

TOWNSHIP OF MOUNT LAUREL  
AGENDA  
REGULAR COUNCIL MEETING  
MARCH 9, 2020  
HARTFORD SCHOOL  
7:00 P.M.

ITEM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE & TRADITIONAL MOMENT OF SILENCE
3. ROLL CALL
4. PUBLIC ANNOUNCEMENT OF THE TOWNSHIP COUNCIL TO BE MADE AT THE COMMENCEMENT OF EVERY MEETING
5. APPROVAL OF BILL LIST  
Moved by:                      Seconded by:
6. APPROVAL OF MINUTES  
Moved by:                      Seconded by:
7. RESOLUTIONS
  - 20-R-66 AUTHORIZATION TO INSTALL A FENCE WITHIN A BUFFER EASEMENT AREA FOR BLOCK 1110.01, LOT 62, 200 AMBERFIELD DRIVE
  - 20-R-67 AUTHORIZATION TO INSTALL A FENCE WITH A BUFFER EASEMENT AREA FOR BLOCK 907.01, LOT 19 10 MOORFIELD COURT
8. ORDINANCES FOR SECOND READING AND PUBLIC HEARING
  - 2020-5 AN ORDINANCE AMENDING CHAPTER 120 TO EXPAND THE PERSONNEL AUTHORIZED TO ENFORCE RECYCLING VIOLATIONS WITHIN THE TOWNSHIP  
  
Moved by:                      Seconded by:
  - 2020-6 AN ORDINANCE ADOPTING A UNIFORM DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYEES PURSUANT TO N.J.S.A. 11A:2-6a  
  
Moved by:                      Seconded by:
9. NEW BUSINESS
  - A. NAMING WALTON AVE BUILDING
    1. Haylee Palmer
    2. Prisha Parekh
    3. Gabriel Lopez
    4. Ameer Chauhan
10. PUBLIC PARTICIPATION
11. COMMENTS BY COUNCIL
12. ADJOURNMENT



**TOWNSHIP COUNCIL  
MOUNT LAUREL MUNICIPAL CENTER**

Distribution \_\_\_\_\_

Resolution No. 20-R-46

**REGULAR MEETING**

**MARCH 9, 2020**

**AUTHORIZATION TO INSTALL A FENCE WITHIN A  
BUFFER EASEMENT AREA FOR BLOCK 1110.01, LOT 62  
200 Amberfield Drive**

**WHEREAS**, the Township of Mount Laurel is the grantee of an easement contiguous to Block 1110.01, Lot 62, 200 Amberfield Drive; and

**WHEREAS**, the property owner for Block 1110.01, Lot 62, 200 Amberfield Drive, has requested permission to install a fence within a buffer easement; and

**WHEREAS**, the Township Council may give permission to individuals to utilize its easement areas and said request must be reviewed by the Township Solicitor;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Mount Laurel, County of Burlington, State of New Jersey that the Township Council grants a license for the above referenced to utilize a buffer easement area subject to the recommendations of the Township Engineer and Township Planner; and

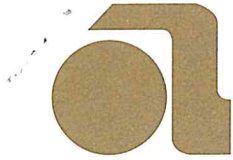
**BE IT FURTHER RESOLVED**, that after review and approval of said easement by the Township Solicitor that the Township Council hereby directs the Township Mayor and Clerk to execute any and all contract documents which are necessary to effectuate the terms of this resolution.

This resolution was adopted at a meeting of the Township Council held on March 9, 2020 and shall take effect immediately.

**A CERTIFIED COPY**

\_\_\_\_\_  
**Meredith Tomczyk, Municipal Clerk**

	MOTION	AYE	NAY	ABSTAINED	ABSENT	TRANSMITTED
<b>Bobo</b>						
<b>Edelson</b>						
<b>Folcher</b>						
<b>Pritchett</b>						
<b>Steglik</b>						



## *Richard A. Alaimo Associates*

200 High Street, Mt. Holly, New Jersey 08060 Tel: 609-267-8310 Fax: 609-267-7452

February 28, 2020

Ms. Carol Modugno, Deputy Clerk  
Mount Laurel Township  
100 North Mount Laurel Road  
Mount Laurel, NJ 08054



RE: Mount Laurel Township  
Amberfield, Section 1  
Block 1110.01, Lot 62  
200 Amberfield Drive  
**Walczak License Agreement**  
Our File No. M-0170-0326-000

Dear Carol:

We have received the submitted License Agreement Application and corresponding survey for the referenced property. The parcel is located within Amberfield, Section 1. The parcel contains a 2-1/2 story single-family residential dwelling with associated improvements. The parcel is a corner lot at the intersection of Amberfield Drive and Church Road (CR#616). A 50' wide landscape buffer easement is offset from the applicant's Church Road front yard property line.

