



MIKIE SHERRILL
Governor

State of New Jersey
THE PINELANDS COMMISSION
PO Box 359
NEW LISBON, NJ 08064
(609) 894-7300
www.nj.gov/pinelands



LAURA E. MATOS
Chair
SUSAN R. GROGAN
Executive Director

General Information: Info@pinelands.nj.gov
Application Specific Information: AppInfo@pinelands.nj.gov

MEMORANDUM

To: Members of the Personnel and Budget Committee

From: Jessica Lynch, Business Manager *JL*

Date: October 13, 2026

Subject: Meeting Materials

Enclosed are meeting materials for the Personnel and Budget Committee meeting to be held **virtually** on **Tuesday, October 20, 2026, at 9:30 a.m.**

In addition to the Check Register, EFTs, Application Fees, and Employee Actions, the packet includes an updated draft of the Commission's Personnel Policies. Also included is a new Violence at the Workplace Policy, which will ultimately be included as an attachment to the Personnel Policies.

Specific access information will be provided to all Committee members in a separate email. The public will be able to view and participate in the meeting through the following YouTube link:
www.youtube.com/c/PinelandsCommission



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PERSONNEL & BUDGET COMMITTEE MEETING

October 20, 2026 – 9:30 a.m.

This meeting will be held virtually

Richard J. Sullivan Center for Environmental Policy and Education
Terrence D. Moore Conference Room
15C Springfield Road
New Lisbon, New Jersey

Watch the meeting on the Pinelands Commission YouTube channel:

<https://www.youtube.com/c/PinelandsCommission>

To Provide Public Comment, Please Dial: 1-929-205-6099 Meeting ID: 872 1688 7100

Agenda

1. Call to Order
2. Adoption of Minutes
 - August 18, 2026 (open and closed session)
3. Financial Matters
 - Check Register
 - Electronic Disbursements
 - Application Fee Revenue
4. Personnel Matters
 - Employee Actions
 - Pinelands Commission Personnel Policies
 - Review of updated policies
 - Recommendation for adoption
5. Update on Fenwick Manor rehabilitation project
6. Public comment

PINELANDS PERSONNEL & BUDGET COMMITTEE MEETING

This meeting was conducted in-person and virtually.

The public could view/comment through Pinelands Commission YouTube link:

<https://www.youtube.com/c/PinelandsCommission>

August 18, 2026 – 9:30 a.m.

MINUTES

MEMBERS IN ATTENDANCE:

Virtually: Chairman Alan W. Avery, Jr., Commission Chair Laura E. Matos, Commissioners Mark Lohbauer, Ryck Signor, and William Pikolycky, and Governor's Authorities Unit representative Michael Eleneski.

MEMBERS ABSENT: Commissioner Nicholas Asselta

STAFF PRESENT: Jessica Lynch

Virtually: Executive Director (ED) Susan R. Grogan, Charleen Danley, Ernest Deman, and Paul Leakan

1. Call to Order

Chairman Avery called the meeting to order at 9:36 a.m.

2. Adoption of June 30, 2026, Personnel & Budget Committee meeting minutes

Commissioner Pikolycky moved the adoption of the minutes. Commission Chair Matos seconded the motion. All members were in favor and the June 30, 2026, Personnel & Budget Committee meeting minutes were adopted. Commissioner Lohbauer was not present for the vote.

3. Financial Updates

- a. Check register: Jessica Lynch, Business Services Manager, highlighted the more noteworthy purchases/checks on the register for June and July 2026.

More notable purchases mentioned were Regulatory Programs staff training courses at Rutgers University, Fenwick Manor construction permits from the Department of Community Affairs, replacement of workstation devices, application refunds, repairs to the sprinkler system, various science supplies, various renewal services, and FY2026 chargebacks for NJ Office of Information Technology (OIT) services.

Commissioner Mark Lohbauer joined the meeting at 9:39a.m.

- b. Electronic Disbursements: Ms. Lynch noted that all EFT disbursements were related to payroll, ACH and direct deposit.

- c. Application Fees: Ms. Lynch stated that the net application fees for FY2026 are \$1,024,238.44, which exceeded the quota by 20.50%. The FY2027 application fees total \$40,880.92 which is 5.11% of the anticipated fees as of July 31, 2026.

4. Personnel Updates

Charleen Danley, Human Resources Manager, reviewed employee actions and recruitment efforts for July and August 2026:

Departing employees:

- Carol Ebersberger, Business Specialist 1, retired effective September 1, 2026

Promotions:

- April Field to Director of Regulatory Programs, effective July 1, 2026
- Morgan Foley to MIS Specialist 3, effective July 1, 2026
- Donna DiPalma to Technical Assistant 1, effective July 1, 2026

Current Vacancies/ Recruitments

- Chief Permit Administrator, budgeted
- MIS Specialist, budgeted
- Business Specialist, budgeted

5. Fiscal Year 2027 Budget

Jessica Lynch, Business Services Manager, introduced the draft budgets, noting the proposed totals as follows:

(For the full presentation, please click [here](#).)

- Operating Fund -\$7,935,438
 - Chargebacks to the state anticipate an increase of \$10,000 to a total of \$272,062 for FY2027
- Pinelands Conservation Fund - \$3,535,469
- Fenwick Manor Preservation Fund - \$1,039,398
- Katie Fund Budget - \$3,850

ED Susan Grogan reviewed the projects and initiatives that would be supported by the proposed FY2027 budgets. She highlighted the following:

(For the full presentation, please click [here](#).)

- As part of the project to restore Fenwick Manor, contractors have removed and will restore all of the windows. They are also removing the peeling, exterior paint on the building by sanding and scraping the surface;
- Protection of land in the Black Run watershed;
- Comprehensive Management Plan (CMP) amendments related to accessible trails and wetland protection, the gap approval process, improved clustering standards for the

Forest Area and Rural Development Area and the Right of Way Transmission Line Pilot Program;

- Long-term economic monitoring projects including the installation of an interpretive Lenape panel and mortar and pestle in the lobby/exhibit area of the Commission's Richard J. Sullivan Center for Environmental Policy & Education, and an updated Pinelands Application Information System (PAIS) to enhance and modernize application reporting and tracking;
- Administration of the Pinelands Development Credit (PDC) Bank, including the annual report, legislative changes, rulemaking and funding, as well as estimates of PDC supply and demand;
- The Science office's timber rattlesnake monitoring project, using funds from a prior settlement agreement. The Science office is looking to secure additional grant funding;
- Negotiations with the Communications Workers of America (CWA), Local 1040 on a new contract;
- Adoption of updated personnel and purchasing policies;
- Redesign of the Commission's website;
- Updating and implementing the Commission's record retention policy;
- Upgrade the Wi-Fi system for all office buildings; and
- Preparation for the Fiscal Year 2023 audit.

