employees may be eligible for merit pay increases or bonuses per the provisions of the Code and Handbook at the discretion of the Township Manager.
  3. Except as may be required under a Collective Bargaining Agreement, the Township Manager is directed to carry out the intent of the Board that no Comp Time shall be issued to any non-exempt and other Township employees. Eligible employees who work overtime or after hours shall be paid for that time.
  4. Effective March 1, 2009, any Comp Time earned by non-management, non-exempt employees shall be capped at 240 hours except for those employees who earned Comp Time in safety positions such as police, which shall be capped at 480 hours. The Township Manager is directed to immediately pay time and a half for every Comp Time Hour over the applicable cap earned by the non-management, non-exempt Township employees.

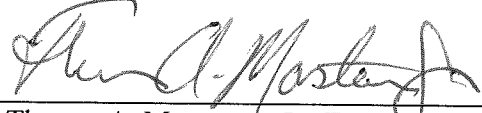
**D. Sick Time Accumulation; Elimination of Buy-Back for Sick Leave Earned on/after January 1, 2009**

1. Effective January 1, 2009, except as may be required under a Collective Bargaining Agreement, the sick time accrual and buy back provisions of the Employee Fringe Benefits & Claims Procedures, Chapter VII of the Handbook, shall be amended and limit all Township employees to an accumulation of up to three hundred (300) days of unused sick time from year to year.
2. There shall be no buy back of any sick time accumulated on or after January 1, 2009. Any unused sick time accumulated after January 1, 2009 shall expire upon the employee's separation or retirement from the service of the Township.
3. All unused sick time accumulated prior to January 1, 2009 upon the employee's retirement from Township service, shall be paid in a lump sum equal to 45% of said employee's accumulated sick time, not to exceed 300 days, at employee's December 31, 2008 wage rate.
4. The Township policy on the circumstances under which sick leave may be used remains unchanged.
5. To the extent that there is any conflict between these amendments to the handbook and any other provisions of the handbook, these amendments shall control.

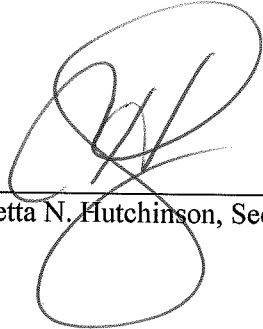
**RESOLVED, this 9th day of March, 2009.**

**RADNOR TOWNSHIP**

By:

  
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Thomas A. Masterson, Jr., Esq., President

Attest:

  
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Coretta N. Hutchinson, Secretary