

Borough of Franklin, County of Sussex

Resolution #2023-89

RESOLUTION OF THE GOVERNING BODY OF THE BOROUGH OF FRANKLIN MODIFYING THE EMPLOYEE HANDBOOK REGARDING PART TIME EMPLOYEE POLICY

WHEREAS, the Borough of Franklin maintains an Employee Handbook;

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

WHEREAS, the Personnel Committee does recommend to amend the part-time employee policy effective July 1, 2023;

NOW THEREFORE IT BE RESOLVED by the Mayor and Council of the Borough of Franklin that the Employee Part-time Employee Policy set forth on page 41 of the Employee Handbook revised July 16, 2019 is hereby replaced as follows:

Part Time Employee Policy

The Borough's Benefit Time policies set forth elsewhere in this Policy only apply to full-time employees that are required to work a minimum of 35 hours per week for the Borough.

This section shall apply only to Non-Union Borough employees working part-time on a 12 month permanent basis ("Permanent Part Time Employees"). This section does not apply to part-time employees that are temporary, provisional, seasonal or 10 month employees.

Permanent Part-Time Employees are entitled to the Benefits as outlined below:

- A. Non-union permanent part-time employees shall accrue one (1) hour of earned vacation time for every twenty five (25) hours worked, up to a maximum of twenty five (25) total hours per year. This benefit time may be carried forward into the following year. Any carried forward vacation time must be used no later than May 31 of the following year in which it is earned or it will be forfeited without compensation.
- B. Permanent part-time employees are not eligible for a payout of accumulated unused vacation time at retirement or otherwise.
- C. Non-union permanent part-time employees who are hired to work an average of 25 hours per week shall be entitled to the holidays listed below. A "day", under this section, for part-time employees is equal to five hours.
 - New Year's Day
 - Martin Luther King's Day
 - Lincoln's Birthday
 - President's Day
 - Good Friday

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- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

NOW THEREFORE IT BE FURTHER RESOLVED that this Resolution will be inserted in the Employee Handbook as page 41 for future use effective July 1, 2023.

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 27, 2023.


Darlene J. Tremont, Borough Clerk

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