

**ORDINANCE NO. 10-2017**

**AN ORDINANCE AMENDING AND SUPPLEMENTING THE  
GENERAL CODE OF THE BOROUGH OF SEA BRIGHT,  
CHAPTER 35 ENTITLED "PERSONNEL POLICY",**

**BE IT ORDAINED** by the Borough Council of the Borough of Sea Bright, County of Monmouth, State of New Jersey, that "Chapter 35, Personnel Policy, Chapter Two, Workplace Policies" of the General Code of the Borough of Sea Bright, 1998", is hereby amended and supplemented in the following manner:

**SECTION I**

"Chapter 35, Personnel Policy"

**Chapter Two: Workplace Policies** is hereby amended to read in its entirety as follows:

**H. Use of Vehicles and Property Policy:**

Borough owned vehicles shall be used only on official business and all passengers must be on Borough business. An employee who is also employed by another governmental entity may use a Borough vehicle for that employment only if the employment is pursuant to an inter-local agreement between the Borough and the other jurisdiction. **There will be no take home use of vehicles other than the Chief of Police and Fire Chief.**

**The Borough Administrator, Borough Clerk or a Department Head** may grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Borough vehicle, it is to be used only for official Borough business; any other use is not permitted. Vehicles must be kept clean, in good operating condition, and serviced in accordance with a preventive maintenance schedule.

All employees and volunteers who are permitted to operate borough owned vehicles and equipment during official borough business are strictly prohibited from "texting" while driving. Violators of this policy will be subject to disciplinary action. Amended by Resolution No. 92-2001 on April 19, 2011.

The Borough discourages use of personal vehicles for business purposes. When an employee has been authorized by the Borough to use their personal vehicle on Borough business, the employee will be reimbursed for vehicle mileage at the current Internal Revenue Service Standard Mileage Rate for business miles driven. Any charges for tolls and parking will be in addition to the mileage. Employees must complete a travel authorization form and obtain approval from the Department Head or appropriate Council Committee to incur the travel expense. Employees will be reimbursed for mileage following the submission of a voucher that details the actual number of miles traveled and the date. Tolls and parking receipts are to be attached to the voucher.

Employees are responsible for equipment assigned to them and will not remove or in any way assist in the removal or destruction of supplies, materials, goods, or equipment belonging to the Borough from its offices, unless such removal or destruction has been authorized by the appropriate Department Head or Council Committee. Employees are not to use equipment, supplies, postage, or other materials of the Borough for personal use.

Any violation including abuse or misuse of this policy constitutes cause for disciplinary action.

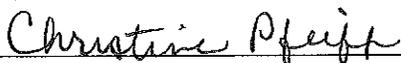
**SECTION TWO:** All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistencies.

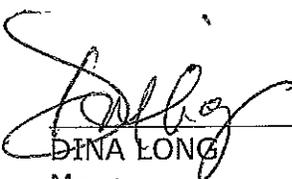
**SECTION THREE:** If any section, subsection, paragraph, sentence or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

**SECTION FOUR:** This Ordinance shall take effect immediately upon its passage and publication according to law and upon filing with the Monmouth County Planning Board.

I HEREBY CERTIFY this to be a true and correct Ordinance of the Mayor and Borough Council of the Borough of Sea Bright, introduced on April 18, 2017 and will be further considered after a Public Hearing held on May 2, 2017 at the Municipal Building at 7:00 pm.

INTRODUCED: April 18, 2017  
PUBLIC HEARING: May 2, 2017  
ADOPTION: May 2, 2017

  
CHRISTINE PFEIFFER  
Borough Clerk

  
DINA LONG  
Mayor