

**ORDINANCE NO. 19-08**  
**INTRODUCTION DATE: 05-01-19**  
**ADOPTION DATE: 05-15-19**

**AN ORDINANCE AMENDING CHAPTER X (PERSONNEL POLICIES), BY  
CREATING SECTION 10-7 (OUTSIDE EMPLOYMENT) OF THE REVISED  
GENERAL ORDINANCES OF THE TOWNSHIP OF MILLSTONE, COUNTY OF  
MONMOUTH AND STATE OF NEW JERSEY**

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**BE IT ORDAINED** by the Township Committee of the Township of Millstone, County of Monmouth, State of New Jersey, as follows:

**I**

Chapter X, Personnel Policies, Section 10-7, Outside Employment, is hereby created to read as follows:

**10-7 OUTSIDE EMPLOYMENT**

**10-7.1 Prohibited Without Approval.** All employees shall not accept outside employment or engage in outside business activities without the prior approval of the department head and the Business Administrator. Applications for permission to accept outside employment shall be made in writing to the department head who shall forward the same to the Business Administrator with his/her recommendation. The application shall set forth pertinent information concerning the type of activity to be engaged in, the name and address of the prospective employer, and the hours of such employment.

**10-7.2 Business Administrator's Review.** No application for permission to accept outside employment shall be approved by the Business Administrator if, in his/her judgment, there is any reasonable probability that such outside employment will interfere with the employee's performance or compromise the employee's position with the Township through a conflict of interest or if such employment shall exceed 20 hours per week.

**II**

All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

**III**

If any section, subparagraph, sentence, clause or phrase of this Ordinance shall be held to be invalid, such decision shall not invalidate the remaining portion of this Ordinance.

**IV**

This Ordinance shall take effect upon adoption and publication according to law.

**EXPLANATORY STATEMENT:** This Ordinance sets forth the parameters all employees must follow for outside employment or outside business activities.

MILLSTONE TOWNSHIP PERMISSION TO ACCEPT OUTSIDE EMPLOYMENT  
(Ordinance 19-08)

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Name and Address of Prospective Employer: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Hours of Employment: \_\_\_\_\_

I understand that in order to engage in outside employment, I must receive approval from my Department Head in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status is sick leave, workers' compensation leave or light/modified duty. I understand that the Township of Millstone's policy forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job while on Township time, or using Township equipment or materials.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Business Administrator: ( ) Approved: \_\_\_\_\_ Date: \_\_\_\_\_

( ) Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

( ) Reasons/Conditions: \_\_\_\_\_

Instructions:

1. Employee prepares in triplicate, forwards to Department Head.
2. Department Head send approved copy to Business Administrator.
3. Business Administrator returns two copies to Department Head, one for which is returned to employee.
4. One copy to be retained in employee's personnel file in the Administrators Office.