

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

R E S O L U T I O N #23 -397

**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 13th day of November, 2023, 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
Table of Contents	Page numbers needed to be updated
Conflict of Interest Policy	Updated policy to comply with MELJIF recommendations
Background Checks and Procedures For Candidates, Employees and Volunteers Who Work with Minors	Updated policy to make note of what is needed for reimbursement for background check
Identification Card Policy	Added policy into manual
Use of Township Equipment and Vehicles (Non-Law Enforcement)	Updated policy to comply with MELJIF recommendations
Customer Service Policy	Added policy into manual
Telephone Usage	Clarify uses of Township personal phone
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	Update wording to comply with MELJIF recommendations
Alcohol and Drug Screening Consent Form	Update wording
Acknowledgement of Consequences of Refusal to Participate in Alcohol and Drug Testing	Add the Acknowledgement form
Attendance and Tardiness Policy	Update wording for consistency
NJ Earned Sick Leave Policy	Update wording for consistency and clarify expectations
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 to comply with MELJIF

	recommendations
NJ Family Leave Act	Update State guidelines for this Act
Application for Family and/ Medical Leave	Update wording for consistency
Domestic Violence Policy	Update wording for consistency
Resignation Policy	Update wording for consistency

WHEREAS, the Township of Hopewell has determined that there is a need for an updated Personnel Policies and Procedures Manual including a Supervisory Supplement, 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 13th day of November, 2023, 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 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: November 13, 2023

CERTIFICATION

I, Katherine Fenton-Newman, 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 13th day of November 2023, in the Municipal Building Auditorium, Hopewell Township, New Jersey and via Zoom Video Communications.


Katherine Fenton-Newman, RMC, CMR
Municipal Clerk