

Resolution #2024-35

Resolution of the Mantua Township Municipal Utilities Authority Adopting the May 15, 2024 Revision of the Personnel Policies and Procedures Manual

WHEREAS, it is the policy of the Mantua Township Municipal Utilities Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations, including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Civil Service Act, the New Jersey Attorney General's guidelines with respect to Police Department personnel matters, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Meetings Act; and

WHEREAS, the Mantua Township Municipal Utilities Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, HEREBY, BE IT RESOLVED by the Mantua Township Municipal Utilities Authority that the Personnel Policies and Procedures Manual attached hereto and incorporated herein at length is hereby adopted.

BE IT FURTHER RESOLVED that these Personnel Policies and Procedures shall apply to all Mantua Township Municipal Utilities Authority officials, appointees, employees, volunteers, and independent contractors. In the event there is a conflict between these rules and any collective bargaining 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 the Mantua Township Municipal Utilities Authority 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 Mantua Township Municipal Utilities Authority.


BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Mantua Township Municipal Utilities Authority shall operate under the legal doctrine known as "employment at will".


BE IT FURTHER RESOLVED the law firm of Brown and Connery, LLP, designated Labor Counsel for the Mantua Township Municipal Utilities Authority, did advise the Authority regarding personnel matters addressed in the Manual.

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

THIS RESOLUTION WAS DULY ADOPTED at a Regular Meeting of the Mantua Township Municipal Utilities Authority held on May 21, 2024.

**Mantua Township Municipal
Utilities Authority**



Mario DiLisciano, Chairman


ATTEST:



John Parks, Secretary

**Resolution 2024-35 (5-15-24
Revisions to Personnel Policies
& Procedures Manual)**

	Mario DiLisciano Chairman	Tim Sheehan Vice Chair	John Parks Secretary	Jason Snyder Treasurer	Vince Voltaggio Engineering Coordinator	Kevin Howarth Alt #1	James Neely Alt #2
MOTION			✓				
SECOND					✓		
AYE		✓	✓	✓	✓	✓	
NAY							
ABSENT	✓						
ABSTAIN							