



RESOLUTION 27-09

A RESOLUTION TO ADOPT THE TOWN OF MILLVILLE EMPLOYEE HANDBOOK AND REPLACE THE EXISTING PERSONNEL POLICY

WHEREAS, the Town of Millville recognizes the importance of maintaining current, consistent, and clearly defined policies and procedures governing the employment, conduct, benefits, responsibilities, and expectations of Town employees; and

WHEREAS, the Town of Millville has reviewed and updated its personnel policies to provide employees and management with a comprehensive and current reference regarding employment practices and workplace expectations; and

WHEREAS, the Town Council finds that adopting a comprehensive Town of Millville Employee Handbook will provide greater clarity and consistency in the administration of personnel matters and will assist employees in understanding the Town's policies, procedures, benefits, and expectations; and

WHEREAS, the Town Council desires that the new Employee Handbook replace and supersede the Town's existing Personnel Policy and any prior employee handbook or personnel policy provisions addressing the same subject matter, except where otherwise expressly provided by law, ordinance, employment agreement, or action of the Town Council; and

WHEREAS, the Town Council recognizes that the Employee Handbook may require periodic amendments to remain consistent with changes in federal and Delaware law, Town ordinances, operational needs, and best management practices;

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Millville, Delaware, as follows:

SECTION 1. ADOPTION OF EMPLOYEE HANDBOOK

The Town of Millville Employee Handbook, attached hereto as **Exhibit A** and incorporated herein by reference, is hereby adopted as the official employee handbook of the Town of Millville, effective September 8, 2026.

SECTION 2. REPEAL AND REPLACEMENT OF EXISTING PERSONNEL POLICY

Upon the effective date of the attached Employee Handbook, the Town of Millville's existing Personnel Policy is hereby repealed and replaced in its entirety by the Town of Millville Employee Handbook.

All prior personnel policies, employee handbook provisions, administrative policies, resolutions, or other Town documents addressing the same subject matter are hereby superseded to the extent they are inconsistent with the Employee Handbook.

SECTION 3. CONSISTENCY WITH LAW

Nothing contained within the Employee Handbook shall be construed to supersede or conflict with applicable federal or Delaware law, the Town Charter, Town Code, duly adopted ordinances, or legally binding employment agreements. In the event of a conflict between the Employee Handbook and either applicable law or a binding employment agreement, the latter shall control.

SECTION 4. ADMINISTRATION

The Town Manager, or the Town Manager's designee, is authorized to administer and implement the Employee Handbook and to take such reasonable administrative actions as may be necessary to carry out the purposes of this Resolution.

The Town Manager may make non-substantive administrative corrections or updates to the Handbook when necessary to correct typographical errors, formatting, citations, or other minor administrative matters.

SECTION 5. FUTURE AMENDMENTS

Substantive amendments to the Employee Handbook shall be presented to and approved by the Town Council unless otherwise authorized by the Town Charter or applicable law.

SECTION 6. EMPLOYEE ACKNOWLEDGMENT

All Town employees shall be given a copy of the Employee Handbook and shall be required to acknowledge in writing that they have received and reviewed the Employee Handbook.

An employee's acknowledgment of receipt does not constitute an employment contract or alter the employee's status under applicable law.

SECTION 7. EFFECTIVE DATE

This Resolution shall become effective immediately upon its adoption by the Town Council, with the Employee Handbook becoming effective on September 9, 2026.

CERTIFICATION

I, **Deborah Sosnoski**, Secretary of the Town Council of the Town of Millville, hereby certify that the foregoing is a true and correct copy of Resolution 27-09 adopted by the Town Council of the Town of Millville at its regular meeting held on September 8, 2026, at which a quorum was present and voting throughout, and that the same is in full force and effect.

Deborah Sosnoski, Secretary