

Revised: November 18, 2022

**TOWNSHIP COMMITTEE
CRANFORD, NEW JERSEY
OFFICIAL MEETING AGENDA
November 22, 2022
7:30 p.m.**

THIS MEETING IS IN COMPLIANCE WITH THE "OPEN PUBLIC MEETINGS ACT" AS ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED BY E-MAILING THE ANNUAL SCHEDULE OF MEETINGS TO THE WESTFIELD LEADER, THE UNION COUNTY LOCAL SOURCE, THE STAR LEDGER, AND TAP INTO CRANFORD, BY POSTING SUCH ANNUAL MEETING SCHEDULE ON A BULLETIN BOARD IN THE MUNICIPAL BUILDING RESERVED FOR SUCH ANNOUNCEMENTS AND THE FILING OF SAID NOTICE WITH THE TOWNSHIP CLERK OF CRANFORD. FORMAL ACTION WILL BE TAKEN AT THIS MEETING.

ROLL CALL

MAYOR KATHLEEN MILLER PRUNTY
DEPUTY MAYOR JASON GAREIS
COMMISSIONER BRIAN ANDREWS
COMMISSIONER GINA BLACK
COMMISSIONER MARY O'CONNOR

INVOCATION

FLAG SALUTE

MINUTE APPROVAL

Workshop Meetings of April 11th and November 14, 2022
Conference Meetings of April 12th and October 25, 2022
Official Meetings of June 28th and July 7, 2022

PAYMENT OF BILLS

MAYORAL REMARKS

**MAYORAL
ANNOUNCEMENT**

**POLICE DEPARTMENT
ANNOUNCEMENTS**

Resolution No. 2022-398:

Authorizing the advancement of Spencer Durkin to the rank of Lieutenant within the Cranford Police Department, effective November 22, 2022

Resolution No. 2022-399:

Authorizing the advancement of Brian Wagner to the rank of Sergeant within the Cranford Police Department, effective November 22, 2022

INFORMAL MEETING

(This portion of the meeting provides for public comment on any items on the agenda that do not have their own public hearing. This includes ordinances to be introduced and resolutions.)

ORDINANCES – Introduction

1. **ORDINANCE No. 2022-27**: AN ORDINANCE ESTABLISHING A FINANCIAL AGREEMENT FOR THE BENEFIT OF THE REDEVELOPMENT OF APPROXIMATELY 15 ACRES LOCATED AT 750 WALNUT AVENUE, BLOCK 541, LOT 2
2. **ORDINANCE No. 2022-28**: AN ORDINANCE ESTABLISHING A FINANCIAL AGREEMENT FOR THE BENEFIT OF THE REDEVELOPMENT OF WALNUT AVENUE AND SOUTH AVENUE

RESOLUTIONS – by Consent Agenda (Items 3 through 13)

3. **Resolution No. 2022-400**: Authorizing an award of contract for the purchase of two (2) Department of Public Works trucks to Ciocca Ford Lincoln of Flemington
4. **Resolution No. 2022-401**: Authorizing the purchase of electricity supply services for public use on an online auction, specifically the EMEX Reverse Auction
5. **Resolution No. 2022-402**: Authorizing the purchase of natural gas supply services for public use on an online auction, specifically the EMEX Reverse Auction
6. **Resolution No. 2022-403**: Authorizing the Mayor and Township Clerk to execute the Community Development Block Grant (CDBG) application for funding Fiscal Year 2023-2024 projects
7. **Resolution No. 2022-404**: Approving the 2023 Holiday Schedule
8. **Resolution No. 2022-405**: Authorizing Tax Refunds in connection with a Tax Court Judgment
9. **Resolution No. 2022-406**: Authorizing Budget Transfers
10. **Resolution No. 2022-407**: Authorizing the closure of a portion of Miln Street for the St. Michael Parish Christmas Tree Lighting on Saturday, December 10th from 4:00 p.m. to 8:00 p.m.
11. **Resolution No. 2022-408**: Authorizing the closure of the upper portion of Municipal Lot No. One (1) for the Jingle Jubilee event on Thursday, December 15, 2022 (rain date is Thursday, December 22nd) from 4:00 p.m. to 9:00 p.m.

12. Resolution No. 2022-409: Authorizing the Township Clerk to advertise for bids for a Fire Department Truck 2022 (or newer) Crew Cab – One (1) ton 4x4 Pickup SRW (Single Rear Wheel) (Short Bed)

13. Resolution No. 2022-410: Authorizing the adoption of the amended Township of Cranford Personnel Policies and Procedures Manual dated November 22, 2022

PUBLIC COMMENTS

Pursuant to the Code of the Township of Cranford, Article I, Section 32-4, persons addressing the Township Committee shall be allowed a maximum of five (5) minutes for their presentations.

PROFESSIONAL COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

ORDINANCE NO. 2022-27

**AN ORDINANCE ESTABLISHING A FINANCIAL AGREEMENT FOR THE BENEFIT
OF THE REDEVELOPMENT OF APPROXIMATELY 15 ACRES LOCATED AT 750
WALNUT AVENUE, BLOCK 541, LOT 2**

WHEREAS, 750 Walnut Avenue Residential Urban Renewal LLC, (the “Entity”), an urban renewal entity formed and qualified to do business under the provisions of the Long Term Tax Exemption Law, *N.J.S.A. 40A:20-1 et seq.*, is the redeveloper of a portion of the area known as Block 541, Lot 2 (the “Project Area”) which is an area designated by the Township of Cranford (the “Township”) as an area in need of redevelopment; and

WHEREAS, the Redevelopment Agreement allows for the subdivision of the Project Area into two Subdistricts: Subdistrict 1 (the “Residential Property”) permitting the development of an inclusionary development of 250 total residential units, of which thirty eight (38) affordable housing units would be set aside for very low, low, and moderate income households (the “Inclusionary Project”) and Subdistrict 2 (the “Commercial Property”) permitting the development of up to 250,000 ft. of nonresidential uses (the “Commercial Project”) and collectively the Inclusionary Project and the Commercial Project are referred to as the “Project Area”; and

WHEREAS, the Entity submitted to the Township Committee an application (the “Application”), which is on file with the Township Clerk, for a Long-Term Tax Exemption to make payments to the Township in lieu of taxes in connection with the Inclusionary Project on the Residential Property; and

WHEREAS, the Entity also submitted to the Township a form of Financial Agreement (the “Financial Agreement”), a copy of which was attached as Exhibit B to the Application, establishing the rights, responsibilities and obligations of the Entity; and

WHEREAS, the Township Committee has determined that the Project represents an undertaking permitted by the Act.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF
THE TOWNSHIP OF CRANFORD, NEW JERSEY AS FOLLOWS:**

Section 1. The Application for Long-Term Tax Exemption and Financial Agreement are hereby approved.

Section 2. The Mayor is hereby authorized to execute the Financial Agreement substantially in the form attached as Exhibit B to the Application, subject to minor modification or revision, as deemed necessary and appropriate after consultation with counsel.

Section 3. The Clerk of the Township is hereby authorized and directed, upon execution of the Financial Agreement by the Mayor, to attest to the signature of the Mayor and to affix the corporate seal of the Township upon such document.

Section 4. This ordinance shall take effect in accordance with applicable law.

Introduced: November 22, 2022

Adopted:

Approved:

Kathleen Miller Prunty, Mayor

Attest:

Patricia Donahue, RMC
Municipal Clerk

Recorded Vote

Introduced

Adopted

Kathleen Miller Prunty
Jason Gareis
Brian Andrews
Gina Black
Mary O'Connor

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

ORDINANCE NO. 2022–28

**AN ORDINANCE ESTABLISHING A FINANCIAL AGREEMENT FOR THE BENEFIT
OF THE REDEVELOPMENT OF WALNUT AVENUE AND SOUTH AVENUE**

WHEREAS, Iron Ore Properties LLC, (the “Entity”), an urban renewal entity formed and qualified to do business under the provisions of the Five-Year Exemption and Abatement Law, N.J.S.A. 40A:21-1, et seq.; is the redeveloper of the following areas:

- a) 201 Walnut Avenue - Block 484, Lot 19.01 (“Walnut Avenue”)
- b) 100-126 South Avenue E - Block 478, Lots 1.01, 1.02, 2, 3, 4, and 5;
- c) 32 High Street- Block- 478, Lot 6; and
- d) 2 Chestnut Street - Block 483, Lot 18 (collectively, with 100-126 South Avenue and 32 High Street “South Avenue”)

(All the properties are known collectively as the “Project Site”) which are areas designated by the Township of Cranford (the “Township”) as areas in need of redevelopment; and

WHEREAS, the Redevelopment Agreement allows for the following redevelopment plan:

- a) Walnut Avenue Phase—201 Walnut Avenue:
 - i. New construction of a single building containing approximately 37 residential dwelling units;
 - ii. Special Needs Housing comprised of both a self-contained 4-bedroom group home within the building and 2 two-bedroom independent living units; and
 - iii. Construction of related parking, site improvements and amenities.
- b) South Avenue Phase—South Avenue:
 - i. New construction of approximately 55 residential dwelling units;
 - ii. New construction of commercial/retail space of approximately 5,800 square feet in size;
 - iii. Renovation and incorporation into the Project of the existing single-story commercial buildings located at 100-104 South Avenue to remain as commercial/retail space;
 - iv. Conversion of 2 Chestnut Street in the Township into overflow surface parking; and
 - v. Construction of related parking, site improvements and amenities

WHEREAS, the Entity submitted to the Township an application (the “Application”), which is on file with the Township Clerk, and such application also requests financial assistance in the form of a tax exemption and abatement pursuant to the Five-Year Exemption and Abatement

Law, N.J.S.A. 40A:21-1, et seq.; and

WHEREAS, the Entity also submitted a form of Tax Agreement (the “Tax Agreement”), a copy of which is on file with the Township Clerk, establishing the rights, responsibilities and obligations of the Entity; and

WHEREAS, the Entity qualifies for a tax abatement on the physical improvements under N.J.S.A. 40A:21-1, et seq.;

WHEREAS, the Township Council has determined that the Project represents an undertaking permitted by the Act.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF CRANFORD, NEW JERSEY AS FOLLOWS:

Section 1. The Application for financial assistance in the form of a tax exemption and abatement pursuant to the Five-Year Exemption and Abatement Law, N.J.S.A. 40A:21-1, et seq. and the Tax Agreement are hereby approved.

Section 2. The Mayor is hereby authorized to execute the Tax Agreement substantially in the form on file with the Township Clerk, subject to minor modification or revision, as deemed necessary and appropriate after consultation with counsel.

Section 3. In accordance with N.J.S.A. 40A:21-10(c), the Township is authorized to enter into an agreement with the Entity in which the Entity will pay to the Township, in lieu of full property tax payments, an amount equal to a percentage of taxes otherwise due on the value of the project’s improvements on the property, according to the following schedule:

- (1) In the twelve months following the PILOT Commencement Date for each Phase, zero percent (0%) of the real property tax otherwise due on the Improvements’ Value for that Phase
- (2) In the second tax year following the PILOT Commencement Date for each Phase, an amount not less than 20% of taxes otherwise due;
- (3) In the third tax year following the PILOT Commencement Date for each Phase, an amount not less than 40% of taxes otherwise due;
- (4) In the fourth tax year following the PILOT Commencement Date for each Phase, an amount not less than 60% of taxes otherwise due;
- (5) In the fifth tax year following the PILOT Commencement Date for each Phase, an amount not less than 80% of taxes otherwise due;
- (6) In the sixth tax year following the PILOT Commencement Date for each Phase an amount not less than 100% of the taxes otherwise due.

Section 4. The Clerk of the Township is hereby authorized and directed, upon execution of the Tax Agreement by the Mayor, to attest to the signature of the Mayor and to affix the corporate seal of the Township upon such document.

Section 5. This ordinance shall take effect in accordance with applicable law.

Introduced: November 22, 2022

Adopted:

Approved:

Kathleen Miller Prunty, Mayor

Attest:

Patricia Donahue, RMC
Municipal Clerk

Recorded Vote

Introduced

Adopted

Kathleen Miller Prunty
Jason Gareis
Brian Andrews
Gina Black
Mary O'Connor

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-398

BE IT RESOLVED by the Township Committee of the Township of Cranford, at a meeting held November 22, 2022, that Spencer Durkin be, and hereby is, advanced to the rank of Lieutenant within the Cranford Police Department, effective November 22, 2022.

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held November 22, 2022.

NOT YET APPROVED

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-399

BE IT RESOLVED by the Township Committee of the Township of Cranford, at a meeting held November 22, 2022, that Brian Wagner be, and hereby is, advanced to the rank of Sergeant within the Cranford Police Department, effective November 22, 2022.

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held November 22, 2022.

NOT YET APPROVED

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-400

WHEREAS, the Township advertised for bids for the purchase of one (1) 2022 Super Cab 4x4 Pick Up and one (1) 2022 Regular Cab/Chassis 4x4 DRW; and

WHEREAS, the Township received sealed bids on November 15, 2022; and

WHEREAS, the bid of the lowest responsible bidder for the purchase of one (1) 2022 Ford Super Duty F350 Pickup Truck and one (1) 2022 Ford Cab/Chassis F550 4x4 was Ciocca Ford Lincoln of Flemington, 215 Route 202, Flemington, New Jersey, 08822 with a submitted bid proposal of \$89,180.00; and

WHEREAS, the Chief Financial Officer has certified to the availability of funds which is on file in the office of the Township Clerk and that said contract amount shall be charged to Accounts No. C-04-22-012-000-213 and Account No. C-04-21-010-000-208; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranford that the bid for the acquisition of one (1) 2022 Ford Super Duty F350 Pickup Truck and one (1) 2022 Ford Cab/Chassis F550 4x4, be and is hereby awarded to Ciocca Ford Lincoln of Flemington, as more particularly set forth in the Successful Bidder's bid proposal dated November 15, 2022, which bid proposal is on file in the Office of the Township Clerk; and

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held November 22, 2022.

Patricia Donohue, RMC

Patricia Donohue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-401

WHEREAS, Township of Cranford has determined to move forward with the EMEX Reverse Auction in order procure electricity for Township of Cranford; and

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the “Act”) authorizes the purchase of electricity supply service for public use through the use of an online auction service; and

WHEREAS, Township of Cranford will utilize the online auction services of EMEX, LLC, a division of Mantis Innovation, an approved vendor pursuant to the Act; and

WHEREAS, EMEX, LLC, a division of Mantis Innovation, is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.0989/kWh or less for a twelve (12) month term, a price of \$0.09269/kWh or less for an eighteen (18) month term, a price of \$0.09402/kWh or less for a twenty-four (24) month term, the Township of Cranford may award a contract to the winning supplier for the selected term.

NOW THEREFORE, BE IT RESOLVED, that the Township Administrator of the Township of Cranford be and he hereby is authorized to execute on behalf of the Township of Cranford any electricity contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.0989/kWh or less for a twelve (12) month term, a price of \$0.09269/kWh or less for an eighteen (18) month term, a price of \$0.09402/kWh or less for a twenty-four (24) month term, the Township of Cranford may award a contract to the winning supplier for the selected term.

Certified to be a true copy of a resolution adopted by the Township Committee of Cranford at a meeting held November 22, 2022.

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-402

WHEREAS, Township of Cranford has determined to move forward with the EMEX Reverse Auction in order procure natural gas for Township of Cranford; and

WHEREAS, the Local Government Electronic Procurement Act (P.L. 2018, c. 156) (the “Act”) authorizes the purchase of natural gas supply service for public use through the use of an online auction service; and

WHEREAS, Township of Cranford will utilize the online auction services of EMEX, LLC, a division of Mantis Innovation, an approved vendor pursuant to the Act; and

WHEREAS, EMEX, LLC, a division of Mantis Innovation, is compensated for all services rendered through the participating supplier that a contract is awarded to; and

WHEREAS, the auction will be conducted pursuant to the Act; and

WHEREAS, if the auction achieves a price of \$0.9089/therm or less for a twelve (12) month term, a price of \$0.8296/therm or less for an eighteen (18) month term, a price of \$0.8543/therm or less for a twenty-four (24) month term, a price of \$0.838/therm or less for a thirty- six (36) month term, the Township of Cranford may award a contract to the winning supplier for the selected term.

NOW THEREFORE, BE IT RESOLVED, that the Township Administrator of the Township of Cranford be and he hereby is authorized to execute on behalf of the Township of Cranford any natural gas contract proffered by the participating supplier that submits the winning bid in the EMEX Reverse Auction if the auction achieves a price of \$0.9089/therm or less for a twelve (12) month term, a price of \$0.8296/therm or less for an eighteen (18) month term, a price of \$0.8543/therm or less for a twenty-four (24) month term, a price of \$0.838/therm or less for a thirty- six (36) month term, the Township of Cranford may award a contract to the winning supplier for the selected term.

Certified to be a true copy of a resolution adopted by the Township Committee of Cranford at a meeting held November 22, 2022.

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-403

WHEREAS, at its regularly scheduled meeting of November 21, 2022 at 7:00 p.m. in the Municipal Building, 8 Springfield Avenue, Conference Room 108, the Township Committee of the Township of Cranford, Union County, New Jersey, held discussion regarding the proposal for funding for Community Development Fiscal Year 2023-2024 (Year 49) programs; and

WHEREAS, said meeting was advertised in compliance with the “Open Public Meetings Act”; and

WHEREAS, the Township Committee of the Township of Cranford agrees with the prioritization of proposed programs as presented; and

NOW THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranford at a meeting held November 22, 2022, that the Mayor and Township Clerk be, and hereby are, authorized to sign the Community Development Block Grant applications for funding the Fiscal Year 2023-2024 (Year 49) projects.

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held November 22, 2022.

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-404

BE IT RESOLVED that the Township Committee of the Township of Cranford, on this 22nd day of November, 2022, hereby authorizes the following holidays for Township employees for the year 2023;

<u>Holiday</u>	<u>Actual Date</u>	<u>Employee Holiday</u>
New Year's Day	Sunday, January 1 st	Monday, January 2 nd
Martin Luther King Jr.	Monday, January 16 th	Monday, January 16 th
President's Day	Monday, February 20 th	Monday, February 20 th
Good Friday	Friday, April 7 th	Friday, April 7 th
Memorial Day	Monday, May 29 th	Monday, May 29 th
Juneteenth Independence Day	Monday, June 19 th	Monday, June 19 th
Independence Day	Tuesday, July 4 th	Tuesday, July 4 th
Labor Day	Monday, September 4 th	Monday, September 4 th
Columbus Day	Monday, October 9 th	Monday, October 9 th
Election Day	Tuesday, November 7 th	Friday, November 24 th
Veterans Day	Saturday, November 11 th	Friday, November 10 th
Thanksgiving Day	Thursday, November 23 rd	Thursday, November 23 rd
Christmas Day	Monday, December 25 th	Monday, December 25 th

Certified to be a true copy of a resolution adopted by the Township Committee of Cranford at a meeting held November 22, 2022.

[Faint signature stamp]

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-405

BE IT RESOLVED, by the Township Committee of the Township of Cranford on the 22nd day of November, 2022, that the Tax Collector is authorized to refund tax overpayments for the reason noted:

Tax Court Judgements

Block 320 Lot 1, 411 North Ave. E
Dunghloe, LLC
c/o Wolf Vespasiano, LLC
331 Main Street
Chatham, NJ 07928

2020 Refund \$ 3,281.00

(2-01-55-000-010-028)

2021 Refund \$3,291.50

(2-01-55-000-010-028)

2022 Refund \$3,306.00

(2-01-55-000-010-028)

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held November 22, 2022.

NOT YET APPROVED

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-406

WHEREAS, N.J.S.A. 40A: 4-58 provides for appropriation transfers during the last two (2) months of the year, when it has been determined it is necessary to expand for any of the purposes specified in the budget an amount in excess of the sum appropriated, therefore, and where it has been further determined that there is an excess in any appropriation over and above the amount deemed to be necessary to fulfill the purpose of such appropriation, the Governing Body may, by Resolution setting forth the facts, adopted by not less than two-thirds vote of the full membership thereof, transfer the amount of such excess to those appropriations deemed to be insufficient.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranford, in the County of Union and State of New Jersey, that the Chief Financial Officer, be and the same, is hereby authorized to make transfers among the 2022 budget appropriations in accordance with the following schedule of transfers:

Account	From	To
Social Security: O/E		
2-01-36-472-100-285	18,000.00	
Health S+W: Regular Part-time		
2-01-27-330-100-103	12,500.00	
Municipal Alliance MATCH: O/E		
G-01-41-700-152-280	470.94	
Pool: Social Security O/E		
2-26-00-230-100-285	4,161.56	
B&G Muni. Bldg O/E: Maint. & Repairs		
2-01-26-310-110-221		10,000.00
B&G Municipal Building O/E: Utilities		
2-01-26-310-110-237		3,000.00
B&G Parking System: O/E		
2-01-26-310-145-221		5,000.00
Health O/E: Outside Professional		
2-01-27-330-100-214		12,500.00

Account	From	To
Prevention & Wellness MATCH: O/E		
G-01-41-700-159-280		470.94
Pool: BAN Interest Payment		
2-26-00-220-935-280		4,161.56
	35,132.50	35,132.50

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held November 22, 2022.

NOT REPRODUCIBLE

 Patricia Donahue, RMC
 Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-407

BE IT RESOLVED by the Township Committee of the Township of Cranford, at a meeting held November 22, 2022, that St. Michael Church is hereby is authorized to hold their annual Christmas Tree Lighting Ceremony on Saturday, December 10, 2022.

BE IT FURTHER RESOLVED that the Township Committee hereby authorizes the closure of Miln Street, between the intersection of Alden Street and Springfield Avenue, on December 10, 2022, from 4 p.m. to 8 p.m.in connection with this event.

