

Township of West Milford

Passaic County, New Jersey

~ Resolution 2016 – 144 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AMENDING AND UPDATING THE PERSONNEL POLICIES AND PROCEDURES MANUAL WHICH INCORPORATES THE EMPLOYEE HANDBOOK THEREIN

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. Modification to Anti-Discrimination Policy/American's with Disabilities Act Policy (Section One of the Manual) to comply with the New Jersey Pregnant Worker's fairness Act, which amended the law to prevent discrimination based upon pregnancy, childbirth or pregnancy medical-related condition. It also requires employers to provide reasonable accommodations.
2. Modification to the Social Media Policy portion of the Communication Media Policy (Section Two of the Manual) to reflect changes in technology and practices of governing.
3. Addition of Employee Dating Policy to Section Two of the Manual. This policy is adopted as an optional policy to require supervisor/subordinate dating to notify human resources.
4. Addition of I9 Language to Employment Procedure in Section Five.
5. Modification to Open Public Meetings Act Procedures concerning Personnel Matters.
6. Model Employment Application to be Compliant with Ban the Box Legislation in March of 2015 which prohibits employers from asking on an employment application about a candidate's criminal background.
7. Remove outdated CEPA notice and replace with most current version.

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 20, 2016

Adopted this 20th day of April, 2016
and certified as a true copy of an original.

Antoinette Battaglia, Township Clerk