Commissioner Avery asked for confirmation that the proposed website redesign and upgraded Wi-Fi system are projects that the Commission asked NJOIT to assist with. ED Grogan said that was the case.

Commissioner Lohbauer asked whether use of Starlink was considered as part of the project to upgrade Wi-Fi at the Commission's offices. He suggested Starlink could be a possible provider, given our location is in a remote area. ED Grogan said that the Commission will need to do whatever NJOIT requires as part of this project and may not have the ability to choose a provider.

Commissioner Avery stated that it would have been helpful for Committee members to have had more time to review the draft FY2027 budgets prior to today's meeting. He noted that would have provided a better opportunity to ask the staff questions about the budgets before the meeting. ED Grogan agreed with that assessment.

Commissioner Lohbauer made a motion to recommend adoption of the FY2027 budgets by the full Commission. Commission Chair Matos seconded the motion. All members were in favor.

6. Public comment: None

7. Closed Session

Commission Chair Matos made a motion to go into closed session to discuss the staff's recommendation to award a contract for payroll, time and attendance and human resource management services at 10:19 a.m. Commissioner Signor seconded the motion. All members were in favor.

The Committee returned to open session at 10:30 a.m.

There being no further discussion, Commission Chair Matos moved to adjourn the meeting. Commissioner Lohbauer seconded the motion. The Committee agreed to adjourn at 10:32 a.m.

Certified as true and correct:

A handwritten signature in black ink, appearing to read "Tia Sarriugarte". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Tia Sarriugarte
Business Assistant
September 2, 2026

Range of Checking Accts: OPERATING to OPERATING Range of Check Dates: 08/01/26 to 09/30/26
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING					
9607	08/04/26	605T0005 605 TOMS RIVER ROAD LLC	1,695.29		201
9608	08/04/26	ACME Albertsons/Safeway	42.70		201
9609	08/04/26	CHALIS Chalis Cleaning Service LLC	2,550.00		201
9610	08/04/26	COREM005 CORE MECHANICAL INC	464.16		201
9611	08/04/26	DYCON005 DY CONSULTANTS	500.00		201
9612	08/04/26	GANNL005 GANN LAW BOOKS	233.00		201
9613	08/04/26	HEITZ005 Heitzman, Jared	250.00		201
9614	08/04/26	JERSE025 JERSEY CENTRAL POWER & LIGHT	2,651.04		201
9615	08/04/26	MASON005 W. B. MASON	36.54		201
9616	08/04/26	NJOFF005 Treasurer, State of New Jersey	1,860.46	201	NJOIT Oracle Renewal Chargeback
9617	08/04/26	NJOFF005 Treasurer, State of New Jersey	3,343.44	201	NJOIT TeamSite Renewal Chargeback
9618	08/04/26	NJSTA005 NJ STATE DISTRIBUTION CENTER	838.53		201
9619	08/04/26	ONSET005 ONSET COMPUTER CORPORATION	199.00		201
9620	08/04/26	PENNV005 PENN VETERINARY SUPPLY, INC	113.94		201
9621	08/04/26	PERHA005 PERHAM, DOUGLAS	250.00		201
9622	08/04/26	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	148.24		201
9623	08/04/26	RANDA005 HOLBERG, RANDALL	250.00		201
9624	08/04/26	SMARTST0 Smart Storage	150.00		201
9625	08/04/26	TECEL005 TEC ELEVATOR INC.	220.00		201
9626	08/04/26	TREAS005 TREASURER, STATE OF NEW JERSEY	2,110.65	201	NJOIT June Telecommunications Chargeback
9627	08/04/26	UGIEN005 UGI Energy Services, LLC	37.97		201
9628	08/04/26	USBAN005 US BANK	1,704.45		201
9629	08/04/26	VERIZ005 VERIZON WIRELESS SERVICES, LLC	188.78		201
54653	08/14/26	PATHT005 PathTrack Ltd	6,797.80	205	Science: GPS Logger
9630	08/19/26	ATS ATS - Advanced Telemetry Syst.	16,205.00	202	Science: Implant Transmitters
9631	08/19/26	CHALIS Chalis Cleaning Service LLC	2,550.00		202
9632	08/19/26	GANNE005 GANNETT NEW YORK-NEW JERSEY	93.96		202
9633	08/19/26	GANNETT GANNETT PENNSYLVANIA LOCALiQ	31.98		202
9634	08/19/26	GARYK005 GARY KUBIAK & SON ELECTRIC INC	1,206.85		202
9635	08/19/26	GRAIN005 GRAINGER	217.46		202
9636	08/19/26	HAWLE005 HAWLEY BROS GENERAL CONTRACTOR	55,863.36	202	Fenwick Renovation Payment
9637	08/19/26	HEALY010 HEALY, CHRISTINE	360.00		202
9638	08/19/26	IMPAC005 IMPAC FLEET	425.94		202
9639	08/19/26	JERSE025 JERSEY CENTRAL POWER & LIGHT	2,902.68		202
9640	08/19/26	JOESM005 JOE SMOLARSKI & SON	4,187.00	202	Replacement Water Heater for Barn
9641	08/19/26	MASON005 W. B. MASON	564.88		202
9642	08/19/26	NJDIV010 NJ DIVISION OF FISH & WILDLIFE	22.00		202
9643	08/19/26	OBRIE005 O'BRIEN & SONS, INC.	21.98		202
9644	08/19/26	PAALV005 PAALVAST, MARC	125.00		202
9645	08/19/26	PITNE005 PITNEY BOWES INC.	81.72		202
9646	08/19/26	PLEAKAN Paul Leakan	109.93		202
9647	08/19/26	PRIME005 PRIMEPAY, LLC	728.14		202
9648	08/19/26	PTSD Pemberton Twp Sewer Division	1,710.00		202
9649	08/19/26	PUBLI005 PUBLIC SERVICE ELECTRIC & GAS	137.21		202
9650	08/19/26	RICOH005 RICOH CORPORATION	150.26		202
9651	08/19/26	RICOH005 RICOH CORPORATION	238.62		202
9652	08/19/26	TREAS005 TREASURER, STATE OF NEW JERSEY	2,010.00	202	NJOIT July Telecommunications Chargeback
9653	08/19/26	WASTE005 WASTE MANAGEMENT OF NEW JERSEY	93.50		202
9654	09/09/26	ACME Albertsons/Safeway	42.58		203

