

**RESOLUTION 2026-103**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR,  
COUNTY OF OCEAN, STATE OF NEW JERSEY, APPROVING  
AN AMENDMENT TO THE TOWNSHIP OF LITTLE EGG  
HARBOR'S EMPLOYEE HANDBOOK AND POLICIES AND  
PROCEDURES**

**WHEREAS**, it has been determined that there is a need to adopt an amendment to the Township of Little Egg's Handbook; and

**WHEREAS**, the Township needs to adopt a revised Handbook to incorporate an amendment attached hereto as Schedule A;

**WHEREAS**, the revised Municipal Employee Handbook will be distributed to all affected Township employees upon adoption by the Township Committee; and

**WHEREAS**, all Township employees will receive and acknowledge in writing receipt of said Employee Handbook and the executed acknowledgement will be recorded in the employee's personnel file.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing body of the Township of Little Egg, County of Ocean, State of New Jersey, as follows:

1. That the governing body does hereby adopt and incorporate the policy, attached hereto as Schedule A, into the Township of Little Egg Employee Handbook.
2. That a certified copy of this resolution shall be forwarded to the Township Labor Attorney.

**CERTIFICATION**

**I, KELLY LETTERA, CMC, RMC**, Municipal Clerk of the Township of Little Egg Harbor do hereby certify that the foregoing resolution was duly adopted by the Township of Little Egg Harbor Township Committee at a meeting held on the 12<sup>th</sup> day of **March, 2026**.

  
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**KELLY LETTERA, CMC, RMC**  
Township Clerk  
Little Egg Harbor Township

## Schedule A

### Education/Course Reimbursement

The Township believes that the amount and quality of an employee's education often increases the value of his/her contribution to the community and the degree of proficiency with which he/she performs his/her duties. In order to provide an incentive to encourage employees to achieve the advantages of additional education, the Township agrees to reimburse for the tuition expenses of job-related courses determined as necessary and/or beneficial to the Township by the Township Administrator.

- A. Requirements/Qualifications for reimbursement
  1. The course/course(s) must be job related and/or beneficial to the Township as determined in the sole discretion of the Township Administrator;
  2. The employee must receive approval from the Township Administrator prior to registration and attendance of the course; and
  3. The employee must successfully complete the course/course(s).
- B. In the event the employee voluntarily separates from the Township within one year of the date the course is completed, the employee must reimburse the Township for 100% of the tuition paid by the Township. In the event the employee voluntarily separates after one year but prior to the two-year anniversary of the date the course is completed the employee will have to reimburse the Township for 50% of the tuition paid by the Township.
- C. Attendance at courses pursuant to this Policy will not be compensated by the Township as this is an elective benefit for the employee. An employee is not required by the Township to take courses pursuant to this policy.