

**RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF MOUNT
OLIVE AUTHORIZING THE ADOPTION OF THE REVISED MOUNT OLIVE
TOWNSHIP PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, the Township is advised by the Morris County Joint Insurance Fund (MCJIF) to adopt a personnel policies and procedures manual covering all of its employees; and

WHEREAS, adoption of a personnel policies and procedures manual is required to qualify for certain incentives provided by the MCJIF for the purpose of achieving reductions in its annual insurance premium; and

WHEREAS, the Township Council initially authorized the adoption of the manual on March 28, 2006; and

WHEREAS, the following sections of the manual have been revised as per the MEL guidelines for policies and procedures:

1. Identity Theft Policy (New)
2. Waiver of Employee Coverage under the Health Benefits Program (New)
3. General Anti-Harassment Policy
4. Anti-Sexual Harassment Policy
5. E-Mail, Voicemail, Computer & Internet Usage Policy
6. Family & Medical Leave Act Policy

WHEREAS, a copy of the revised manual is on file with the Township Clerk.

NOW THEREFORE BE IT RESOLVED by the Township Council of the Township of Mount Olive that it does hereby authorize the adoption of the revised Mount Olive Township Personnel Policies & Procedures Manual.

TOWNSHIP OF MOUNT OLIVE

Phil Tobey, Council President

I hereby certify the above to be a true copy of a resolution adopted by the Township Council at a duly convened meeting held on

Lisa Lashway, Township Clerk