

4A:1-2.2 Public records

(a) The following Department of Personnel records shall be public:

1. An individual's name, title, salary, compensation, dates of government service and reason for separation;
2. Information on specific educational or medical qualifications required for employment;
3. Final orders of the Commissioner or Board; and
4. Other records which are required by law to be made, maintained or kept on file.

(b) Individual personnel records, except as specified in (a)1 through 3 above, are not public records and shall not be released other than to the subject employee, an authorized representative of the employee, or governmental representatives in connection with their official duties.

(c) In addition to records designated as confidential pursuant to the provisions of N.J.S.A. 47:1A-1 et seq., as amended and supplemented, any other statute, rule promulgated under the authority of any statute or Executive Order of the Governor, resolution of both houses of the Legislature, Rule of court, or any Federal law, Federal regulation or Federal order, the following records shall not be considered government records subject to public access pursuant to N.J.S.A. 47:1A-1 et seq., as amended and supplemented:

1. Appeal files in Merit System Board, Commissioner of Personnel and Division of Equal Employment Opportunity and Affirmative Action matters, including written submissions of the parties and all other related documentation used to make an administrative determination in these matters. However, final decisions of the Board and the Commissioner, including the bases for these decisions, shall be considered public records.

(d) See N.J.A.C. 4A:4-2.16 concerning examination records.

Amended by R.1992 d.416, effective October 19, 1992.

See: 24 N.J.R. 2490(a), 24 N.J.R. 3715(a).

Revised (b); added new (c).

Amended by R.2008 d.214, effective August 4, 2008.

See: 40 N.J.R. 1400(a), 40 N.J.R. 4519(b).

Added new (c); and recodified former (c) as (d).

SUBCHAPTER 3. ORGANIZATION

4A:1-3.1 General provisions

(a) The Civil Service Commission is established in, but not of, the Department of Labor and Workforce Development in the Executive Branch of State Government, and consists of the:

1. Chairperson;
2. Civil Service Commission; and
3. Such subdivisions as the Chairperson may deem necessary.

Amended by R.2011 d.158, effective June 6, 2011.

See: 43 N.J.R. 336(a), 43 N.J.R. 1331(a).

Rewrote the introductory paragraph of (a) and (a)1 and (a)2; and in (a)3, substituted "Chairperson" for "Commissioner".

4A:1-3.2 Chairperson

(a) The Chairperson shall:

1. Serve as chairperson of the Civil Service Commission; and
2. Serve as the administrator, the chief executive officer and the appointing authority of the Commission, as well as the request officer of the Commission, within the meaning of such term as defined in P.L. 1944, c. 112, §1.

(b) The Chairperson, on behalf of the Commission, shall:

1. Maintain a management information system to implement Title 11A, New Jersey Statutes;
2. Establish necessary programs and policies for the State and local service;
3. Between meetings of the Commission, provide for interim remedies or relief in a pending appeal where warranted, and review requests for interlocutory review of an order or ruling by an administrative law judge;
4. Establish and consult with advisory board representing political subdivisions, personnel officers, labor organizations and other appropriate groups;
5. Make required reports to the Governor and Legislature;
6. Approve appointments in the State and local service; and
7. Perform such other duties as prescribed by law and these rules.

Amended by R.2011 d.158, effective June 6, 2011.

See: 43 N.J.R. 336(a), 43 N.J.R. 1331(a).

Section was "Commissioner of Personnel". In the introductory paragraph of (a), substituted "Chairperson" for "Commissioner of Personnel"; in (a)1, substituted "Civil Service Commission; and" for "Merit System Board."; rewrote (a)2; added the introductory paragraph of (b) and (b)3; recodified former (a)3 and (a)4 as (b)1 and (b)2; deleted former (a)5 and (a)6; and recodified former (a)7 through (a)10 as (b)4 through (b)7.

Case Notes

Powers and duties; approval of classification plans. Gloucester Cty. Welfare Bd. v. N.J. Civ. Serv. Comm'n., 93 N.J. 384, 461 A.2d 575 (1983) and (dissenting opinions).

4A:1-3.3 Civil Service Commission**(a) The Civil Service Commission shall:**

1. Hold a public meeting at least once each month, except August, at which three members shall constitute a quorum;
2. Render final administrative decisions on appeals and on other matters referred by the Chairperson;
3. Adopt rules for implementing Title 11A, New Jersey Statutes after public hearing, except that a public hearing shall not be required for the adoption of emergency rules. See N.J.A.C. 1:30-4.5 for Office of Administrative Law emergency rule adoption procedures;
4. Interpret the application of Title 11A, New Jersey Statutes, to any public body or entity;
5. Perform such other duties as prescribed by law and these rules.

Amended by R.1992 d.416, effective October 19, 1992.

