

**RESOLUTION R:261-2023**

**RESOLUTION APPROVING THE ADOPTION OF THE TOWNSHIP OF MONROE'S  
UPDATED PERSONNEL POLICIES AND EMPLOYEE HANDBOOK**

**WHEREAS**, the Township of Monroe (Township) has promulgated Personnel Policies and an Employee Handbook with various procedures applicable to its employees, volunteers, and appointed officials; and

**WHEREAS**, the Township is a member of the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

**WHEREAS**, the Township has implemented the NJ MEL's Model Employment Practices Risk Control Program (Risk Control Program); and

**WHEREAS**, the NJ MEL's Risk Control Program requires the Township to make certain updates to its Personnel Policies and Employee Handbook, every two years, in accordance with recent developments and enactments under New Jersey and federal law; and

**WHEREAS**, the Township Council has determined that updated Personnel Policies and an updated Employee Handbook should be adopted so that the Township can incorporate the NJ MEL's requirements and recommendations, in connection with the Risk Control Program; and

**WHEREAS**, the Township Council has further determined that adopting the updated Personnel Policies and Employee Handbook is necessary to maintain lower deductibles under applicable EPL policies, in compliance with the Risk Control Program.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Township of Monroe that the Township shall adopt and distribute to all employees, volunteers, and appointed officials, the aforementioned Personnel Policies and Employee Handbook.

**BE IT FURTHER RESOLVED** that the Township, in consultation with the Solicitor and/or Employment Attorney, shall be authorized to make minor and non-material revisions to the updated Personnel Policies and Employee Handbook, prior to those documents being issued to Township employees, volunteers, and appointed officials.

**BE IT FURTHER RESOLVED** that the final version of the Township's updated Personnel Policies and Employee Handbook shall be distributed to Township employees, volunteers, and appointed officials on or by November 1, 2023.

**ADOPTED** at a meeting of the Township Council of the Township of Monroe on October 23, 2023.

**TOWNSHIP OF MONROE**

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**CNCL. PRES., CAROLANN FOX**

**ATTEST:**

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**Twp. Clerk, Aileen Chiselko, RMC  
or Deputy Clerk, Jennifer Harbison, RMC**

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**CERTIFICATION OF CLERK**

The foregoing Resolution was duly adopted at a meeting of the Township Council of the Township of Monroe, County of Gloucester, State of New Jersey, held on the 23<sup>rd</sup> day of October 2023 in the Municipal Complex located at 125 Virginia Avenue, Williamstown, New Jersey.

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**Twp. Clerk, Aileen Chiselko, RMC  
or Deputy Clerk, Jennifer Harbison, RMC**

**ROLL CALL VOTE**

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
<b>Cncl. Adams</b>				
<b>Cncl. Garbowski</b>				
<b>Cncl. Heverly</b>				
<b>Cncl. McKinney</b>				
<b>Cncl. O'Reilly</b>				
<b>Cncl. Valcourt</b>				
<b>Cncl. Pres. Fox</b>				
<b>Tally:</b>				