

VILLAGE OF RIDGEWOOD

New Jersey

- EMPLOYEE ACTION FORM -

RIT 42

TYPE OF ACTION:

☒	New Hire
☐	Temporary/Seasonal New Hire
☐	Part-time Permanent New Hire
☐	Termination
☐	Resignation (Clerk needs letter of resignation)
☐	End of Temporary Appointment
☐	Retirement
☐	Disciplinary Reasons
☐	Leave of Absence Requested
☐	Salary Change
☐	Other

RECORDS CHECK
COMPLETED:

Yes ☒ No ☐

FRINGE BENEFITS:

Yes ☒ No ☐

HOURS:

FULL-TIME

PART-TIME

Hrs./Week

☒
☐
☐

NAME:

ADDRESS:

PHONE NO:

TITLE:

DEPARTMENT:

DIVISION:

SALARY (base figure):

EFFECTIVE DATE:

Benjamin Ritter

Parking Enforcement Officer

Parking

Police

\$37,500

7/10/2023

EMPLOYEE PHYSICAL:

Yes ☐ No ☒

VETERAN:

Yes ☐ No ☒

IMMIGRATION FORM

COMPLETED:

Yes ☒ No ☐

☐ Work started prior to approval in violation of Village Policy.

Authorized in writing by:

on:

Supervisor's Signature:

(NEW EMPLOYEE ONLY)

(NEW EMPLOYEE ONLY)

SOCIAL SECURITY #:

BIRTH DATE:

MARITAL STATUS: S

REMARKS:

New Parking Enforcement Officer

*SIGNATURES REQUIRED
BEFORE APPROVAL GIVEN:

*DIVISION HEAD (as necessary)

*DEPARTMENT HEAD

*FINANCE DIRECTOR

*VILLAGE MANAGER

VILLAGE MANAGER

APPROVED BY:

DATE:

DATE:

DATE:

DATE:

DATE:

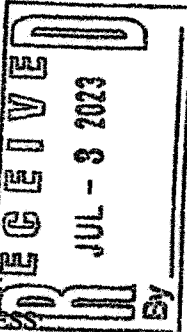
7/31/23

7/7/23

7/7/23

7/7/23

*** PLEASE NOTE: ALL SIGNATURES MUST BE OBTAINED BEFORE A NEW EMPLOYEE CAN BEGIN WORK

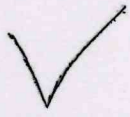


7-10-23

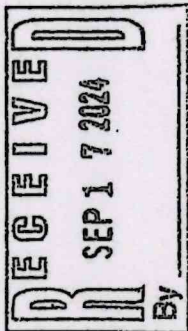
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☐	Salary Change
☐	Other _____

RECORDS CHECK
COMPLETED:
Yes ☒ No ☐

FRINGE BENEFITS:
Yes ☒ No ☐

HOURS:
FULL-TIME ☒
PART-TIME ☐
Hrs./Week

NAME: Benjamin Ritter
ADDRESS: [REDACTED]
PHONE NO: [REDACTED]
TITLE: Parking Enforcement Officer
DEPARTMENT: Parking
DIVISION: Police
SALARY (base figure): \$40,223
EFFECTIVE DATE: 9/13/2024

EMPLOYEE PHYSICAL:
Yes ☐ No ☒

VETERAN:
Yes ☐ No ☒

IMMIGRATION FORM
COMPLETED:
Yes ☒ No ☐

☐ Work started prior to approval in violation of Village Policy.

Authorized in writing by: _____ on: _____ Supervisor's Signature: _____

(NEW EMPLOYEE ONLY) (NEW EMPLOYEE ONLY)

SOCIAL SECURITY #: _____ on file BIRTH DATE: _____ on file MARITAL STATUS: _____ on file

REMARKS: Resignation effective September 13, 2024

For New Employees Only:
Is prospective employee related to an employee of the Village of Ridgewood?
Yes ☐ No ☐
If so, Employee: _____
Relationship: _____
Department: _____

*SIGNATURES REQUIRED
BEFORE APPROVAL GIVEN:

[REDACTED]
*DIVISION HEAD (as necessary)
[REDACTED]
*DEPARTMENT HEAD
[REDACTED]
*FINANCE DIRECTOR
[REDACTED]
VILLAGE CLERK
[REDACTED]
VILLAGE MANAGER

DATE: 9/16/24
DATE: _____
DATE: 9/14/24
DATE: 9/20/2024
DATE: 9/17/24

APPROVED BY:

*** PLEASE NOTE: ALL SIGNATURES MUST BE OBTAINED BEFORE A NEW EMPLOYEE CAN BEGIN WORK

September 13, 2024

Ridgewood Police Department
131 N Maple Avenue
Ridgewood, NJ 07450

To Whom it may concern:

Effective immediately, I, Benjamin P. Ritter, officially resign my position as Parking Enforcement Officer for the Village of Ridgewood.

Sincerely,

Benjamin P. Ritter

A large black rectangular redaction mark covers the signature area, obscuring the name and any handwritten notes.