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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **PENALTIES FOR UNCIVIL SERVICE: THE FUNDAMENTALS OF EMPLOYEE DISCIPLINE**

**September 20, 2017  
10:00 a.m. to 12:00 p.m.  
Richard J. Hughes Justice Complex  
6<sup>th</sup> Floor Point Meeting Area - Attorney General's Library  
25 Market Street  
Trenton, New Jersey**

### **PLEASE READ: NOTICE REGARDING COURSE MATERIALS**

You will receive the course materials approximately forty-eight (48) hours prior to the date of the course. The materials will be contained in an email attachment.

#### *Program Summary*

This program will cover employee discipline under the civil service system, starting with the types of disciplinary actions, appeal procedures, due process hearings at OAL and Civil Service Commission determinations. The course will also discuss how to discipline employees, including how to support an employer's case in a disciplinary proceeding. Other issues covered will be the working test period, suspension pending criminal charges and forfeiture of public employment.

#### *Who Should Attend?*

This program is intended for attorneys who handle personnel, labor relations and disciplinary matters. Others, however, may find the issues discussed to be of interest.

## *Who Is the Faculty?*

**Jennifer Malinowski, Esq.** began her career in 2001 as a Deputy Attorney General at the Division of Law in the Employment Litigation Section where she handled civil service disciplinary cases for several State agencies. As a DAG, Mrs. Malinowski appeared before the Office of Administrative Law and the Appellate Division on civil service matters. From 2004-2001 she served as a staff attorney at the Public Employment Relations Commission. In 2007, she joined the Employee Relations Office at the NJ Department of Corrections and served as Assistant Director. In 2015, she was appointed Director of Policy and Planning at NJDOC. As Director, Mrs. Malinowski oversees the Research and Evaluation Unit, the Administrative Policies and Procedures Unit, the PREA Compliance Unit and the Grants Management Unit. She graduated from LaSalle University and earned a J.D. from Rutgers University School of Law and an M.B.A. from American University.

## *CLE Credit*

**NJ CLE Credit:** This program had been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.0 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

**NY CLE Credit:** 2.0 Substantive Credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 1.5 Substantive Credits (\$3.00 mandatory registration fee required).

## **How Do I Register?**

### **State Employees**

Most State employees are able to register for this course by going to <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

### **Non-State Employees or State Employees not Connected to the Garden State Network**

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: [njagai@njoag.gov](mailto:njagai@njoag.gov) for an authorization code to allow you access to the AGAI Course

Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

**If you have already been issued an authorization code in the past you do not need to request another one.** You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.