


<p>TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Position Establishment
	Policy Reference No:	4-1
	Release Date:	9-December-2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	1
	Applicability:	All Employees

The Township government shall consist of the Township Council, Township Manager and such appointed officers and employees as are provided by the Township Code or otherwise authorized pursuant to law. It shall be organized within departments, offices, boards, and agencies as established or provided in the Township Code.

The Township Manager has the authority to establish new positions or eliminate positions. A supervisor may recommend the addition or elimination of a position, but the action to do so is at the discretion of the Township Manager (unless otherwise required by Civil Service rules).

A Personnel Requisition Form is required to be submitted to and approved by the Township Manager and the Chief Financial Officer prior to any employee being hired. Any supervisor that would like to fill a vacancy in an open position or would like to create a position (even a volunteer or intern position) shall complete a Personnel Requisition Form to be approved by the Township Manager and the Chief Financial Officer prior to the job announcement. The only exception to this is new members of the Fire Department and Rescue Squad, all other departments, divisions, offices, and utilities must comply with this requirement.

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Revision No.	Revision Date	Nature of Revision	Approved By