

**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2020-1-25**

**RESOLUTION AMENDING THE TOWNSHIP OF CHESTERFIELD
PERSONNEL AND EMPLOYEE MANUAL**

WHEREAS, the Township Committee for the Township of Chesterfield adopted an Employee Manual by Resolution 2012-5-7 on May 26, 2016, which has been amended from time to time; and

WHEREAS, the following changes were made to address inconsistencies, clarification and legal requirements:

- Converting time off days to hours at the same ratio
- Converting part-time vacation accrual to hours at same ratio
- Changing doctor appointment days of 3 at 4hrs to a flat 12 hours
- Additional Employment – require letter to Administrator to include Company name, hours and days of work
- Added Domestic Violence Policy
- Application update to remove previous salary inquiry
- DPW OT minimum callback 2 hours then hour for hour (removed 2-4 hours as 4 hours)
- Evaluations due to Administrator by January 31st

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey that the Personnel and Employee Manual, a copy of which is attached hereto, is hereby adopted as amended effective January 1, 2020.

BE IT FURTHER RESOLVED that a copy of the Policy shall be distributed to all Township employees and officials.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

CHESTERFIELD TOWNSHIP COMMITTEE

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I, Caryn M. Hoyer, Clerk of the Township of Chesterfield in the County of Burlington and State of New Jersey do hereby certify the foregoing Resolution to be a true and accurate copy of the Resolution approved by the Township Committee at a duly advertised meeting held on January 2, 2020, at which a quorum was present.

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Caryn M. Hoyer, RMC  
Township Clerk