

## **RESOLUTION NO. 2022-1-1**

### **RESOLUTION ADOPTING REVISED PERSONNEL POLICIES AND PROCEDURES FOR THE PENNS GROVE SEWERAGE AUTHORITY**

**WHEREAS**, it is the policy of the Penns Grove Sewerage Authority to treat employees, prospective employees and members of the public in a manner consistent with all applicable employment and anti-discrimination laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Diane B. Allen Equal Pay Act, the Americans with Disabilities Act, the Family and Medical Leave Act, the New Jersey Family Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), Open Public Meeting Act and the Open Public Records Act (collectively, the "Laws"); and

**WHEREAS**, the Penns Grove Sewerage Authority has consistently maintained personnel policies and procedures ("Policies") in accordance with the Laws to ensure that employees, prospective employees, and members of the public are treated in a manner consistent with the applicable statutes and regulations; and

**WHEREAS**, best practices for Penns Grove Sewerage Authority operations and governance include the periodic review of the Policies to ensure full compliance with current changes to the Laws; and

**WHEREAS**, the Business Administrator, Personnel Officer, Attorney and other employees have reviewed the Policies and have revised them in accordance with amendments to the Laws;

**NOW, THEREFORE, BE IT RESOLVED** by the Penns Grove Sewerage Authority that the Policies shall be amended and adopted as provided herein and distributed to all applicable personnel; a copy of the Policies also shall be available in the offices of the Business Administrator and/or Personnel Officer; and

**BE IT FURTHER RESOLVED** that these Policies shall apply to all the Sewerage Authority's officials, appointees, employees, volunteers, and independent contractors; in the event there is a conflict between the Policies and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall control in all other cases, the Policies shall control; and

**BE IT FURTHER RESOLVED** that the Policies are intended to provide guidelines covering public service by the Sewerage Authority employees and is not a contract; the Policies may be amended and supplemented from time to time without notice and at the sole discretion of the Penns Grove Sewerage Authority; and

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment for the Sewerage Authority shall operate under the legal doctrine known as "employment at will;" and


**BE IT FURTHER RESOLVED** that the Business Administrator and all managerial/supervisory personnel are responsible for these Policies. The Sewerage Authority's Personnel Officer and the Sewerage Authority's Attorney shall assist the Sewerage Authority's Business Administrator in the implementation of the Policies.

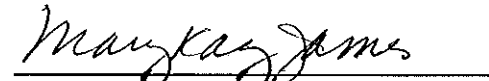
**BE IT FURTHER RESOLVED** that \_\_\_\_\_ is appointed to serve as the  
Personnel Officer for the Penns Grove Sewerage Authority.

**DATE:** 2-14-22

**ATTEST:**

**PENNS GROVE  
SEWERAGE AUTHORITY**

  
Secretary

  
Mary-Kay James, President