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
OPERATING		Continued			
9655	09/09/26	CHALIS Chalis Cleaning Service LLC	5,100.00		203
9656	09/09/26	EGGHA005 EGG HARBOR CITY	2,757.75		203 Application Refund #1994-0336.007 Egg Harbor City
9657	09/09/26	GRAIN005 GRAINGER	68.16		203
9658	09/09/26	IMPAC005 IMPAC FLEET	489.95		203
9659	09/09/26	JOESM005 JOE SMOLARSKI & SON	309.00		203
9660	09/09/26	NEWJE075 NEW JERSEY STATE BAR ASSOCIATI	316.50		203
9661	09/09/26	OBRIE005 O'BRIEN & SONS, INC.	11.98		203
9662	09/09/26	PENAV005 PENA, VICTORIA	250.00		203
9663	09/09/26	PLEAKAN Paul Leakan	128.31		203
9664	09/09/26	PRIME005 PRIMEPAY, LLC	728.14		203
9665	09/09/26	RICOH005 RICOH CORPORATION	169.54		203
9666	09/09/26	SCHWE005 SCHWEIBINZ, SANDRA	250.00		203
9667	09/09/26	SMARTST0 Smart Storage	150.00		203
9668	09/09/26	SMITH050 SMITH, LOGAN	250.00		203
9669	09/09/26	TECEL005 TEC ELEVATOR INC.	220.00		203
9670	09/09/26	TREVI005 TREVIPAY	56.69		203
9671	09/09/26	TRIST010 TRI-STATE FIRE PROTECTION	1,590.00		203 RJS Fire Suppression Sprinkler Inspection
9672	09/09/26	UGIEN005 UGI Energy Services, LLC	24.25		203
9673	09/09/26	USBAN005 US BANK	0.00	09/09/26 VOID	0
9674	09/09/26	USBAN005 US BANK	0.00	09/09/26 VOID	0
9675	09/09/26	USBAN005 US BANK	4,264.72		203 Subscription Renewals, Science Supplies, Printer Toners and Auto Repair.
9676	09/09/26	VERIZ005 VERIZON WIRELESS SERVICES, LLC	398.28		203
9677	09/09/26	WASTE005 WASTE MANAGEMENT OF NEW JERSEY	77.64		203
9678	09/09/26	WENGRO05 EDWARD WENGROWSKI	51.70		203
9679	09/09/26	WOOLS015 WOOLSLAYER, WILLIAM	250.00		203
Checking Account Totals		Paid	Void	Amount Paid	Amount Void
		Checks: 72	2	134,628.65	0.00
		Direct Deposit: 0	0	0.00	0.00
		Total: 72	2	134,628.65	0.00
Report Totals		Paid	Void	Amount Paid	Amount Void
		Checks: 72	2	134,628.65	0.00
		Direct Deposit: 0	0	0.00	0.00
		Total: 72	2	134,628.65	0.00

Range of Accounts: 1-00-000-01-11-02 to 1-00-000-01-11-02 Starting Date: 07/01/26 Ending Date: 08/31/26
Transaction Type: Manual Db: N Cr: Y Receipts Db: N Cr: N Adopt/Amend Db: N Cr: N Invoice Db: N Cr: N
Expenditures Db: N Cr: N Encumbrance Db: N Cr: N Accrued Revenue Db: N Cr: N Refund Db: N Cr: N
Disbursements Db: N Cr: N Revenue Db: N Cr: N Reimbursements Db: N Cr: N Transfer OverPayment Db: N Cr: N
Deferred Revenue Db: N Cr: N Received Db: N Cr: N
Summarize Receipts/Disbursements: N

G/L Account No. Date Transaction	Description	Type	Debit	Credit	Reference #	User
1-00-000-01-11-02	BANK OF PRINCETON -OPERATING	Asset				
07/01/26 Manual Entry	NET PAY DISBURSEMENT PPE 6/26/26			84,317.85	G 348 6	TSARRIUG
07/02/26 Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 6/12/26			7,157.59	G 348 39	TSARRIUG
07/02/26 Manual Entry	EFT PAYMENT PA REV PPE 6/12/26			136.75	G 348 41	TSARRIUG
07/02/26 Manual Entry	EFT FSA PAYMENT			75.00	G 348 43	TSARRIUG
07/06/26 Manual Entry	EFT FOR NJGIT PAYMENT PPE 6/12/26			7,647.47	G 348 47	TSARRIUG
07/08/26 Manual Entry	EFT FED TAX PAYMENT PPE 6/26/26			32,040.60	G 348 51	TSARRIUG
07/08/26 Manual Entry	EFT PAYMENT PA REV PPE 6/26/26			136.45	G 348 53	TSARRIUG
07/08/26 Manual Entry	EFT PAYMENT DEF COMP/ ROTH PPE 6/26/26			7,157.59	G 348 56	TSARRIUG
07/09/26 Manual Entry	EFT PAYMENT NJGIT PPE 6/26/26			5,490.77	G 348 62	TSARRIUG
07/10/26 Manual Entry	EFT FSA PAYMENT			2.17	G 348 68	TSARRIUG
07/11/26 Manual Entry	EFT FSA PAYMENT			30.00	G 348 70	TSARRIUG
07/12/26 Manual Entry	EFT FSA PAYMENT			10.66	G 348 72	TSARRIUG
07/14/26 Manual Entry	MONEY TRANSFER FEE CHARGED BY BANK			25.00	G 348 82	TSARRIUG
07/14/26 Manual Entry	BANK STOP PAYMENT FEE FOR CHECK #9336			35.00	G 348 84	TSARRIUG
07/15/26 Manual Entry	EFT FSA PAYMENT			22.21	G 348 86	TSARRIUG
07/15/26 Manual Entry	NET PAY DISBURSEMENT PPE 7/10/26			102,791.39	G 348 88	TSARRIUG
07/16/26 Manual Entry	EFT FSA PAYMENT			20.27	G 348 117	TSARRIUG
07/20/26 Manual Entry	EFT DIVISION OF PENSION APRIL 2026			30,266.50	G 348 129	TSARRIUG
07/20/26 Manual Entry	EFT DIVISION OF PENSION MAY 2026			30,266.50	G 348 133	TSARRIUG
07/20/26 Manual Entry	EFT DIVISION OF PENSION JUNE 2026			31,468.02	G 348 137	TSARRIUG
07/20/26 Manual Entry	BANK CHARGED MONEY TRANSFER FEE			25.00	G 348 141	TSARRIUG
07/20/26 Manual Entry	EFT PAYMENT TO PITNEY BOWES - POSTAGE			500.00	G 348 143	TSARRIUG
07/21/26 Manual Entry	EFT FSA PAYMENT			170.00	G 348 145	TSARRIUG
07/22/26 Manual Entry	EFT FED TAX PAYMENT PPE 7/10/26			42,463.87	G 348 155	TSARRIUG
07/22/26 Manual Entry	EFT FSA PAYMENT			8.96	G 348 157	TSARRIUG
07/23/26 Manual Entry	EFT NJGIT PAYMENT PPE 7/10/26			7,138.54	G 348 159	TSARRIUG
07/23/26 Manual Entry	EFT PAYMENT PA REV PPE 7/10/26			145.20	G 348 161	TSARRIUG
07/24/26 Manual Entry	EFT PAYMENT DEF COMP/ROTH PPE 7/10/26			7,583.70	G 348 168	TSARRIUG
07/28/26 Manual Entry	MONEY TRANSFER FEES CHARGED BY BANK			25.00	G 348 180	TSARRIUG
07/28/26 Manual Entry	EFT FSA PAYMENT			5.97	G 348 182	TSARRIUG
07/29/26 Manual Entry	NET PAY DISBURSEMENT PPE 7/24/26			105,220.98	G 348 184	TSARRIUG
07/29/26 Manual Entry	EFT FSA PAYMENT			9.82	G 348 208	TSARRIUG
08/02/26 Manual Entry	EFT FSA PAYMENT			169.00	G 349 2	TSARRIUG
08/03/26 Manual Entry	EFT FSA PAYMENT			75.00	G 349 4	TSARRIUG
08/03/26 Manual Entry	EFT FSA PAYMENT			135.00	G 349 6	TSARRIUG
08/05/26 Manual Entry	EFT FEDERAL TAX PAYMENT PPE 7/24/26			37,322.91	G 349 10	TSARRIUG
08/10/26 Manual Entry	BANK FEE FOR MONEY TRANSFER			25.00	G 349 14	TSARRIUG
08/10/26 Manual Entry	EFT PAYMENT PA REV PPE 7/24/26			145.20	G 349 16	TSARRIUG
08/11/26 Manual Entry	EFT NJGIT PAYMENT PPE 7/24/26			6,033.63	G 349 26	TSARRIUG
08/12/26 Manual Entry	NET PAY DISBURSEMENT PPE 8/7/26			91,909.37	G 349 28	TSARRIUG
08/13/26 Manual Entry	EFT FSA PAYMENT			24.02	G 349 56	TSARRIUG
08/17/26 Manual Entry	EFT FSA PAYMENT			12.38	G 349 58	TSARRIUG
08/17/26 Manual Entry	EFT FSA PAYMENT			17.76	G 349 60	TSARRIUG
08/18/26 Manual Entry	EFT FEDERAL TAX PATMENT PPE 8/7/26			34,976.49	G 349 64	TSARRIUG
08/19/26 Manual Entry	EFT FSA PAYMENT			130.00	G 349 66	TSARRIUG

