

**AUTHORIZE THE EMPLOYMENT OF A PART-TIME EMPLOYEE
IN THE PUBLIC WORKS DEPARTMENT**

WHEREAS, a vacancy exists with regards to the Public Works Department that needs to be filled in accordance with the Personnel Policy and Procedures Manual and Employee Handbook; and

WHEREAS, in accordance with Section 4.30, entitled, "Employment Procedure" of the Personnel Handbook, the vacant position was advertised; applications were received; interviews were undertaken by Ken Wall. All applications for employment were accepted and treated objectively and equally in accordance to laws and guidelines issued by the New Jersey Division on Civil Rights and the U.S. Equal Opportunity Commission; and

WHEREAS, after review of the applications and interviews, applications were submitted to the Township Committee and it is recommended that an offer of employment be made to Keontae Wiggins at a salary in accordance with the Municipal Budget, and if accepted, this Resolution shall serve as an appointment to the position of Part-Time Public Works Employee, subject to a physical examination and background check and satisfactory review of the same pursuant to 4.30 of the Personnel Manual; and

WHEREAS, funds will be made available in the 2021 Municipal Budget and the Chief Financial Officer has so certified in writing; and,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Shrewsbury, County of Monmouth, State of New Jersey, that the Township Committee hereby authorizes a job offer, and if accepted, appoints for hiring as a Part-Time Public Works Employee, Keontae Wiggins; subject to an appropriate medical examination and satisfactory results from said medical examination per the Personnel Manual and subject to a background check, which is satisfactory to the Township Committee and further criteria as set forth in 4.30 of the Personnel Manual, and subject to a probationary period of ninety (90) days commencing the date of acceptance of this job offer, after which the salary will be revisited subject to the procedures for processing successful applicants per the Personnel Manual.

BE IT FURTHER RESOLVED, that said employee shall not work no more than 28 hours a week unless authorized and is not subject to medical benefits and shall not receive the benefits of a full-time employee.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Lettice	X		X			
Jennings		X	X			
Puhak			X			

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on June 15, 2021.

Pamela Howard, RMC,CMR
Municipal Clerk

Glenwood Puhak
Mayor