See: 24 N.J.R. 2490(a), 24 N.J.R. 3715(a).

Revised (a)2.

Amended by R.2011 d.158, effective June 6, 2011.

See: 43 N.J.R. 336(a), 43 N.J.R. 1331(a).

Section was "Merit System Board". In the introductory paragraph of (a), substituted "Civil Service Commission" for "Merit System Board";

and in (a)2, substituted "Chairperson" for "Commissioner, except for those matters listed in N.J.A.C. 4A:1-3.2(a)6 or delegated to the Commissioner".

Case Notes

Police officer hired after completing the required police training course under the alternate route authorized by a 1998 amendment to the Police Training Act, N.J.S.A. 52:17B-66 through 52:17B-77.6, may be subject to a one-year probationary period prescribed by a municipal ordinance, during which the officer can be terminated without cause. *Azzara v. Township of Waterford*, 392 N.J. Super. 322, 920 A.2d 725, 2007 N.J. Super. LEXIS 120 (App.Div. 2007).

Autonomous political subdivisions; relationship of Civil Service Act to firemen. *Oughton v. Board of Fire Comm'rs, etc.*, 168 N.J. Super. 434, 403 A.2d 69 (Law Div. 1979) on reconsideration 178 N.J. Super. 633, 429 A.2d 1096 (Law Div. 1980) affirmed in part, reversed in part 178 N.J. Super. 565, 429 A.2d 1059, certification denied 87 N.J. 367, 434 A.2d 1055.

Discretion of Civil Service Commission to hold open competitive exams. *State v. State Supervisory Employees Association*, 78 N.J. 54, 393 A.2d 233 (1978).

Jurisdiction. *City of Hackensack v. Winner*, 162 N.J. Super. 1, 392 A.2d 187 (App.Div. 1978) mod. on other ground 82 N.J. 1, 410 A.2d 1146 (1980).

Power of local service employer to effect out of class temporary transfer. In re Appeal of Lembo, 151 N.J. Super. 242, 376 A.2d 971 (App.Div. 1977).

Statutory managerial issue not subject to PERC: to be decided by CSC. *Patrolmen's Benev. Assoc. v. City of Elizabeth*, 146 N.J.Super. 257, 369 A.2d 931 (App.Div.1976).

Authority of Commission to approve CETA hiring in local service. *White v. City of Paterson*, 137 N.J.Super. 220, 348 A.2d 798 (App.Div.1975).

Powers and duties, abuse of discretion, quasi-judicial v. quasi-legislative function. *Abramson, et al. v. Farrell*, 122 N.J.Super. 30, 298 A.2d 705 (App.Div.1972).

Certain county community college employees not subject to Civil Service. *Atlantic Comm. College v. Civil Service Commission*, 59 N.J. 102, 279 A.2d 820 (1971).

Statutory grant of power; minimum height requirement for police officers. *Mulligan v. Wilson*, 110 N.J.Super. 167, 264 A.2d 745 (App. Div.1970).

and Department of Personnel employee to be contacted in case of complaints.

(c) Department of Personnel staff may be assigned to assist in performing the delegated functions.

(d) The Commissioner may cancel, modify or limit the delegation order at any time.

(e) The following functions may not be delegated:

1. The construction of an examination;
2. Appeal decisions of the Department, Commissioner or Board; and
3. A function of the Board.

(f) In local service the delegation must be approved by the affected appointing authority when the delegation requires substantial and identifiable costs. Costs are considered substantial when they result in a significant increase in agency expenses for staff, materials and facilities after offset by savings effected by the delegation.

(g) The Department of Personnel will conduct appropriate audits of delegated functions.

Amended by R.1989 d.569, effective November 6, 1989. See: 21 N.J.R. 1766(a), 21 N.J.R. 3448(b).

In (f): added "identifiable" to define costs. Added text describing substantial costs.

SUBCHAPTER 4. DELEGATION, CONSOLIDATION AND PILOT PROGRAMS

4A:1-4.1 Delegation to appointing authorities

(a) The Commissioner may delegate to an appointing authority one or more of the following functions:

1. Classifying and reclassifying positions;
2. Announcing examinations and collecting applications;
3. Administering examinations prepared by the Department of Personnel;
4. Implementing promotions upon waiver of competitive examination;
5. Certifying lists of eligibles; and
6. Other technical personnel functions.