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held November 22, 2022.

NOTED APPROVED

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-408

BE IT RESOLVED that the Township Committee of the Township of Cranford be and hereby authorizes the closure of the upper section of Municipal Lot No. 1 (One) for the Jingle Jubilee Event as follows:

- Thursday, December 15, 2022 – 4:00 p.m. to 9:00 p.m.
- Thursday, December 22, 2022 – 4:00 p.m. to 9:00 p.m. (rain date)

Certified to be a true copy of a resolution adopted by the Township Committee of the Township of Cranford at a meeting held November 22, 2022.

TOWNSHIP OF CRANFORD

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-409

BE IT RESOLVED by the Township Committee of the Township of Cranford that the Township Clerk be, and hereby is, authorized to advertise for bids for the purchase of vehicles, specifically:

- 2022 (or newer) Crew Cab – One (1) ton 4 x 4 Pick Up SRW (Single Rear Wheel) (Short Bed)

Certified to be a true copy of a resolution adopted by the Township Committee of Cranford at a meeting held on November 22, 2022.

NOT VERIFIED

Patricia Donahue, RMC
Township Clerk

Dated: _____

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

RESOLUTION NO. 2022-410

**AUTHORIZING ADOPTION OF THE AMENDED TOWNSHIP OF CRANFORD
PERSONNEL POLICIES AND PROCEDURES MANUAL DATED NOVEMBER 22, 2022**

WHEREAS, the Township Committee recognizes the efficiency of setting forth the terms, conditions and emoluments of employment in a central Manual; and

WHEREAS, the Township Committee of the Township of Cranford (the “Township”) adopted the Township of Cranford Personnel Policies and Procedures Manual (the “Manual”) by way of Resolution No. 2014-341; and

WHEREAS, the Manual was modified, supplemented and/or amended thereafter by way of Resolution Nos. 2019-398, 2019-373, 2019-28, 2016-312, 2016-161; and

WHEREAS, Resolution No. 97-107 independently addressed issues covered by the Manual; and

WHEREAS, the Township seeks to update the Manual to meet its operational needs and in accordance with applicable evolving law and to incorporate intervening amendments and various existing Township policies and procedures relating to personnel and employment issues into a single current Township of Cranford Policies and Procedures Manual (“Manual”), which will serve as the current and governing document for personnel matters; and

WHEREAS, the Township’s Special Labor Counsel and Labor Counsel have reviewed the Manual and associated policies; and

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Cranford to approve the modifications and amendments to the Manual, as reflected in Exhibit A attached hereto; and

BE IT FURTHER RESOLVED that the policies and procedures in the Manual shall be effective immediately upon adoption of this Resolution, and shall replace and supersede all preexisting manuals, handbooks, policies, and procedures addressing personnel issues previously in existence and/or utilized in the Township, including but not limited to the content of the above-noted Resolutions; and

BE IT FURTHER RESOLVED that the Township Administrator is authorized and directed to finalize the Manual, making any necessary formatting, pagination, grammatical, and/or spelling/typographical corrections, so that copies of the Manual may be distributed and made available to all current and future Township employees in electronic form, and as requested, in hard copy form within a reasonable time following adoption of this Resolution; and

BE IT FURTHER RESOLVED that copies of the Manual will be distributed and made available to all current and future volunteers, appointed and elected officials, and independent contractors to the extent applicable to them in electronic and/or hard copy form. To facilitate such distribution, the Township Administrator is authorized to compile and distribute applicable policies in an appropriate format for distribution to volunteers, appointed and elected officials, and/or independent contractors consistent with the Manual.

I, Patricia Donahue, RMC, Clerk of the Township of Cranford, hereby certify the foregoing to be a true and exact copy of a resolution adopted by the Township Council at a duly convened meeting held on November 22, 2022.



Patricia Donahue, RMC
Township Clerk

Dated: _____

TOWNSHIP OF CRANFORD



PERSONNEL POLICIES AND PROCEDURES MANUAL

AUTHORIZED FOR ADOPTION BY RESOLUTION NO. 2022-411
BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF CRANFORD
EFFECTIVE NOVEMBER 22, 2022

IMPORTANT NOTICE - READ THIS FIRST

EMPLOYMENT AT WILL POLICY & DISCLAIMER

This Personnel Policy and Procedures Manual (“Manual”) is designed to provide you with summary information about policies, procedures, practices, and benefits at the Township of Cranford. It also describes many of your responsibilities as an employee. Please read it carefully and retain it for future reference.

This Personnel Policies and Procedures Manual ("Manual") is for your information only. No promise of any kind is made by the Township of Cranford (“Township”) in this Manual. The Township is free to change the policies and procedures contained in this Manual at any time in its sole discretion and without consent by or prior notice to anyone. The interpretation of these policies and procedures will be made solely by the Township. Also, remember that there may be other rules that apply to you and your job which are not contained in this Manual.

This Manual is not an employment contract. Neither this Manual, nor anything you are told by someone from the Township, is a promise to you of a job with the Township, of continued employment, or of employment under any specific terms or conditions.

To the maximum extent permitted by law, you are an “employee at will.” That means that the Township has the right to terminate your employment at any time and for any reason or for no reason, with or without cause, and with or without notice, subject only to applicable statutory restrictions and any individual written employment contract or applicable collective bargaining agreement. Likewise, you may resign at any time for any reason or no reason, with or without notice, subject only to contractual limitations for those employees who are under an individual employment contract with the Township.

This notice is important. If you do not understand this notice, you should ask for help now. We will be happy to explain anything to you that you do not understand. Be sure to get help if you need it because you will be held responsible to understand this notice, as well as to understand and abide by the contents of this Manual.

Questions about this Manual or the policies contained in this manual should be directed to the Township Administrator.

THIS MANUAL SUPERCEDES AND REPLACES ANY AND ALL PREVIOUS MANUALS.

This Manual is applicable to all employees. Individual policies as noted are applicable to volunteers and elected and appointed officials. To the extent a provision of this Manual conflicts with an existing collective negotiating agreement, that agreement shall govern.

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GENERAL PERSONNEL POLICY

It is the policy of the Township of Cranford to treat employees and prospective employees, volunteers, and elected and appointed officials in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures of the Township shall apply to all employees. They shall also apply to volunteers and elected and appointed officials and independent contractors as appropriate and indicated in applicable policies. In the event there is a conflict between this Manual and any collective bargaining agreement, personnel services contract, or Federal or State law, including the Attorney General's guidelines with respect to Police Department personnel matters, the terms and conditions of that contract, law, or the Attorney General's guidelines shall prevail. In all other cases, these policies and procedures contained in this Manual shall prevail.

All employees, officers and Department Heads shall be appointed and promoted with the approval of the Township Committee. No person shall be employed or promoted unless there exists a position created by an ordinance adopted by the Township Committee as well as the necessary budget appropriation and salary ordinance, except for such emergency or temporary employment as may be authorized by ordinance.

The Township Committee has appointed the Township Administrator to implement personnel practices. The Township Administrator shall also have access to the Township Attorney and/or Labor Counsel appointed with the approval of the Township Committee for guidance in personnel matters. Managerial and supervisory employees are responsible for ensuring compliance with the policies and procedures contained in this Manual and seeking assistance from their direct supervisor and/or the Township Administrator when questions or concerns arise.

As a general principle, the Township has a "zero-tolerance" policy towards workplace wrongdoing. Township employees, volunteers, elected and appointed officials, and independent contractors are to report anything perceived to be improper. The Township believes strongly in an Open-Door Policy and encourages employees to speak with their supervisor, Department Head, or the Township Administrator concerning any problem. Non-employees should direct any concerns to the Township Administrator.

Township employees also are expected to adhere to the following principles:

1. All employees are expected to follow the law at all times on or off-duty.
2. All employees shall show the appropriate level of respect to those in supervision at all times. Employees may disagree with a supervisor's position or directive. The employee can explain why they disagree with the supervisor, but this must be done in a respectful manner. Unless the point at issue would place the employee in an unsafe situation, the employee must follow the supervisor's position or directive. Any employee may be able to grieve the issue after-the-fact is permitted by the employee's labor agreement.
3. All employees are required to keep in mind that they are public employees, and they must act as such on or off-duty. They must not engage in behavior that would be unfitting for a public employee or amount to conduct unbecoming a public employee.

4. All employees are required to display the appropriate level of courtesy to the public at all times, especially while interacting with the public on-duty. If a citizen becomes difficult, the employee shall obtain the assistance of a supervisor to intervene and address the matter.
5. All employees shall display the appropriate level of CPR/Courtesy, professionalism and respect to their coworkers and strive to maintain team, unit and department cohesion so the Township's work can be performed efficiently, effectively and economically at all times.

SECTION ONE

Policies Relating to Employee Rights and Obligations

Equal Employment Opportunity and Anti-Discrimination Policy

The Township is committed to the principle of equal employment opportunity and anti-discrimination as mandated by state and federal law, including, but not limited to Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, as amended by the Older Workers' Benefit Protection Act, the Genetic Information Nondiscrimination Act of 2008, the Equal Pay Act, the Americans with Disabilities Act, as amended by the Americans with Disabilities Act Amendments Act, and the New Jersey Law Against Discrimination, as amended by the New Jersey Pregnant Worker's Fairness Act and the Diane B. Allen Equal Pay Act ("LAD"). It is the policy of the Township to prohibit discrimination and to promote and afford equal treatment and service to all citizens and to ensure equal employment opportunity for all persons, regardless of actual or perceived sex/gender, race (inclusive of traits historically associated with race, including, but not limited to, hair texture, hair type, and protective hairstyles), creed, color, religion, national origin, ancestry, age, marital or familial status, political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information (including refusal to submit to a genetic test or make genetic test results available), disability (including AIDS or HIV infection), pregnancy (including pregnancy related medical condition), childbirth, breastfeeding/lactation, veteran status, liability for service in the United States armed forces, gender identity or expression, and/or any other characteristic protected by law. This policy shall be applied to all employment practices, including recruitment, selection, appointment, placement, hiring, promotion, transfer, demotion, training, salaries and wages, benefits, working conditions, reductions in force, recalls, disciplinary and dismissal actions, job performance evaluations and/or any other employment actions.

Any employee who is a witness to or believes that they have been a victim of discrimination or other violation of this policy should immediately report their concern to their supervisor, or if they prefer, their Department Head, and/or the Township Administrator. Additional information about reporting concerns is available in the Complaint Policy contained in this

Manual. All complaints and reports of discrimination will be promptly and thoroughly investigated and, as appropriate, corrective action will be taken. Retaliation for making such report and/or participating in any investigation of alleged violations of this policy is also expressly prohibited.

The Township recognizes the importance of ensuring its policies prohibiting discrimination and retaliation and procedures for reporting and investigating such concerns are actually working as intended to prevent sexual and other types of harassment and discrimination and retaliation from occurring in the workplace. All managers and supervisors **shall** report any concerns about, reports of, and/or observed discrimination and/or retaliation immediately to the Township Administrator and shall at all times ensure that their subordinates understand the importance of these policies and the Township's commitment to them through their example and leadership.

Corrective action will be taken against an employee accused of discrimination if, following the completion of an investigation, the allegation(s) is/are found to be substantiated factually. The Township's approach to such acts of founded discrimination is zero-tolerance. Thus, any violation of this policy will subject employees to disciplinary action, up to and including immediate discharge. Supervisors will be held to a higher standard of behavior because of their supervisory role and, therefore, are expected to set a proper example for others. There is a mandatory obligation on supervisors to report such complaints to the Township Administrator.

This policy is applicable to all Township employees, officials, volunteers, and independent contractors.

Reasonable Accommodations: Americans with Disabilities Act / New Jersey Pregnant Worker's Fairness Act Policy

In compliance with the Americans with Disabilities Act, as amended by the ADA Amendments Act ("ADA") and the New Jersey Law Against Discrimination, as amended by the New Jersey Pregnant Worker's Fairness Act ("LAD"), the Township does not discriminate or permit discrimination based on disability, pregnancy, pregnancy related medical condition, childbirth, or breastfeeding/lactation. The Township will endeavor to make every work environment handicap assessable, and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines, as well as the ADA Amendments Act.

It is the policy of the Township to comply with all relevant and applicable provisions of the ADA and LAD. The Township will not discriminate against any employee or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known or perceived disability, pregnancy, pregnancy related medical condition, childbirth, or breastfeeding/lactation. The Township will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, including pregnancy related disabilities, provided that the individual is

otherwise qualified to safely perform the essential functions of the job and the reasonable accommodation does not impose an undue hardship on the Township. The Township will also make accommodations to enable employees to maintain a healthy pregnancy consistent with the requirements of the Pregnant Workers' Fairness Act.

An employee, official, vendor, supplier, volunteer, or business invitee requiring a reasonable accommodation should contact the Township Administrator. If for any reason the individual is uncomfortable presenting the request to the Township Administrator, they may make the request to the Township Attorney. Any supervisor or Department Head who receives a request for accommodation or is otherwise on notice of an employee or other individual's need for accommodation under this policy must immediately notify the Township Administrator.

Upon receipt of a request for accommodation or other notice of the need for an accommodation, the Township Administrator shall engage in an interactive dialogue to identify reasonable accommodations that will enable the disabled or pregnant individual to compete for the position, perform the essential functions of the position, and/or enjoy the privileges of employment or municipal services, which do not create an undue hardship for the Township. Such accommodations might include the following:

- Making existing facilities accessible
- Modifying physical workspace
- Job restructuring
- Modifying policies or procedures
- Part time or modified work schedules
- Reassignment to a vacant position
- Acquisition or modification of equipment or devices
- Appropriate adjustment or modification of examinations, training materials, or policies
- Provision of qualified readers or interpreters
- Permitting use of accrued paid leave or unpaid leave (including beyond FMLA leave) for treatment, etc.
- Other similar accommodations

As appropriate and necessary to evaluate the accommodation request, the person requesting accommodation may be required to provide a healthcare provider certification specifying the medical necessity for the accommodation and the scope and anticipated duration of the accommodation required.

The Township shall, consistent with applicable law, provide break time each day to breastfeeding/lactating employees and a suitable room or other location with privacy, other than a bathroom, in close proximity to work area for the employee to express breast milk.

All decisions with regard to reasonable accommodation shall be made by the Township Administrator. Employees who are assigned to a new position as a reasonable accommodation will receive the salary for their new position. The Township is not legally required to offer temporary or permanent "light duty," remove essential job functions, or

provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc. The Township may, in its sole discretion, and only in the event that such light work exists and otherwise needs to be done, permit employees to temporarily work in a transitional duty capacity following a work-related injury or illness only. Otherwise, transitional light duty is not available, and employees must be able to perform the essential functions of their positions, with or without reasonable accommodation except as provided by applicable law.

An employee may be required to provide medical documentation that he/she has a condition that qualifies for an accommodation. Employees may be required to execute a HIPAA release so the Township can contact the employee's medical provider for clarification and/or additional information concerning any request for an accommodation.

Employees should offer assistance, to the extent possible, to any member of the public who requests or needs an accommodation when visiting Township facilities. Any questions concerning proper assistance should be directed to the Township Administrator.

Any employee who is a witness to or believes that they have been denied reasonable accommodation or has otherwise observed or been a victim of a violation of this policy should immediately report their concern to their supervisor, or if they prefer, their Department Head, and/or the Township Administrator. Additional information about reporting concerns is available in the Complaint Policy contained in this Manual. All complaints and reports of discrimination will be promptly and thoroughly investigated and, as appropriate, corrective action will be taken. Retaliation for making such report and/or participating in any investigation of alleged violations of this policy is also expressly prohibited. The Township is not required to eliminate an essential job function as an accommodation.

This policy is applicable to all Township employees, elected and appointed officials, volunteers, and independent contractors.

Contagious or Life-Threatening Illnesses Policy:

The Township encourages employees with contagious diseases or life-threatening illnesses such as cancer, heart disease, Hepatitis C and HIV/AIDS to continue their normal pursuits, including work, to the extent allowed by their condition. As in the case of other disabilities, the Township shall make reasonable accommodations in accordance with legal requirements to allow qualified employees with contagious or life-threatening illnesses to safely perform the essential functions of their positions to the extent such accommodations do not impose an undue hardship on the Township or endanger the health and safety of others in the workplace.

Subject to public health requirements, any employee, who requires an accommodation, shall provide a letter from a health care provider setting forth what accommodations are necessary to allow the employee to perform the essential functions of their job and describe the medical necessity for and anticipated scope and duration of such accommodation.

In the case of a pandemic or community or other spread of a contagious or life-threatening disease which places employees and/or members of the community at risk, the Township will implement appropriate interim policies consistent with applicable state and federal guidance necessary to protect employees and members of the public to the maximum extent possible.

Employee medical information shall be treated confidentially and when necessary for employees to provide medical information, it should be directed to the Township Administrator, rather than individual supervisors or managers. The Township will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information shall be subject to disciplinary action.

Employees with questions or concerns about contagious or life-threatening illnesses are encouraged to contact the Township Administrator.

Transitional Light Duty Policy

The Township will endeavor to bring employees with work related injuries or illnesses back to work as soon as possible and may assign transitional light duty to employees who temporarily cannot perform the essential functions of their positions because of a work-related injury or illness. Transitional duty is not guaranteed and will not exceed forty-five (45) workdays. If a department already has one employee on transitional duty, it is unlikely that another employee from that department will be assigned transitional duty.

An employee requesting transitional duty or the Workers Compensation Provider shall notify the Township Administrator as soon as the temporarily disabled employee is able to return to work with restrictions. Transitional duty will only be assigned if the employee will probably be able to perform the essential functions of the position after the transitional duty period. The Township Administrator will consult with the Department Head to determine if there is any meaningful work that can be performed consistent with the restrictions. Transitional duty assignments may be in any department and not just the employee's normal department. The Township Administrator will decide if it is in the best interest of the Township to approve a transitional duty request and will notify the employee of the decision. The Township reserves the right to terminate the transitional duty assignment at any time without cause.

An employee's refusal of a transitional duty assignment recommended by the Workers Compensation Provider while the employee is on Family and Medical Leave Act ("FMLA") leave may result in loss of workers' compensation benefits. Once FMLA is exhausted an employee may not refuse a transitional duty assignment. In such cases, failure to report to work for transitional duty will result in discipline, up to and including termination. If the employee believes that the transitional duty assignment is beyond the

employee's abilities, the employee may request a meeting with the Township Administrator who will render a written response within twenty-four (24) hours.

Employees on transitional duty will receive their regular salaries and are prohibited from engaging in any outside employment of any kind unless they receive prior written approval from the Township Administrator and/or as otherwise permitted by law. Questions about permissibility of outside employment during leave or transitional duty should be directed to the Township Administrator. If transitional duty is approved, the employee or Workers Compensation Provider must keep the Township Administrator informed of the employee's progress. (Employees assigned to transitional duty will be allotted time off to attend medical or physical therapy appointments but must request leave time for any other reason.) If at the end of transitional duty period the employee is not able to return to work and perform the essential functions of their position, with or without reasonable accommodation, the Township reserves the right at its sole discretion to extend the transitional duty or place the employee on leave, in which case the employee may be entitled to workers' compensation and/or individually obtained disability benefits. In the event the employee remains or is permanently unable to fulfill the essential functions of their role and no accommodation can facilitate such performance, the employee may be subject to separation. This policy does not affect an employee's rights under the Americans with Disabilities Act and/or the New Jersey Law Against Discrimination, the Family and Medical Leave Act, or other Federal or State law.

Drug and Alcohol Policy

It is the policy of the Township to provide a drug and alcohol-free workplace.

The Township has a strong commitment to the health, safety and welfare of its employees, their families, and the residents of the Township. The Township recognizes that the possession or use of unlawful drugs and the abuse of alcohol pose a threat to the health and safety of all employees.

Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner. Employees are prohibited from working while under the influence of drugs or alcohol.

The manufacturing, distribution, dispensation, possession, and use of alcohol or unlawful drugs on Township premises or during work hours by employees are strictly prohibited. Any employee who is impaired or under the influence of alcohol or drugs during working hours shall be immediately directed to cease performance of work duties pending contact with the Township Administrator in order to ensure safety of the employee and co-workers. Two supervisors will assess the situation and determine if the employee is giving objective indication of being impaired. In that event, the employee will be taken for testing by the Township's physician and/or to the closest hospital. If the employee refuses to go for the testing, then it will be conclusively presumed that the employee is refusing to be tested because they are in fact impaired and under the influence unless they can prove otherwise to a clear and convincing degree. Any employee in violation of this policy shall be subject

to immediately suspension, and as appropriate disciplinary action, up to and including immediate termination. The supervisor or Department Head will immediately report any directive to cease work and contemplated suspension immediately to the Township Administrator who shall be involved in the suspension decision.

Employees are not precluded from the possession or use of prescribed drugs or over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. However, any employee who is taking medication that may affect their ability to work or work safely must report that fact immediately to their supervisor, or if they prefer, to the Township Administrator. Employees are responsible to consult with their healthcare provider to ascertain whether any medication they are taking may interfere with safe performance of their work. At its discretion, the Township may change an employee's work assignment or restrict their work while they are taking the medication.

Employees with questions or concerns about substance dependency or abuse are encouraged to contact their medical provider. The Township encourages employees to come forward and seek help with drug and/or alcohol problems before the problems manifest themselves at work.

The Township Administrator will provide referrals to appropriate resources and provide information on available insurance benefits, protected leaves of absence, and/or other mechanisms which may assist the employee to the extent practicable and applicable to the situation. It is the employee's responsibility to seek help before substance abuse manifests itself as an issue at work and/or implicates the safety of the employee, co-workers, or others.

