

**Gallagher Township Board of Supervisors**  
**Public Work Session Minutes**  
March 14, 2023

The meeting was called to order at 6:03 PM by Chairman McCoy. In attendance were Chairman McCoy, Supervisor William Mann and Supervisor Hoy; Township Secretary Mary Myers and members of the public included: Jody Ritter and Earl Straley.

The members of the Board as well as members of the public reviewed a copy of the newly proposed Gallagher Township Employee Manual. The categories reviewed during the meeting included the following:

- Performance Evaluations
- Grievance Procedure
- Employee Discipline
- Personnel Records
- Medical Insurance
- Retirement/ Pension
- Time off from Work
  - Sick leave
  - Personal Time
  - Holidays
  - Bereavement Leave
  - FMLA Civil Leave
  - Firefighter Leave
  - Military Leave
  - Other Leaves of Absence
- Time off Requests
- Use of Personal Vehicles for Township Business
- Credit Card/ Credit Account Policy
- Acknowledgement of Receipt and Understanding of Credit Card/Credit Account Policy
- Harassment Complaint Form
- Acknowledgement of Receipt Gallagher Township Policy and Procedure Manual Notification
- Employee Job Descriptions
  - Supervisor
  - Working Supervisor
  - Road Master
  - Secretary / Treasurer / RTKO
  - Foreman
  - Skilled Laborer
  - Unskilled Laborer

The Board of Supervisors requested the Township Secretary add the following standardized forms to the appendix of the proposed policy and procedure manual: a standardized mileage form, a time off request form, and a standardized employee discipline form. Once the noted changes have been made and the forms added, the Township Secretary was instructed to email a copy to the Board of Supervisors for review. She was also instructed to add the item to the agenda discussion and authorization to forward to the Township Solicitor for legal review at the April 2023 Regular Public Meeting.

The Work Session was adjourned at 7:37 PM.

Gallagher Township Supervisor Chairman  
William McCoy

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Gallagher Township  
Secretary / Treasurer  
Mary J. Myers

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