G/L Account No.		Description	Type	Debit	Credit	Reference #	User
Date	Transaction						
1-00-000-01-11-02		BANK OF PRINCETON -OPERATING	Asset	Continued			
08/20/26	Manual Entry	EFT FSA PAYMENT			18.41	G 349 68	TSARRIUG
08/21/26	Manual Entry	EFT FSA PAYMENT			16.99	G 349 78	TSARRIUG
08/21/26	Manual Entry	EFT PAYMENT DEF COMPY/ROTH PPE 7/24/26			8,140.05	G 349 81	TSARRIUG
08/22/26	Manual Entry	EFT FSA PAYMENT			15.00	G 349 83	TSARRIUG
08/24/26	Manual Entry	EFT FSA PAYMENT			1,913.19	G 349 85	TSARRIUG
08/24/26	Manual Entry	EFT PAYMENT PA REV PPE 8/7/26			144.89	G 349 87	TSARRIUG
08/24/26	Manual Entry	EFT PAYMENT NJGIT PPE 8/7/26			6,033.63	G 349 89	TSARRIUG
08/25/26	Manual Entry	BANK MONEY TRANSFER FEE			25.00	G 349 95	TSARRIUG
08/26/26	Manual Entry	EFT FSA PAYMENT			103.40	G 349 97	TSARRIUG
08/26/26	Manual Entry	EFT FSA PAYMENT			246.00	G 349 99	TSARRIUG
08/26/26	Manual Entry	NET PAY DISBURSEMENT PPE 8/21/26			94,469.57	G 349 101	TSARRIUG
08/27/26	Manual Entry	EFT DEF COMP/ROTH PPE 8/7/26			6,574.23	G 349 131	TSARRIUG
08/28/26	Manual Entry	EFT PAYMENT DENTAL JULY 2026			2,118.69	G 349 134	TSARRIUG
08/28/26	Manual Entry	QTRLY SUI/SDI PAYMENT FORM 927 QTR 2			5,712.19	G 349 136	TSARRIUG
08/31/26	Manual Entry	RECORD EFT PAYMENT DENTAL AUG 2026			2,118.69	G 349 139	TSARRIUG
Total Manual Entry:		60	Debit: 0.00	Credit: 801,020.52	Net: 801,020.52	Cr	
Report Totals							
Total Manual Entry:		60	Debit: 0.00	Credit: 801,020.52	Net: 801,020.52	Cr	
Total Transactions:		60	Debit: 0.00	Credit: 801,020.52	Net: 801,020.52	Cr	

New Jersey Pinelands Commission Application Fee Summary

FY Total	Month	Total Revenue	Received		Refunded	
			Number	Amount	Number	Amount
Budget	FY 2027					
\$40,880.92	July	40,880.92	43	\$44,255.92	6	\$3,375.00
\$149,594.93	August	108,714.01	55	\$111,659.30	5	\$2,945.29
\$298,492.84	September	148,897.91	40	\$152,655.66	5	\$3,757.75
\$298,492.84	October	0.00				
\$298,492.84	November	0.00				
\$298,492.84	December	0.00				
\$298,492.84	January	0.00				
\$298,492.84	February	0.00				
\$298,492.84	March	0.00				
\$298,492.84	April	0.00				
\$298,492.84	May	0.00				
\$298,492.84	June	0.00				
\$298,492.84		\$298,492.84	138	\$308,570.88	16	\$10,078.04

Budget Anticipated	\$800,000.00	
Amount Collected	\$298,492.84	37.31%

EMPLOYEE ACTIONS

September 2026 – October 2026

A. VACANCIES / RECRUITMENT

TITLE	OFFICE	STATUS
CHIEF PERMIT ADMINISTRATOR	REGULATORY	BUDGETED
MIS SPECIALIST	INFORMATION SERVICES	BUDGETED/RECRUITING
FACILITIES OPERATIONS SUPERVISOR	BUSINESS SERVICES	BUDGETED/RECRUITING
PLANNING SPECIALIST	LAND USE	BUDGETED/RECUITING



