

EMPLOYEE INTERCHANGE PROGRAM

INSTRUCTIONS: Submit original form to New Jersey Department of Personnel, Statewide Initiatives Unit, PO Box 313, Trenton, N.J. 08625. Agreement must be in accordance with the rules promulgated by the Department of Personnel printed on the reverse side. Assignment of employee will not be effective until the agreement is approved by the Commissioner of the Department of Personnel.

To be completed by employee	NAME _____		SOCIAL SECURITY NUMBER _____	
	TITLE _____			
	Period of Assignment	ADDRESS OF ASSIGNMENT _____		
	from ___ - ___ - ___ - ___ to ___ - ___ - ___ - ___			
EMPLOYEE CONSENT : I _____ having read the reverse side of this form, freely consent to this assignment and agree to remain in the employ of _____ (sending agency) for a period of not less than one year from the termination date of said assignment. I shall comply with the rules of this program as well as the Conflict of Interest Laws of NJSA 52:13D-12 et seq.				
Employee Signature _____ Date _____				
To be completed by sending agency	SENDING AGENCY NAME AND ADDRESS _____		STATEMENT OF INTENT This is to certify that the assignment of _____ _____ is being made in accordance with the rules and regulations of the Employee Interchange Program.	
	Signature of Chief Executive Officer _____ Date _____			
To be completed by receiving agency	RECEIVING AGENCY NAME AND ADDRESS _____		NATURE OF ASSIGNMENT _____	
	STATEMENT OF INTENT This is to certify that the assignment of _____ is being made in accordance with the rules and regulations of the Employee Interchange Program.			
	Signature of Chief Executive Officer _____ Date _____			
To be completed by Department of Personnel	<input type="checkbox"/> Assignment Approved		Comments: _____	
	<input type="checkbox"/> Assignment Disapproved			
	Signature of Commissioner of Personnel _____ Date _____			
	Date assignment recorded by Statewide Init. Unit _____		Date entered on PMIS _____	

NOTE: It is the responsibility of the State agency to notify the Department of Personnel, in writing, when an employee returns to their home agency. This notification should be made within 30 days of the completion of the assignment and should include the following information: employee name, actual date of return and the signed statement of the Chief Executive Officer of the State agency certifying that the employee has returned.

4A:6-4.8 Employee Interchange Program

(a) The Commissioner may approve an Employee Interchange Program that is intended to improve the management of government through shared experience, communication and learning among public, private and academic organizations. See N.J.S.A. 52:14-6.10 et seq. and N.J.S.A. IIA:2-11j.

(b) An appointing authority is authorized to participate, either as a sending or receiving agency, in an interchange program with any federal, State or local governmental or private sector entity.

(c) An interchange program shall provide that:

1. The length of any interchange shall not be more than 12 months or less than two months. The Commissioner may approve an assignment of less than two months in emergency situations. The Commissioner may extend an interchange for up to an additional six months to complete work in progress.

2. The participating employee shall remain an employee of the sending agency from which he or she shall receive salary and all benefits.

i. A receiving agency may reimburse the employee for travel expenses.

ii. The sending agency may receive reimbursement from the receiving agency for the salary and benefits of the employee. Such reimbursement shall be determined by agreement between the sending and receiving agencies. The agencies may also agree to provide housing or relocation assistance for the employee.

3. No interchange may be initiated without written consent of the participating employee.

4. A participating employee shall remain in the employ of the sending agency for a period of at least one year after the end of the interchange.

(d) An employee may not be assigned to an interchange program for more than 12 months in any 36-month period, unless the length of the interchange is extended by the Commissioner pursuant to (c)1 above.

(e) An employee interchange may be terminated by either the receiving or sending agency by giving 30 days written notice to the other agency, the employee and the Department of Personnel.

(f) The New Jersey Conflict of Interest Law (N.J.S.A. 52:13D-12 et seq.) shall be applicable to all participating State employees and to federal, local or private sector employees serving with a State agency.