

**RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF RAHWAY**

**RESOLUTION NO. 1617**

**DATE OF ADOPTION: September 10, 2020**

**SUBJECT: RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES**

**THE FOLLOWING RESOLUTION** was presented by the Executive Director/Secretary at a Regular Meeting held on September 10, 2020:

**WHEREAS**, it is the policy of the Housing authority of the City of Rahway to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with the Public Employee Occupational Safety and Health act, (the New Jersey Civil Service Act), (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters), the New Jersey Workers Compensation act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

**WHEREAS**, the Housing Authority of the City of Rahway has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Housing Authority of the City of Rahway that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Housing Authority of the City of Rahway officials, appointees, employees, volunteers 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, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED** that this manual is intended to provide guidelines covering public service by Housing Authority of the City of Rahway employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Housing Authority of the City of Rahway.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Housing Authority of the City of Rahway shall operate under the legal doctrine known as "employment will".

**BE IT FURTHER RESOLVED** that the Executive Director and all managerial/supervisory personnel are responsible for these employee practices. The Executive Director and the General Counsel shall assist the Housing Authority of the City of Rahway in the implementation of the policies and procedures in this manual.

**COMMISSIONER** Lesinski made a motion to adopt the above Resolution, which was seconded by **COMMISSIONER** Ragan, and on a roll call vote the Ayes and Nays were as follows:

**AYES**

Lesinski  
Ragan  
Simon  
Thomas  
Thomas-Petit

**NAYS**

**ABSTAIN**

**ABSENT**

Gonzalez  
Pekarofski

**THE CHAIRPERSON** thereupon declared Resolution No. 1617 adopted.

I certify that the foregoing is a true copy of a Resolution of the Housing Authority of the City of Rahway adopted on September 10, 2020.



Jennifer Wenson Maier  
Executive Director/Secretary

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