



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 23-208**

**AUTHORIZING ADOPTION OF AMENDMENTS TO THE BOROUGH'S PERSONNEL POLICIES AND PROCEDURES MANUAL AND PERSONNEL POLICIES AND PROCEDURES MANUAL SUPERVISORY SUPPLEMENT AND DISTRIBUTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL AND PERSONNEL POLICIES AND PROCEDURES MANUAL SUPERVISORY SUPPLEMENT**

**WHEREAS** the Borough determined that certain amendments and updates to the Personnel Policies and Procedures Manual are required to incorporate changes in State and Federal law and based on recommendations from the Municipal Excess Liability Joint Insurance Fund; and

**WHEREAS** the Borough determined that it is necessary to distribute a revised Personnel Policies and Procedures Manual to all employees and a revised Personnel and Policies and Procedures Manual Supervisory Supplement to supervisory employees; and

**WHEREAS** the adoption and distribution of a revised Personnel Policies and Procedures Manual and a revised Personnel Policies and Procedures Manual Supervisory Supplement 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 Personnel Policies and Procedures Manual and the Personnel and Policies and Procedure Manual Supervisory Supplement to conform with the requirements set forth above; and

**WHEREAS** the revised Personnel Policies and Procedures Manual will be distributed to all Borough employees and the revised Personnel Policies and Procedures Manual Supervisory Supplement will be distributed to all supervisory Borough employees; and

**WHEREAS** Borough employees will acknowledge receipt of the revised Personnel Policies and Procedures Manual and revised Personnel Policies and Procedures Manual Supervisory Supplement, as applicable; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Highlands that the revised Personnel Policies and Procedures Manual and revised Personnel Policies and Procedures Manual Supervisory Supplement are adopted.

**BE IT FURTHER RESOLVED** that copies of the revised Personnel Policies and Procedures Manual will be distributed to all employees and the revised Personnel Policies and Procedures Manual Supervisory Supplement will be distributed to all supervisory employees, as applicable.

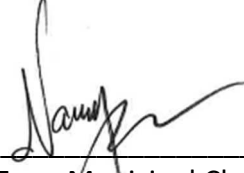
**BE IT FURTHER RESOLVED** that the Borough Administrator is authorized to undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution.

Motion to Approve R 23-208:

	INTRODUCED	SECOND	AYE	NAY	ABSTAIN	ABSENT
CERVANTES						X
CHELAK			X			
MELNYK			X			
OLSZEWSKI		X	X			
BROULLON	X		X			

This is a Certified True copy of the Original Resolution on file in the Municipal Clerk's Office.

DATE OF VOTE: October 18, 2023



---

Nancy Tran, Municipal Clerk  
Borough of Highlands