

Resolution No. 2020-36

**RESOLUTION OF THE GOVERNING BODY
OF THE BOROUGH OF FRANKLIN
MODIFYING THE EMPLOYEE HANDBOOK
REGARDING EVALUATIONS**

WHEREAS, the Borough of Franklin maintains an Employee Handbook;

WHEREAS, the most recent Employee Handbook was revised and adopted on July 16, 2019;

WHEREAS, Resolution 2019-87 established an evaluation policy;

WHEREAS, the Council wants to amend the evaluation policy;

WHEREAS, this resolution now amends and replaces the policy set forth in Resolution 2019-87;

NOW THEREFORE IT BE RESOLVED by the Mayor and Council of the Borough of Franklin that the Employee Evaluation Policy set forth on page 15 of the Employee Handbook revised July 16, 2019 is hereby replaced as follows:

The Borough Administrator shall be reviewed by the Borough Council or its Personnel Committee once per year. The Borough Administrator shall review the Departments Heads, including the Police Chief and D.P.W. Supervisor with input from any Council Member who has interacted with the Department Head during the applicable year and completes an evaluation and forwards it to the Borough Administrator by March 1st each year for the previous calendar year. All other employees will be reviewed by the applicable Department Head. The Department Head will complete a written evaluation and appraisal form for every employee to measure progress and to encourage self-improvement at least once a year using a Borough approved form. The evaluation will also record additional duties performed and educational courses completed as well as a plan to correct any deficiencies. After completing the evaluation, the supervisor or Department Head will review the results with the employee and return the form(s) with the signed acknowledgement to the Administrator. After review by the Administrator, the form(s) are to be forwarded to the Administrator for inclusion in the employee's official personnel file. As a part of the evaluation, employees have the right to request a conference with the Administrator. Probationary hires are to be reviewed after 90 days of employment.

NOW THEREFORE IT BE FURTHER RESOLVED that this Resolution will be inserted in the Employee Handbook as page 15 A for future use.

CERTIFICATION: I, Darlene Tremont, Borough Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at a meeting of said Governing Body held on June 9, 2020



Darlene J. Tremont, Borough Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA	X			
JOSEPH LIMON	X			
JOHN POSTAS	X			
STEPHEN SKELLENGER	X			
GILBERT SNYDER	X			
STEPHAN ZYDON JR.	X			
MAYOR SOWDEN (Tie Only)				