



STATE OF NEW JERSEY

In the Matter of Nichole Davis, Police
Sergeant (PM4581C), Borough of
Lindenwold

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

CSC Docket No. 2022-1205

Administrative Appeal

ISSUED JANUARY 21, 2022: (ABR)

Nichole Davis requests permission to file a late application for the promotional examination for Police Sergeant (PM4581C), Borough of Lindenwold (Lindenwold).

By way of background, the subject examination was announced on October 1, 2021 with an application filing deadline of October 21, 2021 and all applications had to be received by 4:00 p.m. on that date. It is noted that the petitioner has been conditionally admitted to the subject examination, which has not yet been administered.

In support of her request, the petitioner states that apart from a three-hour period on October 2, 2021, she was absent from work due to emergent family issues from September 27, 2021 to October 17, 2021. On October 18 and 19, 2021, she attended off-campus training, sustaining an injury on October 19, 2021, which kept her out of work until November 11, 2021. The petitioner submits that because of the foregoing circumstances, she did not have a chance to view the email containing the announcement for the subject examination until after the application deadline. As such, she requests an opportunity to file a late application for the subject examination.

The appointing authority has confirmed the petitioner was absent from the workplace between September 27, 2021 and November 11, 2021.

CONCLUSION

N.J.A.C. 4A:4-2.6(a)4 provides that applicants for promotional examinations shall submit an application on or before the announced application filing date. *N.J.A.C.* 4A:4-2.1(e) states that unless otherwise provided for by the Chairperson or designee, applications for open competitive and promotional examinations shall be submitted to the Civil Service Commission no later than 4:00 P.M. on the announced application filing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause shown in a particular situation.

In the instant matter, applications for the subject promotional examination were due by the application filing deadline of October 21, 2021. However, the record evidences that apart from a very brief three-hour window during the application period, the petitioner was absent from the workplace because of emergent family issues and a personal injury and she did not learn of the application announcement for the subject examination until after the October 21, 2021 application deadline date.

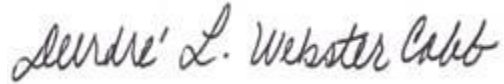
Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a)4 and allow the petitioner to file an application after the application deadline date for the Police Sergeant (PM4581C), Lindenwold examination.

ORDER

Therefore, it is ordered that this appeal be granted. It is further ordered that the completed application and required \$50.00 application processing fee should be forwarded to: New Jersey Civil Service Commission, Division of Agency Services, P.O. Box 322, Trenton, New Jersey 08625-0322. The completed application and processing fee must be postmarked no later than 15 days from the issuance date of this decision. Failure to file the application and processing fee within the time provided will result in rejection from the examination process. Finally, upon determination of eligibility, the appellant be admitted to the subject 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 19TH DAY OF JANUARY, 2022



Deirdre L. Webster Cobb
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Allison Chris Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Nichole Davis
Debbie Jackson
Division of Agency Services
Records Center

APPLICATION FOR PROMOTIONAL EXAMINATION

NEW JERSEY CIVIL SERVICE COMMISSION —County and Municipal Government

\$ 50.00 FEE REQUIRED
 Make Check/Money Order Payable to NJCSC

FOR COMMISSION USE ONLY

INSTRUCTIONS: Please print or type. Answer all pertinent questions and ensure that all information is accurate and complete. Sign your name in Block 11. **NOTE:** No additional information may be accepted after the last date for filing applications has passed. **If you change your address, you must notify the Civil Service Commission immediately in writing.**

Return your completed application no later than the last date for filing listed on the announcement to: NJ CSC, 44 S. Clinton Ave. PO Box 322, Trenton, N.J. 08625-0322

FOR COMMISSION USE ONLY			2. Social Security Number:	3. Symbol:
STATUS: <input type="text"/>			* (see block 10 for additional information)	
SEN: <input type="text"/>	UE: <input type="text"/>	REV NO REV		
1. Title of Promotion: Note: Applications must be postmarked by			4. Name & Address: Last: _____ First: _____ M.I. _____ Street: _____ City: _____ State: _____ Zip Code: _____ E-mail address: _____ County: _____ Daytime Telephone: _____ (Area Code) - Number	

5. BACKGROUND DATA

5a. Education (Indicate the highest level Diploma or Degree you have earned): <input type="checkbox"/> High School Diploma or GED <input type="checkbox"/> (A) Associate's Degree <input type="checkbox"/> (M) Master's Degree <input type="checkbox"/> (S) Some College but No Degree <input type="checkbox"/> (B) Bachelor's Degree <input type="checkbox"/> (D) Doctorate		
5b. Completion of this part is VOLUNTARY and is to be used only for complying with EEOC Guidelines and the New Jersey State Affirmative Action Program.		
Gender: <input type="checkbox"/> (1) Male <input type="checkbox"/> (2) Female	Check the group you are a member of: <input type="checkbox"/> (1) Black <input type="checkbox"/> (2) White <input type="checkbox"/> (3) Hispanic <input type="checkbox"/> (4) Asian <input type="checkbox"/> (5) American Indian or Alaskan Native	
6. Check the county in which you prefer to take the examination. (Check one box only) <input type="checkbox"/> (1) Camden <input type="checkbox"/> (2) Mercer <input type="checkbox"/> (3) Essex <input type="checkbox"/> (4) Monmouth <input type="checkbox"/> (6) Atlantic <input type="checkbox"/> (7) Bergen	7. Are you claiming veterans preference? <input type="checkbox"/> YES <input type="checkbox"/> NO Check YES if you are claiming veterans preference for this examination. If you have established veterans preference since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at www.state.nj.us/csc and at our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs. For more information, visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387.	
8. ADA Assistance: Check the box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act. <input type="checkbox"/>		

9. Present Permanent Title & Appointment Date: <hr/> Name & Title of Immediate Supervisor: <hr/> Telephone Number & Email Address of Immediate Supervisor:	* 10. Your Social Security number will be kept confidential and used as your applicant I.D. number to identify and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.
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11. Signature: I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Civil Service Commission may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2)

FOR CSC ONLY

NOTE: Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

Signature..... Date.....