

**TOWNSHIP OF FRANKLIN
HUNTERDON COUNTY, NEW JERSEY
RESOLUTION NO. 2019 - 18**

A RESOLUTION AMENDING THE FRANKLIN TOWNSHIP EMPLOYEE HANDBOOK

WHEREAS, the Township of Franklin has reviewed the current Township Employee Handbook and Personnel Policies and Procedures; and

WHEREAS, the Township Committee desires to amend the Employee Handbook and Personnel Policies and Procedures Manual by amending Article VII "Hours and Holidays, Section 7.1 "Hours of Work" to add Subsection E "Inclement Weather"; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Committee of the Township of Franklin, County of Hunterdon, that the Franklin Township Employee Handbook and Personnel Policies and Procedures Manual is amended as follows:

7.1. Hours of Work.


E. Inclement Weather

All Township employees are to presume that the office is open each regular workday unless otherwise notified. Individual employees will receive a call from their supervisor at least 2 hours prior to the start of their required workday if there is a change in office hours on a given day.

If at any time, the weather conditions make an employee feel uncomfortable or unsafe and they wish to leave early, come in late or not report to work on a given day, that employee will be entitled to use his/her vacation leave, personal leave or compensatory time to account for the time when the office is open. Employees must notify their supervisor that they wish to use their time. The minimum amount of time allowed when utilizing vacation or personal days, is one half (1/2) of a day.

CERTIFICATION

This is to certify the above is a true copy of a Resolution adopted by the Township Committee of the Township of Franklin at a meeting of said Township Committee conducted on March 14, 2019.



Catherine Innella, Deputy Municipal Clerk
3-14-19