



THE MAYOR AND BOROUGH COUNCIL  
of the  
BOROUGH OF GLEN RIDGE  
County of Essex  
State of New Jersey

Monday, January 24, 2022

**RESOLUTION NO. 41-22**

Offered by Councilor **MORROW**  
Seconded by Councilor

**WHEREAS**, the Mayor and Borough Council have determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with applicable Federal and New Jersey laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED**, by The Mayor and Borough Council that the revised Employee Handbook dated November 1, 2021 is hereby adopted; and,

**BE IT FURTHER RESOLVED**, that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. 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; and,

**BE IT FURTHER RESOLVED**, that this handbook is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Glen Ridge.

**BE IT FURTHER RESOLVED**, that the Borough Administrator and all managerial / supervisory personnel are responsible for these employment practices. The Chief Financial Officer and the Labor Attorney shall assist the Borough Administrator in the implementation of the policies and procedures in this manual.