

BOROUGH OF FRANKLIN

ORDINANCE No. 15-2019

**AN ORDINANCE OF THE BOROUGH OF FRANKLIN,
COUNTY OF SUSSEX, AND STATE OF NEW JERSEY
AMENDING Section 56-1, Employment Practices**

BE IT ORDAINED by the Mayor and Council of the Borough of Franklin, County of Sussex, and State of New Jersey that the Franklin Borough Code is amended as follows:

SECTION I

Section 56-1 is hereby replaced as follows:

Article I Employment Practices; Promotions and Transfers

§56.1 Employment practices.

- A. The Borough Council shall formally approve the creation of any new position, authorize the filing of it, and provide adequate funds in the budget to compensate the employee.
- B. The personnel action authorization form will be used for recording the reason, all pertinent data and the necessary approvals, whenever a new position is created or any existing position to be filled, changed or abolished.
- C. Whenever a vacancy exists (or a new position is created), notice shall be posted advising all Borough employees that those who believe they possess the necessary qualifications may apply for the position. Such applications should be by letter, addressed to the Borough Clerk and filed before the deadline date specified.
- D. Vacancies in full-time positions will be advertised for two consecutive weeks in the official newspaper of the Borough with an application deadline date specified.
- E. The term "full-time employee" includes those employees who regularly perform assigned duties for at least 35 hours per week.
- F. The application for employment form, shall be completed by all persons applying for positions with the Borough. Unless expressly set forth in the Code of the Borough of Franklin, there shall be no restrictions preventing non-residents from applying for any position in the Borough of Franklin.
- G. As soon as practical after the final date specified for filing, all such applications received shall be considered by the appropriate department head and Borough Administrator, who shall submit their recommendation to the Borough Council.

H. The Borough Council may interview personally the applicants who appear to be best qualified and most desirable for the position and will select the one to be appointed, conditioned upon a satisfactory medical examination, driver's license history review and background check, where applicable.

I. Prior to the medical examination, the selected applicant will receive a copy of the Borough of Franklin's Employee Handbook and shall sign the acknowledgement of receipt.

J. All applicants who are given conditional offers shall be advised by the Borough Administrator before taking the medical examination that their appointment is being considered on the basis of information contained in the application for employment. Consequently, any misstatements or pertinent information withheld shall be sufficient cause for termination.

K. If the medical examination is satisfactory and the doctor recommends the appointment of the applicant, the personnel action authorization form is completed and referred to the Borough Council for final review and approval.

L. If approved by the Borough Council, the Borough Administrator shall notify the successful applicant to report to the Borough Administrator's office for completion of the necessary formalities incident to commencement of employment.

M. Except when statutory requirements direct otherwise, all new employees (or old employees transferred to new or other job positions) shall be considered probationary for a minimum period of 3 months.

N. The Borough Administrator shall confirm that the application is complete and set up a personnel history file for the employee.

O. Temporary employees working on an hourly basis, will complete an application for employment, which will be supported by a personnel action authorization (PAA) form. Each succeeding period of temporary employment shall be authorized by a PAA form but no new application for employment shall be required.

P. The requirements of this section may be waived or relaxed where emergency so requires or where the proposed employment is temporary only and the circumstances require immediate employment.

Q. All veterans, as defined by N.J.S.A. 11A:5-1, as may be amended, shall be afforded a preference in hiring, provided that the veteran and non-veteran are equally qualified in all measurable criteria for the position.

R. All residents of the Borough of Franklin shall be afforded a preference in hiring, provided the resident and the non-resident are equally qualified in all measurable criteria for the position.

SECTION II

All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistencies.

SECTION III

If any article, section, subsection, paragraph, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

SECTION IV

This Ordinance shall take effect immediately upon final publication as provided by law.

ATTEST:

BOROUGH OF FRANKLIN



Darlene J. Tremont, CLERK




BY: Nicholas Giordano, MAYOR

DATED: September 30, 2019

NOTICE


NOTICE is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Council of the Borough of Franklin held on September 10, 2019, at 7:00 p.m. and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Borough Council to be held on September 30, 2019, at 7:00 p.m., or as soon thereafter as the Borough Council may hear this Ordinance at the Municipal Building, 46 Main Street, Franklin, New Jersey 07416, at which time all persons interested may appear for or against the passage of said Ordinance.



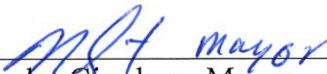
Darlene J. Tremont, Municipal Clerk

CERTIFICATION

I, Darlene J. Tremont, Clerk of the Borough of Franklin, do hereby certify that the Borough of Franklin Council duly adopted the foregoing Ordinance on the 30th day of September, 2019.



Darlene J. Tremont, Clerk
Borough of Franklin



Nicholas Giordano, Mayor

Introduced: September 10, 2019

Adopted: September 30, 2019

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COUNTY OF SUSSEX, AND STATE OF NEW JERSEY
AMENDING Section 56-1, Employment Practices**

| RECORD OF COUNCIL VOTES-FIRST READING | | | | | Move | 2nd |
|--|-------------|--------------|----------------|---------------|-------------|------------|
| COUNCIL MEMBER | AYES | NAYES | ABSTAIN | ABSENT | | |
| JOSEPH LIMON | | | | X | | |
| JOHN POSTAS | X | | | | | |
| STEPHEN SKELLENGER COUNCIL PRESIDENT | X | | | | | X |
| GILBERT SNYDER | X | | | | X | |
| GLENN SOULES | | | | X | | |
| STEPHAN ZYDON, JR. | X | | | | | |
| MAYOR GIORDANO (Tie Only) | | | | | | |

| RECORD OF COUNCIL VOTES-SECOND READING | | | | | Move | 2nd |
|---|-------------|--------------|----------------|---------------|-------------|------------|
| COUNCIL MEMBER | AYES | NAYES | ABSTAIN | ABSENT | | |
| JOSEPH LIMON | X | | | | | |
| JOHN POSTAS | X | | | | | X |
| STEPHEN SKELLENGER COUNCIL PRESIDENT | X | | | | X | |
| GILBERT SNYDER | X | | | | | |
| GLENN SOULES | X | | | | | |
| STEPHAN ZYDON, JR. | X | | | | | |
| MAYOR GIORDANO (Tie Only) | | | | | | |

**BOROUGH OF FRANKLIN
LEGAL NOTICE**

ORDINANCE No. 15-2019

**AN ORDINANCE OF THE BOROUGH OF FRANKLIN,
COUNTY OF SUSSEX, AND STATE OF NEW JERSEY
AMENDING Section 56-1, Employment Practices**

NOTICE is hereby given that the above Ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Franklin, in the County of Sussex, State of New Jersey, held in the Borough Municipal Building, 46 Main Street, Franklin, NJ, on the 10th day of September, 2019, and the same came up for final passage at a meeting of the said Borough Council on the 30th day of September, 2019, at which time, after persons interested were given an opportunity to be heard concerning said ordinance, the same was passed and will be in full force in the Borough according to law by order of the Borough Council of the Borough of Franklin, County of Sussex and State of New Jersey.



Darlene J. Tremont, Municipal Clerk