

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

R E S O L U T I O N #25-402

**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 10th day of November, 2025, 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
Prohibition of Harassment in the Workplace	Updated policy to include hostile work environments arising from conduct occurring outside of the workplace and even in non -work related contexts if it affects the workplace
American with Disabilities Act Policy/New Jersey Pregnant Worker's Fairness Act	Updated policy to include language relating to the Federal Pregnant Workers Fairness Act
Vacation Leave Policy	Updated policy to be more in line with the Comptroller's Report/State Law regarding carrying over vacation leave for one year only and only when it cannot be used due to business demands and item numbers needed to be updated
Family and Medical Leave Act Policy	Updated language to clarify policy
FMLA Military Family Act Policy	Updated language to clarify policy
New Jersey Family Leave Act ("NJFLA")	Updated language to clarify employee requirements to be consistent with the law

WHEREAS, the Township of Hopewell has determined that there is a need for an updated Personnel Policies and Procedures Manual including Prohibition of Harassment in the Workplace, Federal Pregnant Worker's Fairness Act, and Vacation Leave clarifications 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 10th day of November, 2025, 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 10, 2025

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 10th day of November 2025, in the Municipal Building Auditorium, Hopewell Township, New Jersey and via Zoom Video Communications.


Katherine Fenton-Newman, RMC

Municipal Clerk