

**RESOLUTION AUTHORIZING ADOPTION OF AMENDMENT TO
ROCKAWAY VALLEY REGIONAL SEWERAGE AUTHORITY'S
PERSONNEL MANUAL – POLICIES AND PROCEDURES
REGARDING LUNCH BREAKS**

WHEREAS, the Rockaway Valley Regional Sewerage Authority (RVRSA), in conformance with the requirements established by the New Jersey Utilities Joint Insurance Fund relative to qualification for the Municipal Excess Liability's Employment Practices Liability policy deductible, has developed a personnel policy and procedures manual entitled, "Personnel Manual Policies and Procedures"; and

WHEREAS, the RVRSA is desirous of amending, supplementing, and updating the Personnel Policy and Procedures Manual with the language set forth at Appendix A, attached hereto and made a part hereof, establishing, at Section Two, page 2, that the lunch break policy shall apply to both administrative and non-plant personnel, and to further provide that the one half hour lunch break must be taken between 11:30 a.m. and 1:30 p.m; and

WHEREAS, said Personnel Policy and Procedures Manual and Appendix A have been reviewed and approved by RVRSA's Labor Counsel, Stephen E. Trimboli, Esq., of the firm of, Trimboli & Prusinowski, L.L.C. LLC.

NOW THEREFORE, BE IT RESOLVED by the Rockaway Valley Regional Sewerage Authority on this 14th day of January, 2016 as follows:

1. The Personnel Policies and Procedures Manual is hereby amended as set forth in Appendix A, attached hereto and made a part hereof.
2. Any contrary or inconsistent policy pertaining to RVRSA's lunch break policy contained in the RVRSA Personnel Policy and Procedures Manual shall be superseded by this policy.
3. Except as amended, supplemented or revised hereby, all of the terms and conditions of the Personnel Policy and Procedures Manual of the Rockaway Valley Regional Sewerage Authority shall remain in full force and effect.

I hereby certify that this Resolution was adopted at a meeting of the Rockaway Valley Regional Sewerage Authority held on January 14, 2016.

On motion of Joseph Lowell
Second by John Cegelka

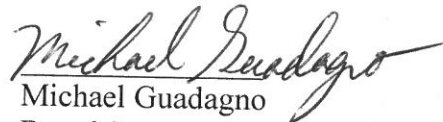
And a Roll Call Vote as Follows:

Yeas: (10) Andes, Cegelka, Corbett, Guadagno, Lowell, Recchia, Rossi, Schorno, Secco and Vincitore

Nays: (0) None

Abstain: (0) None

Absent: (0) None


Michael Guadagno
Board Secretary

Breaks

[Amend current policy, located in Section Two, page 2, of the RVRSA Personnel Policy and Procedures Manual as follows. New language in italics]

Administrative *and non-plant personnel* are entitled to a one half hour lunch that is to be arranged by the supervisor so that offices continue to function. *The one half hour lunch must be taken between 11:30 a.m. and 1:30 p.m.* Other plant personnel are entitled to a one half hour lunch break, which will be scheduled by the supervisor. All employees are entitled to a ten (10) minute break in the morning and such break in the afternoon. The department supervisors will schedule breaks for other employees.