

County of Gloucester
Human Resources Manual

CHAPTER:	2 - RECRUITMENT AND PLACEMENT	ADOPTED: 3/7/06
SECTION:	1 – NJ CIVIL SERVICE COMMISSION DEFINITIONS	REVISED: 8/7/13

Below is a list of terms as defined in the New Jersey Administrative Code. Italicized text indicates the specific application of those terms to Gloucester County.

Appointing Authority: The person or group of persons having power of appointment or removal (4A:1-1.3). *In Gloucester County, the appointing authorities are the Freeholder Director or designee, or the Row Officer (County Clerk, Sheriff, Surrogate) or their designee, or the Constitutional Officer (Prosecutor) or designee, or the Board of Elections Chairperson or designee, as applicable.*

Career Service (formerly classified service): Positions and job titles subject to the tenure or permanency provisions of Title 11A, New Jersey Statutes (4A:1-1.3). There are two divisions in the Career Service - Competitive and Non-Competitive (4A:3-1.2).

Certification: A list of names presented to the appointing authority for regular appointment (4A:1-1.3).

Competitive Division: One of the two divisions in the Career Service. To become a permanent employee in this division requires filing for and successfully completing an examination process (4A:3-1.2 and 4A:4-2.2) which includes a working test period (4A:4-5.1).

Demotion: A reduction in job title or scale of compensation (4A:1-1.3).

Eligible List: A roster of persons qualified for employment or re-employment compiled or approved by the NJ CIVIL SERVICE COMMISSION (4A:1-1.13).

Full-Time Position (Employee): One that requires the incumbent to work the full number of hours established by the County for the position or group of positions. *The number of required hours is usually but not necessarily one of the following: 32.5, 35, 37.5, or 40 hours per week.*

Grievance: An employee complaint regarding any term or condition which is beyond the employee's control and is remedial by management (4A:2-3.1b).

Interim Appointment: An appointment made while a permanent employee is on a leave of absence, indefinite suspension, removed or demoted for disciplinary reasons, or accepted an interim appointment. Such appointment shall only remain in effect until the permanent employee returns to the position from leave, at which time the appointee

reverts to his/her former status. An interim appointee shall possess the minimum qualifications for the title (4A:4-1.6).

Layoff: Separation of an employee from employment because of economy, efficiency or other related reasons (4A:8-1.1).

Merit System: A personnel system that provides for a fair balance between managerial needs and employee protection consistent with Title 11A, New Jersey Statutes. Jurisdictions which elect to come under Title 11A are subject to the rules and regulations defined in NJAC 4A et seq.

Non-Competitive Division: The second division under the Career Service in which employees become permanent without competing in an examination process (4A:3-1.2d), but must meet the minimum requirements set forth in the job specification and successfully complete a working test period (4A:4-5.1).

Open Competitive Exam: A test open to members of the public who meet the prescribed requirements for admission (4A:1-1.3).

Part-Time Employee: An employee whose regular hours of work are less than the regular normal workweek for that job title or agency (4A:1-1.3).

Permanent Employee: A Career Service employee who has acquired the tenure and rights resulting from regular appointment and successful completion of the working test period (4A:1-1.3).

Promotion: An advancement in job title (4A:1-1.3).

Promotional Exam: A test open to permanent employees who meet the prescribed requirements for admission (4A:1-1.3).

Provisional Appointment: Employment in the competitive division of the Career Services pending the appointment of a person from an eligible list (4A:1-1.3).

Regular Appointment: Employment of a person to fill a position in the competitive division of the Career Service upon examination and certification OR the employment of a person to a position in the non-competitive division of the Career Service (4A:1-1.3).

Removal: Termination of a permanent employee from employment for disciplinary reasons (4A:2-2.2).

Special Re-employment: A permanent employee shall be granted special reemployment rights based on the permanent title from which he or she has been laid off, demoted or displaced by job location. In addition, the employee shall be entitled to

special reemployment rights to his or her previously held lateral or demotional title (4A:8-2.3).

Suspension: Temporary separation from employment for disciplinary reasons (4A:1-1.3).

Temporary Appointment: An appointment made to a position in which the job assignment is for an aggregate period of not more than 6 months in a 12-month period (may be seasonal). A temporary appointment for a maximum of 12 months may be approved by the Commissioner to a position established as a result of a short-term grant. A temporary appointee shall meet the minimum qualifications for the title.(4A:4-1.7).

Unclassified Service: Positions and job titles which are not subject to the tenure or permanency provisions of Title 11A, New Jersey Statutes, or these rules unless otherwise specified (4A:1-1.3).

Veteran's Preference: To be eligible for Veteran or Disabled Veteran status for New Jersey Civil Service Commission examinations, a veteran must have a discharge, other than dishonorable, for service during: A veteran who served at least 90 days of active duty during:

WWI-April 6, 1917 through November 11, 1918
WWII-September 16, 1940 through December 1, 1946.
Korean-June 23, 1950 through October 25, 1955.
Vietnam-December 31, 1960 through May 7, 1975.

A veteran who served at least 14 days in a combat zone during any one of the following:

Lebanon Crisis: July 1, 1958-November 1, 1958
Lebanon peace keeping mission: September 26, 1982-December 1, 1987
Grenada peace keeping mission: October 23, 1983-November 21, 1983
Panama peace keeping mission: December 20, 1989-January 31, 1990
Persian Gulf-Operation Desert Shield/Storm: August 2, 1990-February 28, 1991
Somalia Operation Restore Hope: December 5, 1992-March 31, 1994
Operations Joint Endeavor and Joint Guard in the Republic of Bosnia or Herzegovina: November 20, 1995-June 20, 1998
Operation Uphold Democracy in Haiti: September 19, 1994 - March 31, 1995
Operation Enduring Freedom on or after September 11, 2001
Operation Iraqi Freedom: March 19, 2003 - present Combat zone qualification is most frequently indicated by the receipt of an Armed Forces Expeditionary Medal.

For disabled veteran status, the veteran must have a service connected disability of at least 10%. The veteran must have received the disability during service in one of the wars

or operations listed above, although the veteran need not meet either the 90 days of active duty requirement or 14 days in combat zone requirement. A service connected disability is indicated by a federal Veterans Administration service connected disability pension being received or entitlement to receive, a U.S. military medical board finding or retired from active military service with a disability rating of 10 percent or more. Current proof of disability is required.

Spouses, widows, widowers and the parents of disabled or deceased veterans are eligible under these specific circumstances:

A spouse of a disabled veteran: The veteran must be eligible for civil service veterans preference as a disabled veteran (see qualifications above), not be employed in a New Jersey civil service jurisdiction and agree to waive the preference for the duration of the spouse's employment.

A disabled, (see qualifications above), veteran's surviving spouse who has not remarried. A copy of the Death Certificate is required with the "Veterans Preference Claim" form.

Surviving spouse of a veteran who died while on active duty in the U.S. Military service. A copy of the Report of Casualty is required with the "Veterans Preference Claim" form.

Gold Star Parent - parent of a veteran who died while on active duty in the U.S. Military service. A copy of the Report of Casualty is required with the "Veterans Preference Claim" form.

(4A:5-1.1 and the New Jersey Veterans Guide)

Working Test Period: Part of the examination process designed to permit an appointing authority to determine whether an employee can satisfactorily perform the duties of the title. Most regular appointments to a title in the career service shall be subject to a working test period. (4A:4-5.1).