

Township of West Milford

Passaic County, New Jersey

~ Resolution 2014 – 142 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AMENDING AND UPDATING THE PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the Township of West Milford is a member of the New Jersey Municipal Excess Liabilities Fund; and

WHEREAS, every two years, the MEL distributes a model personnel policies and procedures manual and encourages its members to update their policies and procedures; and

WHEREAS, the Township of West Milford seeks to update its Personnel Policies and Procedures Manual to conform with the MEL's standards.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Council of the Township of West Milford, in the County of Passaic that the Township of West Milford Personnel Policies and Procedures Manual is updated as follows:

1. Remove the "Systems Privacy" policy in Section Two of the manual and replace with the "Communication Media Policy" and "Video Surveillance" policy from the MEL Model Policy.
2. In the "Use of Vehicles Policy" in Section Two of the manual, add at the end of the section, the following sentence: "Department Heads may create an exception to this 'Use of Vehicles Policy.'"
3. Remove the "Family and Medical Leave Act Policy" in Section Three of the manual and replace with the "Family and Medical Leave Act Policy" from the MEL Model Policy.
4. Add the "Domestic Violence Leave" policy from the MEL Model Policy to Section Three of the manual.
5. Add a section, entitled, "Time Sheets" from the MEL Model Policy to Section Four of the manual.
6. Add a section, entitled, "Payment for Accumulated Absence" from the MEL Model Policy to Section Four of the manual.
7. In the "Workers Compensation" policy in Section Four of the manual, add at the end of the section, the following sentence: "Unless explicitly provided for in a bargaining agreement, the Township of West Milford will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to N.J.S.A. 11A:6-8."

BE IT FURTHER RESOLVED that a copy of the updated Township of West Milford Personnel Policies and Procedures Manual is on file with the Clerk's office; and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be forwarded to the Township Administrator for distribution to all Township employees.

This Resolution shall take effect immediately.

Adopted: April 23, 2014

Adopted this 23rd day of April, 2014
and certified as a true copy of an original.

Antoinette Battaglia, Township Clerk