

## **ORDINANCE 4-2017**

### **AN ORDINANCE AMENDING THE BOROUGH OF CLAYTON'S PERSONNEL POLICIES AND PROCEDURES MANUAL SECTION TWO - WORKPLACE POLICIES TO ADD USE OF BOROUGH STATIONARY, OFFICE SUPPLIES AND OTHER OFFICE EQUIPMENT**

*WHEREAS*, the Borough of Clayton has adopted a Personnel Policies and Procedures Manual ("Manual"); and

*WHEREAS*, the Manual is amended from time to time to address changes in policies and procedures applicable to employees of the Borough; and

*WHEREAS*, the Borough of Clayton desires to amend the Manual to include a new section related to the use of Borough stationary and office supplies.

***NOW, THEREFORE, BE IT ORDAINED*** by the Mayor and Council of the Borough of Clayton, County of Gloucester, State of New Jersey that the governing body does hereby amend the Personnel Policies and Procedure Manual Section Two – Workplace Policies as follows:

**Section 1.** Section Two – Workplace Policies is hereby amending by adding a new section to be entitled "Use of Borough Stationary, Office Supplies and Other Equipment" to read as follows:

#### **USE OF BOROUGH STATIONARY, OFFICE SUPPLIES, AND OTHER OFFICE EQUIPMENT**

The Borough of Clayton provides stationary, postage, staplers, pens and other office supplies and equipment that are routinely used in conducting the business and operations of the Borough. While these office supplies and equipment are openly available for employees to use in carrying out their job duties and responsibilities, such office supplies and equipment are not to be used, by the employee(s) for personal use or non-Borough business. The use of Borough letterhead and Borough envelopes indicates the information delivered and contained within has been reviewed by, approved by, and/or authorized by the Borough and/or Borough management when received by the recipient(s). The Borough does recognize that office supplies and equipment are necessary for employees to perform daily tasks of their job duties and responsibilities.

Any employee using Borough stationary, office supplies and/or office equipment for any unapproved use will be subject to disciplinary action.

**Section 2. Repealer**

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

**Section 3. Severability**

Each section of this Ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective, shall not be deemed to affect the validity or constitutionality of any other sections or parts hereof.

**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, Borough Clerk

**BOROUGH OF CLAYTON**

**NOTICE OF INTRODUCTION**

**ORDINANCE 4-2017**

**AN ORDINANCE AMENDING THE BOROUGH OF CLAYTON'S PERSONNEL  
POLICIES AND PROCEDURES MANUAL SECTION TWO - WORKPLACE POLICIES  
TO ADD USE OF BOROUGH STATIONARY, OFFICE SUPPLIES AND OTHER  
OFFICE EQUIPMENT**

**TAKE NOTE** that the foregoing ordinance was introduced at a meeting of the Mayor and Council of the Borough of Clayton held on January 26, 2017 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 7:00 p.m. on February 9, 2017, 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

**4-2017**

**NOTICE OF ADOPTION**

**ORDINANCE 4-2017**

**AN ORDINANCE AMENDING THE BOROUGH OF CLAYTON'S PERSONNEL  
POLICIES AND PROCEDURES MANUAL SECTION TWO - WORKPLACE  
POLICIES TO ADD USE OF BOROUGH STATIONARY, OFFICE SUPPLIES  
AND OTHER OFFICE EQUIPMENT**

The foregoing Ordinance was finally adopted by the Mayor and Council of the Borough of Clayton on February 9, 2017.

Christine Newcomb  
Borough Clerk