

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



***POLICIES AND PROCEDURES***

Policy Title:	Open Public Meetings Act Procedure Concerning Personnel Matters
Policy Reference No:	8-12
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

Discussions by the Township Council or anybody of the Township concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion, or discipline of any current or prospective officer or employee shall be in Executive Session unless the employee requests in writing that the discussion be held in open session. Such request must be granted. Prior to the discussion by the Township Council or anybody of the Township concerning such matters, the Township Clerk shall notify the affected person(s), within a reasonable period of time, of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in Executive Session. If the individual(s) does not request that the discussion be held in open session, the Township Council may at its sole discretion invite the affected individual(s) to attend the applicable portion of the closed session.

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Revision No.	Revision Date	Nature of Revision	Approved By