

**EMPLOY HAROLD JOSEPH HUFF AS A PART -TIME WORKER
IN THE DEPARTMENT OF PUBLIC WORKS**

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 held. 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 Harold Joseph Huff 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 Worker in the Public Works Department, 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 2023 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 Employee in the Public Works Department, Harold Joseph Huff; 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, 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
Puhak						
Lettice						
Jennings						

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on December 12, 2023.

Katrina Thornton, CMR
Acting Municipal Clerk

Lester Jennings
Mayor