

Mayor Nolan offered the following Resolution and moved on its adoption:

**R-14-121**  
**RESOLUTION**

**RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES MANAUL AND  
EMPLOYEE HANDBOOK**

WHEREAS, it is the policy of the Borough of Highlands to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the Governing Body has determined that there is a need to adopt (1) a Policies and Procedures Manual; and (2) an Employee Handbook to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body that the (1) Policies and Procedures Manual; and (2) Employee Handbook are hereby adopted in the forms attached hereto and supersede and replace all prior such policies, manuals and/or handbooks;

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective negotiations agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail;

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Borough employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Highlands;

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough shall operate under the legal doctrine known as “employment at will;” and

BE IT FURTHER RESOLVED that the Municipal Administrator and all managerial/supervisory personnel are responsible for these employment practices. The Labor Attorney shall assist the Municipal Administrator in the implementation of the policies and procedures in this manual.

Seconded by Mr. Redmond and adopted on the following roll call vote:

ROLL CALL:

AYES: Ms. Ryan, Mr. Redmond, Mr. Francy, Ms. Kane, Mayor Nolan

NAYES: None

ABSENT: None

ABSTAIN: None

DATE: April 16, 2014

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Carolyn Cummins, Borough Clerk

I hereby certify this to be a true copy of Resolution R-14-121 adopted by the Governing Body of the Borough of Highlands on April 16, 2014.

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Borough Clerk/Deputy Clerk