

GENERAL PERSONNEL POLICY

It is the policy of ***[insert name of local unit]*** to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations. The personnel policies and procedures ***[insert name of local unit]*** apply to all employees, volunteers, elected or appointed officials and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract, or Federal or State law (including, if applicable, the Attorney General's guidelines with respect to Police Department personnel matters and the New Jersey Civil Service Act), the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

[insert name of local unit] believes in an Open Door Policy and encourages employees to talk with their supervisor, Department Head, or [] concerning any problem.

The Personnel Policies and Procedures Manual adopted by the ***[insert name of local unit]*** is intended to provide guidelines covering public service by ***[insert name of local unit]*** employees and volunteers and is not a contract. This manual contains many, but not necessarily all of the rules, regulations, and conditions of employment for (local unit type) personnel. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the governing body.

Neither this handbook nor any other municipal document, confers any contractual right, either express or implied, to remain in the ***[insert name of local unit]*** employ nor does it guarantee any fixed terms and conditions of your employment. The provisions of this Employee Handbook may be amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Council.

To the maximum extent permitted by law, the employment practices of the ***[insert name of local unit]*** shall operate under the legal doctrine known, as "employment at will." Within Federal and State law, (including the New Jersey Civil Service Act) and any applicable bargaining unit agreement, the ***[insert name of local unit]*** shall have the right to terminate an employee at any time and for any reason, with or without notice, except the ***[insert name of local unit]*** comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal.

All employees and volunteers receiving this handbook are required to sign an acknowledgement of receipt. A copy of this receipt will be maintained in the employee's personnel file.