

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MOUNT  
OLIVE AMENDING AND UPDATING THE EMPLOYEE HANDBOOK & POLICIES  
AND PROCEDURE MANUAL OF THE TOWNSHIP OF MOUNT OLIVE**

**WHEREAS**, the Township of Mount Olive is a member of the New Jersey Municipal Excess Liabilities Fund; and

**WHEREAS**, every two years, the MEL distributes a model personnel policies and procedures manual and encourages its members to update their policies and procedures; and

**WHEREAS**, the Township of Mount Olive seeks to update its Employee Handbook and Policies and Procedures Manual to conform with the MEL's standards.

**NOW, THEREFORE BE IT RESOLVED** by the Township of Mount Olive, in the County of Morris and State of New Jersey, that the Township Employee Handbook and Policies and Procedures Manual is updated as follows:

1. Remove the E-Mail, Voice Mail, Computer and Internet Usage Policy in Volume 6, Chapter 21 of the Manual and replace with the "Communication Media Policy", in Volume 6, Chapter 21 of the Township Manual and a "Video Surveillance" policy in Volume 6, Chapter 25 of the Township Manual.
2. Amend the "Use of township vehicles" policy in Volume 6, Chapter 5 of the Manual to include language indicating that a Department Head or Township Administrator may create an exception to this "Use of township vehicles" policy.
3. Amend the "FMLA (Family Medical Leave Act)" policy" in Volume 4, Chapter 5 of the Manual to include among other things a leave for the care of covered veterans for certain qualifying events.
4. Add a "New Jersey S.A.F.E. Act Leave" from the MEL Model Policy to Volume 4, Chapter 11 of the Township Manual.
5. Add a "Time Sheets" policy from the MEL Model Policy to Volume 3, Chapter 5 of the Township Manual.
6. Add a "Payment for Accumulated Absence" policy from the MEL Model Policy to Volume 4, Chapter 12 of the Township Manual.
7. In the Workers Compensation policy" in Volume 3, Chapter 1 of the Township Manual, add at the end of the section, the following sentence: "Unless explicitly provided for in a bargaining agreement, the Township of Mount Olive will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to N.J.S.A. 11A:6-8."

**BE IT FURTHER RESOLVED** that a copy of this Resolution shall be forwarded to the Township's Business Administrator for distribution to all Township employees.

TOWNSHIP OF MOUNT OLIVE

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John Mania, Council President

I hereby certify the above to be a true copy of a resolution passed by the Mount Olive Township Council at a duly convened meeting held on April 22, 2014.

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Lisa Lashway, Township Clerk