



BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH

## **RESOLUTION 22-192**

### **AUTHORIZING ADOPTION OF AMENDMENTS TO THE BOROUGH'S EMPLOYEE HANDBOOK TO BE ENTITLED "PERSONNEL POLICIES AND PROCEDURES MANUAL"**

**WHEREAS**, the Borough determined that certain amendments and updates to the Employee Handbook entitled "Personnel Policies and Procedures Manual" were necessary; and

**WHEREAS**, the Borough has made certain amendments and updates to the current Nepotism Policy and Conflict of Interest Policy and updated the Contact Information for the Prohibition of Harassment in the Workplace Policy and updated the Secondary Human Resource Officer in the Domestic Violence Policy contained in the Policy and Procedures Manual; and

**WHEREAS**, the Borough determined that it is necessary to distribute a revised Policy and Procedures Manual to all employees; and

**WHEREAS**, the adoption of a revised Personnel Policies and Procedures Manual and distribution of the Personnel and Policies and Procedures Manual and will protect the interests and rights of both the Borough and its employees; and

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

**WHEREAS**, the Borough employees will acknowledge receipt of the revised Personnel Policies and Procedures Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Highlands that the aforesaid Personnel Policies and Procedures Manual be and is hereby accepted and adopted.

**BE IT FURTHER RESOLVED**, that copies of the Personnel Policies and Procedures Manual shall be distributed to all employees, as applicable.

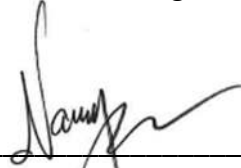
**BE IT FURTHER RESOLVED**, that the Borough Administrator be and is hereby authorized to execute such documents and undertake such acts as are reasonable and necessary to accomplish the purposes of this Resolution.

Motion to Approve R 22-192:

	INTRODUCED	SECOND	AYE	NAY	RECUSE	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: August 17, 2022



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Nancy Tran, Municipal Clerk  
Borough of Highlands