

**Resolution # \_\_\_\_\_-2016**

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

WHEREAS, the Millville Housing Authority (MHA) will be adopting changes to the MHA Personnel Policies and Procedures Manual; and,

WHEREAS, MELJIF amended the Anti-Discrimination Policy/ American's with Disabilities Act Policy (Section 1 of Manual) and Employment Application to comply with the New Jersey Pregnant Worker's Fairness Act. The foregoing referenced policies and application were amended to comply with the New Jersey Pregnant Worker's Fairness Act, which amended the Law Against Discrimination to prevent discrimination based upon pregnancy, childbirth or pregnancy related medical condition. It also requires employers to provide reasonable accommodation; and,

WHEREAS, MELJIF amended the Social Media Policy portion of the Communication Media Policy (Section 2 of the Manual) to reflect changes in technology and practices of government.

WHEREAS, MELJIF has added the Employee Dating Policy to Section 2 of the Manual. This policy is adopted as an optional policy to require supervisor/ subordinate dating to notify human resources; and,

WHEREAS, MELJIF has added I9 language to Employment Procedure in Section 5 or; and,

WHEREAS, MELJIF amended the Open Public Meetings Act Procedures concerning Personnel Matters; and,

WHEREAS, MELJIF amended the Model Employment Application to be Compliant with Ban the Box Legislation. In March of 2015, New Jersey's Ban the Box Legislation become effective, which prohibits employers from asking on an employment application about a candidate's criminal background. Therefore, we have eliminated the question from the standard job application; and,

WHEREAS, MELJIF stated you must remove outdated CEPA notice and replace with most current version

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

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Paula Ring

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James Parent

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Paul Dice, Executive Director