

WINDSOR TOWNSHIP BOARD OF SUPERVISORS

March 3, 2009

The recessed meeting of the Windsor Township Board of Supervisors reconvened at 1:03 p.m. on March 3, 2009 at the Windsor Township Administrative Office.

Those present: Paul Smith, Jan Smith, Dean Heffner and Jennifer Gunnet.

The meeting recessed into an Executive Session at 1:05 p.m. to perform a personnel evaluation and to discuss wage increases as well as a land acquisition.

The meeting reconvened at 4:15 p.m.

Mrs. Gunnet advised that Mr. J. Smith had asked her a question regarding the Township's policy on the time clock, when employees clock in and out, and the legal ramifications if they are clocking in early. She was unable to answer his question so she contacted Attorney Rausch. He advised that the wording in the Non-Uniform Personnel Policy will need to be changed to indicate that employees who arrive at work early but do not actually start to work shall not clock in until it is 7 minutes or less before their start time. The same would apply for when an employee clocks out. Mrs. Gunnet stated that she will revise the wording and have it reviewed by Attorney Rausch.

The meeting of the Windsor Township Board of Supervisors adjourned at 4:36 p.m.

Respectfully submitted,

Jennifer L. Gunnet
Secretary