

**NEW HANOVER TOWNSHIP
BURLINGTON COUNTY
NEW JERSEY**

RESOLUTION NO. 2020-66

Resolution Adopting Personnel Policies and Procedures and Employee Handbook

WHEREAS, it is the policy of New Hanover 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 New Hanover Township Committee 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.

NOW, THEREBY, BE IT RESOLVED by the New Hanover Township Committee that the Personnel Policies and Procedures Manual and Employee Handbook attached hereto is hereby adopted.

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 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 amended and supplemented from time to time without notice and at the sole discretion of the New Hanover Township Committee.

BE IT FURTHER RESOLVED that to 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 Clerk/Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Township Attorney shall assist the Clerk/Administrator in the implementation of the policies and procedures in this manual.



Mayor Paul Peterla

IT IS HEREBY CERTIFIED that this is a true copy of a resolution adopted by the Township Committee of the Township of New Hanover, County of Burlington, State of New Jersey, on the 13th day of October, 2020. IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of the Township of New Hanover the 13th day of October, 2020



Adel Gianaris
Township Deputy Clerk

Record of Vote

	Moved	Second	Yes	No	Abstained	Absent
Koshak		✓	✓			
Murphy			✓			
Roohr			✓			
Pawlyzyn	✓		✓			
Peterla			✓			