

BOROUGH OF CLOSTER
ORDINANCE NO.: 2016:1204
AN ORDINANCE ADOPTING AMEDMENTS TO THE
SEPTEMBER 2014 CLOSTER PERSONNEL MANUAL

WHEREAS, the Municipal Excess Liability Joint Insurance Fund (MEL) requires participating municipalities to revise its Personnel Manual to amend the following sections:

- Anti-Discrimination Policy
- Americans with Disabilities Act Policy
- The Communications Media Policy (specifically revising the Social Media portion of this policy)
- The Open Public Meetings Act Procedures Concerning Personnel Matters
- Employment Procedures (specifically, adding new text regarding the I9 requirement, proof of right to work in the United States); and

WHEREAS, the MEL also requires a new personnel policy to be included in the manual regarding Employee Dating; and

WHEREAS, the MEL and New Jersey law require a change to MEL's model employment application form, which is included in the current personnel manual (specifically, to remove questions regarding an applicant's criminal record from the application which has been prohibited by New Jersey's "Ban the Box" law); and

WHEREAS, the Borough Attorney recommends the adoption of these changes because they are required in order to obtain the appropriate Certification and qualify for MEL incentives; and

WHEREAS, the amended and new personnel policies, as well as the new Model Employment application form, are attached hereto as EXHIBIT A (on file in the Borough Clerk's office for public inspection).

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Closter, County of Bergen and State of New Jersey as follows:

Section 1.

1. That the September 2014 Closter Personnel Manual is hereby amended by the Governing Body to include the revisions attached hereto as EXHIBIT A.
2. A copy of this Ordinance and EXHIBIT A shall be posted on the Clerk's bulletin board and distributed by the Borough Clerk to all department heads.
3. Until a new manual is published, a copy of EXHIBIT A shall be included with all remaining copies of the 2014 personnel manual that are distributed to new employees.
4. A copy of the changes shall be kept on file with the Borough Clerk for public viewing.

Section 2.

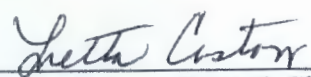
If any sentence, section, clause or other portion of this Ordinance or the application thereof to any person or circumstance shall, for any reason, be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or repeal the remainder of this Ordinance. All Ordinances or parts thereof inconsistent herewith are hereby repealed to the extent of such inconsistency. This Ordinance shall take effect immediately upon final passage and publication as required by law.

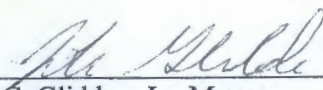
Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilman Barad	X		X			
Councilwoman Latner			X			
Councilman Di Dio		X	X			
Councilman Stabile			X			
Councilwoman Chung			X			
Councilwoman Amitai			X			

Introduced: March 23, 2016
 Adopted: April 27, 2016

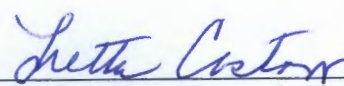
ATTEST:

APPROVED:


 Loretta Castano, Borough Clerk


 John C. Glidden, Jr., Mayor

Certified to be a true copy of an Ordinance adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held April 27, 2016.


 Loretta Castano, Borough Clerk