



pennsylvania
OFFICE OF OPEN RECORDS

RTL-120

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JUN 29 2012

2:28pm
EW

Springettsbury Township



Springettsbury Township

1501 Mt. Zion Road

York, PA 17402

(717) 757-3521 (Phone)

(717) 505-0455 (Fax)

www.springettsbury.com

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 6-29-12

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: DAVID G. TROTT

STREET ADDRESS: 3360 DRUCK VALLEY RD.

CITY/STATE/COUNTY (Required): YORK, PA 17402

TELEPHONE (Optional): [REDACTED]

RECORDS REQUESTED:

*Provide as much specific detail as possible so the agency can identify the information.

- ① A COPY OF THE MERIT INCREASES & BONUSES POLICY, WHICH IS LISTED IN THE EMPLOYEE POLICIES MANUAL.
 - ② I WOULD LIKE TO KNOW THE EFFECTIVE DATE OF THIS POLICY AND ANY CHANGES MADE TO THE POLICY SINCE INCEPTION.
 - ③ A COPY OF ANY RESOLUTION GRANTING THIS ~~ORDINANCE~~ POLICY.
- DO YOU WANT COPIES? YES or NO

DO YOU WANT TO INSPECT THE RECORDS? YES or NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO

RIGHT TO KNOW OFFICER: **JOHN J. HOLMAN, TOWNSHIP MANAGER/SECRETARY**
john.holman@springettsbury.com

DATE RECEIVED BY THE AGENCY: 6/29/2012

AGENCY FIVE (5)-DAY RESPONSE DUE: 7/9
30 Day 8/8

**Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)

Questions: please contact the Office of Open Records at (717) 346-9903 or openrecords@state.pa.us

July 8, 2012

Mr. David G. Trott
3360 Druck Valley Road
York, PA 17406

Re: **RIGHT-TO-KNOW REQUEST**

Dear Mr. Trott,

Thank you for submitting to Springettsbury Township a Right-To Know Request form dated June 29, 2012.

Your request is approved:

Request #1.

Your request stated: A copy of the merit increases and bonuses policy which is listed in the employee policies manual.

Your request is approved as to the following:

Merit Increase and Bonus Policy (1 page);

Request #2.

Your request stated: I would like to know the effective date of this policy and any changes made to the policy since inception:

Your request is approved:

Revision date is April 14, 2005 with the Employee Policies Manual Adoption date of October 28, 2004 as listed on the policy. No changes have been made.

Request #3.

Your request stated: A copy of any resolution granting this policy;

Your request is denied as the policy manual was not approved by resolution. The policy manual was approved by motion of the Board of Supervisors in 2004 and revised in 2005. The minutes are available on the Township web site at Springettsbury.com. You may also schedule an appointment to review the minutes at the Township by contacting Mrs. Dori Bowders, Manager of Administrative Operations.

The cost of the copy of the documents is 1 page @ .25 cents per page, or \$0.25 cents if picked up from the municipal office. Should you wish to have the information mailed, the additional cost is \$0.45 cents for a total cost of \$0.70 cents.

The documents can be picked up or mailed upon receipt of payment to Springettsbury Township. You may contact Ms. Dori Bowders, at 717-757-3521, to schedule a time to pick up the documents.

You have a right to appeal denial of information in writing to Terry Mutchler, Executive Director, Office of Public Records, Commonwealth Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal, you must do so within fifteen business days of the mailing date of the agency's response, as outlined in Section 1101 of the Right-To-Know Law. If you have further questions, please call John Holman, Township Manager.

Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Very truly yours,

John J. Holman
Township Manager
/jjh

cc: Charles Rausch, Township Solicitor
File: Right-to-Know

Merit Increases

- Non-Unionized: At the Township's sole discretion, the Township may grant merit wage increases to employees, in addition to annual COLA wage increases. Merit increases will be based upon employee performance. The amount of the merit increase is based upon available funding, established as part of the annual budget.

Prior to adjusting the salary or wage of the employee, the Township Manager shall provide written information on changes to wage rates to the Board of Supervisors for review and comment.

- Unionized: Not applicable.
- Administrative Action: The Department Director and Director of Human Resources shall complete a Personnel Action Form, which must be signed by the Township Manager prior to the wage increase date. A copy of the form will be distributed to the Department Director and employee, and the original will be placed in the personnel folder.

Bonuses

- Non-Unionized: The Township may, at its sole discretion, grant a bonus to an employee for meritorious service. Prior to awarding a bonus to the employee, the Township Manager shall provide written justification on the bonus to the Board of Supervisors, who shall make the final decision on the granting of a bonus.
- Unionized: Not applicable.
- Administrative Action: The Department Director and Director of Human Resources shall complete a Personnel Action Form, which must be signed by the Township Manager prior to the bonus award date. A copy of the form will be distributed to the Department Director and employee, and the original will be placed in the personnel folder.