

ORDINANCE NO.2105

AN ORDINANCE AMENDING THE BOROUGH CODE RE: PERSONNEL POLICIES.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of South Plainfield, County of Middlesex, State of New Jersey that the Code of the Borough be amended to add Chapter 78, Article III as follows:

ARTICLE III: Application for Employment.

78-6 – APPLICATION.

An application form for employment must be completed by each person applying for a position with the Borough of South Plainfield. This completed application will be referred to the department head of the department having the particular opening.

78-7 – INTERVIEW.

If an interview is deemed appropriate by the department head of the department having a particular opening, within that department head's discretion, the department head or their designee will conduct a such interview with each applicant and apprise the candidate of the Borough Personnel Policies, conditions of employment, salary range and benefits, and the duties of the position. If the position under consideration is that for a department head, the Borough Administrator will be responsible for the interview in place of the department head.

78-8 – INVESTIGATION.

If the department head, or Borough Administrator as the case may be, following the interview, concludes that the candidate meets the requirements for the position, the department head or Administrator will conduct a background check or direct that such background check be conducted, conduct a reference investigation, and check all previous employment. If such information is favorable, in the case of the department head, they shall recommend hiring to the Administrator. In the case of the Administrator, if such information is favorable, the Borough Administrator may arrange for an interview with the Administration and Finance Committee of the Borough Council.

78-9 – POLICE OFFICER POSITION EXCEPTED.

If the applicant is applying for a position as police officer, all procedures shall be in accordance with the Borough's contract with the applicable police officer's union.

78-10 – EXAMINATION.

For any position, except seasonal employment positions, if the application is for a position of public works worker, or for any position that may involve driving or operating any type of motor vehicle owned or leased by the Borough, or in the course of business for the Borough, upon adoption by the Borough Council of a resolution authorizing the hiring of the

applicant conditioned upon the applicant completing a physical examination, the department head shall arrange a physical examination for the applicant at the Borough's expense to include testing for use of prohibited drugs or misuse of alcohol. In the event that an applicant tests positive, or otherwise fails the examination, the Borough will not hire or rehire the applicant at that point in time. This does not preclude the Borough from hiring the applicant at a later date, provided that the applicant can show proof that he or she has satisfactorily completed a rehabilitation program approved by a substance abuse professional or otherwise remedied the condition which caused the applicant to be deemed unfit for the position. In such case, prior to being hired, the applicant will submit to another test at the Borough's expense. In the event that an applicant refuses to submit to such physical examination and testing, they shall be disqualified from being considered for employment. In the event an applicant fails to attend a scheduled appointment for the examination and testing and does not provide a reason or excuse deemed valid in their sole discretion of the department head of the department having the particular opening, they shall be disqualified from consideration of employment. In the event an applicant does not attend a scheduled examination and testing and provides an excuse deemed valid by the department head in their sole discretion, the examination and testing must be rescheduled within 48 hours or the original scheduled appointment. Failure to attend a rescheduled examination will be considered as a refusal, and the applicant will be disqualified for consideration of employment. No reason or excuse will be accepted for a second missed appointment.

For seasonal employment, which shall be defined as employment for 120 days a year or less with the Borough, this section shall not apply except that the applicant shall be required to submit to testing for use of prohibited drugs or misuse of alcohol. In the event of an emergency, the Borough Administrator may waive the need for a pre-employment drug test for emergent or seasonal employees.

78-11 – SUCCESSFUL COMPLETION OF HIRING PROCEDURES.

Following the successful completion of the foregoing procedures, the Borough Administrator will notify the department head to advise the candidate of the starting date, and report to the office of the Administrator to complete the necessary employment formalities.