



BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH

RESOLUTION 18-252

RESOLUTION AUTHORIZING ADOPTION OF AMENDMENTS TO THE BOROUGH EMPLOYEE HANDBOOK AS WELL AS DISTRIBUTION OF PERSONNEL POLICIES AND PROCEDURE MANUAL

WHEREAS, the Borough has determined that certain amendments and updates to the current Employee Handbook are required, in order to incorporate changes in State and Federal law and based on recommendations from the Municipal Excess Liability Joint Insurance Fund; and

WHEREAS, the Borough has determined that it is necessary to distribute a Personnel and Policies and Procedures Manual to managerial/supervisory employees; and

WHEREAS, the adoption of a revised Employee Handbook and distribution of the Personnel and Policies and Procedures Manual will protect the interests and rights of both the Borough and its' employees; and

WHEREAS, the Borough has made certain amendments and updates to the current Employee Handbook and prepared a Personnel and Policies and Procedure Manual, so as to conform with the requirements set forth above; and

WHEREAS, the revised Employee Handbook and Policies and Procedures Manual will be distributed to all Borough employees, as applicable; and

WHEREAS, the Borough employees will acknowledge receipt of the revised Employee Handbook and Policies and Procedures Manual, as applicable; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Highlands that the aforesaid revised Employee Handbook and Policies and Procedures Manual be and are hereby accepted and adopted.

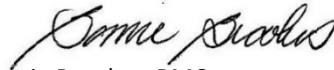
BE IT FURTHER RESOLVED, that copies of the revised Employee Handbook as well as Policies and Procedures Manual shall be distributed to all employees, as applicable.

BE IT FURTHER RESOLVED, that the Borough Administrator be and is hereby authorized to execute such documents and undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution.

MOTION to approve Resolution 18-252:

	INTROUCED	SECONDED	AYE	NAY	ABSTAIN	ABSENT
BRASWELL			X			
BROULLON	X		X			
D'ARRIGO						X
RYAN		X	X			
O'NEIL			X			

I, Bonnie Brookes, Municipal Clerk of the Borough of Highlands, in the County of Monmouth, State of New Jersey, hereby certify this to be a true copy of the action of the Governing Body, at its Council Meeting, held December 19, 2018. WITNESS my hand this 20th day of December 2018.



Bonnie Brookes, RMC
Municipal Clerk