

7/2/10  
FROM  
DISCUSSION  
w/ DENISE LYLES



DOUGLAS H. PALMER  
MAYOR

GWENDOLYN I. LONG  
BUSINESS ADMINISTRATOR

November 2, 1995

Dear Colleagues:


It is important to note that the revenue generated by our City's employee taxpayers is an essential contribution to the economic stability of the City of Trenton. By becoming city residents, we as employees share with our neighbors the interests, experiences, understanding and community ties arising from living in the same city. To further these and other concerns common to residents of the city, the Administration is committed to enforcement of the City's ordinance regarding residency as a condition of continued City employment.

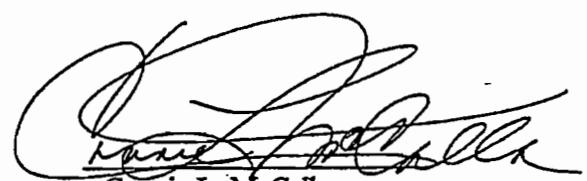
All City employees will be receiving a copy of City Ordinance 2-21.12 which explains the City's policy with respect to residency and eligibility for employment. Along with a copy of the residency ordinance is an Employee Residency Certification Form which must be completed by all City of Trenton employees. Employees are required to provide current and accurate information about their place of residence and sign a statement certifying that this information is correct. Any employee supplying false information on the Employee Residency Certification Form will be subject to removal or discharge from the City's employment.

Information about employee residence will be maintained on a separate database which will be continuously monitored and updated to assure compliance with the City's residency policy. Employees are obligated to notify the Office of Human Resources about any change of address within ten (10) days.

Employee Residency Certification Forms must be completed and returned to the Office of Human Resources no later than Friday, December 1, 1995.

Thank you for your cooperation.

  
Gwendolyn I. Long  
Business Administrator

  
Connie L. McCalla  
Human Resources Director

CITY OF TRENTON  
CERTIFICATION OF RESIDENCY

Ordinance 72-17, adopted by Trenton City Council on November 7, 1972 as a result of a referendum approved by the voters, requires that each person to be hired thereafter by the City of Trenton, (except uniformed police and fire personnel) must have his/her principal place of abode in the City and be a bona fide resident therein before he/she can be employed. A bona fide resident is a person having his/her permanent domicile within the City.

In order to distinguish a bona fide place of residence the following criteria are normally applied:

- a. where a person takes his/her meals or spends the night.
- b. the address listed for:
  - 1. voter registration
  - 2. motor vehicle registration
  - 3. most recent IRS return
  - 4. personal checking account
- c. where a person can most frequently be contacted by telephone, by mail, or in person.
- d. where the various members of his/her family live, i.e., spouse, or children.
- e. in determining which of two residences owned or used by an employee is his/her bona fide residence for these purposes, consideration is also given to the relative size and value of each, and the degree of rental or ownership interest is also compared.

The following certification must be completed by any non-uniformed person being employed by the City before he/she may be placed on the payroll, or which may be required upon request after employment.

I hereby swear or affirm in this certification that my bona fide residence of \_\_\_\_\_ is my permanent Trenton domicile.

I am aware that if any statement made by me is false I am subject to punishment by law (N.J.S.A. 2C:28-2), which makes false certification punishable as a crime of the 4th degree.

Dated: \_\_\_\_\_

\_\_\_\_\_  
signature

Sworn and subscribed to, or affirmed on this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_

CITY OF TRENTON  
OFFICE OF HUMAN RESOURCES  
EMPLOYEE RESIDENCY CERTIFICATION

In accordance with Section 2-21.12 of the Revised General Ordinances of the City of Trenton, all employees of the City of Trenton are required to be bona fide City residents. A bona fide resident is a person having a permanent domicile within the City of Trenton. Compliance with this policy is a continuing condition of City employment.

Failure of any employee to comply with this section, except when otherwise permitted by law, shall be cause for removal or discharge from the city's employment.

I am a resident of Trenton and that I understand that I must remain a resident while employed by the City of Trenton

My compliance with the residency requirement has been waived because:

I am an employee with 15 years of continuous employment with the city.

\_\_\_\_\_  
Date of Hire

I was appointed to a position for which the residency requirement was waived.

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Employee ( Please Print )

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

I certify that the foregoing statement made by me are true. I am aware that if any of the foregoing statements made are willfully false, I am subject to punishment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

Any incorrect or misleading information supplied above on this certification of residency will be cause for removal or discharge from the city's employment.