


<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Self-Reporting of Certification, Commission or License Lapse or Suspension
	Policy Reference No:	8-18
	Release Date:	16-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

Any employee who has a lapse or suspension for any reason of any certification, commission, or license related to their employment with the Township (including but not limited to driver's licenses-including lapse or suspension of any endorsements, certified floodplain manager, certified municipal finance officer, certified public works manager, certified tax assessor, certified tax collector, construction official, licensed utility operator, notary public, registered municipal clerk, qualified purchasing agent, sub-code inspector or sub-code official) shall self-report the lapse or suspension to their Supervisor who shall immediately notify the Township Manager within five (5) business days of such event. Failure to self-report may result in disciplinary action up to and including termination.

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Revision No.	Revision Date	Nature of Revision	Approved By