

**BOROUGH OF PENNINGTON
RESOLUTION NO. 2023 – 8.8**

**RESOLUTION TO AMEND BOROUGH POLICY AND PROCEDURES
MANUAL TO ADD NEW POLICIES AND AMEND EXISTING POLICIES**

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (“JIF”) from time to time directs its member municipalities to amend their personnel manuals to incorporate policies and amendments to policies recommended by the JIF’s Personnel Policy Committee based on recognized best practices, changes in applicable laws, and policies recommended by the members of the Fund;

WHEREAS, JIF has directed that the Borough include in its Policy and Procedures Manual the following new policies and amended policies in the form attached to this Resolution, as summarized below:

Amended Policies

- Policy 1.1 Anti-Discrimination (adding AIDS and HIV)
- Policy 1.3 Contagious or Life Threatening Illness Policy (expanding provisions)
- Policy 1.4 Safety Policy & Security (adding Security Policy)
- Policy 1.5 Drugs and Alcohol Policy (adding Cannabis and CDL Provisions)
- Policy 1.7 General Anti-Harassment Policy (adding AIDS and HIV coverage and training)
- Policy 1.11 Access to Personnel Files Policy (adding HIPPA compliance)
- Policy 2.1 Personnel Files (adding Changing Vital Information)
- Policy 2.5 Proof of U.S. Citizenship and State Residency Requirement (changing title only)
- Policy 3.3 Bulletin Board Policy (DELETED)
- Policy 4.1 Time and Attendance Policies (Lunch Break provision DELETED)
- Policy 4.9 Sick Leave Policy (amending use of earned sick leave)
- Policy 4.11 Family and Medical Leave Policy (adding coverage for foster care, changing maximum benefit for FTD)
- Policy 4.13 Domestic Violence Policy (incorporating reference to new Policy 1.20)

New Policies

- Policy 1.20 Domestic Violence Policy (and Responsibility of Employer)
- Policy 1.21 Protection and Safe Treatment of Minors (and Scope of Borough Responsibility)

NOW, THEREFORE, BE IT RESOLVED, by Borough Council of the Borough of Pennington, that the New and Amended Policies attached to this Resolution and listed above are hereby approved and ratified, and same are incorporated into the Borough of Pennington Personnel Policies and Procedures Manual effective immediately.

Record of Council Vote on Passage

| COUNCILMAN | AYE | NAY | N.V. | A.B. | COUNCILMAN | AYE | NAY | N.V. | A.B. |
|-------------------|------------|------------|-------------|-------------|-------------------|------------|------------|-------------|-------------|
| Angarone | | | | | Valenza | | | | |
| Chandler | | | | | Marciante | | | | |
| Gnatt | | | | | Stern | | | | |

This is to certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Pennington at a meeting on August 7, 2023.

Elizabeth Sterling, Borough Clerk