

RESOLUTION NO. 2025-70

**RESOLUTION UPDATING PERSONNEL
POLICIES AND PROCEDURES
FOR THE TOWNSHIP OF FLORENCE
TO REFLECT MODIFICATIONS IN PAYROLL TRANSACTIONS**

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 periodically update its Personnel Policies and Procedures Manual and 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, municipalities may mandate direct deposit by way of resolution pursuant to N.J.S.A. 52:14-15f; and


WHEREAS, the Township of Florence last adopted its Personnel Policies and Procedures Manual and Employee Handbook on October 11, 2023 through Resolution No. 2023-198 and there is need for a current update for implementation at Section 2 Compensation & Employee Benefits Policies – Payroll Policy to provide that, in addition to and not inconsistent with existing Township provisions regarding payroll, the Township of Florence shall hereafter require that all payroll and similar compensation be made via direct deposit to the financial institution(s) and account(s) so determined by the employee receiving such compensation; and

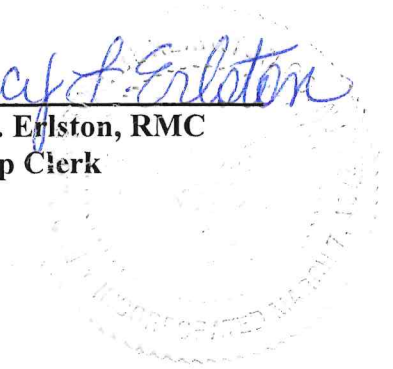
WHEREAS, the aforementioned policy is further updated to reflect that the Township of Florence elects to issue payroll twice-a-month in accordance with N.J.S.A. 34:11-4.2 to provide the greatest efficiencies in the operations and cost associated with payroll services administered in the finance office.

NOW, THEREBY, BE IT RESOLVED by the Township Council of the Township of Florence that the Personnel Policies and Procedures Manual and Employee Handbook, at Section 2 Compensation & Employee Benefits Policies – Payroll Policy is hereby updated as outlined in Schedule A, attached hereto; and

BE IT FURTHER RESOLVED that the Township Administrator shall provide notice to all staff about the implementation date of the specific changes authorized by these new provisions contained in the Personnel Policies and Procedures Manual and Employee Handbook.

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 March 5, 2025 meeting.


Nancy L. Erlston, RMC
Township Clerk



SCHEDULE "A"

Payroll Policy:

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title. Employees are to be paid their salary and similar compensation by direct deposit to the financial institution(s) and account(s) as determined by the employee, and such payment shall occur twice per month.

The Township will not accept responsibility for any employee's personal finances. The Township will acknowledge judgments against an employee's pay, but will not act as a mediator between the employee and creditors.