

ORDINANCE 0017 - 2017

WASHINGTON TOWNSHIP
GLOUCESTER COUNTY

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

WHEREAS, Washington Township now has an employee who is administering the Human Resources for Township; and

WHEREAS, Federal and State laws are constantly changing that impact upon the Employees of the Township of Washington; and

WHEREAS, the Township of Washington desires to implement these changes when they occur to afford all the rights and duties given to public employees; and

WHEREAS, the most recent version of the Employee Policies and Procedures Manual was adopted on December 19, 2016 by Ordinance Number 26-2016; and

WHEREAS, certain revisions to the Manual are required due to recommendations from the Township Administration and Human Resources to comply with the laws, and

WHEREAS, said revisions are listed in Exhibit A attached hereto; and

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, adopted December 19, 2016, attached hereto as Exhibit A, and hereby incorporated by reference, is hereby amended.

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Washington heretofore adopted that are inconsistent with any of the terms and provisions of this Ordinance are hereby repealed to the extent of the inconsistency.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

INTRODUCTION:

	Motion	Second	Ayes	Nays	Abstain	Absent	Recuse
Donato		X	X				
Longfellow	X		X				
Pasqualone			X				
Perry			X				
Fazio			X				

TOWNSHIP OF WASHINGTON

BY: 
Nick Fazio, Council President

I do hereby attest the above Ordinance 17-2017 was introduced at the Township of Washington Meeting on May 24, 2017. A public hearing and adoption will occur on June 28, 2017 at 7:00PM.

ATTEST:


Leo Selb, Township Clerk

ADOPTION:

	Motion	Second	Ayes	Nays	Abstain	Absent	Recuse
Donato			X				
Longfellow	X		X				
Pasqualone							
Perry			X				
Fazio		X	X				

I do hereby attest the above Ordinance 16-2017 was adopted at the Township of Washington Meeting on May 24, 2017 by Township Council after a public hearing on June 28, 2017. Said Ordinance shall take effect in accordance with law.

ATTEST:


Leo Selb, Township Clerk

On this 12th day of July 2017, I hereby approve the above Ordinance.


Joann Gattinelli, MAYOR

ATTACHMENT

“A”

Township of Washington

523 Egg Harbor Road

Sewell, New Jersey 08080

Date: _____

EMPLOYMENT APPLICATION

Application Information: Name (Last, First, Middle): _____ Address: _____ City/Town: _____ Phone (Work): () _____ (Home): () _____ Social Security Number: _____
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Position applied for: _____

Have you ever applied to Washington Township before: Yes No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: Full time Part time Shift work Temporary

Are you currently employed: Yes No May we contact you at work: Yes No

May we contact your current employer: Yes No

Are you currently on layoff status and subject to recall: Yes No

Do you possess a current driver's license: Yes No

Do you possess a current commercial driver's license: Yes No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: Yes No

Are you legally eligible to work in the United States of America: Yes No

Pursuant to Federal Law, proof of US citizenship or immigration status will be required if you are hired.

Washington Township is an Equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military services. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Date started:	Date left:	Work performed/responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference <input type="checkbox"/> Yes <input type="checkbox"/> No			

Comments:

Education: Provide information on your formal schooling and education. Include secondary and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major specialty, such as Academic, Business, or Trade.

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former Supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the Township of Washington, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true or accurate. If hired, I understand that I may be separated from employment if the Township later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the Township the right to secure additional job-related information about me. I release the Township and its representatives from all liability for seeking such information. I understand that the Township is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township will make reasonable accommodations as required by the Americans With Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the Township may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ **Date** _____

CHANGE IN:

TOWNSHIP OF WASHINGTON

Policies and Procedures Manual

Dated November 9, 2016

Section Two, Workplace Policies

Energy Efficiency and Waste Reduction Policy, dated 11/9/16; page 38

Shall read -

“The Township of Washington strives to improve reduce energy efficiency and reduce waste, conserve resources, and reduce operational cost in the office environment.....”