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

Once a candidate has been selected to fill a vacancy pursuant to this policy, the Township Manager shall issue said candidate a Conditional Offer of Employment. A Conditional Offer of Employment is exactly what it sounds like – an offer of employment that is conditional if certain requirements are satisfied.

A Conditional Offer of Employment shall include:

- The expected work schedule
- The expected start date
- The salary or rate of pay
- The validity period of said offer

A Conditional Offer of Employment is contingent upon a satisfactory background check including but not limited to:

- Satisfactory proof of eligibility to work in the United States
- Satisfactory proof of eligibility to work in the State of New Jersey
- Verification of educational credentials including, but not limited to, degrees, professional certifications, and/or licenses

A Conditional Offer of Employment may be contingent upon pursuant to these policies:

- Satisfactory pre-employment / post-offer physical examination
- Satisfactory criminal background checks
- Satisfactory credit and financial checks
- Satisfactory reference check
- Satisfactory post-offer employment drug test

Once all conditions of the Conditional Offer of Employment have been satisfied, the Candidate shall commence with employment onboarding pursuant to these policies.

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| Revision No. | Revision Date | Nature of Revision | Approved By |
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