

WEST DEPTFORD TOWNSHIP

RESOLUTION #2017-284

**RESOLUTION OF THE TOWNSHIP OF WEST DEPTFORD AMENDING
THE TOWNSHIP OF WEST DEPTFORD PERSONNEL HANDBOOK**

WHEREAS, the Township of West Deptford (hereinafter referred to as "Township") has created a Personnel Handbook outlining the regulations and policies regarding employment in the Township; and

WHEREAS, the Township has a need to amend the Personnel Handbook by creating a new section to be called "Conflict of Interest and Outside Employment Policy" to address potential conflicts of interest and employment outside working hours; and

WHEREAS, the attached Conflict of Interest and Outside Employment Policy has been prepared to be incorporated into the Personnel Handbook.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of West Deptford, County of Gloucester and State of New Jersey on this 4th day of October, 2017 that the Township of West Deptford does hereby authorize and amend the Township of West Deptford Personnel Handbook to add a new section to be called "Conflict of Interest and Outside Employment Policy" as per the attached.

ADOPTED at the meeting of the Township Committee of the Township of West Deptford held on October 4, 2017.

TOWNSHIP OF WEST DEPTFORD



DENICE DICARLO, Mayor

ATTEST:



LEE ANN DEHART, Registered Municipal Clerk

CERTIFICATION

I, Lee Ann DeHart, Registered Municipal Clerk, of the Township of West Deptford, in the County of Gloucester, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting of the Township of West Deptford held on October 4, 2017.



LEE ANN DEHART, Registered Municipal Clerk

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West Deptford Township

Conflicts of Interest and Outside Employment Policy

Employees, including Township officials, must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Township. Violations of this policy will result in appropriate discipline including termination.

The Township recognizes the right of employees to engage in outside activities that are private nature and unrelated to Township business. However, business dealings that appear to create a conflict between the employee and the Township's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file with the Township Clerk a state mandated disclosure form. The Township Clerk will notify employees and Township officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a Township official is in a position to influence a Township decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Township may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Township Administrator or the Solicitor to obtain clarification.

Employees are allowed to hold outside employment with the advance written approval of their Department Head as long as it does not interfere with their Township responsibilities or create a conflict of interest. Employees are prohibited from engaging in outside employment activities while on the job or using Township time, supplies or equipment in the outside employment activities. Department Heads may require employees to restrict outside employment if the quality of Township work diminishes or any conflict of interest arises. Any employees who holds an interest in, or is employed by, any business doing business with the Township must submit a written notice of these outside interests to their Department Head and the Township Administrator.

Employees may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Township duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Township or any person or firm seeking to influence Township decisions. Meals and other entertainment are also prohibited. Employees are required to report to the Township Administrator any offer of a donation, gratuity, contribution or gift including meals and entertainment that is in violation of this policy.