

RESOLUTION FOR THE MINUTES

A RESOLUTION for the minutes amending the Delaware River Basin Commission's *Administrative Manual — By-Laws, Management and Personnel*.

WHEREAS, the Commission periodically amends its *Administrative Manual — By-Laws, Management and Personnel* (“Bylaws”) to streamline procedures and update personnel policies; and

WHEREAS, by Resolution 80-4, the Commission adopted “Personnel Policies” as Part I, Chapter 6 (currently numbered Chapter 5) of the *Bylaws*; and

WHEREAS, the Executive Director and staff have recommended amendments to the “Personnel Policies” comprising Chapter 5; and

WHEREAS, the Commission has determined that its best interests are served by the revisions to the *Bylaws* described below; now therefore,

BE IT RESOLVED by the Delaware River Basin Commission:

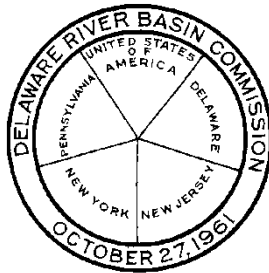
1. Chapter 5 of the *Administrative Manual — By-Laws, Management and Personnel* is hereby amended to incorporate the revisions shown in Attachment A.
2. Any portions of Resolution 80-4 that conflict with the attached amendments to Chapter 5 are hereby rescinded.
3. This Resolution shall take effect immediately.

ADOPTED: September 2, 2026

Attachment A

Administrative Manual BY-LAWS, MANAGEMENT AND PERSONNEL

**Adopted and Effective December 13, 1961
Revised through September 2, 2026**



Delaware River Basin Commission

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**Administrative Manual
BY-LAWS, MANAGEMENT AND PERSONNEL
Adopted and Effective December 13, 1961
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**CHAPTER 5
PERSONNEL POLICIES**

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5.4 Personnel Practice.

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5.4 H. *Probationary Period.* All employees classified as full-time probationary shall serve a one-year probationary period. This period will begin on the employee's first working day. The Executive Director may, for due cause and upon written notice to the employee, extend or reduce this period if and when circumstances warrant. During the initial probationary period or any extension thereof, the employee serves at will, and may be terminated for any reason by the Executive Director.

5.4 I. *Promotional Probationary Period.* Employee promotions shall be subject to a one-year probationary period. The employee shall function in the new position and pay status until action has been taken either to:

1. make the promotion permanent; or
2. return the employee to the former position and pay status.

The Executive Director may, for due cause and upon written notice to the employee, extend, reduce, or waive the promotional probationary period if and when circumstances warrant.

5.4 J. *Permanent Appointment.* An employee shall acquire permanent status upon satisfactory completion of the probationary period. Each employee receiving permanent status shall be formally notified in writing by the Executive Director of the permanent appointment and its effective date.

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5.11 Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace.

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5.11 F. *Employee Responsibilities.*

Any employee who believes that they have been subjected to any form of prohibited discrimination or harassment, including sexual harassment, or who witnesses others being subjected to such harassment or discrimination, or who observes acts of discrimination or harassment by a Commission employee, is encouraged to promptly report the incident(s) to their immediate supervisor or branch director, the Personnel Officer, or any other director or manager to whom the employee feels comfortable bringing such complaint. If a complaint is brought to a manager, the manager must report the complaint to the Personnel Officer or another director. All employees are expected to cooperate with investigations undertaken pursuant to this policy. Failure to cooperate in an investigation may result in disciplinary action, up to and including termination.

5.11 G. *Supervisor Responsibilities.*

Employees with direct reports should make every effort to maintain a work environment that is free from any form of discrimination/ or harassment. and are expected to take all allegations of discrimination/ or harassment, including sexual harassment, seriously. Employees with direct reports who observe acts of discrimination toward, or harassment of, another employee, or who receive any complaints from another employee alleging discrimination or harassment, or who observe acts of discrimination or harassment by a Commission employee, are required to promptly report the incident to the Personnel Officer. All complaints will be reviewed and prompt and appropriate remedial action will be taken to address any substantiated claim.

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5.12 Grievance Procedure.

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5.12 B. *Grievances Pertaining to Discrimination, Harassment or Hostile Environments in the Workplace.*

1. *Pre-Complaint Processing.*

An employee having a grievance relating to discrimination or harassment of any kind shall contact the Personnel Officer within 30 calendar days of the alleged discriminatory event. If the complaint arises in the Administrative Division, the Executive Director or the Deputy Executive Director shall be contacted rather than the Personnel Officer

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5.14 Termination of Employment.

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5.14 C. *Reduction in Force.*

1. The Executive Director may, in accordance with Section 3.2 of this Manual, institute changes in the internal staff organization of Commission as required to adapt to changes in the annual current expense budget. The Executive Director may, as necessary, create or abolish staff positions in order to most efficiently carry out programs authorized by the Commission.
2. An employee whose position is abolished and who has bumping rights will, where possible, be reassigned by the Executive Director to another position within the revised table of organization, if the Executive Director shall determine that the employee is qualified by education and experience for the reassignment. If no reassignment is possible, the employee so affected will be so notified by the Executive Director.
3. An employee “bumped” by reason of another employee being reassigned and who has secondary bumping rights may also be reassigned by the Executive Director to another position based upon the Executive Director’s determination that the employee is qualified by education and experience for the reassignment. If no reassignment is possible, the employee so affected will be so notified by the Executive Director.
4. An employee occupying a position that is abolished or an employee who is bumped shall receive at least 20 working days’ advance notice of termination.
5. If an employee who has bumping rights is notified of termination, within ten (10) working days such employee must notify the Personnel Officer of any desire to exercise bumping rights and identify the position involved.
6. An employee does not have the right to bump or be reassigned to a position at a higher grade level.
7. Employees hired before January 1, 2022 shall have primary or secondary bumping rights. Employees hired after that date shall not be entitled to bumping rights. As of January 1, 2032, any entitlement to primary bumping rights or secondary bumping rights upon a reduction in force under this Section 5.14.C shall cease, regardless of an employee’s date of hire, and paragraphs 2 – 6 of this Section 5.14.C shall be of no further force or effect.
8. The salary and grade level of an employee who is reassigned shall be the same as that currently budgeted for the new position, except that the reassignee’s new salary may not exceed the reassignee’s salary immediately prior to reassignment.

5.14 D. *Retirement.* Employee retirements are subject to the Rules and Regulations of the Public Employees’ Retirement System of the State of New Jersey.

5.14 E. The Personnel Officer will conduct exit interviews with all employees prior to termination.

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5.16 Applicability. The provisions of this Chapter shall not be applicable to members of the Commission, alternates, or advisors (Resolution No. 80-4, Resolution for the Minutes of September 2, 2026).

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