
NEW JERSEY CIVIL SERVICE COMMISSION*

Individuals employed by the Employer fall within the jurisdiction of the New Jersey Civil Service Commission (“CSC”), which regulates employment within State, County, and Municipal governments through a merit system. As an employee of the Employer, you are subject to the rules and regulations of the CSC.

CLASSIFICATION*

Individuals employed by the Employee fall within either “classified” or “unclassified” service.

“Classified” employees may be either full or part-time, temporary, provisional or permanent. The classified service is divided into competitive and non-competitive. The competitive division includes all positions which require special skills. Those in the competitive division are subject to examinations given under the auspices of the CSC.

“Unclassified” employees are those elected by popular vote, appointees of the governing body, Department Heads and/or employees for whom the statutes of the State of New Jersey prescribe fixed terms. These employees are not technically subject to the provisions of the CSC. However, the Employer’s policy is to grant unclassified employees essentially the same fringe benefits and procedural rights as their counterparts in the classified service. For any questions as to which fringe benefits apply to unclassified employees, the Employer’s Human Resource Department should be contacted.

EMPLOYEE DEFINITIONS*

Provisional Employee – Pending the establishment of a list of eligibles, a vacancy may be filled by a provisional employee. Such appointment shall continue only until the CSC promulgates an appropriate list. **A PROVISIONAL EMPLOYEE MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE.**

Intermittent Employee – Intermittent employees are those who are hired, in titles and departments specified by CSC, in the career service where work responsibilities are characterized by unpredictable work schedules, and which do not meet the normal criteria for regular, year-round, full-time, part-time assignments. Intermittent employees are not eligible for health benefits.

Permanent Employee – Permanent Employees are those who have passed an open competitive examination or promotional examination, have received certification, have been appointed, and have satisfactorily completed the required working test period.

Temporary Employee (T-120) – Temporary employees are those who are hired for a limited period not to exceed an aggregate of six (6) months within a twelve (12) month period. Temporary employees are not eligible for benefits. **A TEMPORARY EMPLOYEE MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE.**

Temporary Interim Employee – Temporary interim employees are those who replace permanent employees on an approved leave of absence. **A TEMPORARY INTERIM EMPLOYEE MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE.**

Seasonal Employee – Seasonal employees are those appointed to a temporary position which may be of a seasonal nature for a period not to exceed three (3) months in any twelve (12) month period. Seasonal employees are not eligible for benefits. **A SEASONAL EMPLOYEE MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE.**

Probationary Employee – A probationary employee is one who is serving a working test period.

Volunteer – [NOTE: definition should be based on the individual municipality's structure as it relates to volunteers, including volunteer fire departments]

EMPLOYMENT/PROMOTIONAL EXAMINATIONS*

Pursuant to N.J.A.C. 4A:1-1 et seq., CSC examinations may be written, oral or an evaluation based on education, training and experience. CSC examinations may be either open competitive or promotional depending upon the circumstances involved. In either case, a certified list will result. To be eligible for an open competitive examination, you must meet the qualifications established by the CSC at the time of filing. Preference in open competitive certification and appointment is given to those who successfully pass examinations in the following order: (i) disabled veteran; (ii) veteran; and (iii) non-veteran.

Promotional examinations are competitive and only open to qualified employees within the department where the promotional opportunity exists. To compete in a promotional examination and to be eligible for promotion, you must have permanent employment status and meet the specific qualifications established by the CSC, as described in the individual Promotional Announcement.

Probationary Period – Employees in all divisions of the classified service must serve a working test period after regular appointment as delineated by the CSC. This probationary period enables the Department Head to evaluate the new employee's conduct and work performance before permanent status is achieved.

NEW JERSEY RESIDENCY POLICY

On September 1, 2011, the State of New Jersey enacted a residency law for all public employees entitled, “New Jersey First Act.” The Act requires all employees hired after September 1, 2011 to be a resident of New Jersey. The Act also provides an exemption, but only to those employees who were living outside the State of New Jersey prior to the effective date. For further information concerning additional employee residency requirements, special exemptions, appeals, etc., please see N.J.S.A. 52:14-7 for further guidance or you may contact the Civil Service Commission.

WORKFORCE REDUCTION POLICY

Pursuant to N.J.A.C. 4a:8-1.1, the Monroe Municipal Utilities Authority may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. (Seniority, lateral or other re-employment rights for employees in Career Service titles will be determined by the New Jersey Department of Personnel.)