MANSFIELD TOWNSHIP
BURLINGTON COUNTY

RESOLUTION 2022-3-4

RESOLUTION ADOPTING THE REVISED/AMENDED PERSONNEL POLICIES AND PROCEDURES MANUAL WITH AN EFFECTIVE DATE FOR SAID AMENDMENT OF JANUARY 1, 2022

WHEREAS, it is the policy of Mansfield Township (the Township) 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 has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and

NOW, THEREBY BE IT RESOLVED, by the Township that the revised/amended Personnel Policies and Procedures Manual, on file in the Municipal Clerk's Office, was amended and adopted and was made effective as of June 16, 2021; and

BE IT FURTHER RESOLVED that the Township Committee wishes to amend section numbers 304-"Sick Leave" and 305 "Personal Leave;" 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 case, these policies and procedures shall prevail; and

BE IT FUTHER RESOLVED, that this manual is intended to provide guidelines covering public service by Township employees and is not a contract. The provisions of this manual may be further amended and supplemented from time to time without notice and at the sole discretion of the Mansfield Township Committee;

BE IT FURTHER RESOLVED, that the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as "employment at will";

BE IT FURTHER RESOLVED, that the Township Committee and all managerial/supervisory personnel are responsible for these employment practices. The Township Administrator, Township Clerk, Human Resource Manager, along with the Township's Labor Attorney, shall assist the Township Committee in the implementation of the policies and procedures.

MOTION: SISZ SECOND: TALLON
ROLL CALL VOTE:
AYES: SISZ, TALLON, GOLENDA, OCELLO, MOJENA
NAYS: NONE ABSTAIN: NONE ABSENT: NONE

CERTIFICATION

I, **LINDA SEMUS, RMC**, **CMR**, Municipal Clerk of the Township of Mansfield, County of Burlington, State of New Jersey do hereby certify the foregoing to be a true and correct copy of the Resolution adopted by the Mansfield Township Committee, County of Burlington, State of New Jersey on Roll Call held on March 2, 2022 at 7:00 PM.

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LINDA SEMUS, RMC, CMR, Municipal Clerk