

BOROUGH OF LONGPORT
ATLANTIC COUNTY, NEW JERSEY
RESOLUTION 2016-109
AMENDMENT OF LONGPORT PERSONNEL POLICY AND PROCEDURES MANUAL

WHEREAS, the Borough of Longport adopted a **Personnel Policies and Procedural Manual and Employee Handbook**, hereinafter referred to as **Manual and Handbook**, on October 6, 2004; and

WHEREAS, said **Manual and Handbook** was revised on September 21, 2016 which incorporated certain recommendations made by the Municipal Joint Insurance Fund and the governing body of the Borough of Longport; and

WHEREAS, the Joint Insurance Fund has recommended additional changes to be made which were reviewed by the Governing Body and additional changes were also incorporated by the governing body, the additional changes are as follows:

1. Anti-Discrimination Policy
2. American with Disabilities Act Policy
3. Drug and Alcohol Policy
4. Driver's License Policy
5. Communication Media Policy
6. Employee Dating Policy
7. Paid Holiday Policy
8. Family and Medical Leave Act Policy
9. Payroll Policy
10. Employment Procedure
11. Open Public Meetings Act Procedure concerning Personnel Matters
12. Employment Application
13. CEPA Notice

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Longport that said Manual and Handbook is hereby modified per the recommendations made by the Municipal Joint Insurance Fund; and

BE IT FURTHER RESOLVED that these modifications shall be effective immediately.

RECORD OF GOVERNING BODY VOTE ON FINAL PASSAGE						
COMMISSION	AYE	NAY	N.V	A.B.	MOT.	SEC.
RUSSO	xx					xx
LEEDS	xx				xx	
LAWLER				xx		
X-Indicates Vote NV-Not Voting AB-Absent MOT-Motion SEC-Second						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF ADOPTION: 9-21-2016

EMILIA R. STRAWDER, RMC/MUNICIPAL CLERK