

**STILLWATER TOWNSHIP
SUSSEX COUNTY, NJ**

RESOLUTION 2025-128

**RESOLUTION AMENDING STILLWATER TOWNSHIP'S
EMPLOYEE HANDBOOK POLICIES AND PROCEDURE MANUAL**

WHEREAS, the Township of Stillwater ("Township") maintains an Employee Handbook Policies and Procedures ("Handbook"), last revised April 2021; and

WHEREAS, the Township Committee recently reviewed its Handbook and desires to update it as recommended by the Township attorneys; and

WHEREAS, the revisions include the Township's desire to enact a Policy for its employees who actively serve as members of a volunteer fire company and/or rescue squad directly serving the Township when such employees are called to respond to emergent calls (as defined below) which occur during the normal or overtime or other hours of employment; and

WHEREAS, this Policy is intended to establish a uniform protocol for said employees to request leave to respond to such qualified calls. This Policy is subject to change at any time.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that the Handbook is revised as follows:

Section 7 - "Emergency Service Volunteers"

Scope:

This Policy extends to all employees, present and prospective, who are members of a volunteer fire department or rescue squad directly serving the Township, unless otherwise specifically provided herein.

Use of Relevant Terms:

"Emergent Call(s)" shall mean an emergent call involving a confirmed structure fire, building collapse, water rescue, confined space rescue, and/or other confirmed actual fire or rescue emergency to which the employee is qualified to respond to.

Procedures:

- I. Any employee who is an active member of a volunteer fire department and/or rescue squad serving the Township seeking leave to respond to an "Emergent Call," as defined above, within the Township shall first immediately contact their Department Head/Supervisor for approval.

- a. If said request is approved by the Department Head/Supervisor, the Department Head/Supervisor shall:
 - i. Notify all applicable individual teams of the leave and ensure that the Township's operations will not be compromised by the absence of the employee.
 - ii. Issue a release time to the employee.
 - iii. Ensure that adequate coverage is available through other Township personnel to meet all of the operational needs of the Township.
 - iv. Note the employee's time release and return to work.
 - v. Submit monthly reports to the Township Committee.

II. Calls outside of the Township:

- a. Requests for leave to respond to calls outside of the Township must meet the definition of an "Emergent Call" as set forth above.
- b. Leave shall be granted at the sole discretion of the employee's Department Head/Supervisor.

III. All approvals/denials to attend calls shall not be subject to any applicable grievance procedure.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that these modifications to the Township's Employee Handbook shall take effect immediately.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, a copy of the revised policy shall be incorporated in the Employee Handbook as reflected in the attached Handbook revised September 2025 and shall be distributed to all Township employees.

If any section, subsection, sentence, clause or phrase in this resolution is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this resolution.

CERTIFICATION

I, Valerie Ingles, Stillwater Township Clerk, hereby certify that the above resolution was approved by the Township of Stillwater Committee at their regularly scheduled Township Committee meeting held on September 2, 2025.

Valerie Ingles, RMC
Township of Stillwater