



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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I. PURPOSE

The purpose of this Department Policy is to establish policies for the use of Department of Children and Families (DCF) employees as non-lawyer representatives when the Attorney General’s Office will not provide representation of the Department in a case that has been accepted for a hearing by the Merit System Board.

II. SCOPE

This Policy has Department-wide applicability.

III. AUTHORITY

N.J.A.C. 1:1-5.4 – Representation by non-lawyers; authorized situations, applications, approval procedures

IV. POLICY

A. The DCF Director of the Office of Cooperative Labor Relations, or other office professionals designated by the Director, shall act as Department non-lawyer representatives in those Merit System Board matters in which the Department is not represented by the Attorney General, in accordance with N.J.A.C.1:1-5.4(b)2i.

1. Prior to the scheduled Hearing, the DCF Director of the Office of Cooperative Labor Relations shall consult with the Division Director/Manager who initiated implementation of the appealed action.

B. Department non-lawyer representatives have the responsibility and authority to prepare, present, enter into settlement discussion and agreement and perform all related activities for each assigned case.

- C. The DCF Director of the Office of Cooperative Labor Relations is responsible for and has the authority to directly supervise the Department's non-lawyer representatives in case preparation, presentation, settlement discussion and agreement, and any other related activities.

Date

Commissioner