The Township may require drug or alcohol testing at appropriate times, which may include new-hire, reasonable suspicion, and/or justifiable post-accident testing. Any supervisor or Department Head who has a reasonable suspicion that an employee is impaired or under the influence of alcohol or drugs during working hours, on Township premises, or while conducting business on behalf of the Township shall immediately relate such suspicion and the basis for the reasonable suspicion to the Township Administrator. Pending that consultation, as appropriate, the supervisor or Department Head may direct the employee to cease working.

An employee will be required to submit to alcohol, drug, and/or other controlled substance testing when the employee's work performance or conduct causes a reasonable suspicion that the employee is impaired due to current intoxication, drug, or other controlled substance use, or in cases where employment has been conditioned upon remaining alcohol, drug, or other controlled substance free following treatment. Refusal to submit to testing when requested may result in disciplinary action, up to and including immediate termination. Supervisors or Department Heads who observe behavior constituting reasonable suspicion are required to document the basis for the reasonable suspicion in consultation with the Township Administrator, or if the Township Administrator is unavailable, with an available Department Head and in consultation therewith and refer the employee immediately and directly for testing. There is no option to send the employee home as an alternative to immediate reasonable suspicion testing.

Employees must notify their supervisor within five (5) days of conviction for a drug or alcohol related violation, whether or not the violation occurred in the workplace. The Township will comply with all reporting requirements associated with receipt of this information from an employee.

Any violation of this policy, including conviction for a violation of a criminal drug statute occurring in the workplace, refusal to submit to reasonable suspicion or other lawful testing, etc., will subject the employee to discipline, up to and including immediate termination. Alternatively, in the sole discretion of the Township, an employee may be required to participate in and successfully complete an appropriate treatment program and comply with any post-return to work follow-up, conditions, and/or testing.

Controlled substance use and substance abuse can have serious health risks. Information about some of those risks and potential criminal and civil penalties for illegal drug use are available at: https://www.dea.gov/sites/default/files/drug_of_abuse.pdf and <https://www.dea.gov/factsheets>.

Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by applicable law. Under federal law, holders of a CDL are held to a higher standard of driving performance than an individual with a standard driver's license.

Township personnel who hold a Commercial Driver's License (CDL) are subject to the provisions of the Commercial Driver's Licenses Drug and Alcohol Testing Policy. (A program to assist employees who may have a drug/alcohol problem is provided through the Township's Employee Assistance Program.)

No prescription drug should be used by any person other than the individual to whom it is prescribed. Such substances or non-prescription (over the counter) drugs should be used only as prescribed or indicated. Employees are prohibited from consuming prescription drugs that are not prescribed in their name on Township property or while performing Township business. Soliciting or distributing prescription drugs for or to other employees is also strictly prohibited.

As a condition of employment with the Township, all employees agree to abide by the terms of this policy, including the reporting requirements. Violations of this policy will subject an employee to discipline, up to and including immediate termination.

Questions or concerns about this policy or issues related to drug or alcohol use in the workplace should be directed to the Township Administrator.

Workplace Violence Policy:

The Township has a zero-tolerance policy for workplace violence. Violent acts or threats made by an employee official, vendor, supplier, volunteer, or business invitee against another person or property are cause for immediate dismissal or other appropriate action and will be fully prosecuted. This includes any violence or threats made on Township property, at Township events, or under other circumstances that may negatively affect the Township's ability to conduct business.

Prohibited conduct includes by way of example but is not limited to:

- Intentionally or negligently causing physical injury to another person;
- Making threatening remarks and engaging in threatening conduct;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on Township property or while on Township business, except with the express authority of the Police Chief; and/or
- Committing acts motivated by, or related to, sexual or other prohibited harassment and/or domestic violence.
- Acts of retaliation against another employee.

Any potentially dangerous situations must be immediately reported to the Township Administrator. The Township of Cranford Police Department should be notified and will actively intervene in any threatening or potentially violent situation.

General Anti-Harassment Policy

All employees are entitled to work in an environment free from all forms of illegal discrimination and harassment. It is the Township's policy to prohibit harassment of an employee or any other person by an employee, official, vendor, supplier, volunteer, or business invitee on the basis of actual or perceived sex/gender, race (inclusive of traits historically associated with race, including, but not limited to, hair texture, hair type, and protective hairstyles), creed, color, religion, national origin, ancestry, age, marital or familial status, political status, affectional or sexual orientation, domestic partnership status, civil union status, atypical heredity, cellular or blood trait, genetic information (including refusal to submit to a genetic test or make genetic test results available), disability (including AIDS or HIV infection), pregnancy (including pregnancy related disability), childbirth, breastfeeding/lactation, gender identity or expression, veteran status, liability for service in the United States armed forces, and/or any other characteristic protected by law. Harassment of non-employees by our employees is also prohibited as is harassment of our employees by non-employees.

The Township has a zero-tolerance policy against harassment in the workplace including harassment motivated by any of the above-listed protected classes.

While it is not easy to define precisely what harassment is, it includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, caricatures or representations of persons using electronically or physically altered photos, drawings or images, and other similar verbal, written, printed or electronically communicated, or physical conduct. Harassment includes conduct which has the purpose or effect of unreasonably interfering with a person's work performance; or creates an intimidating, hostile or offensive work environment. Prohibited harassment may occur on Township property, at any work site, or at any work-related function, event, or activity and will be judged using a reasonable person standard. Any form of electronic harassment or harassment via social media is also prohibited. Harassment of employees by non-employees and/or harassment of non-employees by employees may also constitute a violation of this policy and is prohibited.

Violations of this policy, irrespective of whether they occur during working hours and/or on Township premises, will result in disciplinary action, up to and including immediate termination or, in the event non-employees are found to be at fault, other appropriate action. Employees who feel they have been subject to harassment or a witness to harassment should report the harassment to their supervisor, or if they prefer to the Department Head, and/or the Township Administrator. (See Employee Complaint Policy.) All complaints and reports of harassment will be promptly and thoroughly investigated and, as appropriate, corrective action will be taken. Retaliation for making such report and/or participating in any investigation of alleged violations of this or any other Township policy are expressly prohibited.

The Township recognizes the importance of ensuring its policies prohibiting harassment, discrimination, and retaliation and procedures for reporting and investigating such concerns are actually working as intended to prevent harassment, discrimination, and retaliation from occurring in the workplace. All supervisors *shall* report any concerns about, reports of, and/or observed harassment, discrimination, and/or retaliation immediately to the Township Administrator and shall at all times ensure that their subordinates understand the importance of these policies and the Township's commitment to them through their example and leadership. It is intolerable and unacceptable for a supervisor or manager to engage in discrimination or harassment based upon any protected category under the law and/or witness same and not take steps to correct and/or stop it.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Township generally. The Township cannot resolve a harassment problem unless it knows about it. Therefore, it is the responsibility of all employees to bring those kinds of problems to attention of the appropriate officials so that steps are taken to correct them.

Violation of this anti-harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

This policy is applicable to all Township employees, officials, volunteers, and independent contractors.

Anti-Sexual Harassment Policy

It is the Township's policy to prohibit sexual harassment of an employee by another employee, official, volunteer, vendor, supplier, or business invitee. The Township prohibits sexual harassment from occurring in the workplace, on Township property, at any work site, or at any other location at which Township sponsored activity takes place. Sexual harassment of non-employees by our employees is also prohibited. Similarly, any form of electronic sexual harassment or sexual harassment via social media is prohibited. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Such conduct creates an intimidating, hostile or offensive work environment.

While it is not always easy to define exactly what sexual harassment is, it may include but is not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Visual conduct (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters)
- Verbal sexual advances, propositions or requests;
- Verbal abuse of a sexual nature;
- Graphic verbal commentaries about an individual's body;
- Sexually degrading words used to describe an individual;
- Suggestive or obscene letters, notes, emails, invitations, or other communications;

- Caricatures or representations of persons using electronically or physically altered photos, drawings, or images;
- Physical conduct (touching, assault, impeding or blocking movements).
- Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats;
- Suggestive objects or pictures, graphic commentaries, E-Mails, suggestive or insulting sounds, leering, whistling, obscene gestures;
- Unwanted physical contact, including touching, pinching, brushing the body, pushing; or
- Non-sexual conduct such as intimidation and hostility based solely upon gender.

Employees who feel they have been subject to sexual harassment or have witnessed sexual harassment should report the harassment to their supervisor, or if they prefer to the Department Head, and/or the Township Administrator. (See Employee Complaint Policy herein.) All complaints and reports of sexual harassment will be promptly and thoroughly investigated and, as appropriate, corrective action will be taken. Retaliation for making such report and/or participating in any investigation of alleged violations of this policy is also expressly prohibited and will be judged using a reasonable person standard. Supervisors and managers must immediately report these types of matters to the Administrator and have no discretion to do otherwise.

Notification by employee to appropriate personnel of any harassment problem is essential to the success of this policy and the Township generally. The Township cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring those kinds of problems to the attention of management so that steps are necessary to correct them. Harassment of employees by non-employees and/or harassment of non-employees by employees may also constitute a violation of this policy and is prohibited.

The Township recognizes the importance of ensuring its policies prohibiting harassment, discrimination, and retaliation and procedures for reporting and investigating such concerns are actually working as intended to prevent sexual and other types of harassment and discrimination and retaliation from occurring in the workplace. All supervisors shall report any concerns about, reports of, and/or observed harassment, discrimination, and/or retaliation immediately to the Township Administrator and shall at all times ensure that their subordinates understand the importance of these policies and the Township's commitment to them through their example and leadership.

Violation of this anti-sexual harassment policy will subject employees to disciplinary action, up to and including immediate discharge.

This policy is applicable to all Township employees, officials, volunteers, and independent contractors. Discrimination and/or harassment matters will be treated in a confidential manner to the extent possible and consistent with the Township's ability to conduct an EEO investigation into the allegations.

“Whistleblower” Policy

Employees have the right under the “Conscientious Employee Protection Act” (“CEPA”) to report or complain about any activity, policy or practice that the employee reasonably believes is in violation of a law, rule, or regulation promulgated pursuant to law without fear of retaliation or reprisal. All reports and complaints made under this policy will be taken seriously and promptly investigated and must be submitted in written form by the employee to their immediate supervisor and/or the Township Administrator.

This right shall be communicated to all employees annually and by way of a posted notice. The annual notice will contain the name of the person who is designated to receive written notification of policies or practices that might violate CEPA.

The Township shall not take any retaliatory action or tolerate any reprisal against an employee for any of the following:

- Disclosing or threatening to disclose to a supervisor, Department Head, the Township Administrator, other official, or to a public body an activity, policy or practice that the employee reasonably believes is in violation of a law, a rule, or regulation promulgated pursuant to law; or
- Providing information to, or testifying before any public body conducting an investigation, hearing, or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body investigating, hearing or inquiry into quality of patient care; or
- Providing information involving deception of, or misrepresentation to, any shareholder, investor, client, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity; or
- Providing information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity; or
- Objecting to, or refusing to participate in, any activity, policy or practice which the employee reasonably believes: (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care; (2) is fraudulent or

criminal; or (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of the Township by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. Such notice should be directed to the Township Administrator. However, disclosure is not required where the employee reasonably believes that the activity, policy, or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

If an employee is witness to or believes that they have experienced retaliation, they should immediately report it under the Employee Complaint Policy in this Manual. Any supervisor or Department Head receiving such report shall immediately report it to the Township Administrator. Retaliation for making such report is also expressly prohibited by this policy.

Employee Complaint Policy

Employees, officials, volunteers, and/or independent contractors who observe actions they believe constitute sexual or other harassment, discrimination, retaliation, or any other workplace wrongdoing should immediately report the matter to their supervisor, or, if they prefer, to the Department Head, and/or the Township Administrator. Reporting of such incidents is encouraged both when an individual feels that they have been a victim of harassment, discrimination, retaliation, or other workplace wrongdoing and when an individual believes they have observed harassment, discrimination, retaliation or workplace wrongdoing directed toward other employees or individuals. Reports must be made in writing using the Employee Complaint form. All reports of discrimination, sexual or other harassment, retaliation, or other wrongdoing will be promptly investigated by a person who is not involved in the alleged wrongdoing consistent with the Employee Complaint Investigation Procedures in this Manual and as otherwise appropriate under the circumstances. Any supervisor or Department Head who receives a report of and/or observes discrimination, sexual or other harassment, or retaliation or receives any report or complaint under this policy *shall* immediately notify the Township Administrator.

No person will be penalized in any way for reporting a complaint. There will be no discrimination or retaliation against any individual who files a good faith complaint, even if the investigation produces insufficient evidence to support the complaint, and even if the charges cannot be corroborated. There will be no discrimination or retaliation against any other individual who participates in the investigation of a complaint.

If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action will be swiftly pursued. Actions taken internally to investigate and resolve harassment complaints will be conducted as confidentially as possible. Any investigation may include interviews with the parties involved in the incident, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant

knowledge and any other steps necessary to investigate the matter, including but not limited to review of documents, etc. The complaining employee will be notified of the outcome of the investigation at the conclusion of the investigation within a reasonable time from the date of the report an incident.

The Township will, to the maximum extent feasible, maintain the confidentiality of complaints on a need-to-know basis. However, investigation of such complaints may require disclosure to the accused party and other witnesses in order to gather pertinent facts. If the employee has any question about what constitutes discrimination, harassment, sexual harassment, retaliation, or any other workplace wrongdoing, they may ask their supervisor, their Department Head, and/or the Township Administrator. Employees who make a knowingly false EEO complaint are subject to being disciplined for same.

This policy is applicable to all Township employees, officials, volunteers, and independent contractors.

Grievance Policy

A grievance is any formal dispute concerning the interpretation, application, and/or enforcement of any personnel policy or procedure of the Township. Grievances from union employees will be handled pursuant to the terms of the applicable bargaining unit agreement. All grievances from non-union employees must be presented within five working days. Failure to report a grievance within such time shall be deemed as a waiver of the grievance.

- **Step One:** Any employee or group of employees with a grievance shall verbally or in writing communicate the grievance to the supervisor or Department Head who will discuss the matter with the Township Administrator. The supervisor or Department Head will communicate the decision in writing to the employee within five (5) working days. Failure to respond within the five (5) working daytime period shall be deemed a denial of the grievance.
- **Step Two:** If the employee is not satisfied with the decision, the employee must submit a written grievance to the Township Administrator detailing the facts and the relief requested. The decision in step one will be deemed final if the employee fails to submit a written grievance within five working days of the step one decision. After consulting the Township Attorney and/or Labor Counsel as appropriate, the Township Administrator will render a written decision to the employee as soon as practicable under the circumstances following receipt of the written grievance.
- **Step Three:** Any party aggrieved after the Township Administrator issues a written decision may appeal the decision to the Grievance Committee. The decision of the Grievance Committee shall be final and binding.

These limitations do not apply to employee complaints made under the EEO/Anti-Discrimination, Reasonable Accommodation, Anti-Harassment, the Anti-Sexual

Harassment Policy, or the Whistle Blower Policy which complaints are to be submitted and addressed under the **Employee Complaint Policy**. The above deadlines may be extended by written consent or notice of the Township Administrator to allow sufficient time for investigation and/or consideration.

Access to Personnel Files Policy

The official personnel file for each employee shall be maintained by the Township Administrator. Personnel files are confidential records that must be secured and will only be available to authorized managerial and supervisory personnel on a need-to-know basis. Records relating to any medical condition will be maintained in a separate file which will not be accessible to managers or supervisors of the employee. Medical records must be protected from unauthorized access and will be maintained in a folder kept separate from an employee's personnel file. Any employee may review their personnel file in the presence of the Township Administrator or their designee upon reasonable request.

Conflict of Interest Policy

Employees and Township officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Township. Violations of this policy will result in appropriate discipline, up to and including termination.

The Township recognizes the right of employees to engage in outside activities that are private in nature and unrelated to Township business. However, business dealings that appear to create a conflict between the employee and the Township's interests are unlawful under **the New Jersey Local Government Ethics Act**. Under the Act, certain employees and officials are required to annually file with the Township Clerk a state mandated disclosure form. The Township Clerk will notify employees and Township officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a Township official is in a position to influence a Township decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparent, daughter-in-law, son-in-law, grandchild, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Township may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Township Administrator or the Township Attorney to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Township responsibilities. Any outside employment is secondary to the person's employment with the Township, which is primary at all times. If an employee is required to work mandatory OT, the fact they have outside employment is not a legitimate excuse

to not work mandatory OT. Employees are prohibited from engaging in outside employment activities during working hours or using Township time, supplies or equipment in the outside employment activities. The Township Administrator may request employees to restrict outside employment if the quality of Township work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Township must submit a written notice of these outside interests to the Township Administrator.

Employees may not accept donations, gratuities, contributions, or gifts that could be interpreted to affect their Township duties. Under no circumstances shall an employee accept donations, gratuities, contributions, or gifts from a vendor doing business with or seeking to do business with the Township or any person or firm seeking to influence Township decisions. Employees are required to report to the Township Administrator any offer of a donation, gratuity, contribution, or gift including meals and entertainment that is in violation of this policy.

Political Activity Policy

Except as may be proscribed by other applicable rules and regulations, employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging in political activities while performing their public duties and from using Township time, supplies or equipment in any political activity. Any violation of this policy must be reported to the supervisor, Department Head, and/or the Township Administrator.

Employee Discipline Policy

An employee may be subject to discipline, up to and including immediate termination for performance deficiency and/or misconduct, including but not limited to the following:

- Falsification of public records, including attendance and other personnel or employment records.
- Harassment of co-workers and/or visitors.
- Violation of the Township's Equal Employment Opportunity and Anti-Discrimination, Anti-Harassment, Anti-Sexual Harassment, Reasonable Accommodation, and/or Whistle Blower Policies.
- Theft or attempted theft of property belonging to the Township, fellow employees or visitors.
- Fighting, violence, or threats of violence

- Being impaired, under the influence of, or purchasing alcohol or illegal drugs on Township property or at any time during work hours.
- Possession, sale, transfer or use of drugs or alcohol on Township property and at any time during work hours.
- Insubordination.
- Careless waste of materials or abuse of tools, equipment or supplies.
- Deliberate destruction or damage to Township or suppliers' property.
- Sleeping on the job.
- Carrying weapons of any kind on Township premises and/or during work hours, unless carrying a weapon is a function of your job duties and is properly authorized.
- Violation of established safety and fire regulations.
- Unscheduled absence, chronic or excessive absence, and/or failure to report an absence.
- Chronic tardiness and/or leaving early without authorization.
- Unauthorized absence from work area, and/or roaming or loitering on the premises, during scheduled work hours.
- Defacing walls, bulletin boards or any other Township or supplier property.
- Failure to perform duties, inefficiency, or substandard performance.
- Unauthorized disclosure of confidential Township information.
- Gambling on Township premises.
- Horseplay, disorderly conduct and use of abusive and/or obscene language on Township premises or during working hours or while conducting Township business
- Deliberate delay or restriction of your work effort, and/or incitement of others to delay or restrict their work effort.
- Conviction of a crime or disorderly persons offense.
- Conduct unbecoming a public employee.
- Violation of Township policies, procedures, rules, and/or regulations.

- Violation of Federal, State or Township laws, rules, or regulations concerning drug and alcohol use and possession.
- Misuse of public property, including motor vehicles.
- Unauthorized use of computers, Internet, and email.
- Rude or offensive behavior towards the public.
- Other sufficient cause.

In cases of employee performance deficiency and where appropriate employee misconduct, the Township believes in corrective action for the purpose of correcting undesirable behavior and preventing a recurrence of that behavior. The corrective action taken will be related to the gravity of the situation, the number and kind of previous infractions and other circumstances. In every case, employees will be given an opportunity to state the situation from their point of view.

In order to correct undesirable behavior, supervisors and managers may utilize the following corrective tools: verbal reprimand; written reprimand; suspension; or dismissal. At the discretion of the Township, action may begin at any step, and/or certain steps may be repeated or by-passed, depending on the severity and nature of the infraction and the employee's work/disciplinary record. Certain misconduct will warrant immediate termination. Discipline may negatively impact an employee's ability to be promoted and/or receive raises.

On-the-Job Injuries Policy

An employee who experiences an on-the-job injury or work-related injury or exposure, shall immediately report the injury or exposure their supervisor, or if the supervisor is unavailable to another supervisor, manager, or the Township Administrator. Employees are required to fully cooperate with the employer in processing coverage under worker's compensation insurance and shall at all times provide complete and accurate information about any alleged workplace injury or exposure. Employees shall conduct themselves forthrightly and honestly in all phases of processing on-the-job injury claims.

Resignation Policy

An employee who intends to resign must notify the Department Head in writing at least two (2) weeks in advance. After giving notice of resignation, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. During the last two (2) weeks, the employee may not use paid time off except paid holidays and/or accrued unused New Jersey Earned Sick Leave. The Department Head will prepare an Employee Action form

showing any pay or other money owed the employee. The Township Administrator or their designee will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

An employee who provides appropriate notice under this Policy will be entitled to payout of accrued unused vacation. In the absence of proper notice under this policy, the employee shall forfeit any accrued and unused vacation to the maximum extent permitted by law. Upon resignation, employees shall not be entitled to payout of sick or personal time, except as otherwise provided for in this Manual or required by law.

Driver's License Policy

Any employee whose work requires that the operation of Township vehicles must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of a Township vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employee's drivers' licenses through visual and formal Department of Motor Vehicles review checks shall be made by Department Heads or Division Supervisors. Any employee who does not hold a valid driver's license will not be allowed to operate a Township vehicle until such time as a valid license is obtained.

Any employee performing work which requires the operation of a Township vehicle must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee who fails to report such an instance within three days, is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to their supervisor and continues to operate a Township vehicle shall be subject to discipline, up to and including termination.

Any information obtained by the Township in accordance with this section shall be used by the Township only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver's Privacy Protection Act (18 U.S.C. § 2721 et seq.).

