

CHAPTER 2

APPEALS, DISCIPLINE AND SEPARATIONS

Authority

N.J.S.A. 2C:51-2, 11A:1-2(e), 11A:2-6, 11A:2-11(h), 11A:2-13 et seq., 11A:4-15(c), 11A:7-1 et seq., 11A:8-4, 52:14B-10(c) and 49 C.F.R. Parts 382 et seq.

Source and Effective Date

R.1997 d.435, effective September 22, 1997.
See: 29 N.J.R. 3102(a), 29 N.J.R. 4455(b).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1c, Chapter 2, Appeals, Discipline and Separations, expires on March 21, 2003. See: 34 N.J.R. 3570(a).

Chapter Historical Note

Chapter 2, Appeals, Discipline and Separations, was adopted as R.1987 d.407, effective October 5, 1987. See: 19 N.J.R. 1013(a), 19 N.J.R. 1827(a). See, also, Title Historical Note prior to N.J.A.C. 4A:1.

Pursuant to Executive Order No. 66(1978), Chapter 2 was readopted as R.1992 d.414, effective September 22, 1992. See: 24 N.J.R. 2491(a), 24 N.J.R. 3716(a).

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CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. APPEALS

- 4A:2-1.1 Filing of appeals
- 4A:2-1.2 Stay and interim relief requests
- 4A:2-1.3 Adjournments
- 4A:2-1.4 Burden of proof
- 4A:2-1.5 Remedies
- 4A:2-1.6 Reconsideration of decisions
- 4A:2-1.7 Specific appeals

SUBCHAPTER 2. MAJOR DISCIPLINE

- 4A:2-2.1 Employees covered
- 4A:2-2.2 Types of discipline
- 4A:2-2.3 General causes
- 4A:2-2.4 Limitations on suspensions and fines
- 4A:2-2.5 Opportunity for hearing before the appointing authority
- 4A:2-2.6 Hearings before the appointing authority
- 4A:2-2.7 Actions involving criminal matters
- 4A:2-2.8 Appeals to Merit System Board
- 4A:2-2.9 Board hearings
- 4A:2-2.10 Back pay, benefits and seniority
- 4A:2-2.11 Interest
- 4A:2-2.12 Counsel fees

SUBCHAPTER 3. MINOR DISCIPLINE AND GRIEVANCES

- 4A:2-3.1 General provisions
- 4A:2-3.2 Minor discipline appeal to appointing authority: State service
- 4A:2-3.3 Grievance appeal to appointing authority: State service
- 4A:2-3.4 Grievance procedure: Step One: State service
- 4A:2-3.5 Grievance procedure: Step Two
- 4A:2-3.6 Conduct and scheduling of hearings and grievance meetings: State service

4A:2-3.7 Appeals from appointing authority decisions: State service

SUBCHAPTER 4. TERMINATION AT END OF WORKING TEST PERIOD

- 4A:2-4.1 Notice of termination
- 4A:2-4.2 Time for appeal
- 4A:2-4.3 Board hearing

SUBCHAPTER 5. EMPLOYEE PROTECTION AGAINST REPRISALS OR POLITICAL COERCION

- 4A:2-5.1 General provisions
- 4A:2-5.2 Appeals

SUBCHAPTER 6. RESIGNATIONS

- 4A:2-6.1 Resignation in good standing
- 4A:2-6.2 Resignation not in good standing

SUBCHAPTER 1. APPEALS

4A:2-1.1 Filing of appeals

(a) All appeals to the Commissioner or Board shall be in writing, signed by the person appealing (appellant) or his or her representative and must include the reason for the appeal and the specific relief requested.

(b) Unless a different time period is stated, an appeal must be filed within 20 days after either the appellant has notice or should reasonably have known of the decision, situation or action being appealed.

(c) The appellant must provide any additional information that is requested, and failure to provide such information may result in dismissal of the appeal.

(d) Except where a hearing is required by law or these rules, or where the Commissioner or Board finds that a material and controlling dispute of fact exists that can only be resolved by a hearing, an appeal will be reviewed on a written record. In written record appeals:

1. Each party must serve copies of all materials submitted on all other parties; and
2. A party may review the file at the Department of Personnel during business hours.

(e) A party in an appeal may be represented by an attorney, authorized union representative or authorized appointing authority representative. See N.J.A.C. 1:1-5.4 for contested case representation at the Office of Administrative Law.

Amended by R.1992 d.414, effective October 19, 1992.
See: 24 N.J.R. 2491(a), 24 N.J.R. 3716(a).
Added new (d)1.-2.

Law Review and Journal Commentaries

Civil Service—Disability Retirement—Police Seniority. Judith Nal-
lin, 133 N.J.L.J. No. 13, 55 (1993).