The applicant is proposing to install a 6' high privacy fence within the landscape buffer easement. The fence is shown at the front yard setback off Church Road (30' from right-of-way) starting 68' from Amberfield Drive. The fence is shown at 125' in length. The proposed fence does not enclose the yard, it is a single line to provide privacy and reduce noise from Church Road. Since the proposed fence location infringes upon the aforementioned easements, a License Agreement is necessary.

Based on a site inspection as well as our review of the development plans, tax map information and submitted survey, we offer the following comments:

1. Our review of the as-built plans show no utilities within the easement.
2. As the proposed fence location may not be concurrent with the applicant's property lines, the applicant is notified that the maintenance responsibilities exist within the property as surveyed and not solely within the rear yard area created by the fence line.

**- Consulting Engineers -**

Civil • Structural • Mechanical • Electrical • Environmental • Planners

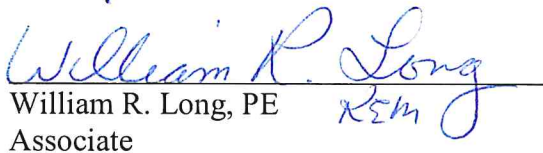
3. The application notes the height of the proposed fence at six feet (6'). It should be noted this is the maximum fence height permitted without obtaining a variance.
4. The existing trees in the landscape easement should be protected to prevent damage or removal during fence construction.

On this basis and subject to the above conditions, we recommend that a License Agreement be granted for this property. The applicant should however, coordinate with the Township Zoning Officer and governing Homeowner's Association (if applicable) regarding the obtainment of all necessary approvals and/or permits.

Should you have any questions or require additional information, please contact our office.

Very truly yours,

RICHARD A. ALAIMO ASSOCIATES

  
William R. Long, PE  
Associate

WRL/km

cc: Andrei Alexeev, Zoning Officer, Mount Laurel Township  
Robert Walczak (200 Amberfield Drive, Mount Laurel, NJ 08054)



**TOWNSHIP COUNCIL  
MOUNT LAUREL MUNICIPAL CENTER**

Distribution \_\_\_\_\_

Resolution No. 20-R-67

**REGULAR MEETING**

**MARCH 9, 2020**

**AUTHORIZATION TO INSTALL A FENCE WITHIN A  
BUFFER EASEMENT AREA FOR BLOCK 907.01, LOT 19  
10 Moorfield Court**

**WHEREAS**, the Township of Mount Laurel is the grantee of an easement contiguous to Block 907.01, Lot 19, 10 Moorfield Court; and

**WHEREAS**, the property owner for Block 907.01, Lot 19, 10 Moorfield Court, has requested permission to install a fence within a buffer easement; and

**WHEREAS**, the Township Council may give permission to individuals to utilize its easement areas and said request must be reviewed by the Township Solicitor;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Mount Laurel, County of Burlington, State of New Jersey that the Township Council grants a license for the above referenced to utilize a buffer easement area subject to the recommendations of the Township Engineer and Township Planner; and

**BE IT FURTHER RESOLVED**, that after review and approval of said easement by the Township Solicitor that the Township Council hereby directs the Township Mayor and Clerk to execute any and all contract documents which are necessary to effectuate the terms of this resolution.

This resolution was adopted at a meeting of the Township Council held on March 9, 2020 and shall take effect immediately.

**A CERTIFIED COPY**

\_\_\_\_\_  
**Meredith Tomczyk, Municipal Clerk**

	MOTION	AYE	NAY	ABSTAINED	ABSENT	TRANSMITTED
<b>Bobo</b>						
<b>Edelson</b>						
<b>Folcher</b>						
<b>Pritchett</b>						
<b>Steglik</b>						



## *Richard A. Alaimo Associates*

200 High Street, Mt. Holly, New Jersey 08060 Tel: 609-267-8310 Fax: 609-267-7452

47

February 28, 2020



Ms. Carol Modugno, Deputy Clerk  
Mount Laurel Township  
100 North Mount Laurel Road  
Mount Laurel, NJ 08054

RE: Mount Laurel Township  
Stone Gate, Section 3  
Block 907.01, Lot 19  
10 Moorfield Court  
**Johnson License Agreement**  
Our File No. M-0170-0326-000

Dear Carol:

We have received the submitted License Agreement application and corresponding survey for the referenced property. The parcel is located within Stone Gate, Section 3. The parcel contains a 2-story single-family residential dwelling with associated improvements. A 50' wide landscape buffer easement is offset from the applicant's rear yard property line. A 15' wide drainage easement (offset 7.5') is also offset from the rear yard property line.

