

RESOLUTION NO. 917

A RESOLUTION SETTING THE RATE OF PAY FOR THE ADMINISTRATIVE ASSISTANT FOR THE REMAINDER OF 2018.

WHEREAS, COURTNEY MCMASTER, has been selected to the vacant position of Administrative Assistant, effective October 18, 2018.

NOW, THEREFORE, BE IT RESOLVED, that the yearly salary for the position of Administrative Assistant shall be set at \$45,000 annually for 2018.

BE IT FURHTER RESOLVED, that the Administrative Assistant shall receive one week (1) of vacation, effective April 18, 2019,

BE IT FURHTER RESOLVED, that the Administrative Assistant shall not receive any additional vacation days until her anniversary date of employment, at which time one (1) week will be given.

BE IT FURTHER RESOLVED, that the Administrative Assistant shall be entitled to all other benefits received by full-time management personnel as specified in Resolution No. 900.

RESOLVED AND ENACTED this 15<sup>th</sup> day of October, 2018.

BOARD OF COMMISSIONERS OF PENN TOWNSHIP

By: Raymond M. Van de Castle  
Raymond M. Van de Castle, President

Attest:

Wendell S. Felix

Wendell S. Felix, Assistant Township Secretary