

**TOWNSHIP OF RARITAN  
COUNTY OF HUNTERDON, NEW JERSEY**

**RESOLUTION #18-211**

**A RESOLUTION APPROVING AN AMENDMENT TO THE RARITAN  
TOWNSHIP PERSONNEL POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, it is the policy of the Township of Raritan 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 ADA Amendments Act of 2008, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers' Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), the New Jersey Security and Financial Empowerment Act and the Open Public Meetings Act; and

**WHEREAS**, the Township Committee has established a Personnel Policies and Procedures Manual (the "Manual") by Resolution 17-249; and

**WHEREAS**, the Township Committee at its sole discretion may amend and supplement the Manual at any time; and

**WHEREAS**, the Administrator has recommended to the Township Committee that Section 11 Termination of Employment be amended to add subsection 11.3, Termination Procedures; and

**WHEREAS**, the Township Committee wishes to amend Section 11 Termination of Employment.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that Section 11 Termination of Employment of the Township of Raritan Personnel Policies and Procedures Manual be amended as follows:

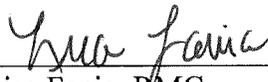
**Section 11.3 Termination Procedures**

These steps shall be taken on or before the last day that an employee shall report for work. In the case of an employee using accumulated time off, the last day shall mean the day before the employee would begin the use of the accumulated time off which would extend to the actual date of termination, resignation or retirement.

- 1) The immediate supervisor shall be responsible for the return of all Township issued equipment, clothing, keys and electronic devices.
- 2) The immediate supervisor shall be responsible for changing any door codes or other devices that would allow the terminated employee continued access to non-public areas of Township facilities.
- 3) The immediate supervisor shall ensure that the employee's email is disabled.

**ATTEST:**

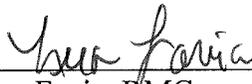
**TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF RARITAN**

  
\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk

  
\_\_\_\_\_  
Michael Mangin  
Mayor

**CERTIFICATION**

I, Lisa Fania, Clerk of the Township of Raritan, County of Hunterdon, State of New Jersey, hereby certify that the foregoing resolution is a true, complete and accurate copy of a resolution adopted by the Township Committee of the Township of Raritan at a meeting held on November 7, 2018.

  
\_\_\_\_\_  
Lisa Fania, RMC  
Township Clerk