The applicant is proposing to remove the existing fence that is partially along the side yard property lines and install a wood fence to enclose the rear yard. The fence is shown along the drainage easement line, 7.5' offset from the rear yard property line. Since the proposed fence location infringes upon the aforementioned easements, a License Agreement is necessary.

Based on a site inspection as well as our review of the development plans, tax map information and submitted survey, we offer the following comments:

1. Our review of the storm as-built plans show a 15" RCP storm pipe and an "E" inlet installed in the easement. The pipe and inlet should be located prior to fence installation. The fence should be installed to allow stormwater to sheet flow under the fence unobstructed.
2. As the proposed fence location may not be concurrent with the applicant's property lines, the applicant is notified that the maintenance responsibilities exist within the property as surveyed and not solely within the rear yard area created by the fence line.

**- Consulting Engineers -**

Civil • Structural • Mechanical • Electrical • Environmental • Planners



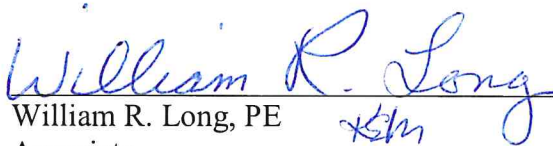
3. The application notes the height of the proposed fence to be six feet (6'). It should be noted that this is the maximum fence height permitted without obtaining a variance.
4. The existing trees in the landscape easement should be protected to prevent damage or removal during fence construction.

On this basis and subject to the above conditions, we recommend that a License Agreement be granted for this property. The applicant should however, coordinate with the Township Zoning Officer and governing Homeowner's Association (if applicable) regarding the obtainment of all necessary approvals and/or permits.

Should you have any questions or require additional information, please contact our office.

Very truly yours,

RICHARD A. ALAIMO ASSOCIATES

  
William R. Long, PE  
Associate

WRL/km

cc: Andrei Alexeev, Zoning Officer, Mount Laurel Township  
Dawn & Josh Johnson (10 Moorfield Court, Mount Laurel, NJ 08054)

**TOWNSHIP OF MOUNT LAUREL  
ORDINANCE #2020-5**

**AN ORDINANCE AMENDING CHAPTER 120 TO EXPAND THE PERSONNEL AUTHORIZED  
TO ENFORCE RECYCLING VIOLATIONS WITHIN THE TOWNSHIP**

**WHEREAS**, the Township authorizes the designated recycling coordinator to enforce Chapter 120 of the Township Code concerning recycling; and

**WHEREAS**, the Township desires to expand the personnel authorized to enforce this Code;

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Township Council of the Township of Mount Laurel, County of Burlington and State of New Jersey that Chapter 120 of the Township Code be and is hereby amended and supplemented as follows:

**Section One. Amendment to Section 120-15 "Enforcement; collection of fines".** The Township amends and supplements Chapter 120-15(A) to read as follows:

§ 120-15 Enforcement; collection of fines.

A. Enforcement of this chapter shall be the responsibility of the Municipal Recycling Coordinator or the Coordinator's designees whose names shall be on file with the Township Manager.

**Section Two. Repealer, Severability and Effective Date.**

A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.

B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Council hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.

C. This Ordinance shall take effect upon passage and publication according to law.

Introduction Date: February 24, 2020

	MOTION	AYE	NAY	ABSTAINED	ABSENT	TRANSMITTED
Bobo					✓	EW
Edelson		✓				
Folcher	1	✓				
Pritchett		✓				
Steglik	2	✓				

Publication Date: February 27, 2020

Public Hearing Date: March 9, 2020

	MOTION	AYE	NAY	ABSTAINED	ABSENT	TRANSMITTED
Bobo						
Edelson						
Folcher						
Pritchett						
Steglik						

**TOWNSHIP OF MOUNT LAUREL**

BY: \_\_\_\_\_  
Irwin Edelson, Mayor

ATTEST:

\_\_\_\_\_  
Meredith Tomczyk, Township Clerk  
4815-2110-2004, v. 1  
4815-2110-2004, v. 1



