

**TOWNSHIP OF LUMBERTON
RESOLUTION 2016-061**

**RESOLUTION OF THE TOWNSHIP OF LUMBERTON AMENDING "POLICIES AND
PROCEDURE MANUAL AND EMPLOYEE HANDBOOK**

WHEREAS, the Township Committee wishes to amend the Policies and Procedures Manual and Employee Handbook to grandfather current non-union employees hired before January 1, 2008 with Personal Leave time benefits they have been granted to them through past practice and not formalized by the Employee Handbook; and

WHEREAS, according to the Policies and Procedures Manual and Employee Handbook fulltime Employees hired before January 1, 2011 shall receive five (5) days personal leave time and all fulltime Employees hired after January 1, 2011 shall receive three (3) days personal leave time based on the normal daily hours worked per calendar year to be used for personal business; and

WHEREAS, the past practice of the Township of Lumberton has been to grandfather fulltime Employees hired before January 1, 2008 with seven (7) days personal leave time based on the normal daily hours worked per calendar year in order for those employees to reflect the same amount of personal leave days that AFSCME Employees are granted; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Lumberton, County of Burlington, and State of New Jersey that the Policies and Procedures Manual and Employee Handbook be amended to grandfather current non-union employees hired before January 1, 2008 with seven (7) Personal Leave time based on the normal daily hours worked per calendar year which has been granted to them through past practice.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the affected Employees and the HR Officer.

CERTIFICATION

I, Brandon E. Umba, Deputy Municipal Clerk, hereby certify that the foregoing resolution was duly adopted by the Township Committee at its Regular Business Meeting held on the 23th day of February, 2016.



Brandon E. Umba

Township Administrator/Deputy Municipal Clerk