

TOWNSHIP OF UPPER DEERFIELD

RESOLUTION 21-200

**AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL OF THE
TOWNSHIP OF UPPER DEERFIELD**

WHEREAS, the Township of Upper Deerfield has a Personnel Policy and Procedure Manual which has heretofore been in place; and

WHEREAS, the Township Committee of the Township of Upper Deerfield is desirous of amending the following attached policies in the Personnel Policy and Procedure Manual of the Township of Upper Deerfield; and

Section One: General Personnel Policies - Equal Employment Opportunity Policy, Americans With Disabilities, Policy Against Harassment, Policy Prohibiting Workplace Violence and the Whistleblower Policy

Section Two: Employee Benefits - Overtime

Section Three: Leaves of Absence - New Jersey Sick Leave, Family and Medical Leave, New Jersey Family Leave and Military Service Leave Policy

Section Four: Personnel Rules and Regulations - Alcohol and Drug-Free Workplace, Changing Vital Information, Computer Use, Electronic Mail, and Internet Policy, Confidentiality of Personnel Records, Contagious/Life Threatening Illness Policy, Discipline and Termination Policy, Domestic Violence Policy, Employee References, Performance Evaluation, Political Activity, Safety Policy and Policy for Use of Employer Vehicles (Non-law Enforcement),

Appendix A: CDL Drug and Alcohol Testing Policy

WHEREAS, a copy of the Personnel Policy and Procedure Manual revisions through December 16, 2021 will be made available to the employees of the Township of Upper Deerfield on December 20, 2021 and is on file for inspection with the Clerk of the Township of Upper Deerfield; and

WHEREAS, terms of the Personnel Policy and Procedure Manual together with changes thereto through September 18, 2018, are incorporated herein by reference as if fully set forth; and

WHEREAS, the Township Committee of the Township of Upper Deerfield is desirous of adopting the Personnel Policy and Procedure Manual together with all amendments to the same;

NOW THEREFORE BE IT ORDAINED by the Township Committee of the Township of Upper Deerfield that the Personnel Policy and Procedure Manual together with any changes thereto through September 18, 2018, be and the same is hereby adopted as the Personnel Policy and Procedure Manual on behalf of the Township of Upper Deerfield; and

BE IT FURTHER ORDAINED by the Township Committee of the Township of Upper Deerfield that a copy of the Personnel Policy and Procedure Manual effective with changes to December 16, 2021, be on file with the Clerk of the Township of Upper Deerfield for inspection; and

BE IT FURTHER ORDAINED that a copy of the Personnel Policy and Procedure Manual

adopted herein together with any changes thereto through December 16, 2021, be disseminated to all employees of the Township of Upper Deerfield and a copy be made available to any union requesting a copy of the same.

BE IT FURTHER ORDAINED by the Township Committee of the Township of Upper Deerfield that in all other respects the provisions of the Personnel Manual of the Township of Upper Deerfield shall remain as heretofore and unaltered by the provisions hereof;

Moved By: John L. Daddario

Seconded By: Scott Smith

VOTING	<u>In Favor</u>	<u>Against</u>	<u>Abstain</u>	<u>Absent</u>
James P. Crilley	X			
John L. Daddario	X			
John T. O’Neill, Sr.	X			
Bruce T. Peterson	X			
Scott Smith	X			

CERTIFICATION

I hereby certify that the foregoing is a true copy of Resolution adopted by the Township Committee of the Township of Upper Deerfield, in the County of Cumberland, at a meeting thereof held December 16, 2021.

Roy J. Spoltore, Township Clerk