



**BOROUGH OF EDGEWATER
RESOLUTION**

COUNCILPERSON	YES	NO	ABSTAIN	ABSENT
GUTIERREZ				
LAWLOR				
MONTE				
VIDAL				
MARTIN				
BARTOLOMEO				
MAYOR				

DATE: April 25, 2025

RESOLUTION No. 2025-125

INTRODUCED BY: _____

SECOND BY: _____

RESOLUTION TO AMEND THE PERSONNEL POLICES MANUAL FOR CIVIL-SERVICE CLASSIFIED MUNICIPALITIES AND THE EMPLOYEE HANDBOOK OF THE BOROUGH OF EDGEWATER

WHEREAS, the Borough of Edgewater adopted the employee policies and procedures manual in section 77-1 of the borough code of Borough Ordinance 1120-98; and

WHEREAS, the policies and procedures manual employee handbook from time to time will need to be amended based on recommendations by the South Bergen Municipal Joint Insurance Fund along with the Borough Attorney and Borough Administrator; and

WHEREAS, the South Bergen Municipal Joint Insurance Fund’s attorneys of Matthew Giacobbe and Fred Semrau prepared a full update covering the following sections of the Personnel Policies Manual and Employee Handbook as per calendar year 2025; and

WHEREAS, the following sections of the Personnel Policies and Procedures Manual and the Employee Handbook of the Borough of Edgewater are to be amended;

- Additions to the Americans with Disabilities Policy to include language relating to the federal Pregnant Workers Fairness Act which was passed in 2023 and had regulations issued in 2024.
- Additions to the Policy Against Harassment to include language about hostile work environments arising from conduct occurring outside of the workplace and even in non-work-related contexts if it affects the workplace, which was contained in guidance issued by the Equal Employment Occupational Commission in 2024.
- Change in language to the Vacation Leave Policy in order to be more in line with the New Jersey State Comptroller’s report and state law regarding carrying over

vacation leave for one year only and only when it cannot be used due to business demands.

- Addition of an acknowledgment and receipt page at the end of each manual and document which will be incorporated into the PowerDMS system.

WHEREAS, the Borough of Edgewater will distribute the updated Personnel Policies Manual and Employee Handbook once authorized by the Edgewater Mayor and Council through the PowerDMS system.

NOW THEREFORE BE IT RESOLVED, by the Edgewater Mayor and Council that the Updated Personnel Policies Manual and Employee Handbook for Calendar Year 2025 of the Borough of Edgewater is hereby adopted.

BE IT FURTHER RESOLVED that the Borough Administrator is hereby directed to provide copies of said manual and handbook to all employees and governing body members and certify to the South Bergen Joint Insurance Fund that said manual and handbook is updated for calendar year 2025 and distributed to all employees via PowerDMS.

I hereby certify that the above resolution was adopted by the Governing Body on April 21, 2025.

Michael J. McPartland
Mayor

Stephanie Evans, RMC
Borough Clerk