

## RESOLUTION #2781

### RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES FOR THE WOODBIDGE HOUSING AUTHORITY- 2016

**WHEREAS**, it is the policy of the Woodbridge Housing 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 Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

**WHEREAS**, the Woodbridge Housing Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**NOW, THEREBY, BE IT RESOLVED** by the Woodbridge Housing Authority that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Woodbridge Housing Authority 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 is intended to provide guidelines covering public service by the Woodbridge Housing Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Woodbridge Housing Authority.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Woodbridge Housing Authority shall operate under the legal doctrine known as "employment at will."

**BE IT FURTHER RESOLVED** that Florio, Perrucci, Steinhardt & Fader, LLC is hereby appointed as Employment Attorney to advise the Woodbridge Housing Authority in personnel matters.

**BE IT FURTHER RESOLVED** that Donna Brightman, Executive Director and all managerial/supervisory personnel are responsible for these employment practices. Florio, Perrucci, Steinhardt & Fader, LLC shall assist Executive Director Brightman in the implementation of the policies and procedures in this manual.

Motion to adopt Resolution #2781 moved by Commissioner Kenny and seconded by Commissioner Shah and upon roll call, the vote was as follows:

ROLL CALL: Barbee Kenny Michelson Rosario Shah Briante Ficarra  
AYES: Kenny Michelson Rosario Shah Ficarra  
NAYS: None  
Abstain: None  
Absent: Barbee Briante

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Township of Woodbridge at their Regular Meeting of May 2, 2016.

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Donna F. Brightman, Secretary

Approved as to legal form:

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Terrence Corrison, Esq.