Vehicle Use Policy

Township owned vehicles shall be used only on official business and all passengers must be on Township business. An employee who also is employed by another governmental

entity may use a Township vehicle for that employment only if the employment is pursuant to an inter-local agreement between the Township and the other jurisdiction.

Unless an employee receives permission from the Township Administrator, Township owned vehicles shall be used only on official business and all passengers must be on Township business.

Vehicles may be taken home only with the advance approval of the Township Administrator, except the Mayor or other designee may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Township of Cranford vehicle, it is to be used only for official Township of Cranford business. No other use is permitted. At no time shall minors or non-Township personnel be in the Township of Cranford vehicle when responding to an emergency. Any violation of this policy constitutes cause for disciplinary action, up to and including immediate termination. Employees utilizing Township vehicles must also be in compliance with the Township Driver's License Policy contained herein.

Any accident involving a Township vehicle or equipment must be immediately reported to the employee's Department Head and the Township Administrator.

SECTION TWO

Workplace Policies

Attendance Policy

All employees are expected to be at work and ready to assume their duties at the beginning of the scheduled workday. Lateness and absence will be tolerated only in emergencies or when the supervisor gives prior approval. Absent extenuating circumstances, absences must be reported to the supervisor at least one (1) hour prior to the start of the normal workday except as otherwise provided by the New Jersey Earned Sick Leave Law. The working hours for departments are established by departmental procedures and bargaining unit agreements.

Early Closing and Delayed Opening Policy

In the event of inclement weather or other unsafe conditions, the Township Administrator may authorize Department Heads to close operations earlier than the normal working hours. If conditions exist prior to scheduled openings, the Township Administrator shall notify Department Heads of a delayed opening and a new opening time. Each Department will have a calling system in place. If the employee chooses not to report to work, a full vacation day or compensatory time will be charged. Sick time may only be charged for a legitimate illness or other qualifying reason under the New Jersey Earned Sick Leave Law ("NJESLL"). If work is called off for the day, no time will be charged for the day. This

provision does not apply to the Department of Public Works, Police, Fire, Emergency Services, or any personnel who may be required to assist in an emergency.

Breaks

Administrative personnel are entitled to a one (1) hour lunch that is to be arranged by the supervisor so that offices have coverage and continue to function. Other employees are entitled to a one (1) hour lunch break, which will be scheduled by the supervisor, or to such breaks as may be provided for in applicable union or employment contracts.

Dress Code Policy

It is the policy of the Township that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Uniforms are required for certain jobs and are to be worn in accordance with applicable departmental standards. All other employees are expected at all times to present a professional, business-like image to the public.

The personal appearance of all Township workers and employees is governed by the following standards:

- A. Office workers and employees are expected to dress in a manner that is normally acceptable in professional business establishments. The wearing of inappropriate or tight fitted clothing and other revealing attire is not appropriate. Dungarees, jeans, jean material, athletic clothing, sweatshirts, shorts, tank tops, halter tops, tube tops, gym-attire, sleepwear, oversized shirts, tops with bare shoulders (unless worn under another blouse or jacket), mini-skirts, leggings, sneakers, flip-flops, T-shirts, hats, and similar items of casual attire are not permitted, as they do not present a business-like appearance.
- B. Offensive tattoos must be covered (obscene graphics and/or words).
- C. On Fridays between Memorial Day and Labor Day, the Township Committee may, at its discretion, allow employees to dress in a more casual fashion than is normally required. On such occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or other similarly inappropriate clothing.
- D. Employees who are provided with uniforms shall wear same during performance of duties, except for specific approved assignments.
- E. Should there be any question regarding acceptable or unacceptable attire, employees should contact their supervisor or Department Head.
- F. These general guidelines do not address every type of clothing. Management reserves the right to determine if clothing is inappropriate, unprofessional or revealing. An employee may be sent home for inappropriate attire.

No Smoking Policy

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersedes the rights of smokers. In accordance with State law, the Township has adopted a smoke-free policy for all buildings. Township facilities shall be smoke-free, and no employee or visitor will be permitted to smoke anywhere in Township buildings. Employees are permitted to smoke only outside Township buildings and such locations as not to allow the re-entry of smoke into building entrances. Smoking inside vehicles owned by the Township and near equipment that may be sensitive to smoke also is prohibited. This policy shall be strictly enforced, and any employee found in violation will be subject to disciplinary action, up to and including immediate termination.

Communication Device Usage Policy

The use of hand-held cell phones, “smart” phones, or other digital or cellular communication or recreational devices while driving Township vehicles or while driving on Township business is prohibited.

E-Mail, Voice Mail and Internet Usage Policy

The Township provides certain employees access to the internet at both desktop and remote locations. This access may include an e-mail account designated to the employee specifically or to the department in general. All employees with such access are affected by this policy. Violations of this policy may result in disciplinary action up to and including termination.

Computers, computer files, e-mail, voice mail, the Internet and software furnished to employees by the Township are the property of Township and intended for business use only. Employees shall have no reasonable expectation of privacy in communications on telephone voice mail or on the Internet. All e-mail, voice mail, and Internet messages are official documents, and may be subject to the provisions of the Open Public Records Act.

The Township reserves the right to monitor, obtain, review, and disclose all E-Mail messages, computer files, voice mail and Internet messages on the computer and communications systems of the Township deemed necessary and appropriate. By using Township E-Mail, computer systems, voice mail and the Internet, each user agrees that the Township has unrestricted access and the right to disclose all information communicated or stored on the E-Mail, computer systems, voice mail, and the Internet for any security, health, employment, or other legitimate business reason. Legitimate reasons also include systems maintenance, message routing, retrieval of business information, trouble-shooting hardware and software problems, preventing system misuse, protecting confidential

proprietary information, ensuring compliance with software license policies and complying with legal and regulatory requests for information. E-mail shall not be used to harass, torment, or disparage another party. Offensive and harassing communications are unacceptable and prohibited.

All use of the Township's computer system and devices must be in accordance with Township Policy, including, but not limited to the Equal Employment Opportunity and Anti-Discrimination, Anti-Harassment, Anti-Sexual Harassment, Reasonable Accommodation, and Whistleblower Policies.

Employees may download only those items that are required for proper function of their computer, or that are required within the scope necessary to perform their duties. All other downloads are prohibited. These downloads include, but are not limited to, music, movies and games.

Employees are advised that the Township takes reasonable steps to protect all computers from outside exposure. The Township is not responsible for any employee's personal information that an outside source gains from piggybacking a transmission or hacking. This information includes, but is not limited to, banking information, passwords used in other dealings, and personal information.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees are prohibited from wiping or formatting their hard drives at any time. Employees also are prohibited from copying their hard drives prior to resignation and/or retirement without the express written approval of the Administrator. Also, no external USB and/or hard drives should be connected to Township computer equipment without the express written approval of the Administrator. Employees are prohibited from performing Township work on their own personal devices.

Bulletin Board Policy

The bulletin boards located in the Township administrative building and other facilities are intended for official notices regarding policies, procedures, meetings and special events. Only personnel authorized by the Township Administrator may post, remove, or alter any notice.

SECTION THREE

Paid and Unpaid Time-Off Policies

Scope

These policies cover non-union and non-contract employees. They also cover such employees to the extent that their employment agreements do not cover these issues.

Paid Holiday Policy

Each year, the Township Committee will pass a resolution designating the holidays that shall be paid holidays for all non-union and non-contract employees and those employees whose employment agreements do not provide otherwise.

Vacation Leave Policy:

Vacation Leave will be based on the following schedule for full-time employees defined for purposes of this Vacation Leave Policy as employees who are scheduled to work 30 or more hours per week:

- In the first year of employment, employees will accrue vacation at a rate of .416 days per month to a maximum of one week of vacation. The number of hours of vacation shall reflect the employee's scheduled work week. For example, an employee who works 35 hours per week will be entitled to up to 35 hours (one week) of vacation during their first year of employment.

- **After one (1) year of employment, vacation will be as follows:**
 - Department Managers: Four (4) weeks;
 - Supervisors: Three (3) weeks
 - Administrative Clerical: Two (2) weeks

- **After five (5) years of employment with the Town:**
 - Administrative Clerical: Three (3) weeks

- **After fifteen (15) years of employment with the Town:**
 - Supervisors: Four (4) weeks
 - Administrative Clerical: Four (4) weeks

- **After twenty-five (25) years:**
 - Department Managers: Five (5) weeks
 - Supervisors: Five (5) weeks
 - Administrative Clerical: Five (5) weeks

Part-time employees hired after January 1, 2021 and employed in excess of six (6) months will receive one week of vacation in the calendar year after employment commences (or

prorated amount based upon their first 6 months of employment) and two full weeks in the second calendar year of their employment. Employees hired before January 1, 2021, will continue to receive two weeks of vacation prorated to their scheduled weekly hours. Part time employees hired after January 1, 2021, shall not be entitled to and will not accrue any vacation in their first 6 months of employment.

All vacation will be accrued monthly based upon the employee's total available annual vacation divided by 12.

Accrued earned vacation will be paid out to employees upon separation from employment with the Town of Cranford.

All vacation schedules must be submitted by Department Heads for themselves and their employees to the Township Administrator no later than March 1st of the year in which the vacation will be taken.

Any unused vacation may only be carried into the succeeding year upon written request prior to year-end and with the recommendation of the Department Head to the Township Administrator, and the written approval of the Township Committee or its designee and such carry-over will be limited to five (5) days and must be used before June 1 of the following year or it will be forfeited.

Any employee retiring during any year shall be entitled to pro-rated vacation benefits for the retirement year.

Personal Leave Policy:

Full time employees defined for purposes of this policy as employees scheduled to work 30 or more hours per week are entitled to three (3) personal days per year after their first full year of employment. Unused personal days are forfeited at the end of each calendar year and/or upon separation from employment with the Town of Cranford.

Part time employees (scheduled to work less than 30 hours per week) are not entitled to personal days.

Employees shall be entitled to utilize their full complement of personal days beginning on January 1 following their first full year of employment with the Township.

New Jersey Earned Sick Leave Policy

All Township employees are entitled to paid sick leave in accordance with the provisions of the New Jersey Earned Sick Leave Law, N.J.S.A. 34:11D-1, et seq. ("ESLL") and as set forth in this policy. This sick leave shall be referred to as "ESLL sick leave." Employees may use ESLL sick leave for any of the following reasons in accordance with the ESLL:

- For diagnosis, care, or treatment of, or recovery from, the employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- For the employee to aid or care for a covered family member (as defined below) during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - A family member includes: child, grandchild, sibling, spouse, domestic partner, civil union partner, parent; or grandparent of an employee; or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee; or a sibling of a spouse, domestic partner, or civil union partner of the employee; or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
- Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
- Time during which the employee is not able to work because of: (a) a closure of the employee's workplace, or the school or place of care of a child of the employee by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; (b) the declaration of a state of emergency by the Governor, or the issuance by a health care provider or the Commissioner of Health or other public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; (c) during a state of emergency declared by the Governor, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the presence in the community of the employee or family member would jeopardize the health of others; or
- Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability

The benefit year shall be the calendar year for purposes of the ESLL.

Full-time employees who have worked less than 12 months shall accrue eight (8) hours of ESLL sick leave for each full calendar month worked, up to a maximum of forty (40) hours of ESLL sick leave during the first calendar year. After the first calendar year, full-time employees shall receive forty (40) hours of ESLL sick leave for each calendar year of full-time employment, which will be awarded on January 1. For purposes of this policy, full-time employees shall include employees who work 35 or more scheduled hours per week.

All other employees will accrue ESLL sick leave at a rate of 1 hour of ESLL sick leave for every 30 hours worked, up to a maximum of forty (40) hours per calendar year, beginning immediately upon their employment. Employees in this category may not use ESLL sick time for 120 days after their employment commences.

Unused accrued ESLL sick leave will carry over from the year in which it is earned into the following calendar year, however, employees may not utilize more than forty (40) hours of ESLL sick leave in any calendar year. Any unused accrued ESLL sick time balance which exceeds forty (40) will automatically be rolled into the employee's Extended Illness Bank sick leave as described in the Extended Illness Bank Sick Leave Policy below. This rollover provision is only applicable to full time employees. ESLL sick leave for all other employees shall roll over into the following calendar year as ESLL leave, however, they shall be limited to using 40 hours of ESLL leave per year.

Use of paid ESLL leave in increments of three (3) or more working days must be substantiated by reasonable documentation demonstrating that leave was taken for a purpose permitted by the ESLL.

ESLL may be taken in full day, half day, or two-hour increments. ESLL can be taken in hourly or portion of an hour increments with a minimum of a two-hour increment.

An employee wishing to utilize ESLL sick leave shall notify their Department Head of the need for such ESLL sick leave and the anticipated duration, when foreseeable, seven (7) days prior to commencement of the ESLL sick leave, or if seven (7) days' notice is not possible, as far in advance of the foreseeable ESLL sick leave as practicable. When using foreseeable ESLL sick leave, employees shall make reasonable efforts to schedule such use of ESLL sick leave in a manner that does not to unduly disrupt operations. When an employee's need to utilize ESLL sick leave is not foreseeable, the employee shall notify their Department Head as soon as practicable of the need for ESLL sick leave and the anticipated duration, following departmental call-in procedures to the extent possible under the circumstances. Department Heads shall report all absences due to use of ESLL leave to the Township Administrator's Office via the automated payroll and time reporting system.

Abuse of ESLL sick leave is a serious offense and will subject the employee to disciplinary action, up to and including termination. Abuse of ESLL sick leave is defined as use of ESLL sick leave for reasons not authorized by the ESLL.

No employee shall be retaliated against for requesting or utilizing ESLL sick leave in accordance with the ESLL or this policy, informing any individual of their rights under the ESLL and/or filing a claim or complaint for alleged violations. Concerns about retaliation should immediately be report under the Complaint Policy.

Request for and/or use of ESLL sick leave will not be counted as an absence resulting in discipline, termination, demotion, suspension, loss or reduction of pay, or result in any other adverse action and will not be counted as an occurrence for purposes of any Attendance Policy.

ESLL sick leave shall not be subject to payout upon separation of employment. Employees who return to employment within 6 months will have their unused accrued ESLL sick leave balance reinstated upon rehire.

Extended Illness Bank Sick Leave

Full time employees, defined for purposes of this policy as employees who are scheduled to work 35 or more hours per week are entitled to fifty (50) hours of extended illness bank sick leave (“EIB sick leave”) per year. EIB sick leave is to be used in cases where the employee is ill or injured and is unable to work, or in the cases of the illness or injury of the employee’s family member. No other category of employees shall be entitled to EIB sick leave. Where an employee is absent from work for a reason which qualifies for ESLL and EIB sick leave, it is the employee’s option to elect which leave will be used.

Once a full-time employee who has worked for the Township for less than 12 months has accrued the maximum forty (40) hours of ESLL sick leave permissible under the New Jersey Earned Sick Leave Policy leave pursuant to the ESLL, in all future months for the remainder of their first calendar year of employment, the employee shall earn 7.5 hours of EIB sick leave.

Employees absent on EIB sick leave for five (5) or more consecutive working days must submit a healthcare provider verification of the employee’s or family member’s serious illness or injury. Where an employee utilizes more than five (5) EIB sick leave days in a calendar year, a healthcare provider verification of the need for leave must be submitted for all absences thereafter. Prior to returning to work following ESLL and/or EIB sick leave as a result of the employee’s own serious health condition, the Township may require an employee to provide verification of the employee’s ability to return to work and safely perform the essential functions of their position, with or without reasonable accommodation.

EIB sick leave accrual balances will automatically be carried over into the subsequent calendar year, however, employees shall not be permitted to carry over in excess of 200 days (1500 hours) of accrued EIB sick leave into a new calendar year.

All accrued and unused sick time shall automatically become part of the full-time employee’s EIB sick leave accrual subject to the carry-over rules set forth in this policy.

Upon retirement only, employees shall be entitled to payout of 25% of their EIB time up to a maximum of 32.5 days to the maximum extent consistent with applicable law. Employees separating employment with the Town of Cranford for any other reason shall not be entitled to payout of EIB time.

Employees may donate EIB time to another employee with the approval of the Township Administrator.

Bereavement Leave Policy

Employees are entitled to a leave of absence from the date of death to the date of burial for each death of an employee's immediate relative. "Immediate relative" includes spouse or significant other, civil union partner, child, parent, stepchild, sibling, grandparents, daughter-in-law, civil union partner, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are paid for all working days during the Bereavement Leave. Employees may be required to prove their familial relationship to the decedent to qualify for bereavement leave.

Jury Duty Policy

An employee required to render jury service shall be entitled to be absent from work during that service and will be paid the difference between any payment received for jury duty and the employee's regular salary. Employees may be required to prove their attendance at jury duty to qualify under this policy.

Leave of Absence Policy

Employees may be granted a personal leave of absence for up to six (6) months at the sole discretion of the Township Committee, which shall consider as part of its decision if the leave will cause undue operational disruption. The leave must include the use of any accrued vacation and applicable accrued EIB time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay. In exceptional circumstances, the Township Committee, or governing body, if appropriate, may extend a leave of absence for an additional six (6) months, if such extension is considered in the best interests of the Township.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two (2) weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. A personal leave is granted with the understanding that the employee intends to return to work for the Township. If the employee fails to return within five (5) business days after the expiration of the leave, the employee shall be considered to have resigned.

Family and Medical Leave Policy

A leave of absence may be granted in accordance with the provisions and requirements of the federal Family and Medical Leave Act (“FMLA”) (29 U.S.C. § 2601, et seq.) and/or the New Jersey Family Leave Act (“NJFLA”) (N.J.S.A. 34:11 B-1, et seq).

FMLA Policy

THE FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act (“FMLA”) entitles eligible employees to take up to twelve (12) weeks of job-protected leave in a twelve (12) month period for specified family and medical reasons.¹ The law contains provisions on employer coverage; employee eligibility for the law’s benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave.

1. EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee must:

- a) have worked for the Township for a total of twelve (12) months; and
- b) have worked at least 1,250 hours (including overtime) over the previous twelve (12) months (subject to special rules applicable to returning reservists pursuant to the Uniformed Services Employment and Reemployment Rights Act); and
- c) work at a site where the Township employs 50 or more employees within a 75-mile radius of the site.

The Township Administrator will determine if the employee meets the eligibility requirements.

2. LEAVE ENTITLEMENT

An eligible employee may take up to a total of twelve (12) workweeks of FMLA leave during any twelve (12) month period for one or more of the following reasons:

- Incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee’s child after birth, or placement with the employee of a child for adoption or foster care;

¹ An eligible employee may utilize up to twenty-six (26) weeks of FMLA leave for care of a covered service member with a serious injury or illness.

- To care for an immediate family member (spouse, child or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition;
- In order to address certain qualifying exigencies while the employee’s spouse, son, daughter, or parent is on (or has been notified of) covered active duty or call to covered active duty status (including, but not necessarily limited to addressing issues arising from short-notice deployment, attending certain military events, arranging for alternative child care or school, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment briefings, arranging for parental care, to spend time with a military member on rest and recuperation leave (up to 15 days), etc.); or
- To care for a covered service member with a serious illness or injury (up to 26 weeks during a single 12-month period).²

The Township will calculate the FMLA “leave year” as the one-year period forward of the first date FMLA leave is taken.³

When an employee takes leave for a reason covered by the New Jersey Family Leave Act (“FLA”) and the FMLA, the leave shall be simultaneously counted against an employee’s entitlement under both statutes to the extent permitted by law. FMLA leave will also run concurrently with any New Jersey Family Temporary Disability Insurance (“NJFTDI”) and/or Workers’ Compensation benefits. Additional information about NJFTDI and/or Workers’ Compensation benefits is available from the Township Administrator.

Leave for birth and care or placement for adoption or foster care must conclude within twelve (12) months of a birth or placement.

3. INTERMITTENT AND REDUCED SCHEDULE LEAVE

² A “covered service member” is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. A “covered veteran” is an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. For an individual who was a member of the Armed Forces (including the National Guard or Reserves) and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period between October 28, 2009 and March 8, 2013, shall not count towards the determination of the five-year period for covered veteran status.

³ In the case of leave to care for a covered service member (including covered veteran), the twenty-six (26) week period will be calculated forward of the first such leave taken. The definition of “serious injury or illness” is different than the definition of “serious health condition.” Refer any questions to the Township Administrator.

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in separate blocks of time due to a single qualifying reason, or on a reduced schedule leave, which means reducing their normal weekly or daily work schedule.

- If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent or reduced schedule leave is subject to the Township Administrator's approval.
- FMLA leave may be taken intermittently or on a reduced schedule whenever medically necessary to care for a seriously ill family member or covered service member, for a qualifying exigency relative to deployment of a spouse, son, daughter, or parent, or because the employee is seriously ill and unable to work.
- When FMLA leave is taken intermittently or on a reduced leave schedule for foreseeable planned medical treatment or if the Township permitted for birth or placement of a child, the Township may assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced leave schedule.
- Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Township's operations.

4. PAY WHILE ON LEAVE

FMLA leave will be unpaid unless the employee has available applicable earned paid time off. In the event the employee has such available earned paid time off, in lieu of unpaid FMLA, the employee must first use any applicable EIB sick leave and earned vacation time in the order requested by the employee, however, the employee may elect to reserve (*i.e.*, not use) up to 10 days of vacation and their personal time. At the employee's election, the employee may first or also utilize any accrued ESLL sick leave. Use of accrued paid time off will be counted as FMLA leave. Once such applicable paid time off is exhausted or to the extent the employee elects not to utilize applicable ESLL sick time, the remainder of the FMLA leave will be unpaid.

