

**RESOLUTION 2023-156**

**RESOLUTION ADOPTING THE COLTS NECK TOWNSHIP  
PERSONNEL POLICIES AND PROCEDURES MANUAL, EMPLOYEE  
HANDBOOK, AND VOLUNTEER HANDBOOK**

**WHEREAS**, the Township’s membership in the Mid Jersey Municipal Joint Insurance Fund requires an updated personnel policies and procedures manual (“Manual”) and accompanying employee and volunteer handbooks (“Handbooks”) every two years; and

**WHEREAS**, the Township Administrator in consultation with the Township’s Labor Counsel have recommended certain revisions to the Manual and Handbooks and these revisions have been reviewed by the Township’s Personnel Committee.

**NOW, THEREBY, BE IT RESOLVED** by the Township Committee that the Personnel Policies and Procedures Manual, Employee Handbook, and Volunteer Handbook attached hereto, are hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Township officials, appointees, employees, volunteers, and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, employee agreement or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that the Manual and Handbooks are intended to provide guidelines covering public service by Township employees and volunteers and are not intended to be contracts. The provisions of the Manual and Handbooks may be amended and supplemented from time to time without notice and at the sole discretion of the Township Committee.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Township shall operate under the legal doctrine known as "employment at will."

**BE IT FURTHER RESOLVED** that the Township Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Township Administrator with the assistance of the Township’s Labor Attorney shall assist in the implementation of the policies and procedures in the Manual and Handbooks.

I, Trina Lindsey, do hereby certify the foregoing to be a true and accurate copy of a Resolution passed by the Township Committee of Colts Neck Township during a regular meeting held on the 25<sup>th</sup> day of October 2023

  
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Trina Lindsey, Municipal Clerk

RECORD OF VOTE					
	M S	Yes	No	NV	Ab
Mayor Fitzpatrick		X			
Deputy Mayor Rizzuto	S	X			
Torchia Buss		X			
Viola		X			
Bartolomeo	M	X			
M - Moved   S - Seconded   X - indicates vote   NV - Not Voting   Ab - Absent					