



Date Adopted  
September 18, 2019

Committee  
Administrative

**RESOLUTION AMENDING THE POLICY AND PROCEDURE HANDBOOK**

**WHEREAS**, the Board of Chosen Freeholders of the County of Salem have been given the authority to regulate the internal affairs of the County through N.J.S.A. 1:6-10; and

**WHEREAS**, the Salem County Board of Chosen Freeholders adopted the Personnel Policies and Procedures Manual as a guide to uniform personnel administration within the County of Salem;

**WHEREAS**, the policies have been drafted as a living document that can be reviewed and changed as needed;

**NOW, THEREFORE, BE IT RESOLVED**, by the Salem County Board of Chosen Freeholders that the County Personnel Policies and Procedures Manual be amended to include the following changes:

- Revisions to Section VI: Leaves of Absence, Military Leave
- Additions to Section VII: General Rules and Regulations, Travel Expenses

**BE IT FURTHER RESOLVED** by the Board of Chosen Freeholders of the County of Salem that notice of this revision shall be electronically provided to each County employee and shall be posted on the County bulletin boards after review by each Salem County Bargaining Unit; and

**BE IT LASTLY RESOLVED** that the Revisions to the Manual are to take effect on November 1, 2019.

  
 BENJAMIN H. LAURY, Freeholder Director  
 Board of Chosen Freeholders

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on September 18, 2019.

  
 STACY L PENNINGTON  
 Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
G. Ostrum, Jr.	✓					
C. Hassler	✓					✓
L. Ware	✓					
R.S. Griscom	✓				✓	
B. Laury	✓					