



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

	YES	NO	ABSTAIN	ABSENT
Bart, E.	X			
Bryne, S.	X			
Jordan, L.				X
Rothman, M.	X			
Campbell, R.	X			

<b>Resolution Number: R-120-2024</b> <b>Dated: October 14, 2024</b> <b>Offered By: CAMPBELL</b> <b>Seconded By: BART</b>
---

**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.

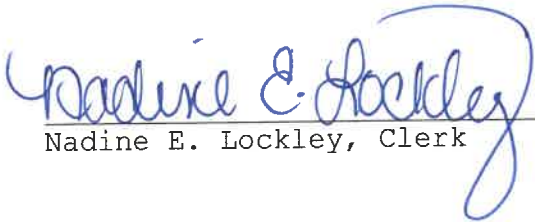
**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Downe, as follows:

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 14, 2024.

ATTEST:

  
Nadine E. Lockley, Clerk

  
Michael L. Rothman, Mayor

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

I, **NADINE E. LOCKLEY, RMC, CMR**, Municipal Clerk of the Township of Downe, County of Cumberland, State of New Jersey do hereby certify the foregoing to be a true and accurate copy of the Resolution adopted by the Downe Township Committee of the Township of Downe, County of Cumberland, State of New Jersey, at the Regular Meeting held on October 14, 2024 at 7:00 pm at the Municipal Complex.

\_\_\_\_\_  
Date

\_\_\_\_\_  
**NADINE E. LOCKLEY, RMC, CMR**  
Municipal Clerk