

TOWNSHIP OF FRANKLIN
COUNTY OF HUNTERDON

RESOLUTION 2017 – 14


BE IT RESOLVED by the Township Committee of the Township of Franklin that Kris Boxwell is hereby hired to serve the township in a temporary part-time position as a General Clerical employee effective January 17, 2017. The salary shall be established at \$16.00 per hour and hours of employment shall not exceed 20 hours per week.

Adopted: *1-5-2017*



Mayor
Township Committee

Attest:



Ursula V. Stryker, RMC
Municipal Clerk

FRANKLIN TOWNSHIP
HUNTERDON COUNTY

Committee

Kathryn Blew
Diane Burgess
Joseph Darocha
Craig Repmann
Susan Soloway



Municipal Clerk
202 Sidney Rd.
Pittstown, NJ 08867
(908) 735.5215 fax (908) 735.7598
ftclerk@franklin-twp.org

January 5, 2017

Kris Boxwell
4 Trotter Lane
Flemington, NJ 08822

RE: Letter of employment

Dear Ms. Boxwell:

I am pleased to welcome you as a temporary part-time employee of Franklin Township. Your appointment as Temporary Part-time General Clerical employee will become effective January 17, 2017. This letter will set forth the terms and conditions of your employment.

Salary: Your starting pay rate will be \$16.00 per hour.

Hours of Work: Your normal hours of work shall not exceed 20 hours per week, Monday through Friday during the hours of 8:00 A.M. and 4:00 P.M. You are entitled to an unpaid one-half hour lunch period. Bi-weekly time sheets shall be completed in a timely manner.

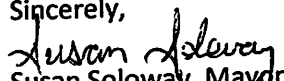
Performance: Your immediate supervisor is the Municipal Clerk who will assign you any daily duties. This is a temporary position with a termination date of December 31, 2017. The position may be terminated by the Township Committee at any time.

Benefits: The Township will provide only statutory coverage and you will not be eligible for paid sick days, vacation, holidays. You will not be compensated for any additional hours voluntarily worked beyond 20 hours per week.

Duties: You will work in the Municipal Building only. Your duties will be those as outlined in the attached Job Description and any other duties as may be assigned or determined by the Municipal Clerk.

We are delighted that you will be joining us in Franklin Township. Please indicate your acceptance to these terms and conditions of employment by signing below and returning a copy to the Municipal Clerk.

Sincerely,


Susan Soloway, Mayor
Township Committee

Kris Boxwell

Date