

ORDINANCE 26 – 2016

**WASHINGTON TOWNSHIP
GLOUCESTER COUNTY**

**ORDINANCE ADOPTING AN AMENDED AND REFORMATTED EMPLOYEE
POLICIES AND PROCEDURES MANUAL FOR THE TOWNSHIP OF
WASHINGTON**

WHEREAS, the most recent version of the Employee Policies and Procedures Manual was adopted on June 25, 2014 by Ordinance Number 11-2014; and

WHEREAS, due to the format of the existing Manual, it is difficult to locate policies and/or procedures, determine their effective dates and identify revised sections; and

WHEREAS, certain revisions to the Manual are required due to recommendations from the Township Administration and the Joint Insurance Fund, and said revisions are summarized in Exhibit A attached hereto; and

WHEREAS, the reformatted version of the Manual facilitates identification and location of the various policies and procedures.

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Washington, County of Gloucester, State of New Jersey, that the Employee Policies and Procedures Manual, dated November 9, 2016, attached hereto as Exhibit B, and hereby incorporated by reference, is hereby adopted.

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

All ordinances or parts of ordinances of the Township of Washington heretofore adopted that are inconsistent with any of the terms and provisions of this Ordinance are hereby repealed to the extent of the inconsistency.

This Ordinance shall take effect thirty (30) days after final passage by Council or twenty (20) days after approval by the Mayor, whichever comes first.

Introduced: November 22, 2016

	NEWMAN	FAZZIO	MARTIN	DONATO	LONGFELLOW
YES	✓	✓	✓	✓	✓
ABSTAIN					
NO					
ABSENT					
RECUSE					

Public Hearing: December 14, 2016

	NEWMAN	FAZZIO	MARTIN	DONATO	LONGFELLOW
YES	✓	✓	✓	✓	✓
ABSTAIN					
NO					
ABSENT					
RECUSE					

TOWNSHIP OF WASHINGTON

BY: 
Sean Longfellow
Council President

ATTEST:


Jill McCrea, Township Clerk

On this 19th day of December, 2016, I hereby approve the above Ordinance.


Barbara A. Wallace, Mayor