



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 21-202**

RESOLUTION AUTHORIZING ADOPTION OF AMENDMENTS TO THE BOROUGH'S EMPLOYEE HANDBOOK TO BE ENTITLED "PERSONNEL POLICIES AND PROCEDURES MANUAL" AND PERSONNEL POLICIES AND PROCEDURES MANUAL TO BE ENTITLED "PERSONNEL POLICIES AND PROCEDURES MANUAL SUPERVISORY SUPPLEMENT"

WHEREAS, the Borough determined that certain amendments and updates to the Employee Handbook and Personnel Policies and Procedures Manual are required to incorporate changes in State and Federal law and based on recommendations from the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, the Borough determined that it is necessary to distribute a revised Employee Handbook to all employees and a revised Personnel and Policies and Procedures Manual to supervisory employees; and

WHEREAS, the adoption of a revised Personnel Policies and Procedures Manual (currently the Employee Handbook) and a revised Personnel Policies and Procedures Manual Supervisory Supplement (currently the Personnel Policies and Procedures Manual) and distribution of the Personnel and Policies and Procedures Manual and Personnel and 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 Employee Handbook and the Personnel and Policies and Procedure Manual to conform with the requirements set forth above; and

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

WHEREAS, the Borough employees will acknowledge receipt of the revised Personnel Policies and Procedures Manual and Personnel Policies and Procedures Manual Supervisory Supplement, as applicable.

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

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

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

Motion to Approve R-21-202:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
MARTIN						
MAZZOLA						
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 20, 2021

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Michelle Hutchinson, Municipal Clerk  
Borough of Highlands