

# TOWNSHIP OF UPPER DEERFIELD

## ORDINANCE 781

### ESTABLISHING PROCEDURES TO ADOPT PERSONNEL PRACTICES AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO IMPLEMENT SAID PRACTICES WITH ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, AND INDEPENDENT CONTRACTORS OF THE TOWNSHIP OF UPPER DEERFIELD

**BE IT ORDAINED** by the Township Committee of the Township of Upper Deerfield that Chapter 66 be amended to include the following language:

#### 66-4. Procedures to Adopt Personnel Practices

**Section 1.** The Township Committee shall by ordinance establish titles for public employment by the Township of Upper Deerfield and salary ranges for Township of Upper Deerfield employees.

**Section 2.** The Township Committee shall by resolution adopt and amend from time to time personnel policies and procedures including rules concerning the hiring and termination of employees, terms and conditions of employment, and regulations required to comply with applicable Federal and State employment related law. The personnel policies and procedures adopted pursuant to said resolution(s) shall be applicable to all officials, appointees, employees, prospective employees, volunteers and independent contractors of the Township of Upper Deerfield.

**Section 3.** The Township Administrator shall be responsible to implement and enforce the personnel practices adopted by ordinance or resolution authorized pursuant to this section. If there is a conflict between said personnel practices and any duly adopted and lawful collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, the practices adopted pursuant to this ordinance shall prevail.

**Section 4.** This ordinance shall take effect immediately upon passage and publication as required by law.

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James Crilley, Chairman

Adopted: September 6, 2018

Attested:

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Roy J. Spoltore, Township Clerk

First Reading: August 16, 2018

Publication: August 23, 2018

Publication of Final Adoption: September 10, 2018