

PERSONNEL POLICIES

Chapter 42

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Internal Policies

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[HISTORY: Adopted by the Board of Supervisors of the Township of West Deer as indicated in article histories. Amendments noted where applicable.]

ARTICLE I

Internal Policies**[Adopted 2-23-1994 by Ord. No. 244]****§ 42-1. Meetings to be open to Supervisors; desk to be provided.**

All meetings regarding township business between township employees, department heads and committee persons and individual Supervisors or the Township Manager/Secretary shall be open to all Township Supervisors. All information and communications regarding township business at such meetings shall be disclosed to the Board Chairperson or, in his or her absence, the Vice Chairperson, who shall report such information to the Board of Supervisors at the regular meetings, executive sessions or written report. For the convenience of Supervisors, a desk shall be placed in the Township Manager/Secretary's office.

§ 42-2. Building keys and authorization.

The new policy for the keys to the offices in the Municipal Building and the personnel who are authorized to carry them are as follows:

- A. Main entrance key: all Supervisors, Township Manager/Secretary, administrative assistant, financial secretary and Zoning Officer.
- B. Administrative assistant office key: all Supervisors, the Township Manager/Secretary, the administrative assistant, the financial secretary and the Zoning Officer.
- C. Accounts payable office key: the Chairperson of the Board, the Township Manager/Secretary, the administrative assistant and the financial secretary.
- D. Patrolmen office key: the Chief of Police, the Police Secretary and all patrolmen.
- E. Chief of Police office key: the Chief of Police and the police secretary.

§ 42-3. Township Manager/Secretary.

In the event, because of sickness or any other reasons, of leaving work, the Township Manager/Secretary must attempt to report to the Chairperson of the Board or the Vice Chairperson prior to leaving. The Chairperson of the Board or the Vice Chairperson can then check with the Administrative Assistant so that the Township Manager/Secretary's duties can be continued without interruption and if needed, decisions can be made for necessary emergencies.

§ 42-4. Chief of Police.

The Chief of Police will report directly to the Chairperson of the Board on all business and operations that come up during normal working hours. If the Chairperson is unavailable, the Chief of Police will report to the Vice Chairperson. This policy cancels any past policies or memorandums.

§ 42-5. Road conditions.

As in the past, police on duty will monitor road conditions and driving conditions that result in emergencies. When a decision is made that roads need attention, the police on duty must call Shaler Base and the Township Manager/Secretary, or his or her designee, and notify him or her that the roads have become hazardous. The Township Manager/Secretary, or his or her designee, will then notify the Road Foreman or the road crew with his or her instructions.

§ 42-6. Liaison to township departments.

The Board appoints the Chairperson, or, in his or her absence, Vice Chairperson as liaison to all department heads and committee chairpersons. Department heads and committee chairpersons report to the liaison who shall report to the Board of Supervisors at its regular meeting or executive session.

§ 42-7. Appointment of Supervisors to projects and assignments.

The Chairperson of the Board may appoint Supervisors to special projects and assignments. When projects and assignments are completed, the findings, recommendations or report will be presented by the committee chairperson to the Board of Supervisors at its next available meeting for its information, consideration or action as the case may be.

§ 42-8. Township car.

The township car can be used by any Supervisor at any given time for township business. Arrangements must be made in advance with the Township Manager/Secretary.

§ 42-9. Township Attorney.

The Chairperson or, in his or her absence, Vice Chairperson and the Township Manager/Secretary, are the only personnel authorized to call the Township Attorney for legal opinions or advice pertaining to township business.

§ 42-10. Hiring practices.

In the future, the new policy of hiring will be that all positions must consist of application, interview and acceptance by majority vote of the Board.

§ 42-11. Conflicts with Administrative Code.

To the extent that the policies adopted hereby are inconsistent with the Township of West Deer Administrative Code,¹ such inconsistent provisions are hereby repealed to the extent of such inconsistency, and the West Deer Township Administrative Code is hereby amended to include the policies adopted herein.

¹ Editor's Note: See Ch. 5, Administration of Government.