While on unpaid FMLA leave, employees will be required to submit the employee's monthly health insurance contribution.

Employees who qualify for New Jersey Family Temporary Disability ("NJFTDI") benefits under the New Jersey Temporary Benefits Law, N.J.S.A. 43:21-25, et seq., will NOT be required to utilize any accrued paid time off during any period of NJFTDI benefits. However, employees may elect to utilize accumulated ESLL and/or EIB sick leave, vacation, and personal time to supplement NJFTDI benefits or in lieu of such benefits concurrent with FMLA leave. Leave entitlement under the FMLA and/or NJFLA will continue to be exhausted concurrent with receipt of NJFTDI benefits. FMLA will also run concurrently with any workers' compensation benefits.

Alternatively, employees may elect not to use accumulated paid leave, and instead accept the weekly amount paid by the State covered by the NJFTDI benefits program, which will run concurrently with FMLA and/or NJFLA leave and may be supplemented with accrued paid time off not to exceed the employee's regular compensation. Employees who select this option may utilize accrued paid leave to supplement NJFTDI benefits up to (but not exceeding) the full amount of the employee's regular compensation. Following exhaustion of any benefits under the NJFTDI program, employees must resume utilization of accumulated EIB sick leave, vacation or personal time until same is exhausted (subject to permissible reservation noted above), and may, at their election utilize accrued ESLL sick time, after which any remaining FMLA leave will be unpaid. Additional information about NJFTDI benefits is available from the State of New Jersey Department of Labor and Workforce Development Division of Temporary Disability Insurance or online at <https://myleavebenefits.nj.gov/worker/fli/>.

The Township is responsible for designating an employee's use of paid time off as FMLA leave, based upon information from the employee.

5. HEALTH CONDITIONS

A **“serious health condition”** is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy,⁴ or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

“Health Care Provider” for purposes of the FMLA means:

- Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or
- Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice under state law; or
- Nurse practitioners, nurse-midwives, clinical social workers, and physician assistants authorized to practice, and performing within the scope of their practice, as defined under State law; or

⁴ Prenatal care also qualifies as a “serious health condition” under the FMLA.

- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; or
- Any health care provider recognized by the Township or the Township's group health plan benefits Manager.

6. MAINTENANCE OF HEALTH BENEFITS

During FMLA leave, the employee's health insurance coverage will be maintained under the same terms and conditions as if the employee had continued to work. Employees may be required to pay their share of health insurance premiums while on leave, where consistent with applicable collective bargaining agreements, state law and/or health insurance plans in effect at the time of the leave. Employees who are required to contribute part of the cost of health insurance must make arrangements with the Township for timely payment of premiums.

In some instances, the Township may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

7. JOB RESTORATION

Generally, upon return from FMLA leave, the employee will be restored to their original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. If the Township should experience a reduction in force or layoff, an employee who would have been affected by such a reduction in force or layoff had they not been on FMLA leave is not entitled to be returned to work following exhaustion or completion of FMLA leave, however, the employee retains all rights under any applicable lay off or recall system.

8. MAINTENANCE OF BENEFIT STATUS

An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave and FMLA leave will not be considered in discipline related to tardiness and/or attendance or production.

9. KEY EMPLOYEES

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the Township may refuse to reinstate certain highly paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, the Township will:

- Notify the employee of their status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- Notify the employee as soon as the Township decides that it will deny job restoration and explain the reasons for this decision;

- Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration and notify the employee in writing of that decision.

A “key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees.

10. NOTICE AND CERTIFICATION PROCEDURE

NOTIFICATION

Employees seeking to use FMLA leave are required to provide thirty (30) day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employees must provide sufficient information for the Township to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Township if the requested leave is for a reason for which FMLA was previously taken or certified.

The Township may also require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member; or
- Certification of Qualifying Exigency; or
- Second or third medical opinions (at the Township ’s expense) and/or periodic recertification; or
- Periodic reports during FMLA leave regarding the employee’s status and intent to return to work; and
- Medical certification of fitness for return to duty.

The Township will notify employees requesting leave whether they are eligible for FMLA leave, and if they are not, the reasons for their ineligibility. If the employee is eligible, the notice will specify any additional information required. Where leave is being designated as FMLA leave, the employee will be so notified in writing.

11. NO RETALIATION

There shall be no retaliation against any employee for exercising their rights under the FMLA and/or for requesting or taking leave and no interference with FMLA rights. Likewise, an employee may not be terminated, harassed, threatened, or otherwise discriminated against or retaliated against with respect to compensation, terms, conditions, or privileges of employment because the employee has requested or received NJFTDI benefits, including retaliation by refusing to restore the employee following a period of leave. Any such concerns should be immediately reported under the Complaint Policy.

12. QUESTIONS

Any questions regarding this policy or FMLA leave should be directed to the Township Administrator.

New Jersey Family Leave Act Policy:

II. THE NEW JERSEY FAMILY LEAVE ACT

The New Jersey Family Leave Act (“FLA”) entitles eligible employees to take up to twelve (12) weeks of job-protected leave in a twenty-four (24) month period for specified reasons. The law contains provisions on employer coverage; employee eligibility for the law’s benefits; entitlement to leave; notice and certification of the need for FLA leave; and protection for employees who request or take FLA leave.

1. EMPLOYEE ELIGIBILITY

To be eligible for FLA benefits, an employee must:

- Have worked for the Township for a total of twelve (12) months; and
- Have worked at least 1,000 hours (including overtime) over the previous twelve (12) months.

The Township Administrator will determine if the employee meets the eligibility requirements.

2. LEAVE ENTITLEMENT

An eligible employee may take up to a total of twelve (12) workweeks of FLA leave during any twenty-four (24) month period for one or more of the following reasons:

- For the birth of a child of the employee (including a child of a parent pursuant to a valid written agreement between the parent and a gestational carrier); or
- For the placement with the employee of a child for adoption or foster care; or

- To care for the employee’s family member (spouse, civil union partner, domestic partner, child (regardless of age), parent, parent-in law, sibling, grandparent, grandchild, or any other individual related by blood to the employee, and any other individual the employee shows to have a close association with the employee which is the equivalent of a family relationship) with a serious medical condition; or
- In the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which: (a) requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency; (b) prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or (c) results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

The Township will measure the two-year FLA period as the period forward of the first date on which FLA leave is used.

When an employee takes leave for a reason covered by the federal Family and Medical Leave Act (“FMLA”), the leave shall be simultaneously counted against an employee’s entitlement under both statutes to the extent applicable and permitted by law. However, if an employee takes FMLA because of their own disability, including a disability related to pregnancy or childbirth, and a family member becomes seriously ill or a child is born or adopted while the employee is still on FMLA disability leave, the intervening birth, adoption, placement for foster care, or serious family illness does not convert the FMLA leave to FLA leave. For as long as the employee continues to be eligible for FMLA leave based upon their own disability, the leave does not simultaneously count against the employee’s FLA entitlement. After the employee is released by their healthcare provider, any remaining FMLA leave will run concurrently with the employee’s FLA leave entitlement.

Leave for birth of the employee’s child or placement for adoption or foster care of a child with the employee must be commenced within twelve (12) months of the birth or placement of that child.

3. INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULE

Under some circumstances, employees may take FLA leave intermittently – which means taking leave in blocks of time, or on a reduced leave schedule, by reducing their normal weekly work schedule.

- NJFLA leave may be taken intermittently in connection with the birth or placement of a child for adoption or foster care, however, such intermittent leave must be scheduled so as not to unduly disrupt operations, and if possible, prior to the commencement of the intermittent leave, the employee must provide the Township with a regular schedule of the days or days of the weeks on which intermittent leave will be taken for this purpose.
- FLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member. Such intermittent leave may not exceed twelve (12) months.
- FLA leave may be taken on a reduced leave schedule in increments of not less than one day and for a period not to exceed twenty-four (24) weeks.
- The Township reserves the right to temporarily transfer an employee using FLA on a reduced schedule or intermittent basis to another position, which the employee is qualified to perform, and which better accommodates recurring periods of leave, for the duration of the leave period. Such alternative position will provide equivalent pay and benefits. Once the reduced schedule or intermittent leave is no longer necessary, the employee will be returned to the same or equivalent job they held when the leave commenced.
- When requesting intermittent or reduced schedule leave, employees shall make reasonable efforts to schedule such leave so as not to unduly disrupt operations of the Township.

4. PAY WHILE ON LEAVE

FLA leave will be unpaid unless the employee has available applicable earned paid time off. In the event the employee has such available earned paid time off, in lieu of unpaid FLA, the employee must first use any applicable EIB sick leave and earned vacation, however, the employee may elect to reserve (i.e., not use) up to 10 days of vacation and their personal time. At the employee's election, the employee may first or also utilize any accrued ESLL sick leave. Use of accrued paid time off will be counted as FLA leave. Once such applicable ESLL time off is exhausted or to the extent the employee elects not to utilize applicable ESLL sick time, the remainder of the FLA leave will be unpaid.

The Township Administrator is responsible for designating an employee's use of paid leave as FLA leave, based upon information from the employee.

While on unpaid leave, employees will be required to submit the employee's monthly health insurance contribution.

Employees who qualify for New Jersey Family Temporary Disability ("NJFTDI") benefits under the New Jersey Temporary Benefits Law, N.J.S.A. 43:21-25, et seq., will NOT be required to utilize any accrued paid time off during any period of NJFTDI benefits. However, employees may elect to utilize accumulated EIB and/or ESLL sick leave, vacation, or personal concurrent with NJFLA leave to supplement available benefits or in lieu of such benefits. \Leave entitlement under the FMLA and/or NJFLA will continue to be exhausted concurrent with NJFTDI benefits.

Alternatively, employees may elect not to use accumulated paid leave, and instead accept the weekly amount paid by the State, which will run concurrently with FMLA and/or FLA leave. Employees who select this option may utilize accrued paid leave to supplement NJFTDI benefits up to (but not exceeding) the full amount of the employee's regular compensation. Following exhaustion of any benefits under the NJFTDI program, employees must resume utilization of accumulated EIB sick leave, vacation and personal or may elect to utilize accrued ESLL sick time until same is exhausted, after which any remaining FLA leave will be unpaid.

Additional information about NJFTDI benefits is available from the State of New Jersey Department of Workforce Development Division of Temporary Disability Insurance or online at <https://myleavebenefits.nj.gov/worker/fli/>

5. HEALTH CONDITIONS

"Serious health condition" for purposes of the FLA means an illness, injury, impairment or physical or mental condition that requires:

- Inpatient care in a hospital, hospice or residential medical-care facility; or
- Continuing medical treatment or continuing supervision by a health care provider.
- For FLA purposes, "continuing medical treatment or continuing supervision by a health care provider" means:
 1. A period of incapacity (that is inability to work, attend school or perform regular daily activities due to a serious health condition, treatment therefore and recovery there from) for more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - i. Treatment two or more times by a health care provider; or
 - ii. Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
 2. Any period of incapacity due to pregnancy, or for prenatal care;

3. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
4. Any period of incapacity, which is permanent or long term, due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
5. Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity for more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or kidney disease (dialysis).

“Health Care Provider” for purposes of the FLA means any person licensed under Federal, State or local law, or the laws of a foreign nation, to provide health care services; or any other person who has been authorized to provide health care by a licensed health care provider.

6. MAINTENANCE OF HEALTH BENEFITS

During FLA leave, the employee's health insurance coverage will be maintained under the same terms and conditions as if the employee had continued to work. Employees may be required to pay their share of health insurance premiums while on leave, where consistent with applicable collective bargaining agreements and/or health insurance plans in effect at the time of the leave. Employees who are required to contribute part of the cost of health insurance must make arrangements with the Township for timely payment of premiums.

7. JOB RESTORATION

Generally, upon return from FLA leave, the employee will be restored to their original job or to an equivalent job with like seniority, status, employment benefits, pay and conditions of employment.

If the Township should experience a reduction in force or layoffs, an employee who would have been affected by such a reduction in force or layoff had they not been on FLA leave is not entitled to be returned to work following exhaustion or completion of FLA leave, however, the employee retains all rights under any applicable layoff or recall system.

The Township may deny FLA leave to certain of its highest paid 5% of salaried employees to the extent such denial is necessary to prevent substantial and grievous economic injury to the Township, upon notice to such employee. If such leave has already commenced,

such employee shall be given ten (10) working days to return to work. Certain employees may be required to submit to a fitness for duty examination prior to returning to work.

8. NOTICE AND CERTIFICATION

When FLA leave is sought due to the birth of the employee's child or placement of a child for adoption or foster care with the employee, the employee must provide at least thirty (30) days' notice of the intention to take continuous FLA leave when reasonably practicable. If thirty (30) days' notice of continuous leave is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstance, or a medical emergency, notice must be given as soon as practicable. An employee must give as notice as is reasonable and practicable manner in connection with continuous leave for the care of a family member with a serious health condition.

An employee must provide fifteen (15) days' notice of intermittent NJFLA leave, unless an emergency or other unforeseen circumstance precludes prior notice.

An employee requesting FLA leave in order to care for the employee's seriously family member be required to provide a certification issued by a health care provider supporting the need for the requested FLA leave.

9. NO RETALIATION

There shall be no retaliation against any employee for exercising their rights under the FLA and/or for requesting or taking leave and no interference with FLA rights. Likewise, an employee may not be terminated, harassed, threatened, or otherwise discriminated against or retaliated against with respect to compensation, terms, conditions, or privileges of employment because the employee has requested or received NJFTDI benefits, including retaliation by refusing to restore the employee following a period of leave. Any such concerns should be immediately in accordance with the Complaint Policy.

10. QUESTIONS

Any questions regarding this policy or FLA leave should be directed to the Township Administrator.

NJ SAFE Leave Policy

Policy:

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid job protected leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense where the employee or family member is a victim. It is the policy of the Township to allow leave in compliance with the requirements of the NJ SAFE Act.

Procedure:

To be eligible for NJ SAFE Act leave, the employee must have been employed by the Township for a total of twelve (12) or more months and have worked at least 1,000 hours during the immediately preceding 12-month period. Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child (regardless of age), parent, parent-in-law, spouse, civil union or domestic partner, sibling, grandparent, grandchild, or any individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
- (2) Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner;
- (3) Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner;
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- (6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. NJ SAFE Act leave may be taken intermittently in intervals of no less than one day. Although each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an

employee is entitled to leave, an employee is not entitled to more than twenty (20) days of combined NJ SAFE leave in any twelve (12) month period.

If the employee requests leave for a reason covered by both the NJ SAFE Act and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law to the maximum extent permitted by law.

NJ Safe leave will be unpaid unless the employee is receiving New Jersey Family Temporary Disability Insurance benefits ("NJFTDI"), or the employee has applicable earned paid time off and affirmatively elects to utilize such applicable earned paid time off concurrently with NJ SAFE leave. An employee will not be required to use their accrued paid leave while on NJ Safe leave, although the employee may elect to do so. Once NJFTDI benefits and applicable paid time off the employee elects to use is exhausted, or where the employee does not receive NJFTDI benefits or affirmatively request to utilize accrued paid time off, the NJ Safe leave will be unpaid. Additional information about NJFTDI benefits is available from the State of New Jersey Department of Labor and Workforce Development Division of Temporary Disability Insurance or online at <https://myleavebenefits.nj.gov/worker/fli/>.

During NJ SAFE leave, the employee's health insurance coverage will be maintained under the same terms and conditions as if the employee had continued to work.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the Township Administrator with written notice of the need for the leave. The employee must provide the written notice as far in advance as reasonable and practicable under the circumstances. The Township has the right to require the employee to provide documentation of the domestic violence or sexually violent offense that is the basis for the leave. The Township shall retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule, regulation or court order.

There shall be no retaliation against any employee for exercising their rights under the NJ SAFE Act and/or for requesting or taking leave and no interference with NJ SAFE Act rights. Likewise, an employee may not be terminated, harassed, threatened, or otherwise discriminated against or retaliated against with respect to compensation, terms, conditions, or privileges of employment because the employee has requested or received NJFTDI benefits, including retaliation by refusing to restore the employee following a period of leave. Any such concerns should be immediately reported under the Complaint Procedure.

Any questions regarding this policy or NJ SAFE Act leave should be directed to Township Administrator.

New Jersey Family Temporary Disability Leave Insurance Benefits

New Jersey Family Temporary Disability Leave Insurance (NJFTDI) is designed to provide protection against wage loss when a covered employee is absent from work in order to bond with a newborn or newly adopted child, to care for a family member with a serious health condition, and/or in connection with an employee or family member who has experienced an incident of domestic violence or a sexual violent offense. NJFTDI benefits may be paid on a consecutive or intermittent basis, for up to 12 weeks within a 12-month period.

NJFTDI benefits will run concurrently with Family and Medical Leave Act (FMLA), New Jersey Family Leave Act (NJFLA), and/or New Jersey Security and Financial Employment Act (NJSAFE) leave to the extent applicable.

Additional information about NJFTDI benefits are available from the State of New Jersey Department of Labor and Workforce Development Division of Temporary Disability Insurance or online at: http://lwd.dol.state.nj.us/labor/fli/content/program_info_menu.html

An employee may not be terminated, harassed, threatened, or otherwise discriminated or retaliated against with respect to compensation, terms, conditions, or privileges or employment because the employee has requested or received NJFTDI benefits, including retaliation by refusing to restore the employee following a period of leave.

Domestic Violence Policy

Pursuant to N.J.S.A. 11A:2-6a, all public employers are required to adopt a form of Domestic Violence Policy in order to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers. The designated human resources officers will also be trained as to how to appropriately respond.

The following terms are defined solely for the purpose of this policy:

- a) Domestic Violence – Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

- b) Abuser/Perpetrator – An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone’s peace, or destroying someone’s property.
- c) Human Resources Officer (HRO) – An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.
- d) Intimate Partner – Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.
- e) Temporary Restraining Order (TRO) – A civil court order issued by a judge to protect the life, health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim’s home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.
- f) Victim – A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.
- g) Workplace-Related Incidents – Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization’s physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, work sites, equipment, vehicles, or while on work-related travel.

PERSONS COVERED BY THIS POLICY

All municipal employees, including temporary and seasonal employees, interns, and volunteers are covered under this policy.

DESIGNATED A HUMAN RESOURCES OFFICER

The HRO is designated to assist employees who are victims of domestic violence. The HRO will receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy.

Supervisors or Department Heads are often aware of circumstances involving an employee who is experiencing domestic violence. Supervisors and Department Heads are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the HRO. Supervisors and Department Heads must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence. By distribution of this policy, all employees will be notified that the HRO is the designated contact under this policy.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

DOMESTIC VIOLENCE REPORTING PROCEDURES

Employees who are victims of domestic violence are encouraged to seek immediate assistance from the HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. The HRO will remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.

- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.
- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced under Section 8 of this policy.
- E. In cases where domestic violence involved a sexual touching or sexual assault between municipal employees, volunteers, and/or interns, to the extent appropriate, the matter shall be investigated pursuant to applicable municipal policies and Policy 1.11.
- F. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team.
- G. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy. (See Section 6).
- H. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the workplace and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

Military Leave Policy

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed forces or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for Federal active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave in the calendar year shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days in the calendar year. Thereafter, the leave shall be without pay but without loss of time for the remainder of the calendar year. The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one-year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time. A qualifying employee eligible for a military leave of absence without pay, may, with advance notice, use accrued vacation, personal leave, or floating holidays during such military leave of absence. EIB and/or ESLL sick leave may not be used for military leave of absence.

In accordance with State and/or Federal regulations a qualifying employee, who is a member of the U.S. military reserves or the New Jersey State militia or the organized militia of another State is eligible for a leave of absence, without pay, for Inactive Duty Service.

Inactive Duty Service is defined by Army, Air Force, National Guard and State Regulations and includes, but is not limited to:

- a. Unit Training Assemblies (UTA): This training is commonly known as weekend drill;
- b. Rescheduled Unit Training Assemblies (RUTA): This training is a makeup period for a UTA;
- c. Split Unit Training Assemblies (SUTA): This training is a makeup period for a UTA;
- d. Additional Flight Training Period (AFTP): Additional time authorized for flight training/validation;
- e. Readiness Management Assemblies (RMA): Used to plan/prepare training;
- f. Additional Training Assemblies (ATA): Used to accomplish administrative actions in support of training;
- g. M-COFT AUTA: Authorized additional training time authorized for instruction of operation of M-COFT training device;
- h. Proficiency Training (PT); and
- i. Training Period Preparation Assembly (TPPA).

A qualifying employee eligible for a military leave of absence without pay for inactive duty service, may, with advance notice, use accrued vacation, personal leave, or floating holidays during such military leave of absence. ESSL and/or EIB sick leave shall not be used for military leave of absence.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the Township group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar days, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within

fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

Any employee who requests a leave of absence for military service, whether paid or unpaid, must provide their department head and/or the Township Administrator with a copy of their military orders and military base pay documentation, and subsequently with a copy of their orders terminating their active duty.

Failure to provide required documentation may result in the delay or denial of salary for the period of the military leave.

SECTION FOUR

Compensation & Employee Benefits Policies

Scope

These policies cover non-union and non-contract employees. They also cover such employees to the extent that their employment agreements do not cover these issues.

Payroll Policy

Salary ranges are established by ordinance, and the salary must fall within the minimum and maximum ranges for the employee's title.

The Township will not accept responsibility for any employee's personal finances. The Township will acknowledge judgments against an employee's pay but will not act as a mediator between the employee and creditors.

Overtime Compensation Policy

Under the Federal Fair Labor Standards Act, certain employees in executive, administrative, or professional positions are exempt from the provisions of the Act. There are also employees who may be exempt based upon the level of their compensation and their job duties. Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek and any additional hours needed to fulfill their responsibilities. Time off consideration for large amounts of additional hours may be provided with the Township Administrator's prior approval and at the sole discretion of the Township Administrator.

