**RESOLUTION NO. 2021-10.\_\_**

**OF THE GOVERNING BODY OF**

**THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, COUNTY OF PASSAIC, STATE OF NEW JERSEY AUTHORIZING ADOPTION OF A NEW EMPLOYEE HANDBOOK AND PERSONNEL POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, the Borough is a member of the Municipal Excess Liability Joint Insurance Fund (“MEL”); and

**WHEREAS**, the MEL periodically reviews its model Employee Handbook and model Policy and Procedures Manual to ensure that they comply with the current state of the laws of New Jersey; and

**WHEREAS**, based upon the most recent review, the MEL completely revised the model Policies and Procedures Manual and model Employee Handbook; and

**WHEREAS**, the Borough Attorney has combined the MEL’s Policies and Procedures Manual and model Employee Handbook with the current Borough Employee Handbook & Policies and Procedures Manual; and

**WHEREAS**, the Borough Council has reviewed the revised Employee Handbook & Policies and Procedures Manual with the Borough Attorney and determined that it is in the best interest of the Borough to adopt same

**NOW THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Bloomingdale, in the County of Passaic, State of New Jersey as follows:

1. The Borough of Bloomingdale Employee Handbook & Policies and Procedures Manual, incorporating the MEL model Policies and Procedures Manual an MEL model Employee Handbook, is hereby adopted;
2. The Borough Clerk shall distribute copies of the Employee Handbook to all employees, elected officials and volunteers via electronic mail or hard copy if requested.
3. The Borough Clerk shall retain a copy of the Employee Handbook & Policies and Procedures Manual for review by any employee, elected official, or volunteer.

**BE IT FURTHER RESOLVED**, that the Borough Clerk is hereby authorized to take the necessary steps to incorporate these amendments as part of the Employee Handbook & Policies and Procedures Manual effective immediately.