**TOWNSHIP OF MOUNT LAUREL  
ORDINANCE #2020-6**

**AN ORDINANCE ADOPTING A UNIFORM DOMESTIC VIOLENCE POLICY FOR PUBLIC  
EMPLOYEES PURSUANT TO N.J.S.A. 11A:2-6a.**

**WHEREAS**, state law establishes a uniform domestic violence policy for public employers to encourage employees who are victims of domestic violence and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources to follow when responding to employees;

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Township Council of the Township of Mount Laurel, County of Burlington and State of New Jersey that the "Domestic Violence Policy for Public Employees, Township of Mount Laurel," attached hereto and incorporated herein be and is hereby adopted to fulfill the purpose of State law and to assist individuals who may be victims of or impacted by domestic violence.

**Repealer, Severability and Effective Date.**

A. Repealer. Any and all Ordinances inconsistent with the terms of this Ordinance are hereby repealed to the extent of any such inconsistencies.

B. Severability. In the event that any clause, section, paragraph or sentence of this Ordinance is deemed to be invalid or unenforceable for any reason, then the Township Council hereby declares its intent that the balance of the Ordinance not affected by said invalidity shall remain in full force and effect to the extent that it allows the Township to meet the goals of the Ordinance.

C. This Ordinance shall take effect upon passage and publication according to law.

Introduction Date: February 24, 2020

	MOTION	AYE	NAY	ABSTAINED	ABSENT	TRANSMITTED
Bobo					✓	
Edelson		✓				
Folcher	✓	✓				
Pritchett	✓	✓				
Steglik		✓				

Publication Date: February 27, 2020

Public Hearing Date: March 9, 2020

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Bobo						
Edelson						
Folcher						
Pritchett						
Steglik						

**TOWNSHIP OF MOUNT LAUREL**

BY: \_\_\_\_\_  
Irwin Edelson, Mayor

ATTEST:

\_\_\_\_\_  
Meredith Tomczyk, Township Clerk

# **DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**

**Prepared for:**

**TOWNSHIP OF MOUNT LAUREL**

Reviewed by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**  
**Township of Mount Laurel**

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# DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS

## Township of Mount Laurel

### PURPOSE

The purpose of the State of New Jersey Domestic Violence Policy for Public Employers (herein "policy") is to set forth a uniform domestic violence policy for all public employers to adopt in accordance with N.J.S.A. 11A:2-6a. The purpose of this policy is also to encourage employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their human resources officers and provide a standard for human resources officers to follow when responding to employees.

### DEFINITIONS

The following terms are defined solely for the purpose of this policy:

**Domestic Violence** - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

**Abuser/Perpetrator** - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following: bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

**Human Resources Officer (HRO)**—An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

**Intimate Partner** - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

**Temporary Restraining Order (TRO)** -A civil court order issued by a judge to protect the life,

## **DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**

### **Township of Mount Laurel**

health or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately 10 business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

**Victim** - A person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following actors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

**Workplace-Related Incidents-** Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but is not limited to, facilities, worksites, equipment, vehicles, or while on work-related travel.

### **PERSONS COVERED BY THIS POLICY**

All employees of the Township of Mount Laurel are covered under this policy, including full and part-time employees, casual/seasonal employees, interns, volunteers, and temporary employees at any workplace location.

### **RESPONSIBILITY OF EMPLOYERS TO DESIGNATE A HUMAN RESOURCES OFFICER**

The Township of Mount Laurel hereby designates the following employees as the Primary HRO and Secondary HRO, to assist employees who are victims of domestic violence.

#### **Primary HRO:**

Meredith Tomzyck, Township Manager / 856-234-0001, Ext.1233

#### **Secondary HRO:**

Christopher Ridings, Director of Municipal Services / 856-234-0001, Ext. 1228

## **DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**

### **Township of Mount Laurel**

The designated Primary and Secondary HRO shall receive training on responding to and assisting employees who are domestic violence victims in accordance with this policy.

Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.

The name and contact information of the designated HRO will be provided to all employees via memorandum, which will be posted in the Mount Laurel Township Municipal Building.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report. For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

### **DOMESTIC VIOLENCE REPORTING PROCEDURES**

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee, are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must so report to the appropriate authority in addition to reporting to the designated HRO. Nothing in this policy shall preclude an employee from contacting 911 in emergency situations. Indeed, HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall:

- A. Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.
- B. Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.
- C. Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee

## **DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**

### **Township of Mount Laurel**

Assistance Program to assist with securing resources and confidential services.

