

## Resolution # 41-21

### A RESOLUTION ADOPTING CHANGES TO THE SALEM HOUSING AUTHORITY'S PERSONNEL POLICY AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK AS RECOMMENDED BY THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

**WHEREAS**, the Salem Housing Authority (SHA) will be adopting changes to the SHA Municipal Personnel Policies and Procedures Manual; and,

**WHEREAS**, MELJIF created a new Model Employee Handbook and Personnel Policies and Procedures Manual for New Jersey municipalities that members of the MEL are to follow. Please see attached document in which The Municipal Excess Liability Joint Insurance Fund ("MEL") asked a law firm to develop; and,

**WHEREAS**, MELJIF created a new version of the Model Employee Handbook in attempt to streamline the previous handbook, removing policies which they deemed to be unnecessary and not required under the law; and,

**WHEREAS**, MELJIF amended in addition to the attached document, the following policies are no longer included in the Personnel Policies and Procedures Manual: Resignation Policy, Job Description Policy, Leave of Absence Policy, Employment Procedure Policy, Open Public Meetings Act Procedure, Processing and Orientation of New Employees Procedure, Employee Handbook Procedure, and Continuing Education Procedure.: and,

**WHEREAS**, MELJIF amended that the Background Check Policy is no longer included in the Personnel Policies and Procedures Manual but is essentially incorporated into the Protection and Safe Treatment of Minors Policy. The Initial Employment Procedure Policy is also no longer included in the Personnel Policies and Procedures manual, and,

**WHEREAS**, MELJIF added a Domestic Violence Policy in accordance with recent legislation requiring public employers to designate a Human Resources Officer to assist employees who are victims of domestic violence. The full Domestic Violence Policy is included in the Personnel Policies and Procedures Manual, which essentially incorporates the former Domestic Violence Leave Policy. A Protection and Safe Treatment of Minors Policy was also added to the Employee Handbook, with an expansive version of such policy included in the Personnel Policies and Procedures Manual; and,

**WHEREAS**, MELJIF added the following policies to the Personnel Policies and Procedures Manual: HIPAA Compliance, Donated Leave Program, Changing Vital Information, Employee Dating, Security and State Residency Requirement. An expansive Drug and Alcohol Free Workplace Policy was added to the Personnel Policies and Procedures Manual; and,

**WHEREAS**, the following are some of the policies that have had substantive changes being made in accordance with recent legislation:

Sick Leave Policy was drafted to be in accordance with the New Jersey Earned Sick Leave Law, which was passed in 2018.

Family and Medical Leave Policy Changes were made to this policy in accordance with legislative updates to include leave to care for a child newly placed into foster care with an employee, and to include that Family Leave Insurance ("FLI") from the State is available for up to 12 weeks beginning in July 2020 (raised from the previous cap of 6 weeks). In addition, we removed the provision that intermittent leave is not available for the care of a newborn or adopted child under the NJFLA, as per new legislation.

Domestic Violence Leave Changes were made to this policy to acknowledge that employees taking such leave may be eligible for FLI benefits through the State, as per new legislation.

Equal Opportunity Policy In accordance with the Equal Pay Act, "compensation" was added as a specific term and condition of employment that the employer will not discriminate based upon.

**WHEREAS**, MELJIF stated you remove outdated Conscientious Employee Protection Act notice and replace with most current version

**NOW, THEREFORE BE IT RESOLVED** by the Board of Commissioners of the SHA the attached policies have been reviewed and the Secretary/Treasurer is hereby authorized to adopt the changes to the SHA Personnel Policy and Procedures Manual and adopt a new Employee Handbook as recommended by the Municipal Excess Liability Joint Insurance Fund (MELJIF).

---

Rebecca Gower Ferguson

---

Cathy Lanard

---

Robert Lanard

---

James Smith

---

Shalonda Tomlin

---

Date

---

Samantha Silvers, Secretary