

A workshop was held Monday, July 2, 2012 at 6:30 p.m. in the Township Building. The workshop was advertised by the Patriot News as required by law. Jim Fuller called the meeting to order at 6:35 p.m. Those present were Jim Fuller, Barry Schrope, Annette Mullen, Vicki Jenkins, Erin Jenkins, Tammy Kauffman, Kent Johnson, Dexter Potter, Holly Potter, Darlene Johnson, Dianne Dahlin and Dave Jenkins.

The purpose of the workshop is to establish a Township Employee Handbook.

Jim Fuller announced Dianne Dahlin will be recording tonight's workshop.

Kent Johnson presented a sample employee manual to use as a starting point and Annette Mullen has obtained copies of Carroll Township and Penn Township's employee manuals to use as a reference as well.

Jim Fuller stated he feels creating a handbook is a good idea and that other townships have them, but not all applies to Wheatfield Township. Jim stated he is in favor of this group creating the handbook.

Barry Schrope stated he is in favor of an employee handbook and also including CDL rules in the handbook.

Kent Johnson stated the example he provided tonight addresses CDL guidelines.

Annette Mullen stated an employee handbook benefits the employees and that she hates going to budget and not knowing how many days are given. Annette stated it is a good idea. Annette stated she would like to see the previous minutes or ordinances regarding policies, rules & regulations.

Erin Jenkins stated she would like to know what is already on the books.

The secretary will make copies of the sample manual, contact Rye Township for a copy of their employee manual, make copies of previous minutes and other rules and regulations regarding the time clock and mandatory contribution to pension.

Erin Jenkins stated this is not considered an auditing task and that the auditors are here as volunteers and cannot receive pay.

The tentative date for the next workshop will be August 7, 2012.

Annette Mullen made a motion to adjourn the workshop, Barry Schrope second the motion, with all in favor.

Workshop adjourned at 7:10 p.m.

Respectfully Submitted,

Vicki L. Jenkins
Twp. Secretary