

**TOWNSHIP OF WILLINGBORO  
RESOLUTION 2022 - 46**

**RESOLUTION OF THE TOWNSHIP OF WILLINGBORO  
ADOPTING THE JIF/MEL APPROVED PERSONNEL  
POLICIES & PROCEDURES MANUAL AND EMPLOYEE  
HANDBOOK**

**WHEREAS**, the Township of Willingboro maintains, and periodically updates, a Personnel Manual (“Manual”) setting forth the Policies & Procedures applicable to Township employees outside the context of matters directly addressed through collective bargaining agreements; and

**WHEREAS**, the Township Council desires to adopt the attached **JIF/MEL APPROVED PERSONNEL POLICIES & PROCEDURES MANUAL AND EMPLOYEE HANDBOOK**; and

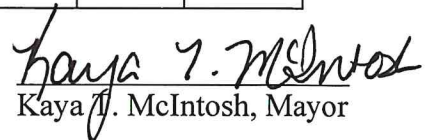
**WHEREAS**, the Township Council finds that adopting the **JIF/MEL APPROVED PERSONNEL POLICIES & PROCEDURES MANUAL AND EMPLOYEE HANDBOOK** is in the best interest of the Township and its citizens; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council in the Township of Willingboro, County of Burlington, State of New Jersey that the **JIF/MEL APPROVED PERSONNEL POLICIES & PROCEDURES MANUAL AND EMPLOYEE HANDBOOK** attached hereto is hereby adopted; and

**BE IT IS FURTHER RESOLVED** that the Township Manager shall distribute a complete copy of the **JIF/MEL APPROVED PERSONNEL POLICIES & PROCEDURES MANUAL AND EMPLOYEE HANDBOOK** to each Township employee and shall require each such employee to sign and date an Acknowledgment of Receipt of such Policies/Procedures.

Adopted March 1, 2022

| Councilmember          | Motion | 2 <sup>nd</sup> | Yea | Nay | Recuse | Abstain | Absent |
|------------------------|--------|-----------------|-----|-----|--------|---------|--------|
| Councilman Anderson    |        | X               | X   |     |        |         |        |
| Councilwoman Perrone   |        |                 | X   |     |        |         |        |
| Councilwoman Worthy    | X      |                 | X   |     |        |         |        |
| Deputy Mayor Whitfield |        |                 | X   |     |        |         |        |
| Mayor McIntosh         |        |                 | X   |     |        |         |        |

  
Kaya J. McIntosh, Mayor

ATTEST:

  
Brenda Bligen, Acting Township Clerk