

**ORDINANCE 8 - 2012**

**ORDINANCE ADOPTING PERSONNEL POLICIES  
AND PROCEDURES MANUAL FOR THE  
BOROUGH OF WOODBURY HEIGHTS,  
GLOUCESTER COUNTY, NEW JERSEY**

**WHEREAS**, the Borough Council of the Borough of Woodbury Heights, County of Gloucester and State of New Jersey (the "Borough") has determined that the preparation and establishment of a Personal Policies and Procedures Manual is in the best interests of the Borough and its employees; and

**WHEREAS**, the policies and procedures established in such a manual are intended to provide guidance to all employees, including managerial and supervisory personnel, in the Borough's relationship with its employees and to insure that the Borough conducts its business affairs in accordance with applicable law;

**NOW, THEREFORE, BE IT ORDAINED** by the Borough Council of the Borough of Woodbury Heights, County of Gloucester, State of New Jersey that the annexed Personnel Policies and Procedures Manual is hereby authorized, adopted and implemented.

**BE IT FURTHER ORDAINED** as follows:

A. The policies and procedures hereby established may be amended, revised or supplemented by Resolution when the Borough deems it necessary that such changes or supplements are required to conform to applicable law or to be consistent with collective bargaining contract obligations or to otherwise serve to improve, clarify or enhance the policies and procedures hereby established as set forth within the attached Manual.

B. If any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by a Court to be invalid, such adjudication shall apply only to that section, paragraph, subsection, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

C. All Ordinances of the Borough of Woodbury Heights inconsistent with the provisions of this Ordinance be and are hereby repealed to the extent of any such inconsistency.

D. All Ordinances not inconsistent with the provisions of this Ordinance are hereby saved from repeal.

E. This Ordinance shall take effect immediately upon its adoption and publication and as otherwise provided by law.

**BOROUGH OF WOODBURY HEIGHTS**

**BY: \_\_\_\_\_  
HARRY W. ELTON, JR., MAYOR**

**ATTEST:**

**\_\_\_\_\_  
JANET PIZZI, CLERK/ADMINISTRATOR**

**NOTICE**

**The foregoing Ordinance was introduced at a Regular Meeting of the Mayor and Borough Council of the Borough of Woodbury Heights conducted on March 21, 2012 and will be considered for final passage and adoption, after a public hearing hereon, at a meeting of the Borough Council of the Borough of Woodbury Heights, being held on the 18 day of April, 2012 at 7:30 P.M. at which time any objections hereto will be heard. During the week prior to and up to and including the date of said meeting, copies of said ordinances will be made available at the Office of the Borough Clerk, 500 Elm Avenue, Woodbury Heights, New Jersey for members of the general public who request same.**

**\_\_\_\_\_  
JANET PIZZI, CLERK/ADMINISTRATOR**