

**TOWNSHIP OF VERONA
COUNTY OF ESSEX, NEW JERSEY**



POLICIES AND PROCEDURES

Policy Title:	Notification of Outside Employment or Potential Conflict of Interest
Policy Reference No:	3-3
Release Date:	6 January 2023
Approved By:	Joseph D'Arco, Township Manager
Authority:	§ 36-1 (C)
Revision History:	1
No. of Pages:	2
Applicability:	All Employees & Volunteers

On an annual basis, all Township employees (including members of the Township Council) shall be required to notify the Township Manager (or to the Township Attorney in the case of the Township Council, the Township Manager, and the Township Clerk) disclosing any interest in, or employment by, any entity that does business, either directly or indirectly, with the Township; is awarded a contract for monetary compensation by the Township; or has a family member who works for such an entity.

The form shall be reviewed by the Township Manager and the Township Attorney to determine whether an actual or perceived conflict of interest exists. If so, the Township Attorney shall make a recommendation to the Township Manager (or to the Township Attorney in the case of the Township Council, the Township Manager, and the Township Clerk) to determine what steps need to be taken, if any. Completed forms shall be maintained in the Employee's personnel file. On an annual basis, all Township employees shall also be required to complete a form containing a list of all other paid jobs they hold as an employee or an independent contractor; the hours and schedule of work for their other paid jobs and a contact person at their other job. Failure of the employee to list all outside employment may be grounds for discipline up to and including termination of employment.

All Township employees must understand that their work with the Township comes first. If the Township Manager determines that an employee's other employment is detrimental to the operations of the Township or prevents the employee from performing the functions of his/her job at the Township, even the ability to work overtime or complete job functions in a timely manner, the employee may be required to terminate the other employment or face discipline up to and including termination of employment. Any decision by the Township Manager (or the Township Attorney in the case of the Township Council, the Township Manager, and the Township Clerk) in this regard shall be made on a case-by-case basis and on an annual basis after consultation with the Township Attorney. Approval for all outside employment must be renewed annually by the Township Manager. The decision by the Township Manager or the Township Council in any year shall not create a practice that requires continued approval by the Township in any subsequent year.

Employees should seek approval of their supervisor and the Township Manager prior to beginning outside employment, or risk having to give it up the outside employment after completion of the annual form.

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Any failure to comply with this policy is grounds for disciplinary action, up to and including termination.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	6-Jan-2023	Changed approver from Cavallo to D'Arco	JD