(b) A delegation shall be in writing, designating the appointing authority representative who will be accountable for the delegation, and signed by the Commissioner. Appointing authority employees in carrying out delegated functions are also responsible to the Department of Personnel in performing such functions. The delegation memorandum shall contain:

1. The functions to be delegated;
2. The specific manner in which the delegation will be implemented;
3. The Department of Personnel representative who will have primary responsibility for supervision of the delegation;
4. The duration of the delegation, which in no event shall exceed three years, but may be renewed; and
5. Provisions for appropriate notice advising of the delegation and stating the name, address and telephone number of the representative of the appointing authority

4A:1-4.2 Consolidation State service

(a) The Commissioner, in consultation with affected departments, may direct the temporary or permanent consolidation and coordination of personnel, training and related functions in the State service.

(b) A consolidation order may affect one or more State agencies and shall designate the functions to be consolidated.

(c) Consolidation may be directed for one or more of the following reasons:

1. An appointing authority has demonstrated inadequate or improper performance;
2. Economy or efficiency; or
3. Emergent situations.

(d) To effectuate a consolidated function, the Commissioner may transfer necessary employees, positions, funding and equipment to the Department of Personnel from other State departments.

4A:1-4.3 Pilot programs

(a) The Commissioner may establish pilot programs, not to exceed one year, outside of the provisions of Title 11A, New Jersey Statutes, and these rules.

(b) Pilot programs may include, but are not limited to, the following:

1. Recruitment and selection;
2. Classification; and
3. Job sharing.

(c) Appointing authorities that request a pilot program shall consult with affected negotiations representatives prior to submission of a proposal.

(d) A proposal for a pilot program shall be submitted to the Commissioner and include:

1. A description of the program;
2. The individuals affected by the program;
3. The duration of the program;
4. The anticipated benefits of the program, including an explanation of how the program furthers the purposes of Title 11A, New Jersey Statutes;
5. A summary of appointing authority consultations with negotiations representatives;
6. Evaluation criteria;
7. A statement identifying the sections, if any, of these rules or of Title 11A, New Jersey Statutes with which the program is at variance; and
8. Such other information as required by the Commissioner.

(e) The Commissioner shall verify that proper notice to and consultations with affected negotiations representatives have taken place.

(f) The Commissioner may accept, modify or reject the program and establish appropriate conditions.

Amended by R.1992 d.416, effective October 19, 1992.
See: 24 N.J.R. 2490(a), 24 N.J.R. 3715(a).

Added new (e); redesignated existing (e) as (f).
Amended by R.1997 d.434, effective October 20, 1997.
See: 29 N.J.R. 3101(a), 29 N.J.R. 4455(a).

Amended (d)4; inserted (d)6 and (d)7; and recodified existing (d)6 as (d)8.

Case Notes

Statutory requirement that appointing authorities who request pilot program affecting the civil service must consult with affected negotiations representatives before submission of proposal, does not mandate negotiations with representatives; it requires however, notification of and, when requested, discussion with those representatives. *Communications Workers of America v. New Jersey Dept. of Personnel*, 154 N.J. 121, 711 A.2d 890 (N.J. 1998).

Pilot programs under which list of people who could be hired from a certification would be expanded and under which length of work test period for local government employees would be increased exceeded scope of powers constitutionally delegated by statute. *Communications Workers of America, AFL-CIO v. New Jersey Dept. of Personnel*, 299 N.J.Super. 166, 690 A.2d 695 (A.D.1997).

SUBCHAPTER 5. DISABILITY DISCRIMINATION GRIEVANCE PROCEDURE

4A:1-5.1 Definitions

The following words and terms, as used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

"ADA" means the Americans with Disabilities Act, 42 U.S.C.A. § 12101 et seq.

"Agency" means the New Jersey Department of Personnel.

"Designated decision maker" means the Commissioner of Personnel or his or her designee.

4A:1-5.2 Purpose

(a) These rules are adopted by the agency in satisfaction of the requirements of the ADA and regulations promulgated pursuant thereto, 28 C.F.R. 35.107.

(b) The purpose of these rules is to establish a designated coordinator whose duties shall include assuring that the agency complies with and carries out its responsibilities under the ADA. Those duties shall also include the investigation of any complaint filed with the agency pursuant to N.J.A.C. 4A:1-5.5 through 5.8.

4A:1-5.3 Required ADA notice

In addition to any other advice, assistance or accommodation provided, a copy of the following notice shall be given to anyone who inquires regarding the agency's compliance with the ADA or the availability of accommodation which would allow a qualified individual with a disability to receive services or participate in a program or activity provided by the agency.

AGENCY NOTICE OF ADA PROCEDURE

The agency has adopted an internal grievance procedure providing for prompt and equitable resolution of grievances alleging any action prohibited by the U.S. Department of Justice regulations implementing Title 11 of the Americans with Disabilities Act. Title 11 states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination" in programs or activities sponsored by a public entity.

