

BOROUGH OF BUENA
MUNICIPAL UTILITIES AUTHORITY

RESOLUTION ADOPTING THE BOROUGH OF BUENA
MUNICIPAL UTILITIES AUTHORITY'S UPDATED PERSONNEL POLICIES
AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK

R-28-2023

WHEREAS, it is the policy of the Borough of Buena Municipal Utilities Authority to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Borough of Buena Municipal Utilities Authority has determined that there is a need to update the existing personnel policies and procedures manual and employee handbook, to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Borough of Buena Municipal Utilities Authority that the Personnel Policies and Procedures Manual and the Employee Handbook attached hereto are hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual and handbook are intended to provide guidelines covering public service by Borough of Buena Municipal Utilities Authority employees and are not contracts. The provisions of the manual and handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Buena.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough of Buena Municipal Utilities Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Borough of Buena Municipal Utilities Authority Secretary/Treasurer and all managerial/supervisory personnel are responsible for these employment practices. The Borough of Buena Municipal Utilities Authority Attorney shall assist in the implementation of the policies and procedures in this manual and handbook.

BOROUGH OF BUENA MUNICIPAL UTILITIES AUTHORITY

By: 
JOSEPH SANTAGATA, CHAIRMAN

Attest:


CHERYL M. SANTORE, SECRETARY

I, Cheryl M. Santore, Secretary of the Borough of Buena Municipal Utilities Authority, do hereby certify that the foregoing Resolution was adopted at a meeting of the Borough of Buena Municipal Utilities Authority held on October 25, 2023.


CHERYL M. SANTORE, SECRETARY