



**TOWNSHIP OF DOWNE  
CUMBERLAND COUNTY, NEW JERSEY**

	YES	NO	ABSTAIN	ABSENT
Jordan, Sr., L.	X			
Bryne, S.	X			
Cook, D.	X			
Bart, B.	X			
Campbell, R.	X			

Resolution Number: R-113-2016  
Dated: October 3, 2016  
Offered By: JORDAN  
Seconded By: BYRNE

**RESOLUTION ADOPTING THE TOWNSHIP OF DOWNE  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, the Township Committee of the Township of Downe is interested in adopting a Personnel Policies and Procedures Manual for the Township of Downe; and

**WHEREAS**, it is the policy of the Township of Downe to treat employees and prospective employees in a manner consistent with all applicable employment law and regulations; and

**WHEREAS**, the Township of Downe has determined there is a need for a Personnel Policies and Procedures Manual to ensure that employees and prospective employees are treated in a manner consistent with all employment laws and regulations.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Downe, as follows:

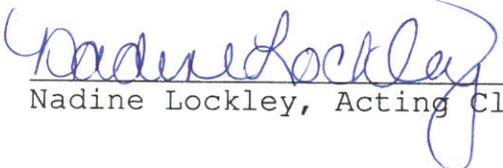
1. The Township Committee of the Township of Downe hereby adopts the Personnel Policies and Procedures Manual attached hereto and incorporated herein as set forth at length as *Exhibit A*.

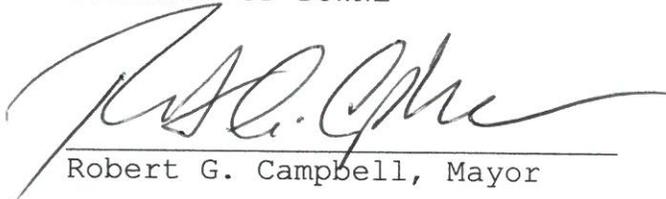
2. The Personnel Policies and Procedures Manual is intended to provide guidelines covering public service by the employees of the Township of Downe and is not a contract. The provisions of the aforesaid Manual may be amended and supplemented from time to time without notice at the sole discretion of the Township of Downe.
3. To the maximum extent permitted by law, employment practices for the Township of Downe shall operate under the legal doctrine known as "Employment at Will."

**THIS RESOLUTION** was adopted by the Township Committee of the Township of Downe on October 3, 2016.

ATTEST:

TOWNSHIP OF DOWNE

  
\_\_\_\_\_  
Nadine Lockley, Acting Clerk

  
\_\_\_\_\_  
Robert G. Campbell, Mayor

C E R T I F I C A T I O N

The undersigned, Acting Clerk of the Township of Downe, does hereby certify that the foregoing is a true copy of a Resolution adopted by the Downe Township Committee at a Meeting held on October 3, 2016.

October 3, 2016  
Date

Nadine Lockley  
Nadine Lockley, Acting Clerk