All other employees are classified as Non-Exempt and are subject to the provisions of the Act. Depending on work needs, Non-Exempt employees may be required to work overtime. Non-Exempt employees are not permitted to work overtime unless the overtime is

budgeted and recommended by the Department Head and approved by the Township Administrator in advance. Non-Exempt employees working overtime without prior approval will be subject to disciplinary action.

To the extent agreed upon by the Township and the employee prior to the time overtime is accrued, non-exempt employees may receive overtime compensation for hours worked in excess of forty in a weekly period. Employees may choose overtime compensation in the form of overtime pay at their regular hourly salary or compensating time off. The maximum number of hours that an employee may accrue for future compensating time off is two hundred forty (240). Once this maximum has been accumulated, all additional hours will be compensated by overtime pay.

Non-Exempt employees will receive one and one half (1½) hours of overtime compensation (whether by way of overtime pay or compensatory time with prior agreement) for each hour worked in excess of forty (40) hours in a weekly period. Previously scheduled vacation time and holiday time are considered time worked for purposes of determining overtime compensation, but sick time and personal time are not.

Employees must make a request to their supervisor at least two (2) days in advance when they want to take compensatory time off. The supervisor will approve the request if the absence does not cause undue hardship to the department.

Health Insurance Policy

Eligible employees and their immediate family members, including civil union partners, may elect to receive health insurance coverage administered by the State Health Benefits Plan. The Township reserves the right to change plans, provider networks, claim agents, and insurance mechanisms, subject to applicable law. The complete benefit plan is on file in the Township Finance Department and a Summary Plan Description will be provided to all employees. Benefit levels for non-unionized employees are subject to change at the discretion of the Township.

Health insurance coverage for employees on an unpaid Leave of Absence or who cease Township employment will terminate at the end of the month in which the leave begins, or employment is terminated. Employees on Family and Medical Leave Act (“FMLA”) and/or New Jersey Family Leave Act (“NJFLA”) leave will have their insurance continued under the same circumstances as prior to their leave. During unpaid FMLA and/or NJFLA leave, the employee will be responsible to make their monthly employee contribution to the extent such FMLA and/or NJFLA leave is unpaid. Employees on military leave will have their insurance continued under the same circumstances as prior to leave for thirty (30) weeks. Upon termination of coverage, employees may extend health insurance coverage for themselves or their dependents under COBRA and will receive notice of such right to elect continuing coverage.

Employees receiving retiree health benefits must notify the Township Administrator in writing, with proof of enrollment, when they become eligible for Medicare Parts A and B.

Retirement Policy

Under State law, all employees must enroll in the New Jersey Public Employees Retirement System (PERS) or the Police and Firemen's Retirement System (PFRS) as applicable. The employee's contribution to the Plan will be deducted from the employee's pay. An employee who has completed the required number of years and who has reached the required age under the Plan may retire by notifying the Department Head in writing. The State retirement plans request six (6) months advance notice to process the application. After giving notice of retirement, employees are expected to assist their supervisor and co-employees by providing information concerning their current projects and help in the training of a replacement. The Department Head will prepare an Employee Action Form showing any pay or other money owed the employee. The Township Administrator or their designee will conduct a confidential exit interview to discuss benefits including COBRA options, appropriate retirement issues and pay due. A COBRA notification letter will be sent to the employee's home address. The exit interview will also include an open discussion with the employee. On the last day of work, and prior to receiving the final paycheck, the employee must return the Employee Identification Card, all keys and equipment. At this time, the employee will sign the termination memo designating all money owed and this memo will be retained in the official personnel file.

Worker's Compensation Policy

Employees who suffer job related injuries and illnesses may be entitled to medical expenses, lost income, and other compensation under the New Jersey Worker's Compensation Act. The Township covers workers compensation benefits through its membership in a joint insurance fund. Any occupational injury or illness must be immediately reported to the supervisor or Department Head. All required medical treatment must be performed by a Worker's Compensation Provider appointed by the joint insurance fund and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Conference and Seminar Policy

Requests to attend a conference or seminar must be approved by the Department Head and the Township Administrator. Requests must be in writing including the conference schedule, registration information and estimated costs. The Department Head is responsible to detail all training requests during the budget formulation process. Approval of any conference or seminar request is conditioned upon the availability of funds.

Travel Expense Policy

1. All travel and expenses must be incurred in conjunction with an activity that falls in the area of the employee's job profession and responsibility;
2. All costs to be incurred must have the pre-approval of the Township Administrator;
3. All incurred expenses must be encumbered and paid in the manner set forth in the Township's Payment of Claims ordinance;
4. Travel advances are permitted upon approval of the department manager. Within one week of employee's return, however a complete accounting and documentation of incurred expenses must be submitted to the Department of Finance along with any advance remaining. Failure to do so will result in employee being charged for all unsubstantiated expenses;
5. All of the above expenses, when incurred by department managers, must have the approval of the Township Administrator;
6. The Township will reimburse employees using their personal vehicle at the rate allowed by the Internal Revenue Service;
7. All mileage reimbursement must be for travel outside the Township; and
8. As an alternative to being reimbursed at the rate allowed by the IRS, an employee may receive a lump sum amount per year for using their personal vehicle.

SECTION FIVE

Managerial/Supervisory Procedures

Employment Procedure

- **Recruitment:** The Township Administrator in conjunction with the Department Heads will coordinate the employment recruitment process for all vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. When a vacancy occurs, it is the responsibility of the Department Head to notify the Township Administrator who will distribute notification of the vacancy to all departments. The Township Administrator will undertake to recruit qualified applicants in accordance with applicable Federal and State law. Where positions are advertised, the media or other periodical utilized must have as wide circulation as possible to encourage applications from candidates from diverse backgrounds and must prominently state that the Township is an equal opportunity employer.
- **Applications:** All candidates must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process.

- **Interviews:** The Township Administrator and Department Head will coordinate the interview process including the scheduling of applicants, development of interview questions and standards to measure candidate responses. All questions must be in accordance with applicable law. The Township will make reasonable accommodations to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and also provided the accommodation does not impose an undue hardship on the Township.
- **Physical Examinations:** Pursuant to the Americans with Disabilities Act, the Township Administrator may require applicants, prior to employment, to successfully pass a physical examination to assure that the work required by the position will not cause injury to the employee or co-employees and that the person is able to safely perform the functions of the position, with or without reasonable accommodation. The same post-offer physical examination must be performed on all applicants for those positions subject to a physical examination. The Township Administrator may require periodic physical examinations to determine the employee's continued ability to perform the duties of the position where job related, consistent with business necessity, and consistent with applicable law. All physical examinations must be performed by an appropriate health care provider chosen by the Township at the expense of the Township. All medical records of employees and prospective employees are confidential and are to be maintained by the Township Administrator and kept separate from the employee's official personnel file. Medical exams may include tests for drug and alcohol use to the extent consistent with applicable law and Township policy.
- **Criminal Background Checks:** The Township will comply with The Opportunity to Compete Act, N.J.S.A. 34:6B-11, et al., when conducting criminal background checks in connection with the hiring of any Township employees. Such information gathered will be kept confidential and will not be published or disclosed in any manner not consistent with the procedures listed herein; it will not be deemed a public record under P.L. 1963, c.73 (C:47:1A-1, et seq.) as amended and supplemented by P.L. 2001, c.404 (C:47:1A-5, et seq.).
- **Job Offers:** The final decision will be made with the approval of the Township Committee after all references and other information have been verified. Every effort shall be made to offer reasonable accommodations pursuant to the requirements of the Americans with Disabilities Act. The employment offer will be made in a letter to the candidate outlining all terms and conditions of the offer. The letter also will establish a deadline for acceptance.

Open Public Meetings Act Procedure Concerning Personnel Matters

Discussions by the governing body or other body of the Township concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall be in closed session unless the individual requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the governing body or other body of the Township concerning such matters, the Clerk shall notify the affected person(s) of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session. If the individual(s) does not request that the discussion be held in open session, the governing body or other body of the Township may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.

Processing and Orientation of New Employees Procedure

All new regular full-time and regular part-time employees will be scheduled to meet with the applicable Department Head on their first day for a general orientation. Copies of all forms and acknowledgements must be returned to the Township Administrator for inclusion in the employee's official personnel file. The orientation will include:

- A tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position;
- The completion of all pertinent personnel, payroll, insurance and pension forms;
- A review of the Personnel Policies and Procedures Manual and acknowledgement of receipt;
- The Employee Complaint Policy and procedures and acknowledgment;
- A safety orientation and acknowledgement; and
- Arrangements for the new employee to complete required PEOSHA safety training.

Initial Employment Period Procedure

Except where State requirements direct otherwise, new employees (or present employees transferring to new positions) will be hired subject to an initial employment period of not less than three (3) months or more than twelve (12) months, as determined by the Township Administrator. During this initial employment period, the new employee or transferee will be provided with training and guidance from the supervisor. At the end of the initial

employment period, the supervisor will conduct an employee evaluation. New employees may be terminated at any time during or after this period if the Township Administrator concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Township Administrator may extend the initial employment period.

Nothing in the procedure set forth in this section shall alter the Township's employment at-will policy as set forth in the Important Notice in the front of this Manual.

Disciplinary Action Procedure

All employees are expected to meet the Township's work performance standards. The intent of the Disciplinary Action Procedure is to formally document issues, concerns and/or problems and provide the employee with a reasonable time to improve performance. The process should encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the Township's policies and procedures and other disciplinary problems.

Should a supervisor believe that an employee is not conforming to the Township's reasonable job expectations, including policies and rules or to specific instructions, or has acted improperly or acceptably, the supervisor will first privately discuss the matter with the employee to obtain the employee's view, where appropriate under the circumstances and consistent with policies contained in this Manual. If the supervisor determines that the employee has acted improperly, the supervisor shall take one of the following actions depending upon the gravity and the employee's past record:

Below Are Non-Disciplinary Forms of Corrective Action

- **Verbal Reprimand:** Depending on the circumstances, the supervisor may verbally notify the employee that the employee's actions have been improper and warn the employee against further occurrences. The supervisor will prepare a record of the verbal reprimand including the date, time and what was discussed with the employee. This record must be forwarded to the Township Administrator for the employee's official personnel file.
- **Township Administrator Review:** Should the supervisor consider the offense sufficiently serious to warrant consideration by the Township Administrator, the employee will be so advised, and a meeting arranged with the Township Administrator, the supervisor and/or unit/department head, at the earliest possible date. All facts should be detailed at this meeting and, if possible, a determination will be made at that time of disciplinary action, if any. As appropriate, investigation will continue, and the employee will be advised as to any discipline at a later time.

Below Are Forms of Disciplinary Action – Minor and Major

Minor

- **Written Reprimand:** When a supervisor determines that a written reprimand is appropriate, the situation must be discussed with the Township Administrator. The reprimand should clearly identify the problem and outline a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs. The employee should acknowledge receipt of the warning and may include additional comments. A copy of the written reprimand with the signed acknowledgement and comments must be forwarded to the Township Administrator for the employee's official personnel file.

Major

- **Suspension:** When an employee is recommended for suspension, the Township Administrator will make the decision and shall seek the advice of the Township Attorney or Labor Counsel if appropriate. Suspended Employees may pursue a grievance under the applicable policy. Suspensions of five (5) days or less will be considered to be minor discipline. Suspensions of six (6) days or greater will be considered to be major discipline.
- **Demotion (Disciplinary):** An employee may be demoted for disciplinary grounds as a penalty itself and/or in conjunction with a period of major suspension. This may be done if it is possible to place the employee in a lower job title and where termination should not yet be imposed upon the employee.
- **Termination:** Whenever an employee is recommended for termination, the Township Committee will make the decision only after seeking the advice of the Township Attorney or Labor Counsel. There must be a complete review of all pertinent facts and documents to determine if termination is appropriate. Terminated employees may pursue a grievance under the applicable policy.

This policy is for guidance only and progressive discipline may or may not be appropriate. The Township will skip steps, repeat steps, and/or proceed directly to immediate termination as appropriate given the circumstances at issue and consistent with the Important Notice contained in the front of this Manual.

Personnel File Procedure

The official personnel files shall be maintained by the Township Administrator and employee medical information will be maintained in a separate, secure file.

The Official file shall include at least the following:

- The original application signed by the employee;

- Notes from any pre-employment interview and reference check;
- The original letter detailing an offer of employment and any additional correspondence concerning the employee's hiring;
- A signed acknowledgement that the employee has received the Personnel Policies and Procedures Manual;
- A signed acknowledgement that the employee received the safety orientation;
- Any documented evaluation of the employee's performance (positive or negative);
- Any documented corrective action of the employee's performance (positive or negative);
- Disciplinary actions including an acknowledgement that the employee was notified of the proposed disciplinary action and was given an opportunity to respond;
- Records relating to any other employment actions including promotions, demotions, transfers, resignations, leaves, etc.;
- Educational transcripts;
- Records related to an employee's resignation and/or retirement; and
- Any other pertinent information.

Medical File – Contents

- All documentation related to an employee's request for FMLA and/or State FLA leave.
- All documentation related to an employee's request for an ADA reasonable accommodation request.
- All sick notes provided by an employee regarding their absence from work.
- All documentation related to an employee's Fitness for Duty (FFD) examination or Functional Capacity Examination (FCE).
- Any other document regarding an employee's medical condition and/or from the employee's medical provider.

Worker's Compensation File

- An employee's workers' compensation file will be maintained in its own separate, secure file and it will be treated similar to the employee's medical file as it may contain confidential medical information about the employee.

Employee Complaint Investigation Procedure

Employees have the right to formally or informally report any statement, act, or behavior by a co-employee, supervisor, elected official or visitor that they believe to be improper consistent with the Employee Complaint Procedure and policies contained in this Manual and/or consistent with applicable law.

Whenever an employee, volunteer, or independent contractor reports any statement, act, or behavior by an employee, supervisor, elected official, volunteer, independent contractor or any other individual that they believe to be improper, the reporting individual shall be given the Employee Complaint Form and asked to complete this document, but shall not be compelled to do so.

- **Identification/Screening:** The supervisor, Department Head, or Township Administrator upon receiving such complaint or report must report it to the Township Administrator unless the complaint is against the Township Administrator or an elected or appointed official. If the complaint is against the Township Administrator, or an appointed or elected official, the report shall be made directly to the Township Attorney or Labor Counsel. Upon receipt, the Township Administrator in consultation with the Township Attorney or Labor Counsel will determine if the complaint was made pursuant to the Anti-Discrimination Policy, Anti-Harassment Policy, Anti-Sexual Harassment Policy, Reasonable Accommodation Policy, and/or Whistle Blower Policy, the grievance procedure, or is another form of complaint.
- **Investigation:** The Township Administrator will seek the advice of the Township Attorney or Labor Counsel when planning the investigation which will be conducted by the Township Administrator or an appropriate internal or external designee. The Investigator will make factual findings based upon witness interviews, review of documents, and take other steps necessary and appropriate under the specific circumstances. Upon conclusion of the investigation, the Investigator will make factual finding as to whether the allegations were corroborated, determined to be unfounded, or that some other conclusion was reached.

The investigation should be referred to the Union County Prosecutors Office if it involves potential criminal charges and/or as required by law or the Attorney General's guidelines.

Requests for Employment Verification and Reference Procedure

Inquiries and written requests for references or employment verification regarding a current or former employee must be referred to the Township Administrator. No employee may issue a reference letter without the permission of the Township Administrator. Under no circumstances should any information be released over the phone.

In response to a request for information, the Township Administrator will only verify an employee's name, dates of employment, job title, department and final salary. No other data or information will be furnished unless (1) the Township is required to release the information by law or (2) the employee or former employee authorizes the Township in writing to furnish this information and releases the Township from liability.

Continuing Education Procedure

The Township, in conjunction with the Township Administrator may arrange for employment practices seminars at appropriate intervals to train managerial/supervisory personnel. The Township will also offer non-mandatory training to all other employees with special emphasis on employee rights and protections under various Federal and State laws as well as Township employment practices. Records will be maintained in the official personnel files of all employees trained under this procedure.

Protection and Safe Treatment of Minors

I. Policy

The Township is charged with protecting the health, safety, and welfare of all its citizens, including children under the age of 18. To that end, the Township is firmly committed to protecting children under the care and supervision of the Township from all forms of physical, mental, sexual and emotional abuse. The Township is committed to establishing and implementing safeguards to eliminate opportunities for abuse of children entrusted to the care of the Township.

II. Reporting

In light of the importance and priority placed on safeguarding the health and safety of minors, it is critically important that suspected cases of child abuse and neglect are reported as soon as possible. **As a government official, employee or volunteer, you are legally required to report suspected child abuse. This requirement includes all governmental officials, employees and volunteers.**

The following procedures shall be utilized in reporting suspected cases of abuse. The Township shall also train officials, department heads, employees and volunteers in the concept of “**dual reporting**” as listed and defined below and shall encourage all staff and volunteers to utilize this process as much as possible in reporting suspected cases of abuse.

Interviewing children to investigate sexual abuse requires highly technical expertise. ***Do not “investigate” an abuse situation. Do not interrogate the child.*** Rather ***report it*** immediately as shown below. And finally, keep safety as the priority. If there is the possibility of violence against yourself or the child, get the appropriate professionals or agencies involved as soon as possible.

It is recommended that, whenever possible, officials, employees and volunteers report the suspected abuse to both the NJ Department of Children and Families and law enforcement at the same time, which is known as “dual reporting.”

For employees or volunteers of programs conducted by the Township:

- Immediately report suspected cases to the Program Director in charge and the Township Administrator so that an investigation can be conducted by the Township.
- The Director shall document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver’s name, age and address and the name of the alleged perpetrator and that person’s relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
- After documenting all of the facts surrounding the alleged abuse, the Program Director and/or the Township Administrator shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the supervisor’s role to make a decision on whether a case should be reported. All cases shall be reported.

For Volunteer coaches or other volunteers in charge of programs sponsored by or affiliated with the Township.

1. Immediately report suspected cases to the Township Administrator so that an investigation can be conducted by the Township. The Volunteer also shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver’s name, age and address and the name of the alleged perpetrator and that person’s relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

2. After documenting all of the facts surrounding the alleged abuse, the Volunteer and/or the Township Administrator shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the volunteer's role to make a decision on whether a case should be reported. All cases shall be reported.

For Officials and Department Heads who witness or become aware of alleged cases of abuse or neglect:

1. Immediately report suspected cases to the Township Administrator so that an investigation can be conducted by the Township. The Officials and Department Heads also shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - a. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - b. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - c. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - d. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - e. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.
 - After documenting all of the facts surrounding the alleged abuse, the Officials or Department Heads shall call the Hotline established by the NJ Department of Children and Families @ 1-877-652-2873. It is not the Officials and/or Department Head's role to make a decision on whether a case should be reported. All cases shall be reported.

For Law Enforcement Officers:

2. Immediately report any suspected or alleged cases of abuse or neglect to the Chief of Police, Township Administrator and the County Prosecutor so that an investigation can be conducted by the Township. It is not the officer's role to make a decision on whether a case should be reported. All cases shall be reported. The Law Enforcement Officer also shall immediately document the alleged abuse in writing including the following information, as recommended by the New Jersey Department of Children and Families:
 - f. **Who:** The child and parent/caregiver's name, age and address and the name of the alleged perpetrator and that person's relationship to the child.
 - g. **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to become concerned.
 - h. **When:** When the alleged abuse/neglect occurred and when you learned of it.
 - i. **Where:** Where the incident occurred, where the child is now and whether the alleged perpetrator has access to the child.
 - j. **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

III. Important Information Regarding Reporting Suspected Abuse Under NJ Law:

The following guidelines have been established under New Jersey law, for those reporting suspected or alleged cases of abuse or neglect. The Township encourages all officials, employees, and volunteers in programs operated by the Township or affiliated programs or activities to report suspected cases of abuse with the following in mind.

- i. Any person who, in good faith, makes a report of child abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. Calls can be placed to the hotline anonymously.*
- ii. However, any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person.*

When a report indicates that a child may be at risk, an investigator from the Division of Child Protection and Permanency (formerly Youth and Family Services) will promptly investigate the allegations of child abuse and neglect within 24 hours of receipt of the report.

SECTION SIX:

Acknowledgement

Receipt for Personnel Policies and Procedures Manual

I acknowledge that I have received a copy of the Township of Cranford's Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor and/or the Township Administrator. I understand that the Township of Cranford is an "at will" employer and consistent with applicable Federal and State law, including applicable bargaining unit agreements, employment with the Township of Cranford is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Township of Cranford has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this manual states the Township of Cranford's personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with Township of Cranford for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time. I also specifically acknowledge that I have received, read, and understood the Conscientious Employee Protection Act "Whistleblower Act" notice, which is included in this Personnel Policies and Procedures Manual.

Please sign and date this receipt and return it to the Township Administrator's Office.

