



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2026.06.26.02**

IN RE: Approval of Amendments to the Personnel Policies and Procedures Manual

WHEREAS, the Board of Trustees recognizes that current and relevant 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, the Board of Trustees have reviewed the requested changes to the Personnel Policies and Procedures Manual; and,

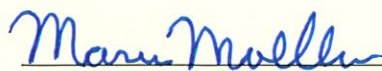
NOW, THEREFORE, BE IT RESOLVED, this Sugar Creek Township Board of Trustees does hereby adopt the proposed amendments to the Sugar Creek Township Personnel Policies and Procedures Manual (copy hereto attached) effective June 26, 2023.

BE IT FURTHER RESOLVED, that this Sugar Creek Township Personnel Policies and Procedures Manual shall replace all previous personnel policies.

BE IT FURTHER RESOLVED, that the Township Administrator is hereby directed to notify all employees of the updated policies with the effective date, that a copy of the Personnel Policies and Procedures Manual be made available to each employee via the M: drive on the Township network, and that a hard copy be distributed to each department no later than June 26, 2023.


Carolyn L. Destefani, Chairperson


Fred Cramer, Vice Chairperson


Marvin Moeller, Trustee


Richard Demko, Fiscal Officer