

RESOLUTION #190-2023
A RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURE
MANUAL TO BE KNOWN AS
“VOLUNTEER EMPLOYEE HANDBOOK”

WHEREAS, it is the policy of the City of Margate City, County of Atlantic, State of New Jersey to treat employees and prospective employees in a manner consistent with all applicable employment 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 Act, the Diane B. Allen Equal Pay Law, the Fair Labor Standards Act, the NJ Minimum Wage Law, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the NJ Pregnant Worker’s Fairness Act, the Family and Medical Leave Act, the NJ 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, and the Open Public Meeting Act; and

WHEREAS, the Board of Commissioners have determined that there is a need for clear personnel policies and procedures to ensure that employees, prospective employees and volunteer employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the “Volunteer Employee Handbook” attached thereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures contained in the “Volunteer Employee Handbook” shall apply to all volunteer employees. In the event 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 this “Volunteer Employee Handbook” is intended to provide guidelines covering public service by volunteer employees and is not a contract. The provisions of this handbook 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,” and the “Volunteer Employee Handbook” nor any provisions set forth therein are intended to create an employment contract or otherwise abrogate the operation of the “employment at will” doctrine.

BE IT FURTHER RESOLVED that the Business Administrator and all managerial/supervisory personnel are responsible for in the implementation of the policies and procedures in this handbook.

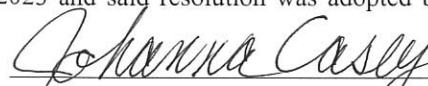
ROLL CALL:

NAME	MOTION	SECOND	YES	NO	ABSTAIN	ABSENT
Collins		X	X			
Blumberg						X
Horn	X		X			

DATE: August 17, 2023

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 August 17, 2023 and said resolution was adopted by not less than a two-thirds vote of the members of the Commission.


Johanna Casey, RMC, City Clerk