

RESOLUTION  
TOWNSHIP OF FRANKLIN  
APPROVING THE ADOPTION OF THE REVISED EMPLOYEE HANDBOOK  
FOR THE TOWNSHIP OF FRANKLIN

R-85-14

WHEREAS, the Employee Handbook of the Township of Franklin serves as governing document of all employees, volunteers, appointed officials and independent contractors for the Township of Franklin; and

WHEREAS, the Administrator is in the process of reviewing and updating the Employee Handbook to ensure compliance with current JIF requirements and sound practices in regards to administration of the Township; and

WHEREAS, certain revisions to the Handbook are necessary in order to comply with Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund plan of risk management and regulations and to better accommodate the actualities of the Franklin Township workplace; and

WHEREAS, all revisions have been reviewed and approved by the Mayor and Franklin Township Committee;

NOW THEREFORE BE IT RESOLVED that the Township of Franklin hereby agrees to adopt the following policies:

- Communication and Media Policy (replaces E-Mail, Voice Mail, Computer and Internet Usage Policy)
- Family Medical Leave Act (update)
- Domestic Violence (new policy)
- Attendance (revised); and

BE IT FURTHER RESOLVED that the policies revised in the Employee Handbook shall be effective immediately from the adoption of this Resolution; and

BE IT FURTHER RESOLVED that copies of the revised Handbook will be produced and distributed to all current and future employees of the Township of Franklin.

ADOPTED at a regular meeting of the Township Committee of the Township of Franklin on Tuesday, May 27, 2014.

Attest:

Township of Franklin

\_\_\_\_\_  
Barbara Freijomil, Clerk

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Edward Leopardi, Mayor

CERTIFICATION

I, Barbara Freijomil, Clerk of the Township of Franklin, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting held on Tuesday, May 27, 2014.

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Barbara Freijomil, Clerk