

**MOORESTOWN TOWNSHIP**

**RESOLUTION 185-2017**

**ADOPTING UPDATES TO THE TOWNSHIP'S  
PERSONNEL POLICIES AND PROCEDURES**

**WHEREAS**, it is the policy of Moorestown 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 Moorestown Township Council has determined that in conformance with Insurance Carrier Recommended Best Practices, there is a need continually review and update the Township's personnel policies and procedures (contained in the Township Employee Manual) on a regular basis to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED** by the Moorestown Township Council that the Employee Manual has been reviewed and is hereby adopted to include any updates.

**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 or 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.

**BE IT FURTHER RESOLVED** that this Manual is intended to provide guidelines covering public service by 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 Moorestown Township Council.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as "employment at will."

**BE IT FURTHER RESOLVED** that the Township Manager and all managerial/supervisory personnel are responsible for these employment practices. The Personnel Administrator and the Township Attorney shall assist the Township Manager in the implementation of the policies and procedures in this manual

VOTE:  
DELGADO  
JORDAN  
LOCATELL  
NAPOLITANO  
PETRIELLO

Certified to be a true and correct copy of a Resolution adopted by the Township Council at its meeting on October 23, 2017.

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Patricia L. Hunt, Township Clerk