

April 22, 2014

**RESOLUTION 2014-
AMENDING CERTAIN SECTIONS
OF THE BOROUGH EMPLOYEE HAND BOOK**

Mayor Engelstad offered the following resolution and moved its adoption:

WHEREAS, it is the policy of The Borough of Bradley Beach 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 Mayor and Council has determined that there was a need to amend the personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Mayor and Council that the Personnel Policies and Procedures amendments that are stated below are hereby adopted:

- **Section Two:**
 - Systems Privacy (Including E-Mail, Voice Mail & Internet Usage Policy) has been revised and expanded into a Communications Media Policy and Video Surveillance Policy.
 - Vehicle Use: Added a clarifying sentence that Department Heads may create an exception to this policy.

- **Section Three:**
 - Family Medical Leave Policy was amended to include among other things a leave for the care of covered veterans for certain qualifying events; and
 - Domestic Violence Leave Policy was added in light of New Jersey's adoption of the Safe Act.

- **Section Four:**
 - New Section - Time Sheets: Added a section to require personnel to complete timesheets and submit them to their supervisor;

- New Section - Payment for Accumulated Absence: Added a section to provide for the process to pay for accumulated absences in accordance with N.J.A.C. § 5:30-15.
- Workers Compensation Policy: Added a provision prohibiting the payment of benefits above those provided for under the Workers Compensation Act.

Seconded by Councilman _____ and adopted on roll call by the following vote:

	AYES	NAYS	ABSTAIN	ABSENT
Mr. Cotler				
Mr. Volante				
Mr. Goldfarb				
Mr. Galassetti				
Mayor Engelstad				

CERTIFICATION

I, Mary Ann Solinski, Municipal Clerk, Borough of Bradley Beach, Monmouth County, New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Mayor and Council at the April 22, 2014 meeting.

 Mary Ann Solinski, RMC, CMC
 Municipal Clerk