

**TOWNSHIP OF CHESTERFIELD
RESOLUTION 2023-9-15**

**A RESOLUTION OF THE TOWNSHIP OF CHESTERFIELD AMENDING AND
ADOPTING THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, the Township of Chesterfield (“Township”) is part of the Burlington County Joint Insurance Fund (“BURLCO JIF”); and,

WHEREAS, BURLCO JIF requires the Township to adopt a procedure policy as part of the Employment Practices Liability (“EPL”) coverage; and,

WHEREAS, the policies are revised periodically to comply with State and Federal Laws and Regulations as well as to provide additional policies concerning Township operations; and,

WHEREAS, the attached Personnel Policies and Procedures Manual, with the proposed additional policies contained therein, has been reviewed by the Township Attorney; and

WHEREAS, the Township desires to adopt the new policies to be included in the Township’s amended Personnel Policies and Procedures Manual.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Chesterfield, County of Burlington, State of New Jersey that the Personnel Policies and Procedures Manual, a copy of which is attached hereto, is hereby adopted as amended.

BE IT FURTHER RESOLVED that a copy of the amended Personnel Policies and Procedures Manual shall be distributed to all Township employees and officials.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

CHESTERFIELD TOWNSHIP COMMITTEE

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I, Caryn M. Hoyer, Clerk of the Township of Chesterfield in the County of Burlington and State of New Jersey do hereby certify the foregoing Resolution to be a true and accurate copy of the Resolution approved by the Township Committee at a duly advertised meeting held on September 14, 2023 at which a quorum was present.

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Caryn M. Hoyer, RMC  
Township Clerk