

**TOWNSHIP OF PATTERSON  
BEAVER COUNTY,  
PENNSYLVANIA**

RESOLUTION NO. 2023-017

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF PATTERSON, COUNTY OF BEAVER, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE TOWNSHIP'S PERSONNEL POLICY MANUAL TO IMPLEMENT A REVISED POLICY ON ELIGIBILITY OF PROBATIONARY EMPLOYEES FOR EMPLOYMENT BENEFITS.

**WHEREAS**, the Township of Patterson has adopted a Personnel Policy to address personnel matters of the Township;

**WHEREAS**, the Township wishes to amend the Personnel Policy to eliminate policy provision that preclude probationary employees from receiving certain employment benefits;

**WHEREAS**, the Township wishes to amend the Personnel Policy.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Township of Patterson hereby amends the Personnel Policy as follows:

**SECTION 1. AMENDMENTS.**

The Township of Patterson hereby amends the Personnel Policy Manual by repealing and revising Section VIII.2. Benefit Eligibility as follows:

Benefit Eligibility – It is the intention of the township to provide plans for health care, life insurance and retirement that allow for reasonable benefits at realistic costs to both the township and the employees. Specific plans and the portion of the costs to be paid by the township and by the employee shall be as specified by the plan contract.

Eligibility for benefits for employees not covered by contract shall be based on employment status as herein defined:

“Regular Full-Time” – shall mean any employee regularly scheduled to work 35 hours or more per week.

“Regular Part-Time” shall mean any employee that has worked an average of 25 hours/week in the previous year.

“Part-Time” – shall mean any employee scheduled on a random as needed basis, even if they work 40 hours/week or more but only for a short specified length of time. Part-Time shall include seasonal employees.

“Continuous Employment” – shall mean any period of employment uninterrupted by termination, resignation, retirement, or furlough. Any type of approved leave of

absence, whether paid or unpaid, shall not constitute an interruption in continuous employment.

The Township of Patterson hereby amends the Personnel Policy Manual by repealing and revising Section VIII.3. Sick Leave and Disability Insurance as follows:

Sick Leave and Disability Insurance – All Regular Full-Time employees shall earn 15 days sick leave per year.

Sick leave may be used for the employee's personal illness or injury, for medical and dental appointments if the employee has made reasonable efforts to secure appointment outside regular working hours, and for the illness or incapacity of a member of the employee's immediate family only if it requires the attention of the employee. The township may require proof of illness in the form of a doctor's certificate, if there is reason to suspect misuse of leave or if the period of absence extends for three days or more.

Unused sick leave may be accumulated to a maximum of 60 days.

On the anniversary of employment, if an employee has accumulated more than 60 days of sick leave, the employee will be paid for one-half the number of days over 60 at the pay rate in effect at the time upon written request.

An employee with more than 30 days of accumulated sick leave may elect, no more than once per year, to be paid for one-half the number of days over 30 at the pay rate in effect at that time, and have the accumulated balance reduced to 30. Payment for unused sick leave will not be considered hours worked.

The township maintains a disability income protection insurance policy which pays 50% of an employee's pay when sick or injured. This policy is not intended to allow an employee to receive more than his or her regular pay while sick or injured. An employee eligible for payments under this policy will receive a combination of insurance payments and sick leave payments which will equal but not exceed his or her regular net pay.

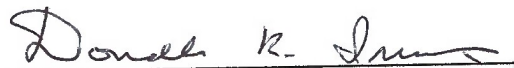
## **SECTION 2. REPEALER.**

All prior Resolutions or parts thereof inconsistent herewith are hereby repealed only to the extent of such inconsistency.

**SECTION 3. EFFECTIVE DATE.**

This Resolution shall be effective upon enactment.

**NOW, THEREFORE,** be it resolved by Board of Commissioners of the Township of Patterson that the above Resolution is hereby adopted this 12<sup>th</sup> day of October 2023.

  
Donald Inman, Vice-President

ATTEST:



Township Secretary