

STATE OF NEW JERSEY

In the Matter of Donna Vreeland, Keyboarding Clerk 3 (PC2095T), Morris County FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

Examination Appeal

CSC Docket No. 2016-1650

ISSUED: NOV 1 0 2016

(JH)

Donna Vreeland requests that she be permitted to file an application after the closing date for the promotional examination for Keyboarding Clerk 3 (PC2095T), Morris County.

By way of background, the subject examination announcement was issued on October 1, 2015 with an application filing deadline of October 21, 2015, and all applications had to have been received by that date. Ms. Vreeland did not submit an application by the October 21, 2015 filing deadline. It is noted that one timely application was submitted. It is further noted that Ms. Vreeland received a provisional appointment to the subject title effective July 1, 2015.

On appeal, Ms. Vreeland explains that she was unable to file a timely application as she was "involved in a serious car accident on October 9, 2015 and was unable to work for the period of October 12th through October 27th, 2015."

CONCLUSION

N.J.A.C. 4A:4-2.1(b) provides that notices of promotional examinations and applications shall be provided to eligible employees. N.J.A.C. 4A:4-2.1(e) provides, in part, that applications for promotional examinations shall be filed no later than the announced filing date and that, when mailed, the postmark date will be considered the date on which the application is filed. As such, the rules clearly indicate that in order to establish eligibility for a promotional examination, an applicant must file a timely application. This provision is necessary for the Division

of Agency Services to properly process the voluminous applications for various examinations. Applications for the promotional examination for Keyboarding Clerk 3 (PC2095T), Morris County, were due by the application filing deadline, October 21, 2015.

It is noted that the appointing authority was contacted regarding this matter and indicated that it concurs with the information presented by the appellant in her appeal.

Given that Ms. Vreeland was on leave and not able to complete her application within the specified timeframe, good cause has been presented to relax the provisions of N.J.A.C. 4A:4-2.1(e) and permit the appellant to file an application. In this regard, the Division of Agency Services should send the appellant a written application upon receipt of this decision. The completed application and the required application processing fee should be forwarded within the time specified by the Division of Agency Services to: New Jersey Civil Service Commission, P.O. Box 322, Trenton, New Jersey 08625-0322. Failure to file the application and processing fee within the time provided will result in rejection from the examination process.

ORDER

Therefore, it is ordered that this request be granted, the appellant's application be accepted, contingent upon receipt of the completed application and processing fee within 20 days of receipt of the application, and the appellant be scheduled for a make-up examination.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE CIVIL SERVICE COMMISSION ON THE 10TH DAY OF NOVEMBER, 2016

Robert M. Czech

Chairperson

Civil Service Commission

Inquiries and

Correspondence

Director

Division of Appeals and Regulatory Affairs

Civil Service Commission Written Record Appeals Unit

P.O. Box 312

Trenton, New Jersey 08625-0312

c:

Donna Vreeland Frank Corrente Kelly Glenn Records Center

| | | | r | |
|--|--|--|---|---|
| | | | | * |
| | | | | |
| v. | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| A teleformation | | | | |
| | | | | |
| Action of the control | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Services | | | | |
| | | | | |
| | | | | |
| To the property of the state of | | | | |
| S. J. Francisco | | | | |
| er e Management de | | | | |
| The charge and the ch | | | | |
| المراجع والمراجع والم | | | | |
| Milloun vierno | | | | |
| de pullement transferie | | | | |
| | | | | |
| Let of the second secon | | | | |
| | | | | |
| | | | | |
| الآباء وحكوا والم | | | | |
| | | | | |
| in the state of th | | | | |
| | | | | |
| | | | | |
| | | | | |
| · in the state of | | | | |
| To desirate and the second sec | | | | |
| | | | | |
| e de la companya de l | | | | |