

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

RESOLUTION #17-249

**A RESOLUTION APPROVING 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 Raritan Township Committee has determined that there is a need for personnel policies and procedures to ensure that employees, prospective employees, officials, volunteers and vendors and contractors are treated in a manner consistent with these laws and regulations.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Raritan, County of Hunterdon, State of New Jersey that the following Personnel Policies and Procedures attached hereto are hereby updated and adopted for 2017.

BE IT FURTHER RESOLVED by the Mayor and Township Committee of the Township of Raritan that these personnel policies and procedures shall apply to all municipal officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective negotiations 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 by the Mayor and Township Committee of the Township of Raritan that the Personnel Policies and Procedures Manual is intended to provide guidelines covering public service by municipality workers and does not serve as 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 Township Committee.

BE IT FURTHER RESOLVED by the Mayor and Township Committee of the Township of Raritan that, to the maximum extent permitted by law, employment practices for the municipality shall operate under the legal doctrine known as "employment at will."

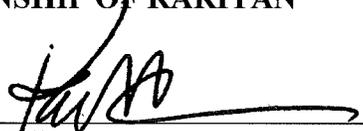
BE IT FURTHER RESOLVED by the Mayor and Township Committee of the Township of Raritan that the Township Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Human Resource/Payroll Coordinator shall assist the Township Administrator in the implementation of the policies and procedures in this manual, as directed by Township Committee action.

ATTEST:

**TOWNSHIP COMMITTEE OF THE
TOWNSHIP OF RARITAN**



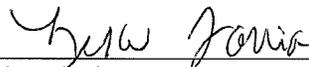
Lisa Fania, RMC
Township Clerk



Karen Gilbert
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 October 3, 2017.



Lisa Fania, RMC
Township Clerk