TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY

RESOLUTION #19-27

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 6.6 Personal Appearance, be amended to add Appendix A-7 Clothing Allowance Reimbursement Procedure and Items Eligible for Reimbursement; and

WHEREAS, the Township Committee wishes to amend Section 6.6. Personal Appearance.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that Section 6.6. Personal Appearance, of the Township of Raritan Personnel Policies and Procedures Manual, be amended as follows and attached hereto:

Section 6.6. Personal Appearance

Employees who are provided uniforms, clothing allowance or reimbursement for clothing by the Township should present themselves in an appropriate manner.

Please see Appendix A-7 for List of Items Eligible for Reimbursement and Reimbursement Procedure

ATTEST:

TOWNSHIP COMMITTEE OF THE TOWNSHIP OF RARITAN

Lisa Fania, RMC
Township Clerk

Jeff Kuhl
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 January 15, 2019.

Lisa Fania, RMC
Township Clerk

APPENDIX A-7

TOWNSHIP OF RARITAN

CLOTHING ALLOWANCE REIMBURSEMENT POLICY/ ITEMS ELIGIBLE FOR REIMBURSEMENT

Reimbursement Procedure:

1) Employee must submit receipts which describe the clothing purchased to the Department Head. If employee is a Department Head then request will be sent directly to the Administrator/designee for approval.

2) The Department head shall review and approve based on the policy and submit to the Administrator/designee for approval.

3) Upon approval by the Administrator/designee, the Department head shall submit a requisition through the Township purchasing system.

Item/description (All items must be appropriate for the employee's job requirements for the position as determined by the Administrator/ Designee)

Shirts
Pants
Rain gear
Shoes
Boots
Coat/Jacket/Sweatshirt
Work gloves
Coveralls/Overalls
Hats
Personal Protective Equipment