

**RESOLUTION NO. 2016-**

**RESOLUTION ADOPTING AMENDMENTS TO THE BOROUGH EMPLOYEE HANDBOOK AND POLICES AND PROCEDURES FOR THE BOROUGH OF BELMAR, COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

**WHEREAS**, it is the policy of Borough of Belmar to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General’s guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

**WHEREAS**, the Mayor and Council has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREBY, BE IT RESOLVED** by the Mayor and Council that the Employee Handbook, Personnel Policies and Procedures Manual be amended as per the attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any 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, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Belmar.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the borough shall operate under the legal doctrine known as “employment at will.”

**BE IT FURTHER RESOLVED** that Jamie Plosia is hereby appointed as Labor Attorney to advise the borough in personnel matters.

**BE IT FURTHER RESOLVED** that the Borough Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Labor Attorney shall assist the Borough Administrator in the implementation of the policies and procedures in this manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Belmar that the attached amendments be adopted and incorporated into the Borough Employee Handbook and Policies and Procedures manual.

offered the above resolution and moved its adoption. Seconded by Brennan and adopted by the following vote:

|                     |      |      |         |        |
|---------------------|------|------|---------|--------|
| Council members:    | AYES | NAYS | ABSTAIN | ABSENT |
| Ms. Keown-Blackburn |      |      |         |        |
| Mr. Magovern        |      |      |         |        |
| Mr. Brennan         |      |      |         |        |
| Mrs. Nicolay        |      |      |         |        |
| Mayor Doherty       |      |      |         |        |

Adopted: