

**TOWNSHIP OF HOPEWELL
MERCER COUNTY, NEW JERSEY**

R E S O L U T I O N #21-409

**A RESOLUTION AMENDING THE TOWNSHIP OF HOPWELL
PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (MEL) requires that MEL members update their employment risk control program every two years to be eligible for the MEL’s premium and deductive incentives.

NOW, THEREFORE, BE IT RESOLVED, on the 6th day of December, 2021, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey, that the Township of Hopewell Personnel Policies and Procedures Manual be and is hereby amended as follows:

Title	Proposed Change
Disclaimer	Update wording to clarify manual is not a guarantee of employment and is an “at-will” employer
Acknowledgement of Receipt	Update language and make wording consistent
Employee Complaint Policy Acknowledgement	Updated Resource to Resources
Table of Contents	Page numbers needed to be updated
Equal Employment Opportunity	Update wording and add compensation
Prohibition of Harassment In Workplace	Clarify this policy, update words for consistency, updated confidentiality section and process, and updated the Retaliation section who cannot be retaliated against
Contact Information for Township of Hopewell Prohibition of Harassment In Workplace Policy	Update the Administrator’s name and contact information
Employee Complaint Form	Updated the formatting of the form
Witness Complaint Form	Updated the formatting of the form
Americans With Disabilities Policy/ NJ Pregnancy Workers Fairness Act	Updated policy to comply with MELJIF recommendations
Recruitment and Screening of Potential Candidates for Employment	Updated Background Checks to identify what checks are required
Background Checks and Procedures For Candidates, Employees and Volunteers Who Work with Minors	Update wording to be consistency and add in Police Director

Background Checks and Procedures For Candidates, Employees and Volunteers Who Do Not Work with Minors	Update wording to be consistency and add in Police Director
NJ First Act and Twp. Residency Policy	Update wording for consistency
Immigration Law Compliance	Update wording for consistency
Appointment Policy	Update wording for consistency
Job Description Policy	Update wording for consistency
Swipe Cards, Fuel Key, PINS, Passwords, Keys and FOBS	Added this Policy
Identification Card Policy	Update wording for consistency
Introductory Period	Update wording for consistency
Personnel Records	Updated policy to comply with MELJIF recommendations
Requests for Employment Verification and Reference Procedure	Insert Police Director
Performance Appraisals	Update wording to be consistent and add essential information for career development and training
Performance Evaluation Form	Update wording for consistency
No Smoking Policy	Update wording for consistency
Political Activity Policy	Updated policy to comply with MELJIF recommendations
Dress Code Policy	Updated policy to comply with MELJIF recommendations
Use of Township Equipment and Vehicles (Non-Law Enforcement)	Updated policy to comply with MELJIF recommendations and incorporated Driver License Policy within this policy
Telephone Usage	Update wording and clarify uses of Township issued phones, personal phone and other electronic devices
Communication and Social Media Policy	Updated policy to comply with MELJIF recommendations
Personal Use of Social Media	Clarifies expectations of social media
Alcohol and Drug-Free Workplace	Insert "or marijuana" , update wording to be consistent and clarify prescription drug expectations
Conscientious Employee Protection "Whistle Blower" Act	Updated policy to comply with MELJIF recommendations and update Administrator's information
Safety Policy	Updated policy to comply with MELJIF recommendations
Prohibition Of Workplace Violence	Updated policy to comply with MELJIF recommendations, update wording and add local police department
Grievance Policy	Update wording and add in Prevention of Workplace Violence Policy

