To: Member Entities

From: Matthew J. Giacobbe, Esq.

 Nicholas DelGaudio, Esq.

 Fred Semrau, Esq.

Date: March 13, 2025

Re: Changes to Employee Handbook and Personnel Policies and Procedures Manual

The Municipal Excess Liability Joint Insurance Fund (“MEL”) has made suggested modifications to the Model Employee Handbook and Personnel Policies and Procedures Manual (“PPPM”) for our members’ consideration. Below is a brief explanation of the changes that have been made.

* Additions to the Americans with Disabilities Policy to include language relating to the federal Pregnant Workers Fairness Act which was passed in 2023 and had regulations issued in 2024
* Additions to the Policy Against Harassment to include language about hostile work environments arising from conduct occurring outside of the workplace and even in non-work related contexts if it affects the workplace, which was contained in guidance issued by the EEOC in 2024
* Change in language to the Vacation Leave Policy in order to be more in line with the Comptroller’s Report/State Law regarding carrying over vacation leave for one year only and only when it cannot be used due to business demands.
* Addition of an Acknowledgement of Receipt page at the end of each manual and handbook

We urge you to consult with your entity's General or Labor Counsel regarding these recommended changes.