

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF
MOUNT OLIVE ADOPTING THE REVISED PERSONNEL POLICIES
AND PROCEDURES MANUAL/HANDBOOK AS OF OCTOBER 1, 2016**

WHEREAS, the Township is presently a participating member of the Municipal Excess Liability Fund (“MEL”) and the Morris County Joint Insurance Fund (“MJIF”); and

WHEREAS, in order to satisfy the MEL’s Model Employment Practices Risk Control Program, the Township must certain changes and updates to its Personnel Policies and Procedures/Employee Handbook; and

WHEREAS, the Township Attorney has reviewed these proposed changes and recommends that the Township incorporate these changes and updates in its Personnel Policies and Procedures/Employee Handbook as recommended by the MEL.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Council of the Township of West Milford, in the County of Passaic and State of New Jersey the following updates to the Township’s Personnel Policies and Procedures/Employee Handbook are hereby adopted with the following revisions as of October 1, 2016:

- A. Modification to Anti-Discrimination Policy/Americans with Disabilities Act to include New Jersey Pregnant Worker’s Fairness Act
- B. Modification to the Social Media and the Communication Media Policies
- C. Addition of requiring the completion of form I-9 for new hires
- D. Inclusion of the Conscientious Employee Protection Act notice
- E. Revision to Employment Application Procedures

TOWNSHIP OF MOUNT OLIVE

Joe Nicasro, 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 September 20, 2016.

Michelle Masser, Township Clerk