

**BOROUGH OF LONGPORT
ATLANTIC COUNTY, NEW JERSEY
RESOLUTION 2023-131
A RESOLUTION APPROVING 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 October 2023 which incorporated certain recommendations made by the Municipal Joint Insurance Fund and the Municipal Solicitor; and

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

1. Equal Employment Opportunity Policy
2. Americans with Disabilities
3. Overtime
4. Paid Holidays
5. Vacation Leave Policy
6. Personal Day Policy
7. Sick Leave Policy
8. Family and Medical Leave
9. New Jersey Family Leave
10. Alcohol and Drug-Free Workplace
11. Ethical Conduct
12. Domestic Violence Policy
13. Policy for Use of Employer Vehicles (Non-Law Enforcement)

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 the Municipal Solicitor; 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	X				X	
LEEDS	X					X
LAWLER	X					
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: 10-18-23

/s/ Monica Kyle, Municipal Clerk

I, Monica Kyle, Municipal Clerk of the Borough of Longport, by my signature above do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the Board of Commissioners of the Borough of Longport at a Meeting of said Board of Commissioners held on October 18, 2023, and that said Resolution was adopted by not less than a two-thirds vote of the members of the Longport Board of Commissioners.