

CHAPTER 6A
STATE COLLEGE PERSONNEL SYSTEM

Authority

N.J.S.A. 18A:3-14(h) and 18A:64-6(h).

Source and Effective Date

R.1993 d.118, effective March 15, 1993.
See: 24 N.J.R. 3052(a), 25 N.J.R. 1221(b).

Executive Order No. 66(1978) Expiration Date

Chapter 6A, State College Personnel System, expires on March 15, 1998.

Chapter Historical Note

Chapter 6A, State College Personnel System, was adopted as R.1988, d.14, effective January 4, 1988. See: 19 N.J.R. 1613(a), 20 N.J.R. 89(c). Pursuant to Executive Order No. 66(1978), Chapter 6A expired on January 4, 1993 and was adopted as new rules by R.1993 d.118. See: Source and Effective Date.

See section annotations for specific rulemaking activity.

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SUBCHAPTER 1. GENERAL PROVISIONS

9:6A-1.1 Purpose

The purpose of this chapter is to prescribe rules and procedures to provide an effective and efficient personnel system and to ensure that employees are treated fairly and impartially.

9:6A-1.2 Compliance

All state colleges and their full or part-time employees including but not limited to all faculty, librarians, non-teaching professional staff, managerial employees, and student employees shall comply with these rules; provided, however, that career service employees covered by the provisions of Title 11A, Civil Service, New Jersey Statutes, shall not be subject to these rules.

9:6A-1.3 Severability

If a rule or part of a rule is declared invalid for any reason, the validity of the remainder of the rules in this chapter shall not be affected by such determination.

SUBCHAPTER 2. DEFINITIONS

9:6A-2.1 Definitions

The following words and terms, when used in this chapter shall have the following meanings and are defined solely for the purposes of this chapter, unless the context clearly indicates otherwise:

“Academic year” means the period of time commencing as set forth in the official academic calendar adopted by each state college and concluding June 30 of the succeeding calendar year.

“Anniversary date” means the date in each fiscal year on which the individual employee is eligible for consideration for an annual increase to his or her salary based upon length of service and an assessment of performance.

“Classification of position” means the assignment by the college of a position to a title in the State College Classification Plan.

“Classification of title” means the determination of the specification of an individual title.

“Class” or “class of positions” means a position or group of positions sufficiently alike in duties, authority and responsibilities to require similar qualifications and have the same title.

“Class title” means a descriptive name that identifies a class or class of positions.

“Employee” means all employees at a state college not covered by the provisions of Title 11A, Civil Service, New Jersey Statutes, except for student employees.

“Faculty” means any full-time member of the teaching staff appointed with academic rank including faculty at the A. Harry Moore School.

“Fiscal year” means the period of time commencing July 1 of each calendar year and concluding June 30 of the succeeding calendar year.

“Full time employee” means an employee assigned to a title under the State College Classification Plan who meets the standards for exempt status as defined under the Fair Labor Standards Act, 29 U.S.C. 201 et seq.

“Immediate family” means father, mother, mother-in-law, father-in-law, grandmother, grandfather, grandchild, spouse, child, stepchild, foster child, sister or brother of the employee. “Immediate family” shall also include other relatives of the employees residing in the employee’s household.

“Librarian” means employees serving in the titles Librarian I, II, and III, which carry concurrent academic rank.

“Managerial employees” means all employees who are not entitled to representation by a negotiations agent under the provisions of the New Jersey Employer–Employee Relations Act, N.J.S.A. 34:13A-1 et seq. including confidential employees, as set forth in N.J.A.C. 9:6A-3.7.

“Non-teaching professional” means an employee at a state college, other than a faculty member or Librarian I, II, or III, who is entitled to representation by the recognized majority representative for non-teaching professional staff and faculty at the state colleges.

“Part-time employee” means an employee who is employed on less than a full-time basis, excluding adjunct faculty.

“Position” means an employment assignment with an authorized set of specific duties and responsibilities requiring the full or part-time employment of an individual(s).

“Reclassification” means the change by the college of an individual position from one title to a different title within the State College Classification Plan.

“Reevaluation” means the adjustment of the salary range assigned to a specific title.

“Regular title” means a title within the State College Classification Plan which has a corresponding salary range established by the Board of Higher Education and carries eligibility for holiday and other leave benefits.

“Salary range” means a schedule of compensation with a minimum and maximum salary and intermediate steps.

“Special title” means a title included in the State College Classification Plan which does not have a salary range established by the Board of Higher Education, does not carry eligibility for holidays and other leave benefits, and is of a temporary nature in that it may not be more than six months in duration on a full-time basis nor half-time or more on a continuing basis.

“Specification” means the written compilation of all the elements of a particular title including but not limited to the salary range, scope, duties and responsibilities, unit designation, examples of work and minimum qualifications.

“State College Classification Plan” means the comprehensive system of titles, title series, and specifications for positions at the state colleges not covered by the provisions of Title 11A, Civil Service, New Jersey Statutes.

“Student employee” means an employee in a special title whose employment at the college is primarily for the purpose of financing his or her collegiate education and/or to further his or her education objectives at the college.

“Title” means a descriptive name that identifies a class or class of positions.