

Resolution # 32-2025

A RESOLUTION ADOPTING CHANGES TO THE MILLVILLE HOUSING AUTHORITY’S PERSONNEL POLICY AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK AS RECOMMENDED BY THE MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

WHEREAS, the Housing Authority of the City of Millville (MHA) will be adopting changes to the MHA Municipal Personnel Policies and Procedures Manual and Employee Handbook; and,

WHEREAS, Every two years, the Municipal Excess Liability Joint Insurance Fund (“MEL”) reviews applicable laws and regulations to update the Model Employee Handbook and Personnel Policies and Procedures Manual (“PPPM”), Model Employee Handbook (“Handbook”) and Model Volunteer Handbook; and

WHEREAS, the Employment Practices Liability (EPL) Program components must be reviewed and updated every two years by MEL members in order to remain eligible for lower deductibles.

WHEREAS, the following are some of the policies that have had substantive changes being made in accordance with recent legislation as well as changes to make the PPPM and Handbook more uniform:

Additions to the Americans with Disabilities Policy to include language relating to the federal Pregnant Workers Fairness Act which was passed in 2023 and had regulations issued in 2024

Additions to the Policy Against Harassment to include language about hostile work environments arising from conduct occurring outside of the workplace and even in non- work related contexts if it affects the workplace, which was contained in guidance issued by the EEOC in 2024

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the MHA the attached MHA Personnel Policy and Procedures Manual and Employee Handbook have been received and the Secretary/Treasurer is hereby authorized to adopt the changes to these documents as recommended by the Municipal Excess Liability Joint Insurance Fund and that said documents shall be kept on file and distributed to all personnel. Be it further resolved the MHA authorizes General Counsel to execute the Minimum Requirement Checklist to be submitted to the MEL.

ATTEST:

Samantha Silvers -Secretary

Heather Santoro - Chairperson

	Motion	Second	Yea	Nay	Abstain	Absent
Chairwoman Santoro						
Commissioner Flickinger						
Commissioner Pettit						
Commissioner Barfield						
Commissioner Hainley						

Date _____