RESOLUTION OF THE NEW JERSEY PINELANDS COMMISSION

NO. PC4-26-_____

TITLE: To Revise and Adopt the Pinelands Commission Personnel Policies

Commissioner _____ moves and Commissioner _____
seconds the motion that:

- WHEREAS**, the New Jersey Pinelands Commission (the “Commission”) is an independent State agency responsible for carrying out the statutory and regulatory mandates applicable to the Pinelands Area and for administering its personnel and day-to-day operations; and
- WHEREAS**, the Commission maintains Personnel Policies to establish consistent policies and procedures governing the administration of its workforce and the terms and conditions of employment, subject to applicable law, regulation, and collective negotiation agreements; and
- WHEREAS**, the Commission’s current Personnel Policies were adopted in 1990 and last amended in 2011, making them outdated due to changes in applicable federal and State laws, rules, regulations, personnel practices, collective negotiation agreements, and Commission policies and procedures; and
- WHEREAS**, the Commission has undertaken a comprehensive review and update of its Personnel Policies to incorporate applicable current requirements of the State of New Jersey, including applicable laws, rules, regulations, policies, directives, and personnel practices governing State agencies and public employees; and
- WHEREAS**, the updated Personnel Policies have been reviewed and revised to conform, where applicable, with the Collective Negotiation Agreements between the New Jersey Pinelands Commission and Communications Workers of America, Local 1040, for the period July 1, 2023 through June 30, 2027, applicable to the Commission’s bargaining units; and
- WHEREAS**, the updated Personnel Policies have also been revised to reflect current policies, procedures, administrative practices, and operational processes of the New Jersey Pinelands Commission; and
- WHEREAS**, the Executive Director has recommended the Commission’s adoption of updated Personnel Policies, dated October 2026; and
- WHEREAS**, the Commission’s Personnel and Budget Committee has reviewed the updated Personnel Policies, dated October 2026, and recommended their adoption by the Commission; and
- WHEREAS**, the Commission finds that the updated Personnel Policies will provide Commission employees and management with clear and consistent guidance concerning personnel administration, employee responsibilities, workplace practices, benefits, compensation, leave, conduct, and other matters relating to employment with the Commission; and
- WHEREAS**, the Commission further finds that adoption of updated Personnel Policies is necessary and appropriate to ensure that the Commission’s personnel policies remain current, consistent, transparent, and aligned with applicable State requirements and collective negotiation agreements; and
- WHEREAS**, pursuant to N.J.S.A. 13A-5h, no action authorized by the Commission shall have force or effect until ten (10) days, Saturdays, Sundays, and public holidays excepted, after a copy of the minutes of the meeting of the Commission has been delivered to the Governor for review, unless prior to expiration of the review period the Governor shall approve same, in which case the action shall become effective upon such approval.

NOW, THEREFORE, BE IT RESOLVED that the Pinelands Commission Personnel Policies, dated October 2026, are hereby adopted.

Record of Commission Votes

AYE NAY NP A/R*					AYE NAY NP A/R*					AYE NAY NP A/R*				
Asselta					Lohbauer					Rittler Sanchez				
Avery					Matro					Signor				
Buzby-Cope					Mauriello					Wallner				
Irick					Meade					Matos				
Lettman					Pikolycky									

*A = Abstained / R = Recused

Adopted at a meeting of the Pinelands Commission

Date: _____

Susan R. Grogan
Executive Director

Laura E. Matos
Chair



Property of the Pinelands Commission

PERSONNEL POLICIES

Revised October 2026

This document is the Commission's property and is also posted on the Commission's intranet. I understand that I am responsible for familiarizing myself with policies in this handbook and agree to comply with all policies contained herein. I acknowledge receipt of same as evidenced by my signature below.

ISSUED TO: _____

SIGNED: _____

DATE ISSUED: _____

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INTRODUCTION

The purpose of these Personnel Policies is to describe the general policies, procedures, requirements, and benefits of employment with the Pinelands Commission.

Every employee should become familiar with the Personnel Policies. Although information about employee benefits provided through arrangements with a third party (e.g., health insurance) is included, this document should not be considered as a substitute for the specific requirements of those programs, contracts, and insurance policies. Any questions about the Personnel Policies should be directed to supervisors and Human Resources.

These policies also reflect provisions of the Commission's collective bargaining agreements with the Communications Workers of America, Local 1040. Although these policies apply to all Commission employees, employees who are governed by a collective bargaining agreement should familiarize themselves with its terms because the specific terms of the agreement will control should a conflict arise between these policies and a specific provision of a collective bargaining agreement. To the extent that these policies address matters not specifically or expressly covered by the collective bargaining agreements, these policies will apply.

The Commission is committed to these policies and programs, but must reserve the right to change them if it determines that it is necessary to do so because of changing conditions or unusual circumstances.

Finally, these policies are not a contract of employment between the Commission and an employee.

ADMINISTRATION OF THE PERSONNEL POLICIES

As the Pinelands Commission's chief operating officer, the Executive Director is responsible for administering these policies. Administration of certain policies and procedures expressly involves the Commission and/or its Personnel and Budget Committee. In addition, supervisory staff and Human Resources play a major role in effectively carrying out these policies, procedures, and programs.

ACCEPTABLE USE OF THE INTERNET AND ELECTRONIC MAIL/MESSAGING

The Pinelands Commission follows the State policies regarding acceptable use of the internet and electronic mail/messaging, full copies of which can be found on the Commission's Intranet in the IS section.

Commission-provided email/messaging systems are Commission property and are intended for official business. The use of email/messaging systems by Commission employees is a privilege

which constitutes the acceptance of responsibilities and obligations that are subject to all federal, state, and local laws and regulations. Commission employees are subject to discipline for misuse or unauthorized access, disclosure, or monitoring of electronic mail in accordance with applicable laws, regulations, collective bargaining agreements, and agency progressive discipline practices. Staff should not expect their email/messaging communications to be private and should not use Commission-provided email/messaging systems for personal matters.

Employees are given Commission-provided access to the Internet to assist them in the performance of their jobs. The Commission may monitor Internet activity, and therefore, users should have no expectation of privacy. All records created by Internet use, including path records, are the property of the Commission and are subject to monitoring. Users are expected to conduct their electronic communications in a professional, responsible, and courteous manner. Misuse of the Commission's information infrastructure, information technology and electronic communications media, including, but not limited to, the unauthorized transmission of confidential or proprietary information; the use of profane, harassing or other offensive language; or other inappropriate uses, may subject the user to discipline, including, but not limited to, termination of employment, initiation of civil action, or criminal prosecution.

