

Mr. Nolan offered the following Resolution and moved on its adoption:

**R-10-56**  
**RESOLUTION ADOPTING**  
**REVISED EMPLOYMENT POLICIES**

**WHEREAS**, the Borough of Highlands continuously strives to improve the working conditions for its employees; and

**WHEREAS**, the Borough continuously strives to improve the level and quality of service provided to the public; and

**WHEREAS**, in order to accomplish these goals the Borough from time to time adopts and revises employment policies; and

**WHEREAS**, it has been determined by the Mayor and Council that revisions are needed with respect to a number of the policies contained in the Borough Employee Handbook and the Supervisor's Manual; and

**WHEREAS**, the revised policies have been reviewed by the Mayor and Council; now therefore

**IT IS HEREBY RESOLVED** this 17th day of March, 2010 that the Mayor and Borough Council of the Borough of Highlands hereby adopt the attached revised Employment Policies addressing:

- (1) The Americans with Disabilities Act;
- (2) Anti-Harassment;
- (3) Family and Medical Leave Act;
- (4) E-Mail, Voice Mail and Internet Usage; and

(5) Employment Procedures; and be it further

**RESOLVED**, that the Borough Administrator is directed to take all necessary steps to distribute the revised policies to all Borough employees and enforce the revised policies in an appropriate manner.

Seconded by Mr. Francy and adopted on the following roll call vote:

**ROLL CALL:**

**AYES:** Mr. Nolan, Mr. O'Neil, Mr. Francy, Ms. Kane, Mayor Little

**NAYES:** None

**ABSENT:** None

**ABSTAIN:** None

**DATE:** March 17, 2010

\_\_\_\_\_  
**CAROLYN CUMMINS, DEPUTY CLERK**

I hereby certify this to be a true copy of the Resolution adopted by the Mayor and Council of the Borough of Highlands on March 17, 2010.

\_\_\_\_\_  
**BOROUGH CLERK/DEPUTY CLERK**