Case Notes

Time in which fire fighter was required to appeal decision of
township board of fire commissioners classifying fire fighters com-
menced when fire fighter learned of representations. *Matter of Tavani*,
264 N.J.Super. 154, 624 A.2d 75 (A.D.1993).

Appeals to Department of Personnel (DOP) and Merit System Board
by police officer were timely. *Matter of Allen*, 262 N.J.Super. 438, 621
A.2d 87 (A.D.1993).

Removal of provisional juvenile detention officer from eligible list
was improper without hearing by Merit System Board to resolve good
faith factual disputes. *Matter of Wiggins*, 242 N.J.Super. 342, 576 A.2d
932 (A.D.1990).

Civil Service Comm'n acted within its discretionary powers to deny
hearing and only allow petitioner to submit additional facts for review
(citing former N.J.A.C. 4:1-5.1). *Honachefsky v. New Jersey Civil
Service Comm'n*, 174 N.J.Super. 539, 417 A.2d 67 (App.Div.1980).

Employee's failure to appear at scheduled hearings on removal action
supports employer's motion to dismiss appeal. *Maycheck v. Atlantic
City Housing Authority*, 97 N.J.A.R.2d (CSV) 182.

No timely appeal to the Merit Systems Board. N.J.S.A. 11A:1-1 et
seq. *Pryor v. Township of Morristown*, 92 N.J.A.R.2d (CSV) 18.

Time limits for appeal construed to have been met when petitioner
was advised a letter sent prior to final notice of disciplinary action
would act to reinstate her appeal (citing former N.J.A.C. 4:1-5.3).
Clark v. New Jersey Dep't of Agriculture, 1 N.J.A.R. 315 (1980).

4A:2-1.2 Stay and interim relief requests

(a) Upon the filing of an appeal, a party to the appeal
may petition the Commissioner for a stay or other relief
pending final decision of the matter.

(b) A request for a stay or interim relief shall be in
writing, signed by the petitioner or his or her representative
and must include supporting information for the request.

(c) The following factors will be considered in reviewing
such requests:

1. Clear likelihood of success on the merits by the
petitioner;
2. Danger of immediate or irreparable harm if the
request is not granted;
3. Absence of substantial injury to other parties if the
request is granted; and
4. The public interest.

(d) The filing of a petition for interim relief will not stay
administrative proceedings or processes.

(e) Each party must serve copies of all materials submit-
ted on all other parties.

(f) Following a final administrative decision by the Com-
missioner or the Board, and upon the filing of an appeal
from that decision to the Appellate Division of Superior
Court, a party to the appeal may petition the Commissioner
for a stay or other relief pending a decision by the Court in
accordance with the procedures and standards in (b) and (c)
above. See N.J. Court Rules 2:9-7.

(g) See N.J.A.C. 1:1-12.6 for interim relief rules on mat-
ters pending before the Office of Administrative Law.

Amended by R.1989 d.569, effective November 6, 1989.

See: 21 N.J.R. 1766(a), 21 N.J.R. 3448(b).

Changed title from "Interim relief."

Added new (f) and relettered old (f) as (g) with stylistic revisions.

4A:2-1.3 Adjournments

(a) Any party requesting an adjournment of a hearing or
other review must establish good and sufficient reason for
such request. Such reason may include, but is not limited
to:

1. Unavoidable appearance by an attorney for a party
in any state or federal court; or
2. Illness of a party evidenced by an affidavit and a
doctor's certificate.

(b) Where an adjournment is found not to be for good
and sufficient reason, the Commissioner or Board may
impose a fine or penalty.

(c) See N.J.A.C. 1:1-9.6 for Office of Administrative Law
adjournment rules.

Case Notes

Appeal of suspension of deceased medical technician was dismissed
without prejudice. *McCormick v. City of Gloucester*, 96 N.J.A.R.2d
(CSV) 475.

Appeal dismissed due to retirement and resignation of employees
(citing former N.J.A.C. 4:1-5.9). *Tyler et al. v. City of Paterson*, 2
N.J.A.R. 272 (1979).

4A:2-1.4 Burden of proof

(a) In appeals concerning major disciplinary actions,
N.J.A.C. 4A:2-2.1 et seq., the burden of proof shall be on
the appointing authority.

(b) In appeals concerning minor disciplinary actions, see
N.J.A.C. 4A:2-3.7(f) for burden of proof standards.

(c) In all other Commissioner and Board appeals, the
burden of proof shall be on the appellant.

Amended by R.1989 d.569, effective November 6, 1989.

See: 21 N.J.R. 1766(a), 21 N.J.R. 3448(b).

Added new (b) and relettered old (b) as (c).

Case Notes

Police officer was reinstated when removed on hearsay evidence that was less than competent. Rhodes v. Union City Police Department, 95 N.J.A.R.2d (CSV) 643.