

# UNION COUNTY UTILITIES AUTHORITY

1499 US Highway 1, Rahway, New Jersey 07065

(732) 382-9400

FAX (732) 382-6557

RESOLUTION NO.: 70-2016

DATE: November 9, 2016

## RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY APPROVING UPDATES TO THE AUTHORITY'S EMPLOYEE HANDBOOK AND THE PERSONNEL POLICIES AND PROCEDURES MANUAL

APPROVED AS TO FORM:

Joseph C. Bodek  
Clerk of the Authority

APPROVED AS TO SUFFICIENCY OF FUNDS

YES  NO  NONE REQUIRED  
UNION COUNTY UTILITIES AUTHORITY

By: Joseph C. Bodek

By: [Signature]

	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Badri</i>			X			X	
<i>Criscione</i>		X					
<i>Jackus</i>			X				
<i>Kahn</i>		X					
<i>Kennedy, Secretary</i>			X				
<i>People, Treasurer</i>		X					
<i>Scutari</i>			X				X
<i>ErDOS, Vice Chair</i>		X					
<i>Eastman, Chair</i>			X				
<i>Lombardo, Alternate No. 1</i>			X				
<i>McManus, Alternate No. 2</i>			X				

**RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY  
APPROVING UPDATES TO THE AUTHORITY'S EMPLOYEE HANDBOOK  
AND THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

**WHEREAS**, the Authority participates in the Municipal Excess Liability/Joint Insurance Fund ("MEL/JIF"); and

**WHEREAS**, the MEL/JIF offers an Incentive Program ("Program") participation in which enables the Authority to significantly reduce certain premiums and deductible payments in the event of its participation in a lawsuit; and

**WHEREAS**, participation in the Program requires periodic updates to both the Authority's Employee Handbook ("Handbook") and Personnel Policies and Procedures Manual "Manual"); and

**WHEREAS**, the Authority's general counsel with the assistance Authority's special labor and personnel counsel have prepared certain revisions to the currently existing Handbook and the existing Manual, with the assistance of the Administration, which satisfy the requirements of the Program; and

**WHEREAS**, PPI Committee, following a review of the proposed updates to the Handbook and Manual recommends that the attached revisions be approved and incorporated into the Handbook and Manual so that the Authority may continue to participate and enjoy the benefits of remaining in the Program; and

**WHEREAS**, the Board of Commissioners, following receipt of advice of its counsel, accepts the recommendation of the PPI Committee.

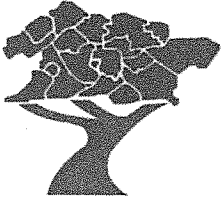
**NOW, THEREFORE, BE IT RESOLVED**, by the Union County Utilities Authority, as follows:

**Section 1.** The revisions to the Employee Handbook and Personnel Policies and Procedures Manual in substantially the same form as is attached to this Resolution are hereby approved, effective immediately.

**Section 2.** The Authority directs the Executive Director to notify all Employees of this action and to provide all employees with a copy of the revised Employee Handbook and provide all applicable employee's with a copy of the revised Personnel Policies and Procedures Manual as soon as practicable.

**Section 3.** The Authority further authorizes the Executive Director, with the assistance of counsel as deemed necessary, to provide all required documentation to the MEL/JIF and take all other steps necessary to ensure continued participation in the Program.

**Section 4.** This resolution shall take effect immediately.



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## **NOVEMBER 2016 UPDATES TO EMPLOYEE HANDBOOK:**

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY**

The UCUA is committed to the principle of equal employment opportunity and anti-discrimination pursuant to Title VII of the 1964 Civil Rights Act as amended by the Equal Opportunity Act of 1972, the New Jersey Law Against Discrimination (LAD) as amended by the New Jersey Pregnant Worker's Fairness Act, and all other applicable state or federal law. The policy of the UCUA is to afford equal opportunity to all applicants for employment and/or employees in any decisions regarding hiring, promotion, transfer, training, discipline, demotion, or termination regardless of the individual's race, religion, color, creed, national origin, ancestry, age, sex, gender or gender identity, affectional or sexual orientation, marital or civil union or domestic partnership status, political affiliation, liability for service in the United States Armed Forces, status as a Vietnam-era or special-disabled veteran, atypical hereditary cellular or blood trait, physical or mental disability, pregnancy (including pregnancy related medical condition), childbirth, genetic information, or any other protected group status.