Rules describing and governing the internal grievance procedure can be found in the New Jersey Administrative Code, N.J.A.C. 4A:1-5. As those rules indicate, grievances should be addressed to the agency's designated ADA Coordinator, who has been designated to coordinate ADA compliance efforts, at the following address:

ADA Coordinator
New Jersey Department of Personnel
PO Box 317
Trenton, New Jersey 08625

1. A grievance may be filed in writing or orally, but should contain the name and address of the person filing it, and briefly describe the alleged violation. A form for this purpose is available from the designated ADA coordinator. In cases of employment related grievances, the procedures established by the Department of Personnel, N.J.A.C. 4A:7-1.1 et seq. will be followed where applicable.

2. A grievance should be filed promptly within 30 days after the grievant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, will follow the filing of a grievance. The investigation will be conducted by the agency's designated ADA Coordinator. The rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a grievance.

4. In most cases a written determination as to the validity of the grievance and a description of the resolution, if any, will be issued by the designated decision maker and a copy forwarded to the grievant no later than 45 days after its filing.

5. The ADA coordinator will maintain the files and records of the agency relating to the grievances filed.

6. The right of a person to a prompt and equitable resolution of the grievance filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA grievance with the responsible Federal department or agency or the New Jersey Division on Civil Rights. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. The rules will be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that the agency complies with the ADA and implementing Federal rules.

Administrative Change.
See: 26 N.J.R. 197(b).

4A:1-5.4 Designated ADA coordinator

(a) The designated coordinator of ADA compliance and complaint investigation for the agency is:

ADA Coordinator
New Jersey Department of Personnel
PO Box 317
Trenton, New Jersey 08625

(b) All inquiries regarding the agency's compliance with the ADA and the availability of accommodation which would allow a qualified individual with a disability to receive services or participate in a program or activity provided by the agency should be directed to the designated coordinator identified in (a) above.

(c) All grievances alleging that the agency has failed to comply with or has acted in a way that is prohibited by the ADA should be directed to the designated ADA coordinator identified in this section, in accordance with the procedures set forth in N.J.A.C. 4A:1-5.5 through 5.8.

Administrative Change.
See: 26 N.J.R. 197(b).

4A:1-5.5 Grievance procedure

A grievance alleging that the agency has failed to comply with the ADA or has acted in a way that is prohibited by the ADA shall be submitted either in writing or orally to the designated ADA coordinator identified in N.J.A.C. 4A:1-5.4 within 30 days of the grievant becoming aware of the alleged violation. A grievance alleging employment discrimination will be processed pursuant to the rules of the Department of Personnel, N.J.A.C. 4A:7-1.1 through 3.4, if those rules are applicable.

4A:1-5.6 Grievance contents

(a) A grievance submitted pursuant to this subchapter may be submitted in or on the form set forth at N.J.A.C. 4A:1-5.7.

(b) A grievance submitted pursuant to this subchapter shall include the following information:

1. The name of the grievant and/or any alternate contact person designated by the grievant to receive communication or provide information for the grievant;
2. The address and telephone number of the grievant or alternate contact person; and
3. A description of manner in which the ADA has not been complied with or has been violated, including times and locations of events and names of witnesses if appropriate.

4A:1-5.7 Grievance form

The following form may be utilized for the submission of a grievance pursuant to this subchapter:

Americans with Disabilities Act Grievance Form

Date: _____

Name of grievant: _____

Address of grievant: _____

Telephone number of grievant: _____

Name, address and telephone number

of alternate contact person: _____

Agency alleged to have denied access:

Department: _____

Division: _____

Bureau or office: _____

Location: _____

Incident or barrier: _____

Please describe the particular way in which you believe you have been denied the benefits of any service, program or activity or have otherwise been subject to discrimination. Please specify dates, times and places of incidents, and names and/or positions of agency employees involved, if any, as well as names, addresses and telephone numbers of any witnesses to any such incident. Attach additional pages if necessary.

Proposed access or accommodation:

If you wish, describe the way in which you feel access may be had to the benefits described above, or that accommodation could be provided to allow access.

A copy of the above form may be obtained by contacting the designated ADA coordinator identified at N.J.A.C. 4A:1-5.4.

4A:1-5.8 Investigation

(a) Upon receipt of a grievance submitted pursuant to this subchapter, the designated ADA coordinator will notify the grievant of the receipt of the grievance and the initiation of an investigation into the matter. The designated ADA coordinator will also indicate a date by which it is expected that the investigation will be completed, which date shall not be later than 45 days from the date of receipt of the grievance, if practicable or unless a later date is agreed to by the grievant.

(b) Upon completion of the investigation, the designated ADA coordinator shall prepare a report for review by the designated decision maker for the agency. The designated decision maker shall render a written decision within 45 days of receipt of the grievance, if practicable or unless a later date is agreed to by the grievant, which decision shall be transmitted to the grievant and/or the alternate contact person if so designated by the grievant.