

RESOLUTION NO. 23-

**TOWNSHIP OF MIDDLETOWN
COUNTY OF MONMOUTH**

**RESOLUTION ADOPTING UPDATED PERSONNEL POLICIES AND PROCEDURES
MANUAL**

WHEREAS, it is the policy of the Township of Middletown (the "**Township**") 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 Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Civil Service Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Township has determined that there is a need for personnel policies and procedures to be updated to ensure that employees and prospective employees are treated in a manner consistent with these evolving laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Middletown in the County of Monmouth, State of New Jersey that:

1. The Township hereby adopted the updated and amended Personnel Policies and Procedures Manual (the "**Personnel Manual**") attached hereto as **Exhibit A**.
2. The Personnel Manual shall apply to all Township officials, appointees, employees, volunteers and independent contractors.
3. In the event there is a conflict between the Personnel Manual and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall govern.
4. This Personnel Manual is intended to provide guidelines covering public service by Township employees and is not a contract.

5. The provisions of the Personnel Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Township.

6. To the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as “employment at will.”