

January 3, 2011

The Heidelberg Township Board of Supervisors held a workshop meeting at 7:00pm at the Municipal Building, 6272 Route 309, New Tripoli PA 18066. Present were Supervisors David Fink, Steve Bachman and Forrest Wessner III, Secretary-Treasurer Janice Bortz, Township Administrator Dan Stonehouse and Road Superintendent Kevin Huber.

The Board continued reviewing the changes made to the employee handbook beginning at page 19 – Jury Duty and Other Court Appearances. The Board agreed with Dan Stonehouse's suggested changes. Under the Performance Evaluation section on page 26 the Board changed the date when employee reviews should be completed from "December 1<sup>st</sup>" to "December 31<sup>st</sup>" of each year. References to PTO time will be removed and replaced with personal days, sick days, vacation days as appropriate. The Board continued the workshop to February 10, 2011 at 7:00pm prior to the regular meeting. Review will begin on page 30 – Safety section.

Respectfully submitted,

Janice M. Bortz  
Secretary to the Board of Supervisors