

Township of Shrewsbury
Resolution #2022-81
COUNTY OF MONMOUTH

RESOLUTION FOR HIRING OF PART-TIME PUBLIC WORKS EMPLOYEE

WHEREAS, a vacancy is expected to occur with regard to the present Public Works part-time employee, namely Keontae Wiggins, who intends to retire from his present position upon the hiring of a replacement employee, and therefore there is a need to have the aforesaid position 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 Manual, the intended vacant position was advertised; applications were received from three applicants; interviews were undertaken by the Personnel Committee, and 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 by the Personnel Committee, applications and resumes were submitted to the Township Committee with regard to all of the three applicants as determined by the Personnel Committee, and it was recommended that an offer of employment be made to Timothy Brown, residing at 75B Throckmorton Avenue, Eatontown, New Jersey at a salary of Sixteen Dollars and Fifty Cents per hour (\$16.50), part-time, based on twenty-eight hours (28) a week in Shrewsbury Township, with no benefits other than those benefits, if any, of part-time employees under the Personnel Manual, and if accepted, this Resolution shall serve as an appointment to the position of Public Works Employee, part-time; subject to a physical examination and criminal background check and satisfactory review of the same pursuant to 4.30 of the Personnel Manual; and

WHEREAS, the Personnel Committee in its deliberations determined the best qualified, most desirable applicant for the position based on specifications set forth in the advertisement, the interviews and the resumes, and the Personnel Committee makes this recommendation to the Township Committee based on the three best candidates assessed by the Personnel Committee.

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 to Timothy Brown, residing at 75B Throckmorton Avenue, Eatontown, New Jersey, at a salary of Sixteen Dollars and Fifty Cents per hour (\$16.50) for a 28-hour work week, subject to a medical examination and satisfactory results from said medical examination per the Personnel Manual, and subject to a criminal

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 commencement of employment by Timothy Brown, and subject to the procedures for processing successful applicants per the Personnel Manual.

BE IT FURTHER RESOLVED, that all benefits of the part-time employment status shall commence in accordance with the Personnel Manual, if any, based on the actual commencement of employment after the physical examination and criminal background check, along with the above-stated salary.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Lettice						
Puhak						
Jennings						

I hereby certify the foregoing to be a true copy of the Resolution adopted by the Shrewsbury Township Committee on August 16, 2022.

 KATRINA THORNTON
 Acting Municipal Clerk

 LESTER JENNINGS
 Mayor

Dated: August 16, 2022

ATTEST:

 KATRINA THORNTON
 Acting Municipal Clerk