

BOROUGH OF WANAQUE  
COUNTY OF PASSAIC  
STATE OF NEW JERSEY

ORDINANCE #12-0-17

**AN ORDINANCE AMENDING CHAPTER 29 OF THE CODE OF THE BOROUGH OF WANAQUE ENTITLED “PERSONNEL POLICIES AND REGULATIONS” AND REPEALING CHAPTER A150 ENTITLED “POLICY AND PROCEDURE MANUAL”**

**WHEREAS**, Chapter 29 of the Code (the “Code”) of the Borough of Wanaque (the “Borough”) addresses personnel policies and regulations for employees of the Borough; and

**WHEREAS**, Chapter A150 of the Code of the Borough addresses personnel policies and procedures for employees of the Borough; and

**WHEREAS**, the Borough has established an employee manual, which sets forth personnel policies and procedures for all of its employees.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Borough Council of the Borough as follows:

**Section One**

Section 29-1 entitled “General rules and policies” shall be deleted in its entirety and replaced with the following new section:

Section 29-1 Adoption of Personnel Policies and Procedures

- A. The Borough of Wanaque hereby adopts by reference the Borough of Wanaque’s Employee Manual, which sets forth the personnel policies and procedures for all of its employees.
- B. The Business Administrator shall file with the Municipal Clerk the Borough’s Employee Manual.
- C. The Business Administrator shall cause the Borough’s Employee Manual to be distributed to all Borough employees, who are required to acknowledge receipt of the Borough’s Employee Manual.
- D. Any amendments, modifications or additions to the Borough’s Employee Manual shall be adopted and promulgated in the same manner hereunder.

Section 29-3 entitled “Classified and unclassified service” shall be deleted in its entirety.

Section 29-4 entitled “Scope of regulations” shall be deleted in its entirety.

Section 29-5 entitled “Classification plan; abolition of position” shall be deleted in its entirety.

Section 29-6 entitled “Pay plan” shall be deleted in its entirety.

Section 29-7 entitled “Appointments” shall be amended to delete the following subsections:

“B. Temporary appointments,” “C. Provisional appointments,” “D. Physical examination,” “E. Probationary period” and “F. Permanent status.”

Section 29-8 entitled “Promotions” shall be deleted in its entirety.

Section 29-9 entitled “Separation from service” shall be deleted in its entirety.

Section 29-11 entitled “Hours of work” shall be deleted in its entirety.

Section 29-12 entitled “Holidays” shall be deleted in its entirety.

Section 29-13 entitled “Vacations” shall be deleted in its entirety.

Section 29-14 entitled “Leaves of absence” shall be deleted in its entirety.

Section 29-15 entitled “Political activity” shall be deleted in its entirety.

Section 29-16 entitled “Conflicts of interest” shall be deleted in its entirety.

Section 29-17 entitled “Outside employment” shall be deleted in its entirety.

Section 29-18 entitled “Disciplinary actions” shall be deleted in its entirety.

Section 29-19 entitled “Personnel records” shall be deleted in its entirety.

Section 29-20 entitled “Medical examinations” shall be deleted in its entirety.

Section 29-21 entitled “Training programs” shall be deleted in its entirety.

### **Section Two**

Chapter A150 entitled “policy and procedure manual” shall be repealed in its entirety.

### **Section Three**

**Severability.** The provisions of this Ordinance are declared to be severable and if any section, subsection, sentence, clause or phrase thereof for any reason is determined to be invalid or unenforceable, such decision shall not affect the validity of the remaining sections, subsections, sentences, clauses and phrases of this Ordinance, but shall remain in effect; it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

### **Section Four**

**Repealer.** All ordinances or portions thereof in conflict or inconsistent with this Ordinance are hereby repealed, but only however, or the extent of such conflict or inconsistency, it being legislative intent that all ordinances or portions of ordinances now existing or in effect shall remain in effect unless they are in conflict or inconsistent with any provision of this Ordinance.

### **Section Five**

**Effective date.** This ordinance shall take effect upon passage and publication as required by law.

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NOTICE IS HEREBY GIVEN that the foregoing Ordinance was Introduced at a Regular Meeting of the Mayor and Council of the Borough of Wanaque, Passaic County, New Jersey, held on the 13th day of November 2017, and passed on first reading, and the same was then ordered to be published according to law; and that such Ordinance will be further considered for final passage at a meeting of said Mayor and Council to be held in the Municipal Building, 579 Ringwood Avenue, Wanaque, New Jersey, at 8:00 P.M., at which time and place or at any time and place to which said meeting shall be from time to time adjourned, all persons interested will be given an opportunity to be heard concerning said Ordinance.

BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF  
WANAQUE.

DATED: November 13, 2017

  
KATHERINE J. FALONE, RMC, CMC  
Municipal Clerk

BOROUGH OF WANAQUE  
COUNTY OF PASSAIC  
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BE IT RESOLVED that an Ordinance entitled

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AND PROCEDURE MANUAL"

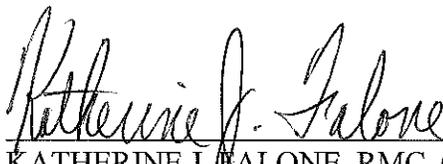
pass first reading, and that said Ordinance be further considered for final passage and adoption at a regular meeting of the Borough Council to be held on the 11<sup>th</sup> day of December 2017, at the Municipal Building in the Borough of Wanaque, at 8:00 o'clock p.m., and that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance.

AND BE IT FURTHER RESOLVED that the Borough Clerk be instructed to publish in the manner provided by law a copy of said Ordinance, together with introduction thereof and notice when same will be considered for final passage and adoption.

Passed: 11/13/17

Filed: 11/13/17

Approved: 11/13/17

  
KATHERINE J. FALONE, RMC, CMC  
Municipal Clerk