

County of Cumberland Board of Chosen Freeholders	Policy Number: 1.02	Pages: 1 of 2
Chapter: Appointment of Personnel		Effective Date: August 11, 1994
Subject: Employment		

I. POLICY:

In order to provide the best possible service to its' residents, Cumberland County Government shall recruit and select the best qualified applicants for employment. Cumberland County Government shall comply with Title 4A, New Jersey Statutes which establishes a personnel system that provides a balance between managerial needs and employee protection for the effective delivery of public services.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. "Departmental Personnel Action Request" (SP-1) - Department heads are required to notify the Personnel Committee on form SP-1 when requesting personnel action. Personnel action includes:

1. New positions
2. Refill of vacancy
3. Salary change
4. Title change
5. Departmental transfer
6. Change in number of work hours

B. Department heads shall base requests on the necessity to adequately service or as may be required in an emergency situation. Department heads shall justify each request on the SP-1. Before employee action is initiated, the request must be approved by the Freeholder Liaison, Personnel Committee Chairperson, County Administrator and Director of Personnel.

C. Department heads shall be responsible for:

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1. Recruitment of qualified applicants
2. Interviewing of applicants
3. Testing (where applicable, i.e. clerk typist)
4. Background and reference checks (see policy #1.09)

D. The Cumberland County Department of Personnel and Human Resources shall:

1. Verify the accuracy of information on the "Personnel Action Request" as submitted by department head.
2. Assist departments in the hiring process.
3. Maintain appropriate employee files and records in accordance with the "record retention schedule" provided by the Division of Archives & Records Management.
4. Process all paperwork pertaining to the personnel action and forward same to the New Jersey Department of Personnel in accordance with N.J.A.C. Title 4A.