

RESOLUTION NO. 108-2023

**RESOLUTION OF THE BOROUGH OF WOODBURY HEIGHTS ADOPTING
AMENDMENTS TO MUNICIPAL POLICIES & PROCEDURES MANUAL AND
EMPLOYEE HANDBOOK**

WHEREAS, the Borough of Woodbury Heights maintains an Employee Handbook and a Policies & Procedures Manual in order to establish standardized employment practices and policies and to ensure compliance with all applicable state and federal laws; and

WHEREAS, the Borough periodically reviews the Employee Handbook and Policies & Procedures Manual in order to account for changes to the law and to stay current with best practices; and

WHEREAS, such periodic reviews are encouraged and incentivized by the Borough Joint Insurance Fund carrier.

NOW THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Woodbury Heights, County of Gloucester, and State of New Jersey as follows:

1. That the Borough Council does hereby approve and adopts the amended Employee Handbook, attached to this resolution as Exhibit A.
2. That the Borough Council further hereby approves and adopts the amended Policies & Procedures Manual, attached to this resolution as Exhibit B.
3. That the Mayor and Borough Officials be and are hereby authorized to adopt and enforce the attached Employee Handbook and Policies & Procedures Manual.

BOROUGH OF WOODBURY HEIGHTS

BY: 

WILLIAM C PACKER, MAYOR

ATTEST: 

SHANNON ELTON, MUNICIPAL CLERK

The foregoing Resolution was duly adopted by the Borough Council of the Borough of Woodbury Heights at a regular meeting held on the 18th day of October, 2023.


SHANNON ELTON, MUNICIPAL CLERK