

Township of West Milford

Passaic County, New Jersey

~ Resolution 2018 – 270 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AMENDING AND UPDATING THE PERSONNEL POLICIES AND PROCEDURES MANUAL WHICH INCORPORATES THE EMPLOYEE HANDBOOK THEREIN

WHEREAS, the Township of West Milford is a member of the New Jersey Municipal Excess Liabilities Fund; and

WHEREAS, every two years, the MEL distributes a model personnel policies and procedures manual and encourages its members to update their policies and procedures; and

WHEREAS, the Township of West Milford seeks to update its Personnel Policies and Procedures Manual to conform with the MEL's standards.

NOW, THEREFORE, BE IT RESOLVED, by the Acting Mayor and Township Council of the Township of West Milford, in the County of Passaic that the Township of West Milford Personnel Policies and Procedures Manual is updated as follows:

1. Modification to Anti-Discrimination Policy/American's with Disabilities Act Policy (Section One of the Manual) to comply with the New Jersey Pregnant Worker's fairness Act, which amended the law to prevent discrimination based upon pregnancy, childbirth, breastfeeding or pregnancy medical-related condition. It also requires employers to provide reasonable accommodations.
2. Modification to the Communication Media Policy/Social Media Policy to reflect changes in technology and practices of governing.
3. Modification to the Communication Media Policy/Social Media Policy to provide guidelines for employees in the use of personal social media outlets.
4. Modification to the Communication Media Policy/Social Media Policy add a section titled "Use of Internet."
5. Modification to Open Public Meetings Act Procedures concerning Personnel Matters.

BE IT FURTHER RESOLVED that a copy of the updated Township of West Milford Personnel Policies and Procedures Manual is on file with the Clerk's office; and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be forwarded to the Township Administrator for distribution to all Township employees.

This Resolution shall take effect immediately.

Adopted: October 3, 2018

Adopted this 3rd day of October, 2018
and certified as a true copy of an original.

Antoinette Battaglia, Township Clerk