

**WEST NORRITON TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION #25-1738**

**A RESOLUTION OF WEST NORRITON TOWNSHIP  
TO ADOPT A POLICY ESTABLISHING A FORMAL POLICY  
FOR REVIEWING AND FILLING VACANT POSITIONS**

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**WHEREAS**, West Norriton Township strives for responsible fiscal management and organizational efficiency; and

**WHEREAS**, West Norriton Township believes that establishing a formal process for reviewing all vacant positions prior to approval for refilling will assist with providing potential cost savings, restructuring opportunities and alignment with current operational needs.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of West Norriton Township, as follows:

- A. No vacant position within the Township shall be automatically refilled. All vacancies must undergo a formal review process to assess the necessity, cost-effectiveness, and organizational impact of the position.
- B. Upon the occurrence of a vacancy, the Department Director shall prepare and submit a Vacancy Review and Justification Form to the Township Manager. This form shall include:
  - Reason for the vacancy (resignation, retirement, termination, etc.);
  - Summary of job duties and essential functions;
  - Analysis of how the position contributes to departmental goals;
  - Evaluation of whether the duties can be reassigned, consolidated, or eliminated;
  - Cost implications of refilling the position (salary, benefits, training); and
  - Consideration of alternative staffing models (e.g., part-time, shared services, automation)
- C. The Township Manager shall review the justification and consult with Finance and Human Resources as needed to evaluate:
  - Budgetary impact and funding availability;
  - Long-term staffing needs and trends;
  - Opportunities for efficiency or reorganization; and
  - Compliance with collective bargaining agreements and civil service.

D. For all non-essential or newly classified positions, the Township Manager shall notify or seek approval from the Board of Commissioners prior to initiating the recruitment process.

E. Based on the review, the Township Manager shall make a recommendation to:

- Approve the position for refill as-is;
- Modify the position (e.g., change in duties, reclassification); and
- Delay or eliminate the position to achieve cost savings or operational efficiencies.

F. Emergency or mission-critical positions may be expedited at the discretion of the Township Manager, with documentation of urgency provided to the Board of Commissioners.

NOW, THEREFORE, BE IT FURTHER RESOLVED,

**ADOPTED** and **RESOLVED** this 10<sup>th</sup> day of June, 2025.

Attest:

**BOARD OF COMMISSIONERS  
WEST NORRITON TOWNSHIP**

\_\_\_\_\_  
Jason Bobst, Manager

By: \_\_\_\_\_  
Anne Pavone, President