

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



POLICIES AND PROCEDURES

Policy Title:	Self-Reporting of Certification, Commission or License Lapse or Suspension
Policy Reference No:	8-18
Release Date:	23-Feb-23
Approved By:	Joseph D'Arco Township Manager
Authority:	§ 79-1 (C)
Revision History:	2
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, in writing within five (5) business days of said lapse, to their Supervisor who shall immediately forward said notification the Township Manager. 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
1	10/27/2021	1. Update authority of policy as a result of the Recodification (Ordinance No. 2020-26) 2. Update reporting requirements to include notification in writing.	MAC
2	23-Feb-23	Changed approver from Cavallo to D'Arco	JD