

BOROUGH OF MAYWOOD

NOTICE IS HEREBY GIVEN that the following proposed Ordinance was introduced and passed on first reading at a meeting of the Mayor and Council held on Tuesday, May 26, 2026 and that said Ordinance will be further considered for final passage at a meeting of the Mayor and Council to be held on Tuesday, June 23, 2026 at 7:00pm at Borough Hall, 15 Park Avenue, Maywood, New Jersey at which time and place all persons interested will be given an opportunity to be heard concerning same. Copies of the ordinance in full are posted in Borough Hall and available on the Borough's website.

ORDINANCE #7-26

AN ORDINANCE TO AMEND CHAPTER 52 OF THE BOROUGH CODE OF THE BOROUGH OF MAYWOOD ENTITLED "PERSONNEL POLICIES"

Barbara L. Dispoto, RMC/CMC
Borough Clerk

Summary of Ordinance #7-26:

Here's a summary of Ordinance #7-26 from the Borough of Maywood:

Overview This ordinance amends Chapter 52 of Maywood's Borough Code (Personnel Policies) in three main areas:

Section 1 – FMLA Leave & Paid Leave Usage Clarifies how paid leave interacts with FMLA. Employees may use accumulated paid leave during unpaid FMLA leave but cannot exceed 100% of salary. For non-medical FMLA reasons, employees must use vacation and personal leave first; sick leave is optional and only after vacation is exhausted.

Section 2 – New Jersey Family Leave Act (NJFLA)

- Eligibility requires at least 3 months of employment and 250 hours worked in the prior 12 months.
- Employees must use paid leave concurrently with NJFLA in this order: vacation → personal → sick leave (except when receiving temporary disability or family leave insurance benefits).
- Employees do not accrue seniority or benefits during NJFLA leave.
- Employees receiving Family Leave Insurance (FLI) are entitled to job restoration upon return.

Section 3 – New Artificial Intelligence Policy The most substantial addition, establishing rules for AI use by borough employees:

- All Generative AI use requires supervisor pre-approval.
- Employees are fully responsible for any AI-assisted work product.

- **Prohibited inputs** include personal/confidential data, passwords, court/tax records, and internal policies.
- AI **cannot** be used for performance evaluations, disciplinary letters, or termination letters.
- Personal AI accounts and personal devices during work hours are banned for work use.
- All AI activity is subject to employer monitoring with no expectation of privacy.
- Violations can result in disciplinary action up to termination.

The Ordinance in full is posted on the Borough website and available at the following link
[https://www.maywoodnj.com/vertical/sites/%7B3F816141-7A2D-4412-8A8D-6C5C2C1C1341%7D/uploads/07-26 Amend Ch. 52 of Borough Code Personnel Policies.pdf](https://www.maywoodnj.com/vertical/sites/%7B3F816141-7A2D-4412-8A8D-6C5C2C1C1341%7D/uploads/07-26%20Amend%20Ch.%2052%20of%20Borough%20Code%20Personnel%20Policies.pdf)