

**CITY OF NORTHFIELD, NJ
ORDINANCE NO. 8-2015**

**AMENDING CHAPTER A376-213 OF THE CITY OF NORTHFIELD
ADMINISTRATIVE CODE, REGARDING TRANSITIONAL
(ALTERNATIVE) DUTY ASSIGNMENTS**

WHEREAS, Chapter A376-213 of the City of Northfield Administrative Code establishes guidelines and procedures for Transitional (Alternative) Duty assignments for granting temporary duty to eligible employees who are recovering from an injury or illness, and are temporarily unable to perform the essential functions of their job; and

WHEREAS, the policy as currently written limits the duration of a transitional duty assignment to 60 days with (1) thirty-day extension; and

WHEREAS, the policy as currently written lists Janitorial functions as possible transitional duty assignments; and

WHEREAS, the Mayor and Council of the City of Northfield desire to make amendments to these sections only.

BE IT HEREBY ORDAINED AND ENACTED by the Mayor and Council of the City of Northfield, County of Atlantic, that Chapter A376-213 of the Administrative Code of the City of Northfield shall be amended as follows:

Section C (4) of Chapter A376-213 is hereby amended as follows:

(4) Transitional duty assignments are strictly temporary and no greater than 6 months in duration. After 6 months, personnel on transitional duty who are not capable of returning to their original duty shall:

(a) No Change.

(b) Submit documentation to the department head and/or Councilmatic Chairperson confirming the inability to perform the essential functions of their position which documentation shall be reviewed by or on behalf of the City which, in its discretion, may grant an extension of transitional duty with or without further evaluation for up to an additional 6 months. In this event, transitional duties shall not exceed one (1) year in duration.

(c) No Change.

(d) No Change.

Section C (7) (d) of Chapter A376-213, which includes Janitorial functions as a transitional duty assignment, is hereby deleted in its entirety.

This Ordinance and amendment to the Code of the City of Northfield shall become effective upon final adoption and publication as prescribed by law.

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Council of the City of Northfield, New Jersey held on February 25, 2015, and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held on March 10, 2015 in Council Chambers, City Hall, Northfield, New Jersey.

Mary Canesi, RMC Municipal Clerk	Erland Chau Mayor
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First Reading:	February 25, 2015
Publication:	February 28, 2015
Final Reading:	March 10, 2015
Publication:	March 14, 2015