

**RESOLUTION OF THE CITY OF GLOUCESTER CITY**  
**County of Camden, State of New Jersey**  
**#R 190 - 2023**

**RESOLUTION REGARDING ADOPTION OF UPDATED PERSONNEL  
POLICIES AND AMENDED POLICY ON THE PROTECTION AND SAFE  
TREATMENT OF MINORS**

**WHEREAS**, the City of Gloucester has undertaken, through administration and Labor Counsel, a review of current personnel policies; and

**WHEREAS**, such review has been conducted to ensure that the City's policies reflect legal and business developments; and

**WHEREAS**, such review has also been conducted for purposes of compliance with the Employment Practices Risk Control Program of the New Jersey Municipal Excess Liability Joint Insurance Fund ("MELJIF"); and

**WHEREAS**, the City of Gloucester separately adopted a Policy on the Protection and Safe Treatment of Minors using the MELJIF Model Policy under Resolution 204-2021; and

**WHEREAS**, the MELJIF issued a 2023 update to the Policy; and

**WHEREAS**, the City deems it appropriate to update its Policy on the Protection and Safe Treatment of Minors to conform to the 2023 MELJIF update;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Gloucester, that the following proposed updated personnel policies of the City are hereby adopted:

**Policies on Employee Rights and Responsibilities**

Employee Rights and Obligations  
Equal Employment Opportunity Policy  
Americans with Disabilities Act Policy  
Americans with Disabilities Act Grievance Procedure  
Notice Under the Americans with Disabilities Act  
Contagious or Life Threatening Illnesses Policy  
Safety Policy  
Workplace Violence Policy  
Anti-Harassment Policy  
Whistleblower Policy  
Employee Complaint Procedure

Grievance Policy  
Confidentiality of Personnel Files  
Conflict of Interest Policy  
Political Activity Policy  
Performance Evaluation Policy  
Employee Discipline Policy

**Workplace Policies**

Attendance Policy  
Early Closing and Delayed Opening Policy  
Employee Break Policy  
Dress Code Policy  
No-Smoking Policy  
Use of City Vehicles Policy (Non-Law Enforcement)  
Computer Use, Electronic Mail, and Internet Policy  
Telephone and Personal Communication Usage Policy  
Video Surveillance Policy  
Bulletin Board Policy  
Employee Dating Policy  
Protection and Safe Treatment of Minors

**Paid and Unpaid Time Off Policies**

Employee Classification Policy and Benefits  
Paid Time Off Policy  
Leave of Absence Policy  
Family and Medical Leave Act Policy  
New Jersey Family Leave Act Policy  
Domestic Violence Abuse Leave Policy  
Military Leave Policy

**Compensation and Employee Benefits Policies**

Payroll Policy  
Overtime Compensation  
Health Insurance  
Workers Compensation Policy  
Employee Assistance Program Policy  
Educational Assistance and Training Policy  
Conference and Seminar Policy

**Additional Policies**


Employment Hiring Procedure  
Requests for Employment Verification and Reference Procedure  
Retirement Procedure  
Resignation Procedure  
Workforce Reduction Policy  
Alcohol and Drug-Free Workplace Policy  
CDL Drug and Alcohol Testing Policy

**BE IT FURTHER RESOLVED** that the above policies will be compiled into a single Manual for distribution to all personnel, with the proposed form of Manual as recommended by Labor Counsel (with introductory provisions) being hereby adopted;

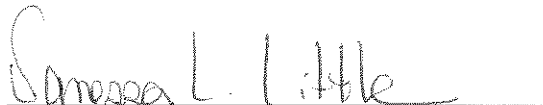
**BE IT FURTHER RESOLVED** that none of the above policies, nor the aforementioned Manual, constitute a contract of employment of any kind; and

**BE IT FURTHER RESOLVED** that the City hereby readopts the City's Policy on the Protection and Safe Treatment of Minors;

**BE IT FURTHER RESOLVED** that the Administrator, and any designees as the Administrator may deem appropriate, are authorized to carry out and implement the policies and procedures above.

  
Dayl R. Baile, Mayor

Adopted by the Mayor and Common of Gloucester City 25<sup>th</sup> day of September, 2023.

  
Vanessa L. Little, City Clerk