

RESOLUTION #2016-26

**RESOLUTION ADOPTING CHANGES TO THE PERSONNEL POLICY
AND EMPLOYEE HANDBOOK EFFECTIVE APRIL 13, 2016**

WHEREAS, in order to be eligible to receive premium and deductible incentives from the Joint Insurance Fund (JIF), Authorities must be compliant with the Municipal Excess Liability (MEL) model employment practices risk control program; and

WHEREAS, the following changes are in bold lettering and have been made to the following policies:

- Anti-Discrimination Policy
- Americans with Disabilities Act
- Drug and Alcohol Policy
- Anti-Sexual Harassment Policy
- Access to Personnel Files Policy
- Political Activity Policy
- Employee Dating Policy (new)
- Communications Media Policy
- Video Surveillance Policy (new)
- Family and Medical Leave Act
- Domestic Violence Leave (new)
- Employment Procedure
- Open Public Meetings Act

WHEREAS, said Personnel Policy and Employee Handbook has been reviewed by the Authority's General Counsel.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the Borough of Highland Park, New Jersey that the attached Personnel Policy and Employee Handbook is hereby adopted and shall be in full force and effect on April 13, 2016.

BE IT FURTHER RESOLVED that the Executive Director shall distribute a copy to all personnel

Motion to adopt Resolution #2016-26 moved by Commissioner Sedehi and seconded by Commissioner Reh and upon roll call, the vote was as follows:

ROLL CALL: Chen Chudnick Hersh Martinez Monk Reh Sedehi
AYES: Chudnick Martinez Monk Reh Sedehi
NAYS: None
Abstain: None
Absent: Chen Hersh

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular Meeting of April 13, 2016.

Donna F. Brightman, Secretary