

RESOLUTION FOR HIRING OF CLERICAL/BOOKKEEPER PART TIME

WHEREAS, a vacancy exists with regards to the Town Hall Main Office that needs to be 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 Handbook, the vacant position was advertised; applications were received from fifteen applicants; interviews were undertaken by the Personnel Committee for the top five candidates, 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 top five applicants determined by the Personnel Committee, and it is recommended that an offer of employment be made to Mary Russell, residing at 26 Alameda Court, Shrewsbury, New Jersey, at a salary of Eighteen Dollars per hour (\$18.00), part time, and if accepted, this Resolution shall serve as an appointment to the position of Clerical/Bookkeeper Employee, part-time; subject to a physical examination as background check is accepted as a current government employee and a satisfactory physical examination is in 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 applicants for the position based on specification sets forth in the advertisement, the interviews and the resumes, and the Personnel Committee makes this recommendation to the Township Committee based on the five 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, and if accepted, appoints for hiring as a part-time Clerical/Bookkeeper Employee, Mary Russell, residing at 26 Almeida Court, Shrewsbury, New Jersey, at a salary of Eighteen Dollars per hour (\$18.00), part-time, subject to an appropriate 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 acceptance of this job offer and commencement of employment by Mary Russell, subject to the procedures for processing successful applicants per the Personnel Manual. Upon a Satisfactory review in ninety (90) days, the per hour rate will increase to Nineteen Dollars per hour (\$19.00) Ms. Russell will serve as the Certified Deputy Registrar.

BE IT FURTHER RESOLVED, that no benefits of the part-time employment status shall commence in accordance with the Personnel Manual based on the actual commencement of employment after the physical examination and criminal background check, along with the stated salary of Eighteen dollars (\$18.00) per hour.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
Puhak						
Lettice						
Jennings						

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on April 19, 2022.

Katrina Thornton
Acting Township Clerk

Lester Jennings
Mayor