RESOLUTION NO. 2021-197

RESOLUTION UPDATING PERSONNEL POLICIES AND PROCEDURES FOR THE TOWNSHIP OF FLORENCE

WHEREAS, it is the policy of the Township of Florence to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Township of Florence through its insurer, the Burlington County Municipal Joint Insurance Fund (BURLCO JIF) and the Municipal Excess Liability Joint Insurance Fund (NJMEL) is required to update its Personnel Policies and Procedures Handbook and its Employee Handbook per the insurer's recommendations, and to distribute same to all personnel to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and

WHEREAS, the Township of Florence last adopted its personnel policies and procedures on September 19, 2018 through Resolution No. 2018-216 and the current updates are to the policies previously approved on September 19, 2018 and distributed to all personnel.

NOW, THEREBY, BE IT RESOLVED by the Township Council of the Township of Florence that the Personnel Policies and Procedures Manual combined with the Employee Handbook are hereby updated in accordance with the guidelines of the NJMEL and that said documents shall be kept on file and distributed to all personnel; and

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Township officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules 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.

BE IT FURTHER RESOLVED that the Township Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Township and the Employment Attorney shall work with one another, as needed as the Township Administrator implements the policies and procedures in this manual.

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I, Nancy L. Erlston, Clerk of the Township of Florence, County of Burlington, State of New Jersey do hereby certify that the foregoing Resolution is a true copy of the Resolution approved by Township Council at their October 20, 2021 meeting.

Nancy L. Erlston

Nancy L. Erlston, RMC
Township Clerk

Note: This Resolution updates Personnel Processes and Procedures.