Employees should report any unauthorized use of Commission-provided computer hardware/software, internet, email/messaging systems to Human Resources for appropriate action.

ATTIRE AND GROOMING

The Commission does not have a strict dress code and instead strives to provide a professional yet relaxed environment that enables employees to do their best work and present a positive image to other staff and the public. Therefore, employees are expected to come to the office looking neat, clean and dressed in appropriate business casual attire. Attire that is tight, revealing, ripped or otherwise inappropriate for the workplace is not permitted.

The same standard applies to employees working remotely when participating in meetings with coworkers or the public.

EMPLOYEE ACCESS

In order to safeguard matters essential to the Commission, employees do not have free and unlimited access to all Commission offices or records.

In addition to personnel records, certain other records pertaining to contracts, finances, union matters, litigation, and closed session discussions are restricted. Any questions concerning access to these and other records should be referred to Human Resources.

IDENTIFICATION CARDS AND FIELD APPAREL

All employees are issued an employee identification card. When conducting field work, employees should be prepared to display their identification cards so that other people can readily ascertain their employment status with the Commission.

The Commission will provide appropriate apparel, such as clothing and boots, for employees whose normal work assignments require that they regularly or periodically conduct field work.

PERSONAL BUSINESS

Because of its disruptive nature and the associated costs to the Commission, employees should not conduct personal business during work hours. Personal calls, texts and emails may be made and received on an employee's own cell phone as long as they do not unduly disrupt business functions. No long-distance personal telephone calls should be made using the Commission's telephone system.

The Commission's offices, grounds, equipment, computers, telephones, printers, copy machines, office supplies, and other State resources are to be used for Commission business and in accordance with applicable law and Commission policies. Employees may not use State resources for personal business or outside activities, except as permitted by the Commission's Computer and Technology Use Policy and other applicable policies.

RELATIONS WITH THE PUBLIC

There may be occasions when a member of the public acts in a discourteous manner or uses objectionable language during a telephone call or a visit to the office. Employees are expected to maintain their professionalism in these instances. If the person's behavior becomes overly offensive or threatening, employees should

ASSIGNMENTS

The staff of the Pinelands Commission is organized under the general direction of the Commission's Executive Director.

The Commission's Table of Organization (Appendix A) denotes the offices of the organization which report to the Executive office. The Executive Director is responsible for assigning specific responsibilities to each office after consultation with the Commission.

The Executive Director shall also be responsible for maintaining descriptions of each staff position as well as a description of the required education and/or work experience attendant to each position.

TEMPORARY ASSIGNMENTS

The Executive Director is authorized to temporarily reassign staff members from one position to another in recognition of changed operational needs, provided that the employee is qualified to perform the duties of the position to which they are to be reassigned, and the reassignment has no effect on the employee's salary. Permanent reassignments will be considered transfers and be handled as such.

If a sudden vacancy or other unusual circumstance arises, the Executive Director may temporarily reassign an employee to another more senior position in an "acting" capacity. In such a case, the employee must be qualified to perform the duties of the position and will receive a temporary pay increase consistent with the Commission's policy on promotions.

BUSINESS USE OF PERSONAL VEHICLES

The Commission provides its staff with several vehicles for field work and other official business. Only Commission staff, Commission approved volunteers and subcontractors, or government officials are allowed in Commission vehicles. In the event no Commission vehicles are available for use, an employee may need to use his or her personal vehicle for business purposes. The employee must possess a valid driver's license, and the vehicle must be insured per New Jersey law.

Reimbursement for use of personal vehicles will be based on the actual miles driven, less normal commuting miles if applicable, using the current approved State mileage reimbursement rate. Parking and toll charges supported by receipts will be reimbursed at the actual cost. To receive reimbursement, employees must submit a properly completed travel expense reimbursement form to the Business Services Manager. For budgetary purposes, all such requests must be submitted in a timely fashion so that reimbursements may be made within the same fiscal year (July 1–June 30) as when the expenses were incurred. Requests for reimbursement of mileage and other expenses incurred during the month of June must be submitted and paid for by the end of July.

The Commission assumes no liability for an employee's vehicle used for Commission business or damage to an employee's vehicle while parked on Commission property.

CARE OF BUILDINGS, EQUIPMENT AND VEHICLES

The Commission values an attractive, comfortable and efficient working environment for its employees and recognizes the historic nature of its offices. All employees are expected to be sensitive to the care and appearance of the office, equipment and vehicles.

All employees share the responsibility of ensuring that the Commission's equipment, vehicles and facilities are neat and in good working order. If an equipment, vehicle or physical plant defect is discovered, it should be immediately reported to the Facilities Operations Supervisor so that steps may be taken to remedy the situation.

OFFICE IMPROVEMENTS

The Facilities Operations Supervisor is responsible for planning improvements to the buildings and grounds to make them more functional and attractive. Employees are encouraged to offer suggestions to the Facilities Operations Supervisor which they feel can improve our office.

SECURING THE BUILDINGS

The Commission's offices must be properly secured at all times. All exterior doors must be locked, except when a public meeting or other event is being held in the RJS building, in which case the front door will be unlocked for the duration of the meeting or event. All doors that provide access to non-public areas of the Commission's office buildings must be kept locked at all times. Please refer to the Violence in the Workplace Policy, attached, for additional security requirements.

At the end of each workday, the last employee in each building is responsible for ensuring that all exterior doors are locked, all windows are closed, all lights are turned off, and the alarm is set. Employees will be provided with alarm codes for the office buildings. Alarm codes may not be shared with anyone other than Commission employees, law enforcement, or emergency personnel.

Employees entering any Commission building outside of normal business hours, including weekends and holidays, must notify the Facilities Operations Supervisor by email, phone call or text before accessing the building. Employees are also responsible for ensuring that the building is properly secured, including setting the alarm when leaving, if they are the last or only person in the building.

ETHICAL OBLIGATIONS

As public officials, employees of the Commission have a duty and obligation to maintain the trust and confidence of the public. Consequently, every employee must become familiar with and abide by the State's Uniform Code of Ethics and, if one is promulgated, the Commission's Supplemental Code of Ethics. If questions arise as to their application in given situations, employees should consult with the Ethics Liaison Officer beforehand.

