

ORDINANCE #22 - 2016
AN ORDINANCE AMENDING THE "GENERAL CODE OF THE
BOROUGH OF SEA BRIGHT, 1998" ENTITLED
"PERSONNEL POLICIES, PRACTICES AND PROCEDURES 2008"

WHEREAS, it is deemed necessary to upgrade, revise and coordinate personnel policies and procedures so that same shall relate to all Borough employees and be referenced in a single document.

BE IT ORDAINED by the Borough that:

Section 1.

The Borough of Sea Bright shall by ordinance establish titles for public employment by the Borough and salary ranges for Borough employees.

Section 2.

The Borough of Sea Bright shall by resolution adopt and amend from time to time personnel policies and procedures including rules concerning the hiring and termination of employees, terms and conditions of employment, and regulations required to comply with applicable Federal and State employment related law. The personnel policies and procedures adopted pursuant to said resolution (s) shall be applicable to all officials, appointees, employees, prospective employees, volunteers and independent contractors of the Borough.

Section 3.

The Borough Administrator shall be responsible to implement and enforce the personnel practices adopted by ordinance or resolution authorized pursuant to this section, if there is a conflict between said personnel practices and any duly adopted and lawful collective bargaining agreement, personnel services contract or law shall prevail. In all other cases, the practices adopted pursuant to this ordinance shall prevail.

NOW, THEREFORE, BE IT ORDAINED by the Borough of Sea Bright, County of Monmouth, State of New Jersey that Chapter 35 entitled "Personnel Policies, Practices and Procedures", of the General Code of the Borough of Sea Bright, 2008" be hereby amended and supplemented as follows:

Chapter 35 PERSONNEL POLICY (in it's entirety)

TEXT: MANUAL / HANDBOOK

General Personnel Policy	1 - 2
Chapter One: Employee Rights and Obligations	3 - 22
Chapter Two: Workplace Policies	23 - 27
Chapter Three: Paid and Unpaid Time Off	28 - 38
Chapter Four: Compensation & Employee Benefits	39 - 44
Chapter Five: Managerial / Supervisory Procedures	45 - 51

Accompanying documents:	52
Receipt for Personnel Policies and Procedures Manual / Handbook	53
Notice of Personnel Discussion	54
Whistleblower Act	55 - 56
Civil Rights Policy - Resolution # 2016	57 - 58
NJ Division of Civil Rights Guide on Pre-employment Inquires	59 - 60
Employee Complaint Policy / Complaint Form	61 - 63
Employee Application	64 - 67
Voluntary Affirmative Action Information	68
Borough Performance Appraisal	69 - 70
Personnel Action Form	71
Borough Corrective Acting and Counseling Plan	72
Personal Time Off Form	73
Request for Family / Medical Leave Form	74
Donated Leave Form	75
Educational Agreement	76
INDEX	77 - 78

Section 4.

All other ordinances or parts of ordinances thereof enacted prior to the adoption of this Ordinance, are hereby repealed to the extent of such inconsistencies.

Section 5.


If any section, paragraph, subparagraph, clause or provision of this ordinance shall be adjudged invalid such adjudication shall apply only to the section, paragraph, subparagraph, clause or provision so adjusted and the remained of this ordinance shall be deemed valid and effective.

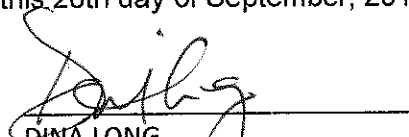
Section 6.

This ordinance shall take effect after its final passage and publication as required by law.

INTRODUCED: September 6, 2016
PUBLIC HEARING: September 20, 2016
ADOPTION: September 20, 2016

I hereby approve the adoption of Ordinance No. 22-2016 this 20th day of September, 2016.


CHRISTINE PFEIFFER
Borough Clerk


DINA LONG
Mayor