

West Wyoming Borough

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Resolution: Time and Attendance

Date: March 5, 2012

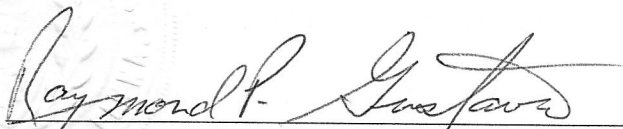
Subject: Annual Time and Attendance Review

West Wyoming Borough Council Personnel Committee will annually review employee time and attendance records. Attendance issues will be documented in the employee's permanent file.

Employees working less than 80 hours in an eighteen month period will be considered inactive by the committee and will be recommend for purging by council. In order to maintain accurate payroll and employee records all licenses, certifications and certification updates, must be turned in to the borough secretary by December 31, of each year.

This "Resolution" was adopted by West Wyoming Borough Council at its regularly scheduled meeting on Monday May 14, 2012.

By: West Wyoming Borough Council



Raymond P. Gustave

Raymond P. Gustave, West Wyoming Borough Secretary

