

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2010.04.05.14**

IN RE: Revisions/Amendments to the Sugar creek Township Personnel Policies  
and Procedures Manual

WHEREAS, this Board of Sugar creek Township Trustees and Administration shall review as needed the Policies and Procedures Handbook (Personnel Manual); and,

WHEREAS, these policies and procedures are essential in regards to the retention and recruitment of a highly qualified and motivated work force; and,

WHEREAS, the policies and procedures are designed to be consistent with the requirements of the state and federal laws and regulations relative to employment; and,

WHEREAS, Barry P. Tiffany, Township Administrator, has submitted proposed revisions/amendments to the Sugar creek Township Personnel Policies and Procedures Manual to this Board of Trustees,

NOW, THEREFORE, BE IT RESOLVED, that this Sugar creek Township Board of Trustees does hereby adopt the proposed revisions/amendments to the Sugar creek Township Personnel Policies and Procedures Manual (copy hereto attached) effective April 5, 2010.

BE IT FURTHER RESOLVED, that these revisions/amendments shall be copied and distributed to each Township employee to remove the old policy pages and insert the revised policy pages in their Personnel Policies and Procedures Manual.

  
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Dick King, Chairperson

  
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Nadine S. Daugherty, Vice Chairperson

  
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Michael E. Pittman, Trustee

  
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Theodore L. Hodson, Fiscal Officer

**Revisions/Amendments effective April 5, 2010:**

- 1.2 How to use this document
- 2.1.2 Residency Requirement
- 2.1.3 Probationary Period
- 2.1.5 Identification Cards and/or Key Fobs
- 3.2 Employee Evaluation System
- 5.1 Pay Schedule
- 5.1.4 Compensatory Time
- 5.1.5 Longevity Pay
- 5.2 Standard Work Week
- 6.5 Holiday Leave
- 6.7.3 First Year Exclusion
- 6.7.6 Eligibility (was deleted)
- 6.7.6 Scheduling (renumbered due to deletion)
- 6.7.7 Payment on Separation (renumbered due to deletion and added sentence at end)
- 6.15 Maternity Leave
- 6.17 Leave of Absence Without Pay
- 7.1 Insurance – Full-time Employees
- 7.4 Travel/Training Expenses
- 8.7.1a Incident Based Drug and Alcohol Testing
- 8.7.4 Personal Involvement