

**BOROUGH OF GLEN RIDGE**  
**Ordinance No. 1722**

**AN ORDINANCE AMENDING TITLE 2, ADMINISTRATION AND  
PERSONNEL**

**BE IT ENACTED AND ORDAINED**, by the Mayor and Borough Council of the Borough of Glen Ridge, in the County of Essex and the State of New Jersey that the following Chapter of the Code of Glen Ridge is rescinded as follows:

**Chapter 2.64 - PERSONNEL REGULATIONS**

- 2.64.010 - Paid holidays—Established.
- 2.64.020 - Vacation entitlements.
- 2.64.030 - Police and fire department vacation days.
- 2.64.040 - Vacation schedules—Arrangement.
- 2.64.050 - Sick leave policy.
- 2.64.060 - Overtime compensation.
- 2.64.070 - Waiver of statutes in certain cases.

**BE IT FURTHER ENACTED AND ORDAINED** by the Borough of Glen Ridge, County of Essex and State of New Jersey, as follows:

**PERSONNEL POLICY AND PROCEDURE MANUAL**

**Section 1: Intent**

**1. Establishment of Personnel Policies.**

It is the intent of this section to establish personnel policies and procedures which are consistent with sound business principles and provide incentives to encourage maximum efficiency, to the end that the administration of the Borough's personnel program will be accomplished in a manner equitable to all employees without handicapping or curtailing the responsible administrative officers.

**2. Adoption of Manual by Reference.**

Pursuant to the aforesaid intent, the Mayor and Council is authorized to adopt a Personnel Policy and Procedure Manual ( Employee Handbook) and hereby adopts same by this section.

**3. Copies on File.**

One (1) copy of the Manual has been placed on file with the Township Clerk and shall be available for inspection during regular business hours by any person.

**4. Application; Exceptions.**

All personnel policies and procedures shall be conducted in a manner consistent with the

Manual, except that, upon recommendation of the Administrator, the Mayor may adopt policies and procedures, in his discretion, adverse to that set forth in the Manual for a period of time until the next regular Council meeting wherein action can legally be taken on the subject matter.

**5. Amendments.**

The policies and procedures adopted may be amended in the discretion of the Mayor and Council upon recommendation by the Administrator by resolution duly enacted at a public meeting in accordance with law.

**6. Vested Rights Prohibited; Amendment Authority.**

No person or employee shall have any vested rights in the Policy and Procedure Manual hereby adopted, and the policies and procedures may be amended, changed, voided or repealed at the sole and unreviewable discretion and pleasure of the Mayor and Council, provided that a resolution to such effect is duly enacted according to law.

**SECTION 2**

All ordinances or parts of ordinances not consistent with the provisions of this ordinance are and the same are hereby repealed.

**BE IT FURTHER ENACTED AND ORDAINED**, that this ordinance shall take effect immediately upon final passage and publication in accordance with the law.

Ordinance Adopted:

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Stuart K. Patrick,  
Mayor

Attest:

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Michael J. Rohal,  
Municipal Clerk