

RESOLUTION NO. R2023x73
TOWN OF BELVIDERE
WARREN COUNTY, NEW JERSEY
A RESOLUTION TO AMEND AND UPDATE THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (“MEL”) has made suggested modifications to the Personnel Policies and Procedures Manual and Employee Handbook (“PPPM”) to reflect current changes in law;

NOW, THEREFORE, BE IT RESOLVED by the Belvidere Town Council that the following modifications will be made to the PPPM:

- Americans with Disability Act

Pregnancy, pregnancy-related medical condition, breastfeeding or childbirth was added to reflect changes in the law.

- Sick Leave Policy

In accordance with COVID-18-related updates to the Earned Sick Leave Law, an additional reason for which sick leave may be used was added in both the PPPM and the Employee Handbook. In addition, a note was added in both the PPPM and Employee Handbook to clarify that employees may choose to require up to seven (7) days’ notice for foreseeable sick leave usage under the Earned Sick Leave Law.

- Alcohol and Drug-Free Workplace

Language that is no longer applicable due to the legalization of cannabis was removed throughout the policy. The language “for certain employment positions” was added after “Cannabinoids” because employers will no longer need to test for cannabis in pre-employment panels for most positions. In the Employee Handbook, the word “unlawful” was removed before “drugs” in order to make clear that the use of cannabis in the workplace is still prohibited.

- Domestic Violence Policy

Letter (E) under the Domestic Violence Reporting Procedures in the PPPM was removed due to it only being applicable to issues between State employees.

- New Jersey Family Leave

An additional reason that leave may be taken was added in both the PPPM and Employee Handbook in accordance with COVID-19 related updates to the law. Changes were also made in the PPPM Policy to reinforce and clarify that NJFLA leave may be taken consecutively, intermittently or on a reduced schedule with little restriction and to clarify the notice requirements for intermittent leave.

- Overtime

The highly-compensated employee overtime exemption was updated from \$100,000 to \$107,432 to reflect current law.

- Personnel Records

Language was added to reflect changes in the law regarding the protection and access of personnel records.

Date: October 10, 2023
Teresa A. Yeisley, RMC/CPM
Municipal Clerk/Administrator