- D. Refer the employee to the provisions and protections of The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced under Section VIII of this policy.
- E. In cases where domestic violence involved a sexual touching or sexual assault between state employees, the HRO is also required to report the incident to their agency's EEO Officer or Title IX Officer, Meredith Tomzyck, Township Manager / 856-234-0001, Ext.1233
- F. If there is a report of sexual assault or abuse, the victim should be offered the services of the Sexual Assault Response Team, Contact of Burlington County, Sexual Assault Services Hotline 856-600-4800.
- G. Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to this policy. (See Section VI).
- H. Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the workplace and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs shall be maintained in a separate confidential personnel file.

## **CONFIDENTIALITY POLICY**

In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law. Thus, this policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines that impose a duty to report.

This confidentiality policy shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace. When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law. The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere. The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose



## **DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**

### **Township of Mount Laurel**

regarding the disclosure. For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

This policy does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General Directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

### **CONFIDENTIALITY OF EMPLOYEE RECORDS**

To ensure confidentiality and accuracy of information, this policy requires the HRO to keep all documents and reports of domestic violence in confidential personnel files separate from the employee's other personnel records. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

### **THE NEW JERSEY SECURITY AND FINANCIAL EMPOWERMENT ACT**

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

The NJ SAFE Act allows a maximum of 20 days of unpaid leave in one 12-month period, to be used within 12 months following any act of domestic or sexual violence. To be eligible, the employee must have worked at least 1,000 hours during the 12-month period immediately before the act of domestic or sexual violence. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during 20 or more calendar weeks in the current or immediately preceding calendar year. This leave can be taken intermittently in days, but not hours.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19 and N.J.S.A. 30:4-27.6, respectively. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic or sexual violence.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities, for themselves, or a child, parent, spouse, domestic partner, or civil union partner, as they relate to an incident of domestic or sexual violence:

- 1) Seeking medical attention;
- 2) Obtaining services from a victim services organization;
- 3) Obtaining psychological or other counseling;
- 4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety;

## **DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**

### **Township of Mount Laurel**

- 5) Seeking legal assistance or remedies to ensure health and safety of the victim; or
- 6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

The full text of the New Jersey SAFE Act is provided in the Appendix to this policy.

### **PUBLIC EMPLOYER DOMESTIC VIOLENCE ACTION PLAN**

The Township of Mount Laurel has developed the following action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

- A. Designate an HRO with responsibilities pursuant to Sections IV and V of this policy.
- B. Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.
- C. Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure, or other accommodation approved by the employer.
- D. Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TOI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.
- E. Commit to adherence to the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in this policy, if the victim provides notice to their Human Resources Office of the status or if the Human Resources Office has reason to believe an employee is a victim of domestic violence.
- F. Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to this policy, of the civil right of action under the NJ SAFE ACT. And advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act or the New Jersey Law Against Discrimination and corresponding policies.

## **DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**

### **Township of Mount Laurel**

- G. Employers, their designated HRO, and employees should familiarize themselves with this policy. This policy shall be provided to all employees upon execution and to all new employees upon hiring. Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

### **RESOURCES**

This policy provides an Appendix listing resources and program information readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

### **DISTRIBUTION OF POLICY**

The Mount Laurel Township Manager will be responsible for distributing this policy to employees, volunteers, and other employees identified above.

The Mount Laurel Township Manager will be responsible for updating this policy at least annually to reflect circumstances changes in the organization.

The Mount Laurel Township Manager will be responsible for monitoring The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs for modifications thereto, to public employers.

### **OTHER APPLICABLE REQUIREMENTS**

In addition to this policy, the HRO and the public employer's appointing authority must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General Directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in this policy conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

### **POLICY MODIFICATION AND REVIEW**

A public employer may seek to modify this policy, to create additional protocols to protect victims of domestic violence but may not modify in a way that reduces or compromises the safeguards and processes set out in this policy.

The Civil Service Commission will review and modify this policy periodically and as needed.

**DOMESTIC VIOLENCE POLICY FOR PUBLIC EMPLOYERS**  
**Township of Mount Laurel**

**POLICY ENFORCEABILITY**

The provisions of this policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

**POLICY INQUIRIES & EFFECTIVE DATE**

Any questions concerning the interpretation or implementation of this policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. This policy shall be enforceable upon the HRO's completion of training on this policy.