


<p><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Workspace Appearance and Maintenance
	Policy Reference No:	8-27
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	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
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	Applicability:	All Employees

Employees' workspaces are generally visible to members of the public and other employees. In some cases employees may even share a workspace. As Township employees are representatives of the Township, and considering that the Township services the public, employees need to provide professional presentation in their workspaces.

Cleanliness and maintenance of an employee's workspace is the responsibility of the employee. The cleaning services will provide basic assistance by emptying garbage and recycling. However, employees are expected to regularly do the following, at a minimum, to maintain their workspaces:

- Minimize clutter
- Recycle when possible (see Recycling Policy)
- Avoid damage to furniture or equipment
- Dust and clean furniture or equipment

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Revision No.	Revision Date	Nature of Revision	Approved By