Date: _____

Signature: _____

Print Name: _____

Department: _____



Township of Cranford

8 Springfield Avenue Cranford, New Jersey 07016-2199

(908) 709-7200 Fax (908) 276-7664

www.cranfordnj.org

Bill List November 22, 2022 Meeting

Analysis of Funds Bill List #1

Manual Checks

Current Fund	0.00
Capital Fund	0.00
Sub Total	0.00

Current Fund	228,268.69
Special Improvement	3,604.41
Swimming Pool Operating	6,742.34
Swimming Pool Capital	0.00
Capital Fund	113,362.05
Trust Fund	5,782.30
COAH Forfeiture	0.00
Developer's Escrow	1,181.25
Forfeiture Trust	0.00
CDBG Program	0.00
Unemployment Trust	0.00
Animal Control Fund	2,102.00
Sub Total	361,043.04
Grand Total	\$361,043.04

P.O. Type: All
 Format: Detail without Line Item Notes
 Range: 1-First to 2-Last
 Rcvd Batch Id Range: First to Last
 Dept Page Break: No
 Print Alpha, Revenue, & G/L Accounts: Y
 Open: N Void: N Paid: N
 Held: Y Aprv: N Rcvd: Y
 Bid: Y State: Y Other: Y Exempt: Y
 Include Non-Budgeted: Y
 Subtotal CAFR: No Subtotal Dept: No Subtotal Sub-Dept: No

Account	Description	Item Description	Amount	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	P0 Type
Fund: CURRENT									
2-01-20-100-100-215	ADMIN: O/S Prof Exp-IT-Information Tech								B
22-00462 11 ATON	ATON Computing	IT Services-0c0tber	3,465.00	R		08/30/22	11/17/22	3803	
2-01-20-100-100-258	Admin: Office Supplies								
22-01894 4 WBMAS	W.B. Mason Co., Inc.	File Folders	37.80	R		10/20/22	11/18/22	WB MASON	
22-01894 5 WBMAS	W.B. Mason Co., Inc.	HP 414 Ink Cartridges	362.97	R		10/20/22	11/18/22	WB MASON	
22-01894 6 WBMAS	W.B. Mason Co., Inc.	HP 414 Ink Cartridge-414x blk	189.99	R		10/20/22	11/18/22	WB MASON	
22-01894 7 WBMAS	W.B. Mason Co., Inc.	HP 206X ink cartridges	332.97	R		10/20/22	11/18/22	WB MASON	
22-01894 8 WBMAS	W.B. Mason Co., Inc.	HP 206X ink cartridge-blk	104.99	R		10/20/22	11/18/22	WB MASON	
			1,028.72						
2-01-20-100-130-280	Channel 35: Miscellaneous Other Exp.								
22-01823 1 LIV001	LiveU Inc.	Live U Data Overage	248.70	R		10/07/22	11/17/22	UWS220024514	
2-01-20-110-100-211	Twp. Committee: Advertising Legal								
22-01921 1 GANN005	Gannett New Jersey Newspapers	Legal Advertising	145.88	R		11/01/22	11/17/22	0004995543	
2-01-20-120-100-211	Clerk: Advertising Legal								
22-02028 1 STARL1	Star Ledger	Legal Ads	419.12	R		11/14/22	11/18/22	0010440577	
2-01-20-120-100-229	Clerk: Postage & Printing								
22-01922 1 FEDRL1	FedEx Services - Karen Ginther	Fedex Express Delivery	51.64	R		11/01/22	11/17/22	7-901-32274	
22-01922 2 FEDRL1	FedEx Services - Karen Ginther	Fedex Express Delivery	25.42	R		11/01/22	11/17/22	7-917-00737	
22-01955 1 TCGRAP	T. C. Graphics	Election Printed Signs	214.50	R		11/01/22	11/18/22	27643	
			291.56						
2-01-20-120-130-258	Copier: Office Supplies								
22-01894 1 WBMAS	W.B. Mason Co., Inc.	8 1/2 x 11 copy paper	1,580.00	R		10/20/22	11/18/22	WB MASON	
22-01894 2 WBMAS	W.B. Mason Co., Inc.	11 x 17 copy paper	25.99	R		10/20/22	11/18/22	WB MASON	

Account P.O. Id	Item Vendor Description	Item Description	Amount	Stat/chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	PO Type
2-01-20-120-130-258	Copier: Office Supplies	Continued							
22-01894	3 WBWAS w.B. Mason Co., Inc.	8 1/2 x 14 copy paper	49.80	R	10/20/22	11/18/22		WB MASON	
			1,655.79						
2-01-20-130-100-214	Finance: Outside Professional Expenses								
22-02056	1 PHOEN005 Phoenix Advisors, LLC	Financial Services	1,750.00	R	11/17/22	11/17/22		10085	
2-01-20-145-100-211	Tax Collector: Advertising Legal								
22-01829	1 WESTF005 Westfield Leader	RUN AD FOUR WEEKS IN PAPER	192.78	R	10/07/22	11/18/22		3231	
22-01829	2 WESTF005 Westfield Leader	AFFIDAVIT OF ADVERTISEMENT	11.00	R	10/07/22	11/18/22		3169	
22-01829	3 WESTF005 Westfield Leader	RUN AD FOUR WEEKS IN PAPER	192.78	R	10/07/22	11/18/22		3169	
			396.56						
2-01-20-155-100-214	Legal: Outside Professional Expense								
22-00223	12 RYANJ005 Cooper, LLC	Township Attorney - Nov. 2022	5,500.00	R	04/29/22	11/18/22		1000	B
22-00234	10 ALBNOR Norman W. Albert Esq.	Municipal Prosecutor - October	4,250.00	R	04/29/22	11/17/22		OCTOBER 2022	B
22-00234	11 ALBNOR Norman W. Albert Esq.	Municipal Prosecutor - Sept.	4,250.00	R	04/29/22	11/17/22		SEPTEMBER 2022	B
22-00235	10 RYANJ005 Cooper, LLC	Litigation - October 2022	4,127.50	R	04/29/22	11/18/22		992	B
22-00237	9 RIKER005 Riker, Danzig, Scherer, Hyland	Litigation-Verizon (august)	12,467.00	R	06/13/22	11/18/22		1399252	B
			30,594.50						
2-01-21-190-000-214	Zoning&Planning Office Prof o/s Expenses								
22-00226	15 TOP005 Topology NJ LLC	Planning Services - November	6,250.00	R	04/29/22	11/18/22		7765	B
2-01-23-220-000-216	INSURANCE: MISCELLANEOUS								
22-00017	24 DELTAD Delta Dental of New Jersey Inc	Dental Billing - Active	11,926.77	R	05/12/22	11/17/22		00000000878769	B
22-00017	25 DELTAD Delta Dental of New Jersey Inc	Dental Billing - Retired	5,709.93	R	01/14/22	11/17/22		00000000870524	B
			17,636.70						
2-01-25-240-100-214	Police: Outside Professional Expen								
22-01587	1 TIN005 Tindall Fabrications LLC	Fabricated Rolling Outboard	1,300.00	R	08/30/22	11/18/22		1302	
22-01951	1 ARTIST The Artist Frammer, LLC	Framing- UC Proclamation	218.69	R	11/01/22	11/17/22		35457	
			1,518.69						
2-01-25-240-100-221	Police: Maintenance and Repair								
22-01991	1 SOUTHAVE South Avenue Service, Inc.	Vehicle repair	286.50	R	11/04/22	11/18/22		16358	
2-01-25-240-100-229	Police: Postage & Printing								
22-00038	12 MARCO010 Marco Technologies, LLC	Copier Maintenance	41.83	R	01/20/22	11/17/22		INV10524519	B

Account	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
2-01-25-240-100-264	Police: Vehicle Supplies								
22-00160	Buy Wise Auto Parts	Battery	200.07	R	01/21/22	11/17/22		03NL4239	B
22-00169	Garwood Auto Parts Inc.	Battery	979.44	R	01/21/22	11/17/22		619828	B
22-00169	Garwood Auto Parts Inc.	Credit	72.00	-R	01/21/22	11/17/22		619253	B
22-00980	Maplecrest Ford	EPS Power Steering Rack	1,446.71	R	05/13/22	11/17/22		117293P	
22-00980	Maplecrest Ford	Outer Tie Rod Ends	165.72	R	05/13/22	11/17/22		117310P	
22-00980	Maplecrest Ford	Credit - Core Return	400.00	-R	11/17/22	11/18/22		CML17293P	
			2,319.94						
2-01-25-240-100-271	Police: Misc Mat'l & Supplies								
22-00438	Verizon Wireless	Account # 542421087-00001	41.44	R	05/16/22	11/17/22		9920050603	B
22-01486	Amazon Capital Services LLC	5.11 TACTICAL MENS DUTY BELT	120.00	R	08/17/22	11/17/22		1X77-TTKK-C66J	B
22-01486	Amazon Capital Services LLC	BLACKHAWK DOUBLE MAG POUCH	61.82	R	08/17/22	11/17/22		1X77-TTKK-C66J	B
22-01486	Amazon Capital Services LLC	BLACKHAWK SINGLE HANDCUFF	49.96	R	08/17/22	11/17/22		1X77-TTKK-C66J	B
22-01486	Amazon Capital Services LLC	LYTHARVEST OC/WACE HOLDER	27.80	R	08/17/22	11/17/22		1X77-TTKK-C66J	B
22-01925	ADGRAP	Police vehicle wraps	1,584.00	R	11/01/22	11/17/22		210265	B
22-01999	Atlantic Uniform, Inc.	Blauer Long Sleeve Shirt	119.98	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Blauer Short Sleeve Shirt	109.98	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Navy Class B Pant	119.98	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Traffic Vest	59.99	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Navy 8 Point Hat	59.99	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Black Watch Cap	29.99	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Black Baseball Cap	15.00	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	5.11 6" Boot	155.00	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Dark Navy Tac Shell Jacket 2XL	340.99	R	11/08/22	11/17/22		A-78753	
22-01999	Atlantic Uniform, Inc.	Dark Navy Tac Shell Jacket 1XL	309.99	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Dark Navy SoftShell Jacket 2XL	164.99	R	11/08/22	11/17/22		A-78753	
22-01999	Atlantic Uniform, Inc.	Dark Navy SoftShell Jacket 1XL	149.99	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Black Hi-Viz Jacket 2XL	186.99	R	11/08/22	11/17/22		A-78753	
22-01999	Atlantic Uniform, Inc.	Black Hi-Viz Jacket 1XL	169.99	R	11/08/22	11/17/22		A-78752	
22-01999	Atlantic Uniform, Inc.	Blauer Long Sleeve Shirt	119.98	R	11/08/22	11/17/22		A-78753	
22-01999	Atlantic Uniform, Inc.	Blauer Short Sleeve Shirt	109.98	R	11/08/22	11/17/22		A-78753	
22-01999	Atlantic Uniform, Inc.	Navy Class B Pant	119.98	R	11/08/22	11/17/22		A-78753	
22-01999	Atlantic Uniform, Inc.	Traffic Vest	59.99	R	11/08/22	11/17/22		A-78753	
22-01999	Atlantic Uniform, Inc.	Navy 8 Point Hat	59.99	R	11/08/22	11/17/22		A-78753	
22-01999	Atlantic Uniform, Inc.	Black Watch Cap	29.99	R	11/08/22	11/17/22		A-78753	
22-01999	Atlantic Uniform, Inc.	Black Baseball Cap	15.00	R	11/08/22	11/17/22		A-78753	

Account	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
2-01-25-240-100-271	Police: Misc Mat'l & Supplies	Continued							
22-01999	22 ATLUNI Atlantic Uniform, Inc.	5.11 6" Boot	155.00	R	11/08/22	11/17/22		A-78753	
			4,547.78						
2-01-25-240-200-213	Comm: Professional Development								
22-01938	1 ROCKW005 Speedwell Targets	FBI Silhouette Center Mass shipping	208.00	R	11/01/22	11/18/22		13126	
22-01938	2 ROCKW005 Speedwell Targets		36.25	R	11/01/22	11/18/22		13126	
			244.25						
2-01-25-265-100-213	Fire: Professional Development								
22-01874	1 MATTH015 MATTHEW LUBIN	Fire Official & Investigator	182.00	R	10/18/22	11/17/22			
22-01982	1 UNION010 Union Cnty Fire & EMS Training	NFA Strategy and Tactics for	100.00	R	11/04/22	11/18/22		22000876	
22-01987	2 GOURME Gourmet Deli	Lt Interview - Lunch	59.70	R	11/04/22	11/17/22		10531	B
22-01987	3 GOURME Gourmet Deli	Lt Interview - Lunch	9.00	R	11/04/22	11/17/22		10531	B
			350.70						
2-01-25-265-100-221	Fire: Maint & Repairs								
22-01406	19 FIRESF Fire & Safety Services Ltd.	HOSEBED COVER ENGINE 3	1,650.00	R	07/21/22	11/17/22		1022-08394	B
2-01-25-265-100-264	Fire: Vehicle Supplies								
22-01016	33 GARWAW Garwood Auto Parts Inc.	Blanket - Vehicle supplies	34.99	R	05/18/22	11/17/22		620987	B
22-01016	34 GARWAW Garwood Auto Parts Inc.	Blanket - Vehicle Supplies	17.52	R	05/18/22	11/17/22		621300	B
22-01016	35 GARWAW Garwood Auto Parts Inc.	Blanket - Vehicle Supplies	34.99	R	05/18/22	11/17/22		621300	B
			17.52						
2-01-25-265-100-280	Fire: Miscellaneous								
22-00137	5 SYNTE005 Syn-tech Systems Inc.	Tech Support-Fuelmaster	42.00	R	01/20/22	11/18/22		258258	B
22-00428	11 BELAT2 Verizon wireless	Acct# 542046447-00001	418.21	R	05/12/22	11/17/22		9919484932	B
			460.21						
2-01-25-265-140-271	EMS: Misc Mat'l & Supplies								
22-01739	2 RALPHV V.E. Ralph & Son Inc.	Blanket- EMS Supplies	495.80	R	09/19/22	11/17/22		445614	B
22-01739	3 RALPHV V.E. Ralph & Son Inc.	Blanket- EMS Supplies	743.70	R	09/19/22	11/17/22		445614	B
22-01739	4 RALPHV V.E. Ralph & Son Inc.	Blanket- EMS Supplies	397.50	R	09/19/22	11/17/22		445614	B
22-01739	5 RALPHV V.E. Ralph & Son Inc.	Blanket- EMS Supplies	27.50	R	09/19/22	11/17/22		445614	B
22-01739	6 RALPHV V.E. Ralph & Son Inc.	Blanket- EMS Supplies	77.50	R	09/19/22	11/17/22		445614	B
22-01739	7 RALPHV V.E. Ralph & Son Inc.	Blanket- EMS Supplies	97.50	R	09/19/22	11/17/22		445614	B
22-01739	8 RALPHV V.E. Ralph & Son Inc.	Blanket- EMS Supplies	1,130.00	R	09/19/22	11/17/22		445614	B
22-01739	9 RALPHV V.E. Ralph & Son Inc.	Blanket- EMS Supplies	75.00	R	09/19/22	11/17/22		445614	B

Account	P.O. Id	Item Vendor	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
2-01-25-265-140-271			EMS: Misc Mat'l & Supplies	Continued							
22-01739	10	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	15.90	R	09/19/22	11/17/22		445614	B
22-01739	11	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	30.90	R	09/19/22	11/17/22		445614	B
22-01739	12	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	30.90	R	09/19/22	11/17/22		445614	B
22-01739	13	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	30.90	R	09/19/22	11/17/22		445614	B
22-01739	14	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	30.90	R	09/19/22	11/17/22		445614	B
22-01739	15	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	30.90	R	09/19/22	11/17/22		445614	B
22-01739	16	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	30.90	R	09/19/22	11/17/22		445614	B
22-01739	17	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	315.00	R	09/19/22	11/17/22		445614	B
22-01739	18	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	315.00	R	09/19/22	11/17/22		445675	B
22-01739	19	RALPHV	V.E. Ralph & Son Inc.	Blanket- EMS Supplies	51.90	R	09/19/22	11/17/22		445249	B
					<u>3,927.70</u>						
2-01-26-290-100-214			DPW: Outside Professional Exp								
22-01676	1	DUKES	Duke's Root Control Inc.	FOAMING ROOT CONTROL	12,743.53	R	09/15/22	11/17/22		21360	B
22-01764	2	HYDROT	Hydro-Tek Ltd.	WINTERIZING	200.00	R	09/30/22	11/17/22		63496	B
22-01764	3	HYDROT	Hydro-Tek Ltd.	WINTERIZING	200.00	R	09/30/22	11/17/22		63498	B
22-01764	4	HYDROT	Hydro-Tek Ltd.	WINTERIZING	400.00	R	09/30/22	11/17/22		63444	B
22-01764	5	HYDROT	Hydro-Tek Ltd.	WINTERIZING	200.00	R	09/30/22	11/17/22		63497	B
22-01764	6	HYDROT	Hydro-Tek Ltd.	WINTERIZING	200.00	R	09/30/22	11/17/22		63499	B
					<u>13,943.53</u>						
2-01-26-290-100-221			DPW: Maintenance & Repair								
22-00090	60	WESTLUMB	Westfield Lumber & Home Center	Blanket - B & G Supplies	26.01	R	09/01/22	11/18/22		751901	B
22-01568	15	CINTA005	Cintas Corporation	CLEANING SUPPLIES	342.13	R	08/23/22	11/17/22		4136836256	B
22-01568	16	CINTA005	Cintas Corporation	CLEANING SUPPLIES	300.13	R	08/23/22	11/17/22		4137571585	B
22-01956	1	JEMIN005	JEM Industrial Services Inc.	ICE MELT	1,513.00	R	11/01/22	11/17/22		1534	B
22-01979	1	BRENTM	Brent Material Company	FERNCO 1056-43	10.03	R	11/04/22	11/17/22		2116756-YD	B
					<u>2,191.30</u>						
2-01-26-290-100-232			DPW: Lease/Brookside Detention	Westfield							
22-01977	1	TOWNWE	Town of Westfield	LEASE AGREEMENT - WESTFIELD	13,947.00	R	11/04/22	11/18/22		102422-01	B
2-01-26-290-100-250			DPW: Building & Grounds Supplies								
22-00074	10	FANWDC	Fanwood Crushed Stone	BLANKET - Quarry Process	618.25	R	07/26/22	11/18/22		6063044	B
22-00087	11	WELDON	Weldon Asphalt	BLANKET - Asphalt	10,573.95	R	08/17/22	11/18/22		3078673	B
22-00089	11	WELDNC	Weldon Concrete	Concrete Blanket	2,576.33	R	07/26/22	11/18/22		5060299	B

Account P.O. Id Item Vendor	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
2-01-26-290-100-250 22-01565 3 AIRGRP	DPW: Building & Grounds Supplies Air Group LLC.	Continued 4th quarter service agreement	2,748.00 16,516.53	R	08/23/22	11/18/22		2727748	B
2-01-26-290-100-258 22-00086 37 WBMAS	DPW: Office Supplies W.B. Mason Co., Inc.	BLANKET - DPW Office Supplies	46.90	R	09/30/22	11/18/22		233852686	B
2-01-26-290-100-264 22-00073 15 CLEVEL	DPW: Vehicle Supplies Cleveland Auto & Tire Co. Inc.	Blanket - vehicle Supplies	1,397.90	R	06/01/22	11/17/22		260	B
22-00073 16 CLEVEL	Cleveland Auto & Tire Co. Inc.	Blanket - vehicle Supplies	128.25	R	06/01/22	11/17/22		261	B
22-00073 17 CLEVEL	Cleveland Auto & Tire Co. Inc.	Blanket - vehicle Supplies	25.00	R	06/01/22	11/17/22		234901	B
22-00075 113 GARWAW	Garwood Auto Parts Inc.	Blanket - Auto Parts	355.72 1,906.87	R	01/20/22	11/17/22		621235	B
2-01-26-290-100-271 22-00077 29 LAWSON	DPW: Misc Mat'l & Supplies Lawson Products Inc.	BLANKET - DPW Supplies	1,621.06	R	10/11/22	11/17/22		9310082334	B
2-01-26-290-145-214 22-01638 8 STINE005	Conservation: Outside Professional Expen Stine Industries LLC	WOODCHIPS REMOVAL	300.00	R	11/08/22	11/18/22		1574	B
2-01-26-290-145-232 22-01116 8 NOAHS005	Conservation: Rental Expense Noah's Ark Port-a-Jon	PORT-A-JOHN RENTALS	150.00	R	06/14/22	11/17/22		53386	B
2-01-26-310-110-221 22-01927 1 PERRENNI	B&G Municipal Building: Maint. & Repair Perennial Services LLC	BROADLEAF APPLICATION	170.00	R	11/01/22	11/17/22		416644	B
2-01-26-310-115-221 22-00864 26 CINTA005	B&G Firehouse: Maintenance & Repairs Cintas Corporation	Monthly Carpet Exch.-Nov./Dec.	72.27	R	05/02/22	11/17/22		4136836178	B
22-00864 27 CINTA005	Cintas Corporation	Monthly Carpet Exch.-Nov./Dec.	67.18	R	05/02/22	11/17/22		4136836178	B
22-00864 28 CINTA005	Cintas Corporation	Monthly Carpet Exch.-Nov./Dec.	47.47	R	05/02/22	11/17/22		4136836178	B
22-00864 29 CINTA005	Cintas Corporation	Monthly Carpet Exch.-Nov./Dec.	9.10 196.02	R	05/02/22	11/17/22		4136836178	B
2-01-26-310-115-250 22-01778 47 HOMEDEP	B&G Firehouse: Building & Ground Supplie Home Depot	ROD ROUND ALUM 36X1/2X1/2	10.93	R	09/30/22	11/17/22		1030554	B
22-01778 48 HOMEDEP	Home Depot	BEST 4 X 1/4IN WOVEN MINI 6PK	11.34	R	09/30/22	11/17/22		1030554	B
22-01778 49 HOMEDEP	Home Depot	SCOTCHBLUE 1.88" SHARP LINES	10.68	R	09/30/22	11/17/22		1030554	B
22-01778 50 HOMEDEP	Home Depot	6 IN PLASTIC MINI ROLLER TRAY	1.98	R	09/30/22	11/17/22		1030554	B
22-01778 51 HOMEDEP	Home Depot	RIGID 2-HOLE STRAP 1/2" PK10	2.20	R	09/30/22	11/17/22		1030554	B

