

## RESOLUTION #292-2021

### AUTHORIZING AMENDING EMPLOYEE HANDBOOK/POLICIES & PROCEDURES TO REVISE EXISTING POLICIES

**WHEREAS**, The City of Margate has Policies and Procedures that are issued on Power DMS (Document Management System); and

**WHEREAS**, The Board of Commissioners has determined that there is a need to amend and revise a number of policies in accordance with the Atlantic County Municipal Joint Insurance Fund (ACMJIF) and the Municipal Excess Liability Joint Insurance Fund (MEL), 2020-2021 Plan of Risk Management; and

**WHEREAS**, the revised policies are as follows:

<u>Policy</u>	<u>Number</u>	<u>Comments</u>
Bereavement	305	only change is clarification in 2 <sup>nd</sup> paragraph
Grievance	112	updated
Layoff	119	updated
Nepotism	502	updated
Paid Holiday	301	updated
Personal Day	303	updated
Policy Against Harassment&Discrimination	108	new title and revised Complaint Form
Transitional Duty	105	added another model employee letter
Vacation Leave	302	updated
Workers' Compensation	406	updated

**WHEREAS**, these personnel policies and procedures have been reviewed Labor Attorney Vanessa James, Esquire, and Business Administrator Richard Deaney;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the City of Margate that the listed policies attached hereto are hereby adopted and will be issued to employees via Power DMS; and

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all City officials, appointees, employees, volunteers and independent contractors. In the event that there is a conflict between these rules and any collective bargaining agreement, personnel services contract, 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 these personnel policies and procedures are intended to provide guidelines covering public service by City employees and do not represent a contract. These policies and procedures may be amended and supplemented from time to time without notice and at the sole discretion of the Board of Commissioners.

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

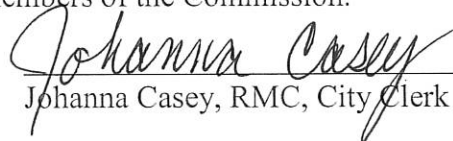
ROLL CALL:

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Becker			x			
Amodeo	x		x			
Blumberg		x	x			

DATE: December 16, 2021

#### CERTIFICATION

I, Johanna Casey, Clerk of Margate City, Atlantic County, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Commissioners of the City of Margate City at a meeting of said Commission held on December 16, 2021 and said resolution was adopted by not less than a two-thirds vote of the members of the Commission.

  
Johanna Casey, RMC, City Clerk