TOWNSHIP OF RARITAN
COUNTY OF HUNTERDON, NEW JERSEY

RESOLUTION #20-31

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 State of New Jersey adopted a uniform Domestic Violence Policy for all Public Employers in accordance with N.J.S.A. 11A:2-6a; and

WHEREAS, the Administrator has recommended to the Township Committee that Section 5.8, Vacations be amended and that Appendix A-8, Domestic Violence Policy be added; and

WHEREAS, the Township Committee wishes to amend Section 5.8, Vacations and add Appendix A-8, Domestic Violence Policy.

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 5.8, Vacations and Appendix A-8 Domestic Violence Policy, of the Township of Raritan Personnel Policies and Procedures Manual, be amended as follows and attached hereto:

Section 5.8 Vacations

Employees may carry over a maximum of one-half (1/2) of their annual vacation entitlement. Requests for carryover of vacation that exceeds one-half (1/2) of their annual vacation entitlement must be submitted to the Township Administrator for approval, by no later than December 15 of the current year. A form to request vacation carryover can be found in the Appendix. Employees

must make every effort to use allotted vacation time and will only be allowed to carry over time because Township business prevented them from utilizing the entitlement in the current year.

Appendix A-8 State of New Jersey Domestic Violence Policy – Attached as Exhibit A

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 21, 2020.

Lisa Fania, RMC
Township Clerk