ATTENDANCE AT EVENTS, SPEAKING ENGAGEMENTS AND PUBLICATIONS

Although employees are encouraged to accept professional speaking engagements and contribute articles for professional publications, care must be exercised so that participation in such events does not present an appearance of impropriety. Employees shall not accept compensation for published works created as part of their official duties on Commission time utilizing Commission resources but may accept compensation for published work(s) not created as part of their official duties. Prior approval must be obtained from the Executive Director and the Ethics Liaison Officer to accept compensation for published work(s) not created as part of their official duties.

If an employee wishes to accept a speaking engagement, prepare an article, book or photograph or any other form of published work for publication, or attend an event that they are invited to because

of their official position, prior written approval by the Ethics Liaison Officer must be obtained to ensure that an employee does not unknowingly violate the Uniform Code of Ethics, the Commission's outside employment and activities policies, or any supplemental ethics code adopted by the Commission.

CONFIDENTIALITY

Every employee at some time or another is likely to have access to information that must remain confidential. This type of information may include, but is not limited to:

- a) Information for which there is an expectation of privacy;
- b) Attorney-client or other privileged information;
- c) Trade secrets or proprietary commercial or financial information; or
- d) Information about the acquisition of land.

ETHICS STANDARDS AND TRAINING

Employees are subject to the requirements of the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 *et seq.*, the implementing regulations promulgated by the State Ethics Commission at N.J.A.C. 19:61, the Uniform Code of Ethics, the Plain Language Guide to New Jersey's Executive Branch Ethics standards, including any revisions, amendments or supplementations to same.

Employees are required to take yearly ethics training. At least once within a three-year training cycle, employees are obligated to take full ethics training either live in person or through prerecorded online training modules. In each of the two intervening years, employees must take the online ethics briefing. The Commission's Ethics Liaison Officer will advise employees as to the format for full ethics training and shall be provided with a copy of the emailed receipt of attendance provided for completion of such training. Ethics training must be completed by July 1st each year.

Employees should contact the Commission's Ethics Liaison Officer regarding any questions or concerns about their ethics obligations as a Commission employee.

EXPLOITATION OF OFFICIAL POSITION

Employees may not use their Commission position to secure a job, contract, governmental approval, or special benefit, advantage or privilege of any kind for themselves, family members, friends, or others.

GIFTS

Employees often wish to know how to deal with gifts that are sometimes offered to them by people who do business with or are applicants before the Commission. The Uniform Code of Ethics prohibits the acceptance of a gift, favor, service, or other thing of value related in any way to the

employee's official duties or job responsibilities. There is a zero-tolerance policy for the acceptance of gifts.

In practical terms, employees should refrain from accepting a gift, favor, service, fee, commission, gratuity, or consideration of any kind either directly or indirectly. This is not intended to prohibit the acceptance of routine promotional or advertising items of trivial or nominal value, provided the use of such items does not create an impression of a conflict of interest. The receipt of such complimentary articles is not required to be reported to the Commission's Ethics Liaison Officer.

In the event an employee, their spouse or partner, or immediate family member is offered or sent a gift, the employee should immediately bring the gift to the Commission's Ethics Liaison Officer, or in their absence, the Business Services Manager. The Commission's Ethics Liaison Officer will make arrangements to return the gift to the sender or, if that is not possible or the gift is perishable, the Commission's Ethics Liaison Officer will make arrangements to donate it to a charitable organization.

JOB SOLICITATION

Employees who have direct and substantial contact with interested parties, i.e. applicants or employees, consultants or agents of entities that are subject to the Commission's jurisdiction, the Commission's vendors/suppliers, or organizations that advocate or represent the positions of their members before the Commission, shall not circulate resumes or seek employment in any manner with those individuals or entities while still in Commission service.

If an employee is solicited for potential employment by an entity with which they have direct and substantial contact, that solicitation must be disclosed immediately to the Ethics Liaison Officer.

Other employees, who do not have such direct and substantial contact with interested parties, may circulate resumes and engage in potential employment discussions with such entities so long as they avoid any situations that may give rise to an unwarranted advantage or potential conflict of interest. Solicitation or discussions regarding employment with entities that have a specific cause, proceeding, application or other matters pending before the Commission are prohibited.

LIFETIME POST EMPLOYMENT RESTRICTIONS

An employee may not, at any time, after terminating employment with the Commission, represent, appear for, negotiate on behalf of, or provide information or services not generally available to members of the public, or agree to perform any of those activities, for any party in connection with a specific cause, proceeding, application or matter with which the employee was substantially and directly involved at any time during the course of their employment with the Commission.

This lifetime ban applies not only to the employee, but would also apply to the partnership, firm or corporation for which the employee is employed if: 1) the former employee is a shareholder, associate or professional employee of a firm organized as a professional service corporation or 2)

the former employee owns or controls more than 10% of the stock of a corporation or more than 10% of the profits or assets of a firm, association, or partnership.

NEPOTISM

Because of an appearance of impropriety, the hiring of an employee's relative (e.g. spouse, parent, spouse's parent, child, sister, brother, aunt, uncle, niece, nephew, grandparent, grandchild, foster child, or child under legal guardianship, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the employee or the employee's spouse by blood, marriage or adoption), cohabitant or someone whom the employee is dating should be avoided.

Any exception to this policy must be approved by the Commission's Ethics Liaison Officer and the Executive Director and will be considered only when neither the employee nor the prospective employee exercises direct or indirect authority, supervision or control over each other and neither will occupy a position which has influence over the other's employment, promotion, salary administration, and other related management or personnel considerations.

If one employee marries another, both may retain their employment if one does not directly or indirectly have authority, supervision or control over the other, and neither occupies a position which has influence over the other's employment, promotion, salary administration, and other related management or personnel considerations.

In addition, in accordance with the requirements of N.J.S.A. 52:14-7.1, the Commission shall not employ a relative of a Commissioner.

RECUSAL

Employees must recuse themselves from official matters in which:

- a) That involves any private sector individual association, corporation or other entity that employed or did business with the State officer or employee or special State officer or employee during the one year prior to the employee's commencement;
- b) They have had any involvement, other than on behalf of the Commission, prior to commencement of their Commission service; or
- c) They have a direct or indirect personal or financial interest that is incompatible with the proper discharge of their official duties.

Employees should discuss with the Ethics Liaison Officer any concerns or questions they may have regarding a potential conflict of interest or whether recusal is required in a particular matter.

If the Ethics Liaison Officer determines that recusal is required, the employee must execute the recusal in writing, identify the staff member who will be responsible for the matter as a result of the recusal, and have no involvement with the matter from which they are recused.

OUTSIDE ACTIVITIES AND EMPLOYMENT

Employees will not be permitted to engage in outside employment, service or activities, whether compensated or not, that conflict with their responsibilities at the Commission and/or which is inconsistent with the requirements of the Uniform Code of Ethics; any supplemental code adopted by the Commission and approved by the State Ethics Commission; the New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12 et seq.; the regulations, standards, guidelines, opinions and decisions of the State Ethics Commission; and any Gubernatorial Executive Orders addressing ethics.