If any employee or applicant feels they have been treated unfairly, they have the right to address their concern with their supervisor (employees only), or, if they prefer, with the UCUA's Affirmative Action/Public Agency Compliance Officer ("AA/PACO"), using the complaint procedure set forth in the Harassment and Discrimination Policy described in this Handbook.

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### **PREGNANCY ACCOMODATION**

The UCUA will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment based on pregnancy, childbirth or pregnancy related medical condition. The UCUA will also make reasonable accommodations for the known limitations or needs of an otherwise qualified pregnant applicant or employee unless undue hardship would result.

An applicant or employee who requires an accommodation for needs related to pregnancy, childbirth or pregnancy related medical conditions, should follow the instructions set forth in the preceding section, regarding disability accommodations. Accommodations will be granted on a case-by-case basis, in the sole discretion of the Authority, subject to the same standards and procedures set forth above.

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## EMAIL AND INTERNET USE

### Personal Use

If authorized by the Executive Director or his designee and if a terminal is available, you may use the on-line services if necessary on your personal time subject to the rules and restrictions contained in this policy. If permission is granted, an employee's personal use of the UCUA's computer, e-mail, and connection to the Internet shall not interfere with the employee's duties and shall comply with UCUA policies and all applicable laws. Subscriptions to news groups, RSS feeds, mailings lists and other news and information aggregating services are permitted only when the subscription is for a work-related purpose and authorized by your supervisor. Any other subscriptions are prohibited. The UCUA reserves all right to control employees' use of UCUA computers and devices.

The UCUA retains the right to monitor all computer activity at any time and for any reason. Monitoring includes, but is not limited to, reviewing e-mail content and attachments (incoming and outgoing), e-mail addresses, tracking Internet sites visited, "chat rooms," instant messaging, "blogging" and newsgroup activity, as well as the frequency and time spent on-line by each user. In addition, the UCUA, in its discretion, may limit or prevent access to certain types of sites and online activity to ensure compliance with this Policy. The UCUA may also block or cancel an employee's access to Internet sites, or the Internet as a whole, while using UCUA computers or other devices.

UCUA is aware that its employees have personal lives, and may engage in personal activities on-line outside of work and on their personal time, including by participating in social media platforms such as Facebook, Twitter, Instagram, and others. Because postings placed on the Internet may display the UCUA's address or other UCUA related information, including metadata and internet protocol data, these postings could reflect upon the UCUA. With that in mind, make certain before posting any information that it exhibits the high standards and policies of the UCUA. If you identify yourself as a UCUA employee in any manner on any Internet posting, blog, comment, etc., or if you post a link to the UCUA or make any reference or comment on any aspect of the UCUA's business, you must include the following disclaimer in an openly visible location: "the views expressed on this post are mine and do not necessarily reflect the views of the UCUA or anyone associated/affiliated with the UCUA." Under no circumstances shall data of a confidential, sensitive or otherwise proprietary nature be posted on the Internet, and no such data or UCUA documents be posted to social media sites, including, but no limited to, screenshots of computer stations, pictures of monitors and/or actual documents themselves, without the prior approval of the UCUA's Executive Director.

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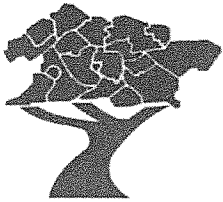
**NOVEMBER 2016 UPDATES TO POLICIES AND PROCEDURES MANUAL:**

**RECRUITMENT, SELECTION AND HIRING EMPLOYMENT POLICY AND PROCEDURE**

**H. Employability Proof:** After acceptance, but before starting employment, all new employees shall be require to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.

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