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2-01-26-310-115-250		B&G Firehouse: Building & Ground	Supplie Continued							
22-01778 52	HOMEDEP	Home Depot	ROD ROUND ALUM 36X1/2X1/2	10.93	R	09/30/22	11/17/22		1030554	B
22-01778 53	HOMEDEP	Home Depot	HEX NUT ZINC 1/2 (AHF)	0.31	R	09/30/22	11/17/22		1030554	B
22-01778 54	HOMEDEP	Home Depot	FLAT WASHER ZINC 1/2 (AGB)	0.35	R	09/30/22	11/17/22		1030554	B
22-01778 55	HOMEDEP	Home Depot	HEX NUT ZINC 1/2 (AHF)	0.31	R	09/30/22	11/17/22		1030554	B
22-01778 56	HOMEDEP	Home Depot	HEX NUT ZINC 1/2 (AHF)	0.31	R	09/30/22	11/17/22		1030554	B
22-01778 57	HOMEDEP	Home Depot	HEX NUT ZINC 1/2 (AHF)	0.31	R	09/30/22	11/17/22		1030554	B
22-01778 58	HOMEDEP	Home Depot	FLAT WASHER ZINC 1/2 (AGB)	0.35	R	09/30/22	11/17/22		1030554	B
22-01778 59	HOMEDEP	Home Depot	FLAT WASHER ZINC 1/2 (AGB)	0.35	R	09/30/22	11/17/22		1030554	B
22-01778 60	HOMEDEP	Home Depot	FLAT WASHER ZINC 1/2 (AGB)	0.35	R	09/30/22	11/17/22		1030554	B
				50.70						
2-01-26-310-120-280		B&G Roundhouse-DPW: Miscell	aneous							
22-01882 2	SNAPON	Snap-on	MISC. SUPPLIES	295.75	R	10/20/22	11/18/22		08302294242	B
2-01-26-310-135-214		B&G Community Center: Outside Prof.	Exp.							
22-00286 10	ARROW	Arrow Elevator Inc.	Elevator Maintenance - Sept	239.00	R	05/10/22	11/17/22		108271	B
22-00286 11	ARROW	Arrow Elevator Inc.	Elevator Maintenance - OCTOBER	239.00	R	05/10/22	11/17/22		108733	B
22-00286 12	ARROW	Arrow Elevator Inc.	Elevator Maintenance - NOV	239.00	R	05/10/22	11/17/22		109179	B
22-00292 8	GLOBAL	Global Janitorial Service	August Window Cleaning	284.00	R	05/10/22	11/18/22		AUGUST 2022	B
22-00292 9	GLOBAL	Global Janitorial Service	September Window Cleaning	284.00	R	05/10/22	11/18/22		SEPTEMBER 2022	B
22-00292 10	GLOBAL	Global Janitorial Service	October Window Cleaning	284.00	R	05/10/22	11/18/22		OCTOBER 2022	B
22-00294 3	HYDROT	Hydro-Tek Ltd.	Sprinkler Maintenance	400.00	R	02/01/22	11/17/22		63424	B
22-00597 16	CANON	Canon Solutions America, Inc.	copier maintenance	16.90	R	05/10/22	11/17/22		6002274954	B
22-01912 1	NJDOCA	NJ DEPT OF CONSUMER AFFAIRS	Elevator Registration CCC	440.00	R	10/20/22	11/17/22		4177222	B
				2,425.90						
2-01-26-310-145-214		B&G Parking System: Outside Prof.	Exp.							
22-00979 7	INTEGRAT	Integrated Technical Systems	Blanket- Meters Fees	2,695.00	R	05/13/22	11/17/22		IN44885	B
2-01-26-310-145-221		B&G Parking System: Maint. & Repair								
22-01341 6	MAC005	Mackay Meters, Inc.	BLANKET- Single Space Meters	118.00	R	07/14/22	11/17/22		1063087	B
2-01-26-310-155-221		B&G DT St. Lts: Maint. & Repair								
22-01915 1	JENELE	Jen Electric, Inc.	VICTORIAN STREET LIGHT #8	3,860.00	R	10/20/22	11/17/22		15491	B
22-01916 1	JENELE	Jen Electric, Inc.	VICTORIAN STREET LIGHT #7	4,666.50	R	10/20/22	11/17/22		15489	B
				8,526.50						

TOWNSHIP OF CRANFORD
Bill List By Budget Account

Account P.O. Id Item Vendor	Description	Item Description	Amount	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice	PO Type
2-01-26-310-165-271 22-00615 8 MCINTY	B&G Grass Cutting: Misc Mat'l & Supplies McIntyre's Locksmith & Lawn MAINT. AND REPAIRS		156.65	R	03/18/22	11/17/22		116050	B
2-01-26-310-170-214 22-01980 2 ARNOLD 22-01980 3 ARNOLD	B&G 375 Centennial Ave: o/s Prof Exp Arnold's Pest Control Arnold's Pest Control	Pest Contol @ 375 - September Pest Contol @ 375 - October	125.00 125.00 250.00	R R	11/04/22 11/04/22	11/18/22 11/18/22		95691 96255	B B
2-01-26-315-000-264 22-01841 5 NATOIL	Gasoline: Gasoline/Diesel Fuel National Fuel Oil, Inc.	Blanket - Gasoline/Diesel Fuel	8,168.32	R	10/07/22	11/17/22		75490	B
2-01-28-370-100-258 22-00306 17 WBWAS	Rec.: Office Supplies W.B. Mason Co., Inc.	office supplies	509.85	R	05/10/22	11/18/22		233814729	B
2-01-28-371-100-221 22-00311 11 CRANSS	Senior Bus Maintenance Centennial Service Center	township bus maintenance	80.33	R	09/22/22	11/17/22		102774	B
2-01-29-390-100-237 22-00254 111 ELIZTW 22-00344 49 PSEG	Library: Utilities Elizabethtown Gas PSE&G	Account # 2910580051 Utility Bills - Library	219.51 2,401.94 2,621.45	R R	05/20/22 04/29/22	11/17/22 11/18/22		2910580051 1301364304	B B
2-01-29-390-100-250 22-00107 24 GRAIN3	Library: Building & Ground Supplies Grainger	Library Acct#806856035	66.24	R	06/21/22	11/17/22		9492130084	B
2-01-29-390-100-258 22-00109 39 WBWAS	Library: Office Supplies W.B. Mason Co., Inc.	Library Customer #1298222	135.01	R	06/01/22	11/18/22		233847742	B
2-01-29-390-100-271 22-00121 7 BBC 22-00125 20 CENGAG 22-00964 1 JOANN020	Library: Misc Mat'l & Supplies Blackstone Audio, Inc. Cengage Learning Inc. Jo-Ann Stores, LLC	Customer # 101429 Acct # 114602 Account # 10854	421.69 100.06 1,000.00 1,521.75	R R R	01/20/22 05/03/22 05/13/22	11/17/22 11/17/22 11/17/22		2073469 79639021 510786000001129	B B
2-01-31-430-100-280 22-00344 48 PSEG	Utilities: Electricity PSE&G	Utility Bills	26,328.51	R	04/29/22	11/18/22		1301364304	B

Account	Description	Item Description	Amount	Stat/Chk	First Rcvd Enc Date	Chk/Void Date	Invoice	PO Type
2-01-31-430-101-280	Utility: Telephone							
22-00014	45 VERIZON1 Verizon	Account # 250-782-511-0001-92	47.22	R	05/04/22	11/18/22	250-782-511-000	B
22-00014	46 VERIZON1 Verizon	Account # 353-212-087-0001-25	234.69	R	05/04/22	11/18/22	353-212-087-000	B
22-00023	12 BELAT2 Verizon wireless	Account # 282560259-00001	654.47	R	05/12/22	11/17/22	9919441528	B
22-00252	12 BELAT2 Verizon wireless	Acct # 382162183-00001	703.38	R	05/23/22	11/18/22	9920111393	B
			1,639.76					
2-01-31-430-102-280	Utility: Water							
22-00666	10 NJAWU New Jersey American Water	Sewerage Usage	432.62	R	03/29/22	11/18/22	4000247358	B
2-01-31-430-103-280	Utility: Gas - Natural							
22-00176	92 UGI005 UGI Energy Services LLC	Account # 1090495336	86.42	R	05/23/22	11/18/22	65491910	B
22-00176	93 UGI005 UGI Energy Services LLC	Account # 4530412252	0.00	R	01/25/22	11/18/22	65491908	B
22-00176	94 UGI005 UGI Energy Services LLC	Account # 6030526707	0.00	R	01/25/22	11/18/22	65491914	B
22-00176	95 UGI005 UGI Energy Services LLC	Account # 7350524555	427.46	R	05/23/22	11/18/22	65491915	B
22-00176	96 UGI005 UGI Energy Services LLC	Account # 8740637862	190.39	R	05/23/22	11/18/22	65493134	B
22-00176	97 UGI005 UGI Energy Services LLC	Account # 8840672679	98.89	R	05/23/22	11/18/22	65491928	B
22-00176	98 UGI005 UGI Energy Services LLC	Account # 1710140615	26.34	R	05/23/22	11/18/22	65493115	B
22-00176	99 UGI005 UGI Energy Services LLC	Account # 2910375424	48.07	R	05/23/22	11/18/22	65493114	B
22-00176	100 UGI005 UGI Energy Services LLC	Account # 1380051717	2,826.29	R	05/23/22	11/18/22	65493126	B
22-00254	105 ELIZTW Elizabethtown Gas	Account # 1094419950	130.70	R	05/13/22	11/17/22	1094419950	B
22-00254	106 ELIZTW Elizabethtown Gas	Account # 7358749940	718.96	R	05/13/22	11/17/22	7358749940	B
22-00254	107 ELIZTW Elizabethtown Gas	Account # 1713071278	64.47	R	05/13/22	11/17/22	1713071278	B
22-00254	108 ELIZTW Elizabethtown Gas	Account # 8842666093	298.93	R	05/13/22	11/17/22	8842666093	B
22-00254	112 ELIZTW Elizabethtown Gas	Account # 8741412731	521.31	R	05/13/22	11/18/22	8741412731	B
22-00945	4 ELIZTW Elizabethtown Gas	Acct.#5313189940 10/7 -11/7/22	757.73	R	05/10/22	11/17/22	5313189940	B
			6,195.96					
2-01-31-435-000-237	Street Lighting: Utilities							
22-00344	51 PSE&G PSE&G	Street & Traffic Lighting	19,088.17	R	04/29/22	11/18/22	1301364304	B
2-01-43-490-000-258	Court: Office Supplies							
22-01935	1 WBMAS W.B. Mason Co., Inc.	HOD4717 CALENDAR REFILLS	17.97	R	11/01/22	11/18/22	233929314	
22-01935	2 WBMAS W.B. Mason Co., Inc.	HOD26202 MONTHLY PLANNER	15.98	R	11/01/22	11/18/22	233929314	
22-01935	3 WBMAS W.B. Mason Co., Inc.	HOD3679 TENT CALENDAR	34.17	R	11/01/22	11/18/22	233929314	
22-01935	4 WBMAS W.B. Mason Co., Inc.	HOD3841 WALL CALENDAR	12.98	R	11/01/22	11/18/22	233929314	
22-01935	5 WBMAS W.B. Mason Co., Inc.	MMM6549YW HIGHLAND NOTES 3X3	3.48	R	11/01/22	11/18/22	233929314	
22-01935	6 WBMAS W.B. Mason Co., Inc.	MMM680EGALT POST-IT FLAGS	13.02	R	11/01/22	11/18/22	233929314	
22-01935	7 WBMAS W.B. Mason Co., Inc.	AVE98034 HI-LITER	5.31	R	11/01/22	11/18/22	233929314	

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Fund:	SWIM POOL OPERATING								
2-26-00-200-105-214	Pool: Outside Professional Expense								
22-00267 13 ARNOLD	Arnold's Pest Control	pest control - pool	125.00	R	05/10/22	11/18/22		92321	B
22-00267 14 ARNOLD	Arnold's Pest Control	pest control - pool	125.00	R	05/10/22	11/18/22		93670	B
22-00267 15 ARNOLD	Arnold's Pest Control	pest control - pool	125.00	R	05/10/22	11/18/22		94300	B
			<u>375.00</u>						
2-26-00-200-105-221	Pool: Maintenance and Repair								
22-00270 28 CINTA005	Cintas Corporation	Sanitation Supplies	158.16	R	10/11/22	11/18/22		4136836290	B
22-01736 1 FITNESSL	Fitness Lifestyles, Inc.	EQUIPMENT	1,255.20	R	09/19/22	11/18/22		417459	
			<u>1,413.36</u>						
2-26-00-200-105-237	Pool: Utilities								
22-00254 104 ELIZTW	Elizabethtown Gas	Account # 1384841651	2,972.45	R	02/01/22	11/18/22		1384841651	B
22-00254 109 ELIZTW	Elizabethtown Gas	Account # 6035719910	36.79	R	11/17/22	11/18/22		6035719910	B
22-00254 110 ELIZTW	Elizabethtown Gas	Account # 4538129701	36.79	R	11/17/22	11/18/22		4538129701	B
22-00344 50 PSE&G		Electricity - Pools	789.93	R	04/29/22	11/18/22		1301364304	B
			<u>3,835.96</u>						
2-26-00-200-105-258	Pool: Office Supplies								
22-00281 4 WBMAS	W.B. Mason Co., Inc.	Office supplies	1,001.42	R	02/01/22	11/18/22		233813477	B
2-26-00-200-105-280	Pool: Miscellaneous								
22-00269 9 CANON	Canon Solutions America, Inc.	Copiers	116.60	R	05/10/22	11/18/22		6002302890	B
		Fund Total: SWIM POOL OPERATING	6,742.34						
		Year Total:	232,374.44						
Fund:	GENERAL CAPITAL								
C-04-12-015-101-280	Reconstruction of Lower Level Mun. Bldg.								
22-02023 2 SER005	Servpro of Central Union Cnty	MOLD REMEDIATION	38,415.65	R	11/08/22	11/18/22		57869	B
C-04-20-007-000-201	Ord 2020-07 Elevation of Homes								
21-00317 11 MFS005	MFS Construction LLC	2 Venetia Avenue	250.00	R	02/03/21	11/18/22		1221004,000-21	B
21-00317 12 MFS005	MFS Construction LLC	2 Venetia Avenue	308.00	R	02/03/21	11/18/22		1221004,000-24	B
21-01926 7 MFS005	MFS Construction LLC	9 Richmond Avenue	192.50	R	11/08/21	11/18/22		1221004,000-21	B

Account	Description	Item Description	Amount	Stat/Chk	First Rcvd Enc Date Date	Chk/Void Date	Invoice	PO Type
C-04-20-007-000-201	Ord 2020-07 Elevation of Homes	Continued						
21-01926 8 MFS005	MFS Construction LLC	9 Richmond Avenue	385.00	R	11/08/21 11/18/22		1221004,000-23	B
21-01926 9 MFS005	MFS Construction LLC	9 Richmond Avenue	575.00	R	11/08/21 11/18/22		1221004,000-25	B
21-01927 5 MFS005	MFS Construction LLC	12 Forest Avenue	154.00	R	11/08/21 11/18/22		1221004,000-22	B
21-01928 5 MFS005	MFS Construction LLC	14 Kensington Ave	169.00	R	11/08/21 11/18/22		1221004,000-21	B
21-01929 5 MFS005	MFS Construction LLC	610 Riverstide Drive	134.50	R	11/08/21 11/18/22		1221004,000-21	B
			2,168.00					
C-04-21-010-000-203	ORD#21-10 Edgar Ave Drainage Improve.							
22-01330 5 KILLMA	Mott MacDonald LLC	Nomahegan Dikes	1,990.00	R	07/14/22 11/18/22		507459964	B
C-04-21-010-000-209	Ord#21-10 375 Centennial Ave Rec.Improve							
21-01471 14 TRI-FORM	Tri-Form Construction Inc.	Cranford Recreation Center	69,162.52	R	05/13/22 11/18/22		PAYMENT #10	B
C-04-21-010-000-521	Ord#21-10 Softcost Engineering							
22-00985 6 KILLMA	Mott MacDonald LLC	Kensington Ave & Edgar Ave	1,625.88	R	05/13/22 11/18/22		507459963	B
			Fund Total: GENERAL CAPITAL					
			113,362.05					
			Year Total:					
			113,362.05					
Fund:	CURRENT							
G-01-41-700-105-281	Alco Ed Rehab Enf COURT-PURCHASE ORDERS							
22-01220 1 ALBNOR	Norman W. Albert Esq.	DWI TRIAL STATE V INDIK	300.00	R	06/24/22 11/17/22			
G-01-41-700-138-280	UNION COUNTY KIDS GRANT (2016-20XX)							
22-01819 1 BLUEA005	Blue And Gold AV	tv's for 375	1,191.00	R	10/07/22 11/17/22		674	
22-01906 1 ACOS5005	A. Cossa Landscape Design, LLC	Cleanup @ 375	4,750.00	R	10/20/22 11/17/22		11/13/22	
			5,941.00					
			Fund Total: CURRENT					
			6,241.00					
			Year Total:					
			6,241.00					
Fund:	GENERAL TRUST							
T-15-00-000-103-000	Public Defender							
22-00233 11 WEISS005	Law Offices of Jared B. Weiss	Public Defender	750.00	R	01/28/22 11/18/22		437	B

Account P.O. Id Item Vendor	Description	Item Description	Amount	Stat/Chk	Enc Date	First Rcvd Enc Date	Chk/Void Date	Invoice	PO Type
T-15-00-000-110-000	Enrichment Other Expenses								
22-00304	27 VILLAA010 Village Super Market, Inc.	Cooking Supplies	90.81	R	05/10/22	11/18/22		01620422906	B
22-00304	28 VILLAA010 Village Super Market, Inc.	bagels and bingo	125.00	R	05/10/22	11/18/22		01620422735	B
22-01785	1 CRANFL CRANFORD FLORIST	Flowers for Roseann	250.00	R	09/30/22	11/18/22		0033331	
22-01877	1 CRANFL CRANFORD FLORIST	SYMPATHY FLOWERS - BIANCO	100.00	R	10/18/22	11/18/22		0033339	
22-01908	4 AMAZON Amazon Capital Services LLC	supplies	73.99	R	10/20/22	11/18/22		16F6-CDJ3-3VCX	B
22-01961	1 MRJS MR. J'S	BAGELS/BINGO OCT 2022	192.50	R	11/01/22	11/18/22		102522AAA0310	
22-01995	1 KOIK0005 Koiko Design LLC	ADULT FALL DRAWING 2022	600.00	R	11/04/22	11/18/22		1288	
			1,432.30						
T-15-00-000-112-000	District Management Donations (SID)								
22-02025	1 RENNA005 Renna Media, LLC	November ad program	3,400.00	R	11/09/22	11/18/22		144031	
22-02039	1 CTM001 CT Marketing Solutions LLC	Holiday backdrop	200.00	R	11/16/22	11/18/22		BR24004599A	
			3,600.00						
		Fund Total: GENERAL TRUST	5,782.30						
Fund:	ANIMAL TRUST								
T-22-00-000-101-000	Animal Control								
22-00930	14 ANIMALCO Animal Control Solutions, LLC	Kenneled_Emerg 11/4/2022	1,250.00	R	05/06/22	11/18/22		3989	B
22-01655	1 MGLFOR MGL Printing Solutions	2023 1 Yr Dog Tags	418.00	R	09/08/22	11/18/22		192656	
22-01655	2 MGLFOR MGL Printing Solutions	2023 3 Yr Dog Tags	242.00	R	09/08/22	11/18/22		192656	
22-01655	3 MGLFOR MGL Printing Solutions	2023 Cat Tags	192.00	R	09/08/22	11/18/22		192656	
			2,102.00						
		Fund Total: ANIMAL TRUST	2,102.00						
T-35-00-000-101-037	ESCROW: 750 Walnut Ave/Hartz Mountain In								
22-02029	1 MASER Colliers Engineering & Design	750 WALNUT RDA / HARTZ MTN.	437.50	R	11/14/22	11/18/22		0000798371	
T-35-00-000-101-038	ESCROW: 201 Walnut Ave (LLC)/Iron Ore								
22-02030	1 MASER Colliers Engineering & Design	201 WALNUT AVE (LLC)/ IRON ORE	743.75	R	11/14/22	11/18/22		0000798373	
		Fund Total:	1,181.25						
		Year Total:	9,065.55						
Total Charged Lines:	253	Total List Amount:	361,043.04	Total Void Amount:					
			0.00						

Account	Description	Item Description	Amount	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice	PO Type
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TOWNSHIP OF CRANFORD
Bill List By Budget Account

Totals by Year-Fund	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description							
CURRENT	2-01	222,027.69	0.00	222,027.69	0.00	0.00	222,027.69
SPECIAL IMPROVEMENT DISTRICT	2-21	3,604.41	0.00	3,604.41	0.00	0.00	3,604.41
SWIM POOL OPERATING	2-26	6,742.34	0.00	6,742.34	0.00	0.00	6,742.34
Year Total:		232,374.44	0.00	232,374.44	0.00	0.00	232,374.44
GENERAL CAPITAL	C-04	113,362.05	0.00	113,362.05	0.00	0.00	113,362.05
CURRENT	G-01	6,241.00	0.00	6,241.00	0.00	0.00	6,241.00
GENERAL TRUST	T-15	5,782.30	0.00	5,782.30	0.00	0.00	5,782.30
ANIMAL TRUST	T-22	2,102.00	0.00	2,102.00	0.00	0.00	2,102.00
	T-35	1,181.25	0.00	1,181.25	0.00	0.00	1,181.25
Year Total:		9,065.55	0.00	9,065.55	0.00	0.00	9,065.55
Total of All Funds:		361,043.04	0.00	361,043.04	0.00	0.00	361,043.04