316-26
November 23, 2026

RESOLUTION APPROVING THE ADOPTION OF THE TOWNSHIP OF WEST ORANGE PERSONNEL POLICIES AND PROCEDURES MANUAL EFFECTIVE DECEMBER 1, 2026.

WHEREAS, the Township of West Orange previously adopted a Personnel Policies and Procedures Manual (the "Manual") in accordance with employment laws and regulations; and

WHEREAS, the Township of West Orange is a member of the Central Jersey Joint Insurance Fund (JIF), which is a member of the Municipal Excess Liability Joint Insurance Fund (the "MEL"); and

WHEREAS, the MEL requires its member municipalities to update their personnel policies and procedures manuals every two years to maintain favorable employment practices liability (EPL) coverage terms; and

WHEREAS, the Manual has been updated with an effective date of December 1, 2026 in order to ensure compliance with the MEL requirements and recommendations as well as to ensure legal compliance with state and federal laws; and

WHEREAS, the Business Administrator has reviewed the updated Manual, and presented same to the Governing Body for their review and approval.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Township of West Orange, New Jersey that the Township of West Orange Personnel Policies and Procedures Manual is hereby adopted as amended effective December 1, 2026.

Karen J. Carnevale, R.M.C.
Municipal Clerk

Susan Scarpa
Council President

Adopted: November 23, 2026