

**ORDINANCE 21-2016**

**AN ORDINANCE REPEALING THE EXISTING PERSONNEL POLICY  
AND PROCEDURES MANUAL AND ADOPTING A NEW PERSONNEL  
POLICY PROCEDURES MANUAL, EMPLOYEE HANDBOOK AND  
PART-TIME EMPLOYEE HANDBOOK IN THE BOROUGH OF  
CLAYTON (PERSONNEL, BOROUGH)**

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Clayton, County of Gloucester and State of New Jersey that the existing Personnel Policy and Procedures Manual of the Code of the Borough of Clayton is hereby repealed by the adopting of a new Personnel Policy Procedures Manual, Employee Handbook and Part-Time Employee Handbook as per the attached Manual and Handbooks incorporated herein and made a part of this Ordinance.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect immediately upon final passage and publication as required by law.

BOROUGH OF CLAYTON



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THOMAS BIANCO, Mayor

Attest:



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CHRISTINE NEWCOMB, Municipal Clerk

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EMPLOYEE HANDBOOK IN THE BOROUGH OF CLAYTON  
(PERSONNEL, BOROUGH)**

**TAKE NOTE** that the foregoing ordinance was introduced at a meeting of the Mayor and Council of the Borough of Clayton held on September 8, 2016 and was then read for the first time. The said ordinance will be further considered for final passage by the Mayor and Council at the Municipal Building, 125 N. Delsea Drive, Clayton, New Jersey, at a meeting beginning 6:30 p.m. on September 22, 2016, at which time and place, or any time and place to which such meeting be adjourned, all persons interested will be given an opportunity to be heard concerning such ordinance.

**BY ORDER** of the Mayor and Council of the Borough of Clayton.

Christine Newcomb  
Borough Clerk

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**TAKE NOTE** that the foregoing ordinance was finally adopted by the Mayor and Council of the Borough of Clayton on September 22, 2016

Christine Newcomb  
Borough Clerk