

NEW JERSEY PINELANDS COMMISSION

Personnel Policies Manual

& Workplace Violence Policy Updates



Policy Manual Update & Violence at the Workplace Policy

Our policy manual hasn't been updated since 2010, so we've reviewed and revised it to reflect current workplace practices and align with applicable CWA union contract provisions.

These updates will help ensure our policies are clear, consistent, and up to date for both employees and management. We've also developed a new Workplace Violence Policy to help promote a safe and respectful work environment for everyone.

Focus Areas:

PERSONNEL POLICIES MANUAL

Review changes to employee policies, procedures, and duties.

WORKPLACE VIOLENCE POLICY

Introduce a new policy to support a safer workplace.

Ethics & Compliance

POLICY AREA	BEFORE	AFTER
Ethics Training	General expectations	Annual training required
Outside Activities	Avoid conflicts	Disclosure and approval required
Political Activities	General restrictions	Notice and recusal required
Recusal	Informal process	Written recusal required

Workplace Expectations

POLICY AREA	BEFORE	AFTER
Attendance	Standard rules	Remote-work expectations added
Technology Use	Email and internet rules	Monitoring and reporting expanded
Attire & Grooming	Professional appearance	Business-casual standards defined
Employee Access	General restrictions	Security protections expanded

Leave, Benefits & Programs

POLICY AREA	BEFORE	AFTER
Sick Leave	Standard reporting	Reporting requirements expanded to be consistent with the CWA contract
Family Leave	General overview	Documentation requirements updated
Health Insurance	Standard benefits overview	Opt-out incentive updated
Degree Assistance	Completion-based repayment	Five-year repayment schedule
Pregnancy / Lactation	Not separately addressed	Accommodation provisions added
Drug & Alcohol Policy	Illegal drugs and alcohol	Cannabis specifically addressed; testing, reporting, and workplace restrictions clarified

Scheduling, Compensation & Safety

POLICY AREA	BEFORE	AFTER
Overtime	Existing provisions	Compensation rules clarified
Flexible Schedule	Flexible work hours	Framework updated
Essential Employees	No formal designation	Emergency staffing requirements
Workplace Violence	Existing guidance	Reporting and response enhanced
Termination of Employment	General disciplinary framework	Immediate dismissal for convictions involving dishonesty, Commission-related crimes, or 1st-, 2nd-, or 3rd-degree offenses

Workplace Violence Policy Overview

Zero Tolerance

Violence, threats, intimidation, harassment, and disruptive conduct are prohibited.

Applies Everywhere

Includes offices, field locations, alternate worksites, meetings, parking areas, and work travel.

Covers Everyone

Applies to employees, Commissioners, applicants, contractors, vendors, visitors, and the public.

No Retaliation

Good-faith reporting is protected from retaliation.

Reporting & Employee Responsibilities

Report Immediately

Notify a supervisor and the Facilities/Operations Supervisor.

Emergency Response

Call 911 from a cell phone or work phone.

Document the Incident

Submit the incident report within 24 hours.

Support Safety

Cooperate with investigations and report workplace-related protective orders.

Moving Forward: Staff Responsibilities

- ✓ Complete required ethics training
- ✓ Disclose conflicts and outside activities
- ✓ Follow leave and timekeeping procedures
- ✓ Review scheduling and emergency duties
- ✓ Use Commission technology appropriately
- ✓ Report safety concerns immediately

