State of New Jersey

POST-EMPLOYMENT RESTRICTIONS

Departing employees must familiarize themselves with the State of New Jersey’s post-employment restrictions. The State requires that employees submit a signed copy of this letter before their last day of employment.

The Division of Human Resources has been advised of your intended separation of employment from Montclair State University. For your protection, it is important to remind you of the post-employment restrictions placed on you by the New Jersey Conflicts of Interest Law (N.J.S.A. 52:13D-17).

Specifically, please note that under the law, you are permanently restricted from representing, appearing for, or negotiating on behalf of a private employer on any matter you gave an opinion, made an investigation, or were otherwise substantially and directly involved at any time during your State employment. Consequently, and with only limited exceptions, you must refrain in your new job from working on any projects that you were involved in while employed with Montclair State University. Generally, however, former employees are free to work for University contractors on new projects that have arisen since they left State government. Please be further advised that you are prohibited by law from disclosing confidential information (that is, information not generally available to the public) that you obtained in your job to a new employer.

It is important that you become familiar with these ethics rules and that you discuss them with your prospective employer, particularly if that employer is currently a contractor or will be under contract with the University. Your signature at the bottom of this letter certifies that you have been advised of these rules.

For more information, go to the State Ethics Commission’s post-employment information at: http://www.state.nj.us/ethics/statutes/guide/empl_restrictions.html or the relevant section of its “Plain Language Ethics Guide” (http://nj.gov/ethics/docs/ethics/plainlanguage.pdf). If you have additional questions, please call the University’s ethics liaison officer at ext. 4213.

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Employee’s Signature

Rvsd 7/15