

## RESOLUTION FOR THE MINUTES

A Resolution for the Minutes amending the *Administrative Manual – By-laws, Management and Personnel*.

WHEREAS, the organization, management and personnel practices of the Commission are governed by the *Administrative Manual – By-laws, Management and Personnel* (also herein, the “Manual”); and

WHEREAS, since it was first issued in 1961 the Commission has periodically amended and updated discrete sections of the Manual; and

WHEREAS, the Manual was last amended on December 9, 2020, to diversify the list of Commission holidays; and

WHEREAS, staff in consultation with the Commissioners have recently undertaken a comprehensive review of the Manual; and

WHEREAS, the Commission has determined that it is in its best interest to update, clarify and otherwise revise multiple aspects of the *Manual*, including by: (1) replacing nouns and pronouns that are not gender neutral; (2) providing for adjustments to the General Schedule as appropriate and necessary, at the discretion of the Executive Director after re-evaluation at regular intervals; (3) recognizing the Commission’s commitment to diversity, equity, inclusion and justice in recruitment; (4) clarifying the health benefits available to qualifying Commission retirees; (5) expanding certain parental leave provisions to cover surrogacy, adoption, and fostering situations; (6) phasing out over the long term the institution of seniority rights in connection with reductions in force; (7) clarifying the Commission’s procedures for procurement of services and materials under Section 14.9 of the Compact; and (8) authorizing the Commission to perform background checks on prospective employees, following appropriate legal guidance; now therefore,

BE IT RESOLVED by the Delaware River Basin Commission that:

1. The revised *Administrative Manual – Bylaws Management and Personnel*, included herewith as Attachment A, is hereby adopted, incorporating the amendments shown in the mark-up included herewith as Attachment B.
2. Nothing in the revised Manual changes the health benefits of active Commission employees, retired employees or future retirees. In the event of any discrepancy between the narrative in the *Administrative Manual – Bylaws, Management and Personnel*, on the one hand, and the provisions of DRBC Resolution No. 2005-14 and applicable New Jersey law, on the other, the referenced resolution and state law are controlling.
2. The effective date of the revised *Administrative Manual – By-laws, Management and Personnel* shall be January 1, 2022.

ADOPTED: September 9, 2021