RESOLUTION R050-2025

WASHINGTON TOWNSHIP
GLOUCESTER COUNTY

RESOLUTION AMENDING THE EMPLOYEE POLICIES AND PROCEDURES MANUAL FOR THE TOWNSHIP OF WASHINGTON

WHEREAS, the Policies and Procedures Manual for the Township of Washington was updated October 25, 2023; and

WHEREAS, the Township Administration and Township Solicitor have recommended certain additional revisions to the Manual; and

WHEREAS, the revised proposed manual is hereto included as Attachment A to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Washington, County of Gloucester, State of New Jersey, that the Employee Policies and Procedures Manual shall be amended as provided for in Attachment A and is hereby adopted as amended in accordance therewith.

BE IT RESOLVED that a copy of the Employee Policies and Procedures Manual be distributed to all current Township employees and a copy shall remain on file in the office of the Township Clerk.

TOWNSHIP OF WASHINGTON

By: _____
Peter Del Borrello, III, Council President

I, Christine Ciallella, do certify this a true copy of Resolution **R050-2025** adopted by the Township of Washington, Gloucester County, at a regular meeting held on January 22, 2025 and shall take effect immediately.

By: Christine Ciallella
Christine Ciallella, RMC/CMR
Township Clerk

Members	Motion	Second	Ayes	Nays	Abstain	Absent	Recuse
Yerkes		X	X				
Harris			X				
Bennett	X		X				
Brown			X				
Del Borrello			X				

ATTACHMENT A

The Township of Washington will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss issues, such as employee benefits, conversion privileges, repayment of outstanding debts to the Township of Washington, or return of Township of Washington-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with the Township of Washington is based on mutual consent, both the employee and the Township of Washington have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

The following benefits will be paid to the terminated Full-Time employee:

- Any employee, not covered by a separate Bargaining Unit, and having worked longer than one (1) year will receive vacation pay at one hundred percent (100%) of his or her rate for all time credited through the date of termination and not used in the year.
- Any employee having worked longer than one (1) year will receive personal time pay at a pro-rated amount for any unused time.
- Any employee having worked for longer than one (1) year, and not covered by a separate Bargaining Agreement, will receive sick pay for any accumulated sick time at one hundred percent (100%) of their then hourly rate.
- Any employee discharged for cause is not eligible to receive any of the above benefits.
- Part-Time, Temporary, and/or Seasonal employees are not eligible to receive the above benefits.

SECURITY INSPECTIONS
Effective Date: 7/1/1998

The Township of Washington wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Township of Washington prohibits the possession, transfer, sale, or use of such materials on its premises. The Township of Washington requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the Township of Washington. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the Township of Washington at any time, either with or without prior notice.

The Township of Washington likewise wishes to discourage theft or unauthorized possession of the property of employees, Township of Washington visitors, and customers. To facilitate enforcement of this policy, the Township of Washington or its representative may inspect not only desks and lockers, but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the Township of Washington premises.

responsible for the education of the employee's child, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

In regard to the above, the Township of Washington requires three (3) days' notice for any foreseeable use of leave. If the use of leave is unforeseeable, the employee should notify the Township of Washington as soon as practicable of their need to use same. Should an employee need to use three (3) or more consecutive days of leave, said employee must provide the Township of Washington with reasonable documentation that the leave is being taken for one of the purposes permitted above. Reasonable documentation shall be as defined in N.J.S.A. § 34:11D-3(b).

An employee is eligible to use the earned sick leave beginning on the 120th calendar day after the employee starts work. The employee may subsequently use earned sick leave as soon as it is accrued.

An employee who exhausts all paid sick leave in any one year shall not be credited with additional paid sick leave until the beginning of the next calendar year.

The following benefit will be paid to the terminated Full-Time employee:

- Any employee having worked longer than one (1) year, and not covered by a separate Bargaining Agreement, will receive sick pay for any accumulated sick time at one hundred percent (100%) of their then hourly rate.
- Any employee discharged for cause is not eligible to receive the above sick pay benefit.
- Part-Time, Temporary, and/or Seasonal employees are not eligible to receive the above benefits.

Regular Full-Time Employees and Probationary Employees

Eligible regular full-time employees and probationary employees will accrue sick leave benefits at a rate of ten (10) hours per month for the forty (40) hour per week employee and eight (8) hours per month for the thirty-two (32) hour per week employee. Sick hours are credited at the completion of the month.

Employees can request use of paid sick leave after completing a waiting period of ninety (90) calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one (1) hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household or is in a position to need the care of the employee or as required by applicable law.

Employees who are unable to report to work due to illness or injury should notify their direct Supervisor before the scheduled start of their workday, if possible. The direct Supervisor must also be contacted on each additional day of absence. If an employee is absent for three (3) or more days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for the other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of thirty (30) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.