

RESOLUTION**Amending the Township of Livingston Employee Handbook of Personnel Policies and Procedures**

WHEREAS, pursuant to Ordinance #32-2007 the Township Council adopted the Employee Handbook of Personnel Policies & Procedures "Handbook" on October 1, 2007; and,

WHEREAS, the Handbook is amended from time to time by resolution of the Township Council; and

WHEREAS, the Township Council wishes to amend the Handbook with respect to the following revisions and additions as follows:

REVISIONS:

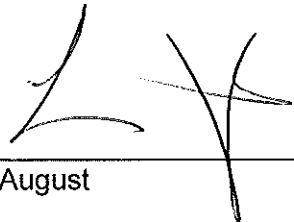
- Appearance and Identification
- Bereavement Leave
- Cell Phone Policy
- E-Mail and Internet Code of Conduct Policy
- Family and Medical Leaves of Absence-
 - The Family and Medical Leave Act-Military Family Leave Entitlements
 - The New Jersey Paid Family Leave (NJPFL)
- Holidays
- Military Leave Policy
- NJ State Retirement Plans and Group Life Insurance
- Post Resignation/Separation of Employment
- Retirement
 - Premium Reimbursement Program
 - Terminal Leave on Retirement
- Vacation Time
- Work Hours and Schedules
- Workers' Compensation Benefits - Accidents & Emergencies on the Job

ADDITIONS:

- Contagious or Life Threatening Illness Policy
- Disciplinary Actions Procedure &* Termination
- Electronic Recording Policy
- Employee Assistance Program (EAP)
- Employee Categories
- Employee Performance Evaluation Program
- Ethics Policy - Conflict of Interest
- Flexible Spending Accounts (FSA)
- Long Term Disability (LTD)
- Meal and Break Periods
- Open Public Meetings Act Procedure Concerning Personnel Matters
- Overtime and Compensatory Time Off
- Personal Blogging & Social Networks Policy
- Political Activity
- Time and Attendance Records
- Violence in the Workplace
- Whistle Blower Protection Policy
- Workforce Reduction Policy

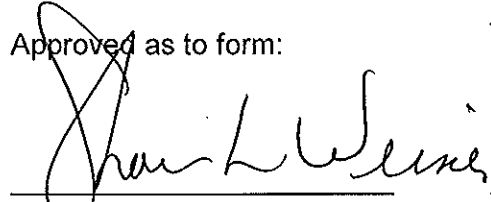
NOW THEREFORE BE IT RESOLVED, by the Township Council of the Township of Livingston that e co hereby authorize changes to the Handbook as noted above and attached; and

NOW THEREFORE BE IT FURTHER RESOLVED, by the Township Council of the Township of Livingston that we do hereby direct the Township Manger to implement and enforce the policies and procedures as defined in the Handbook.

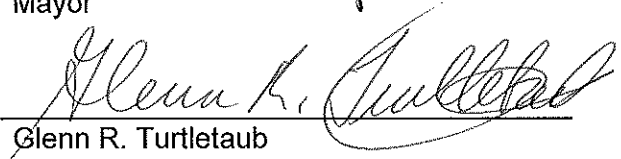


Approved as to form:

Charles August
Mayor



Sharon L. Weiner
Township Attorney



Glenn R. Turtleaub
Township Clerk

Adopted: October 19, 2009