

**MAYOR and COUNCIL of the  
BOROUGH of HO-HO-KUS  
BERGEN COUNTY, NEW JERSEY  
Resolution # 14-86**

Subject: Hours of Employment

Dated: June 17, 2014

Whereas, Ho-Ho-Kus Ordinance 911, which amends Chapter 42 of the code entitled "Personnel" under Section 42-1.1: Adoption by Resolution, enables the Governing Body to adopt and amend Personnel Policies and Procedures including terms and conditions of employment; and

Whereas, Section 42-2: Personnel Practices incorrectly states in paragraph E (1) that Borough Hall is open to the public Monday to Friday from 8:30AM until 5:00PM, whereas for many years Borough Hall has been and will continue to be open to the public Monday to Friday 8:30AM until 4:30PM unless otherwise posted for special reasons.

Now, Therefore Be It Resolved by the Mayor & Council of the Borough of Ho-Ho-Kus that Chapter 42-2 E (1) Hours of Employment is amended as follows:

Employees of the Borough shall ordinarily be required to work five days a week from Monday to Friday. All full-time permanent employees of the Borough shall work 35 or 40 hours per week, 52 weeks per year. Hours of employment shall be determined by the Borough Administrator/Human Resources Director in conjunction with the department head when not specified in the Salary Ordinance. The department head of each department shall schedule the lunch period for each employee of the department, provided that the lunch period shall not exceed one hour. The schedule shall be arranged in a manner that will require the Borough Hall to be open to the public continuously from 8:30AM until 4:30PM, and the Department of Public Works from 7:00AM until 3:30PM, unless otherwise posted for special reasons

	Moved	Second	Ayes	Nays	Absent	Abstain
Mayor Randall						
Councilmember Troast						
Councilmember Lennon						
Councilmember Shea						
Councilmember Rorty						
Councilmember Weiss						
Councilmember Shell						