



SINCE 1844

ROCKAWAY TOWNSHIP

65 MOUNT HOPE ROAD, ROCKAWAY, NEW JERSEY 07866

October 7, 2021

Michele Moran



@gmail.com

Dear Ms. Moran:

Please consider this as the Township's offer of appointment to the position of full-time Personnel Officer in the Department of Administration. This offer is subject to the regulations of the New Jersey Civil Service Commission.

We look forward to you starting on or about October 11, 2021. Your salary will be \$65,000.00 annually, payable as earned on a bi-weekly basis. Your employment is conditioned on your acceptance of the above stated criteria. Please indicate your acceptance by signing and returning this letter to my office.

Also, for your reference please review the Township's Employee Procedure Manual and Resolution amending the Policies and Procedures. These documents describe the guidelines and policies for Township employees. If you would like hard copies they can be supplied for you.

- Township's Employee Procedure Manual (<https://www.rockawaytownship.org/documentcenter/view/3201>),
- Resolution R-18-199 amending the Township's Policies and Procedure Manual (<https://www.rockawaytownship.org/documentcenter/view/5451>) and

Please sign and return this offer letter, in addition to the other attached documents. Upon your start with the Township, you will meet with Susanne Jackson in the Administration Department to complete the necessary paperwork for payroll, pension, insurance and other benefits.

We are pleased that you are interested in being part of the Township organization. Please do not hesitate to contact me at 973-983-2868 if you have any questions.

Very truly yours,

Patricia Seger
Business Administrator

PS/sj

enc.

c: Lisa Palmieri, Chief Financial Officer



Michele Moran

10/7/21

Date