



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 25-186

**AUTHORIZING ADOPTION OF FURTHER AMENDMENTS TO THE BOROUGH'S
PERSONNEL POLICIES AND PROCEDURES MANUAL AND PERSONNEL POLICIES
AND PROCEDURES MANUAL SUPERVISORY SUPPLEMENT AND DISTRIBUTION OF
REVISED PERSONNEL POLICIES AND PROCESURES MANUAL AND PERSONNEL
POLICIES AND PROCEDURES MANUAL SUPERVISORY SUPPLEMENT**

WHEREAS, on October 18, 2023, the Borough of Highlands adopted Resolution No. 23-208, amending the Personnel Policies and Procedures Manual and Personnel Policies and Procedures Supervisory Supplement; and

WHEREAS, the Borough has determined that additional amendments and updates are needed to incorporate recent changes in State and Federal law, as well as updates required by the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, the adoption and distribution of a revised Personnel Policies and Procedures Manual and further revised Personnel Policies and Procedures Manual Supervisory Supplement will protect the interests and rights of both the Borough and its employees; and

WHEREAS, the Borough has made certain amendments and updates to the current Personnel Policies and Procedures Manual and the Personnel Policies and Procedure Manual Supervisory Supplement to conform with the requirements set forth above; and

WHEREAS, the revised Personnel Policies and Procedures Manual will be distributed to all Borough employees and the revised Personnel Policies and Procedures Manual Supervisory Supplement will be distributed to all supervisory Borough employees; and

WHEREAS, the Borough employees will acknowledge receipt of the revised Personnel Policies and Procedures Manual and supervisory employees will acknowledge receipt of the revised Policies and Procedures Manual Supervisory Supplement; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the revised Personnel Policies and Procedures Manual and revised Personnel Policies and Procedures Manual Supervisory Supplement are adopted.

BE IT FURTHER RESOLVED, that copies of the revised Personnel Policies and Procedures Manual will be distributed to all employees and the revised Personnel Policies and Procedures Manual Supervisory Supplement will be distributed to all supervisory employees, as applicable.

BE IT FURTHER RESOLVED, that the Borough Administrator is authorized to undertake such acts as are reasonable and necessary to accomplish the purpose of this Resolution.

Motion to Approve R 25-186:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						
CHELAK						
MELNYK						
OLSZEWSKI						
BROULLON						

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: October 15, 2025

Nancy Tran, Municipal Clerk
Borough of Highlands