

RESOLUTION 100 -2018
RESOLUTION ADOPTING AMENDMENTS TO THE PERSONNEL POLICIES
AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK FOR THE
BOROUGH OF WOODBURY HEIGHTS

WHEREAS, the Borough has heretofore adopted Personnel Policies and Procedures by Resolution 63 – 2012 and Resolution 73 – 2012; and

WHEREAS, the Borough has determined that certain revisions and updates to the Personnel Policies and Procedures are required, such revisions and updates now incorporated into the Personnel Policies and Procedures Manual attached hereto; and

WHEREAS, it is the intent of this Resolution to approve and adopt the updated Personnel Policies and Procedures Manual and authorize distribution of the Employee Handbook related thereto;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Woodbury Heights that the annexed Personnel Policies and Procedures Manual attached hereto is hereby authorized and adopted and the Employee Handbook hereby approved.

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 policies 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 and be enforceable.

BE IT FURTHER RESOLVED that the aforesaid Manual and Employee Handbook is intended to provide guidelines governing 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 Council.

BE IT FURTHER RESOLVED that to the extent permitted by law, employment practice for the Borough shall operate under the legal doctrine known as "Employment at Will."

BE IT FURTHER RESOLVED that the Administrator and all managerial/supervisory personnel are responsible for the enforcement of these employment practices. The Borough Solicitor shall assist the Administrator in the implementation of the policies and procedures set forth in the Manual.

BOROUGH OF WOODBURY HEIGHTS



Mayor **Robbie J. Conley**

ATTEST:



Janet Pizzi, Clerk/Administrator

CERTIFICATION

I, Janet Pizzi, Municipal Clerk/Administrator of the Borough of Woodbury Heights, in the County of Gloucester, do hereby certify that the foregoing Resolution was presented and duly adopted by the Borough Council at a meeting of the Borough of Woodbury Heights held on the 19th day of September, 2018.



Janet Pizzi, Clerk/Administrator