

County of Cumberland Board of Chosen Freeholders	Policy Number: 1.11	Pages: 1 of 4
Chapter: Appointment of Personnel		Effective Date: August 11, 1994
Subject: Classification and Appointment of Employees		

I. POLICY:

Cumberland County Government shall comply with Chapters 3 & 4 of Title 4A of the New Jersey Administrative Code. (formerly Title 4 Civil Service Rules)

II. DEFINITIONS:

- A. Career Service: Those positions and job titles subject to the tenure provisions of Title 11A, New Jersey Statutes.
- B. Unclassified Service: Those positions and job titles not subject to the provisions of Title 11A, New Jersey Statutes and N.J.A.C. Title 4A. Generally, these positions are either elected or appointed officials.
- C. Permanent Employee: An employee in the career service who has acquired the tenure and rights resulting from the regular appointment and successful completion of the working test period.
- D. Provisional Appointment: Employment in the competitive division of the career service pending the appointment of a person from an eligible list.

III. PROCEDURE:

A. Classification:

The Cumberland County Personnel & Human Resources Department shall ensure that employees are appropriately designated as either in the career or unclassified service.

- 1. Career Service: Job titles are placed in either the competitive or non-competitive division.
 - a. A job in the competitive division is subject to examination procedures by the State Department of Personnel.

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b. A job title placed in the non-competitive division must meet one or more of the following as determined by the Commissioner of the New Jersey Department of Personnel.

1. Competitive testing is not practical due to the nature of the knowledge, skills and abilities of the job.
2. Certification procedures do not meet the needs of the appointing authority based on such factors as salary, geographic location, recruitment problems and working conditions; or
3. There is a need for immediate appointments arising from a new legislative program or major agency reorganization.

2. Unclassified Service: Titles are designated under N.J.S.A. 11A:3-5 and include; elected officials, members of boards, commissions authorized by law, physicians, surgeons and dentists, county attorney, no more than 12 department heads and the heads of divisions within such departments, provided that the total number does not exceed 20; one secretary or confidential assistant to each unclassified department head or division head, employees of county park commission.

B. Appointments:

1. Career Service:

- a. Regular appointments to titles allocated to the competitive division of the career service shall be subject to an examination process by the State Department of Personnel and successful completion of a working test period.
- b. An appointing authority may be authorized by the State Department of Personnel to make a regular appointment in a title allocated to the non-competitive division of the career service without an examination. Preference shall be given to disabled veterans and then veterans. (See policy #1.14)

2. Unclassified Appointments:

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- a. An unclassified appointment may be made to any title allocated to the unclassified service by statute.
- b. The permanent appointment rights of Title 11A New Jersey Statutes are not applicable to these appointments.

3. Provisional Appointments:

- a. A provisional appointment may be made only in the competitive division of the career service when all the following conditions are met:
 - 1. There is no complete list of eligibles and no one on the incomplete list will accept a provisional appointment;
 - 2. The appointee meets the minimum requirements of the title at the time of the appointment; and
 - 3. The department head certifies that failure to make the provisional appointment will seriously impair the functioning of the department.

4. Interim Appointments:

- a. An interim appointment may be made where the position is held by a permanent employee who:
 - 1. Is on a leave of absence without pay;
 - 2. Is on indefinite suspension; or
 - 3. Has been removed or demoted for disciplinary reasons and is awaiting final administrative action by the Merit System Board on Appeal.
- b. An interim appointment shall remain in effect only during the time the permanent employee is out.
- c. An interim appointee must possess the minimum qualifications for the title.

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- d. If a complete eligible list for the title exists, the interim appointment shall be made from that list.
- e. If the interim appointee holds permanent status in another title, seniority in that permanent title shall continue to accrue while serving in the interim position.

5. Temporary Appointments:

- a. Temporary appointments to positions in which the job assignment is for an aggregate period of not more than six (6) months in a twelve (12) month period may be approved if the department head can justify the necessity of the position and verify that sufficient funding exists within the department's approved budget.
- b. Temporary appointees must meet the minimum qualifications of the title.
- c. Consecutive temporary appointments in excess of the periods set forth in (a) above are prohibited.