Video Surveillance	Insert "or"
Payroll Policy	Insert "Family Leave Insurance", "Deductions" and update wording
Change in Vital Information	Update wording for consistency
Overtime Policy	Update to state comply with NJ and Federal Laws, insert Police Director, insert numbers and wording to be consistent
Work Schedule and Hours	Update wording for consistency
Attendance and Tardiness Policy	Update wording for consistency
Paid Holiday Policy	Insert written number, update wording to be consistent and verbiage for employees to observe religious holidays
Vacation Policy	Update wording to be consistent and clarifying process required for vacation requests
Personal Leave Policy	Update wording for consistency
Sick Leave Policy	Update wording for consistency
NJ Earned Sick Leave Policy	Update wording for consistency and remove implementation of the policy
Workplace Practices Policy During COVID-19 Pandemic	Update wording for consistency
Bereavement Leave Policy	Update wording for consistency
Jury Duty Policy	Clarify the procedure
Military Leave Policy	Updated policy to comply with MELJIF recommendations
Leave of Absence Policy	Update wording for consistency
Temporary Disability Benefits Policy	Update to comply with NJ benefit changes
Family and Medical Leave Act Policy	Updated policy to comply with MELJIF recommendations
FMLA Military Family Leave Policy	Updated policy to comply with MELJIF recommendations
Employee Rights Under FMLA	Update Guidelines from Dept. of Labor, Wage and Hour Division
NJ Family Leave Act	Update State guidelines for this Act
Application for Family and/ Medical Leave	Add the application
Return to Work Certification	Add the Certification form
Family Leave Insurance Benefits	Update Guidelines from Dept. of Labor, Wage and Hour Division
Donated Leave Program	Update wording for consistency
Domestic Violence Policy	Update HRO information and wording
Domestic Violence Leave	Update to be compliant with the law
Emergency Closures	Update wording for consistency
Timesheets	Update wording for consistency
Health Benefit Insurance Policy	Add a disclaimer and update wording
Flexible Spending Account Policy	Update wording

Workers Compensation Policy	Clarification of process and procedures and update wording for consistency
Employee Assistance Policy	Update wording for consistency
Education Assistance Policy	Update wording for consistency
Tuition Reimbursement Form	Update wording for consistency
Training and Professional Development	Update wording for consistency
Annual Salary Increases	Update wording for consistency
Longevity Benefits Policy	Remove the word “the” for consistency
Termination Leave Pay Policy	Update wording for clarity
Sick Leave Incentive Policy	Update wording for consistency
State Pension Policy	Update wording for consistency
Travel Expense Policy	Update wording for clarity and consistency
League of Municipalities Attendance Meetings	Update wording for consistency
Discipline	Updated policy to comply with MELJIF recommendations
Transitional Duty Policy	Clarify the procedure
Retirement Policy	Update wording for consistency
Resignation Policy	Capitalize the word “Office”
Termination Policy	Update wording for consistency
Exit Interview	Update wording for consistency
Exit Interview Questionnaire	Questions updated for clarity

WHEREAS, the Township of Hopewell has determined that there is a need for an updated Personnel Policies and Procedures Manual including a Supervisory Supplement, Drug and Alcohol Policy for Employees required to possess a Commercial Driver’s License, and Protection and Safe Treatment of Minors to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED, on this 6th day of December, 2021, by the Township Committee of the Township of Hopewell, County of Mercer, State of New Jersey that the Personnel Policies and Procedures Manual including the Supervisory Supplement, Drug and Alcohol Policy for Employees required to possess a Commercial Driver’s License, and Protection and Safe Treatment of Minors is hereby adopted; and

BE IT FURTHER RESOLVED, that these personnel policies and procedures shall apply to all Township officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract of 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; and

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Hopewell Township employees and is not 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 Hopewell Township Committee; and

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for Hopewell Township shall operate under the legal doctrine known as "employment at will;" and

BE IT FURTHER RESOLVED that the Township Committee and all managerial/supervisory personnel are responsible for these employment practices. The Township Administrator and the Township Attorney shall assist the Township Committee in the implementation of the policies and procedures in this manual.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Mid-Jersey Municipal Joint Insurance Fund Administrator's Office.

Date Adopted: December 6, 2021

CERTIFICATION

I, Laurie E. Gompf, Municipal Clerk, of the Township of Hopewell, County of Mercer, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at the regular meeting held on the 6th day of December, 2021, in the Municipal Building, Hopewell Township, New Jersey.



Laurie E. Gompf, RMC, CMC
Municipal Clerk