Employees will be permitted to engage in outside employment, service or other activities only if it does not constitute a conflict of interest, does not constitute the same type of work as they perform for the Commission and does not interfere with fulfillment of their job responsibilities. Employees must recognize that their primary employment responsibility is to the Commission; therefore, they are expected to make themselves available before or after their normal work schedule, upon reasonable notice by the Commission, if they are needed to perform work on an emergency basis outside their normal work schedules.

Employees must complete an outside activity questionnaire and obtain prior approval for any outside employment, service or other activity from their supervisor(s), the Ethics Liaison Officer and the Executive Director.

Employees shall not use Commission work time, personnel, equipment or resources for any outside activities, political activities, or outside employment.

POLITICAL ACTIVITIES

Although employees are free to be members of any political party, club, or organization; they may attend political meetings and participate in other political activities during non-business hours; certain activities that affect their employment are prohibited. Prior to engaging in political activities, an employee shall notify the Ethics Liaison Officer.

Commission employees shall not engage in any political activity during their working hours, nor shall they directly or indirectly use or seek to use the authority of their positions to control or modify the political action of any other person. Commission employees shall not post, including the wearing of political buttons or tee-shirts, or distribute campaign or election material of any kind in the workplace nor utilize Commission equipment, including but not limited to computers, telephone, facsimile machines, or copiers in connection with any election, political activity or campaign.

Before committing to run in a partisan election, employees must consult with the Ethics Liaison Officer to make sure they are not in violation of the Hatch Act. In addition, political activities must be disclosed to the Ethics Liaison Officer to ensure there is not a violation of the Uniform Code of Ethics. Note that a State employee is not permitted to serve as a campaign treasurer on any campaign that is subject to the jurisdiction of the Election Law Enforcement Commission.

Employees who run for an elected political position will be required to recuse from any matter pending before the Pinelands Commission that involves any individual, association, corporation

or other entity from which s/he received a campaign contribution in an amount required to be reported to the New Jersey Election Law Enforcement Commission pursuant to N.J.A.C. 19:25-10.2.

VIOLATIONS

Violations of the New Jersey Conflicts of Interest Law, N.J.S.A. 54:13D-12 et seq., Uniform Code of Ethics, Rules of the State Ethics Commission or the Commission's Supplemental Code of Ethics, if one is promulgated, shall be cause for discipline, including but not limited to removal, suspension, demotion or other disciplinary action. However, no disciplinary action will be taken for a potential ethics violation until after the potential violation and proposed discipline has been referred to the State Ethics Commission and it has issued its approval of such discipline in accordance with N.J.S.A. 52:13D-23(d).

The Commission's Ethics Liaison Officer should be consulted immediately regarding any potential ethics violation and is responsible for referring such matter to the State Ethics Commission.

Any employee who has knowledge of a violation of these policies, the New Jersey Conflicts of Interest Law, N.J.S.A. 54:13D-12 et seq., the Uniform Code of Ethics, or the Commission's Supplemental Code of Ethics, if adopted, should immediately advise the Commission's Ethics Liaison Officer, or in their absence, the Human Resources Manager.

These reports will be held in confidence to the extent allowed by law, and in no case will the reporting employee's current employment or future career development prospects with the Commission be influenced as a result.

CONDUCT

All employees have a duty to treat fellow employees and members of the public with courtesy and respect, to follow rules of common decency, and to conduct Commission business in a professional manner.

Confidential information acquired through your Commission service shall not be disclosed to any unauthorized person. Employees shall consult with the Commission's ethics liaison officer should there be questions about the confidential nature of any material.

DELEGATION OF AUTHORITY

In order to operate effectively and efficiently, the Executive Director and management staff delegate certain authorities to other staff.

Employees are expected to duly exercise these authorities when delegated. Conversely, employees must also exercise caution to ensure that authority is not exercised when it hasn't been delegated.

If an employee has questions concerning whether an authority to act has been delegated, they should refer those questions to their supervisor.

DRUG AND ALCOHOL POLICY

The Commission is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee improperly consumes alcohol or illegally uses drugs on the job, comes to work under their influence, or possesses, distributes or sells alcohol or drugs in the workplace. The following actions pertaining to use of illegal drugs, cannabis or alcohol are prohibited:

- (1) The possession, sale, trade, or offering for sale of alcohol, cannabis or illegal drugs or otherwise engaging in the consumption of alcohol or use of cannabis or illegal drugs on the job.
- (2) Reporting to work under the influence of alcohol, cannabis or illegal drugs.
- (3) Using prescription drugs, illegally, on the job (Nothing in this policy, however, precludes the appropriate use of legally prescribed medications.)
- (4) Any employee found to have engaged in the activities above shall be subject to disciplinary action up to and including termination.

Employees using prescription drugs that may affect job performance or safety or prescribed cannabis for medical purposes shall notify the Human Resources Manager, who is required to maintain the confidentiality of any information regarding an employee's medical condition in accordance with applicable law.

It shall be a condition of employment for all employees to submit to alcohol and/or drug testing under the following circumstances:

- When there is reasonable suspicion to believe that an employee is under the influence of alcohol, cannabis or using illegal drugs while performing their duties, either at the office, in the field or working remotely.

When an employee is involved in an on-the-job accident where personal injury or damage to the Commission's property occurs.

- As part of a follow-up program for treatment of drug and/or alcohol abuse.

The goal of this policy is to balance respect for individuals with the need to maintain a safe, productive and alcohol/drug-free environment for all employees. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the improper

consumption of alcohol or use of cannabis or illegal drugs is incompatible with employment with the Commission.

The Commission recognizes the health implications of alcohol abuse and drug use on its employees and considers it a treatable illness. As with other illnesses, the Commission's primary objective is to assist in the employee's rehabilitation. The Commission has set this policy to encourage employees to voluntarily seek help with any substance abuse problems. See section on EMPLOYEE ADVISORY SERVICE.

An employee may voluntarily admit to the Commission that they have an alcohol or substance abuse problem without fear of discipline or discharge. Upon admission of an alcohol or substance abuse problem, the individual will immediately enroll himself or herself in a rehabilitation program at the employee's expense.

The Commission will not take disciplinary action against an employee who voluntarily admits having an alcohol or substance abuse problem unless that employee refuses to enroll in or fails to complete a rehabilitation program. If an employee voluntarily enters rehabilitation on more than one occasion, the Commission may take disciplinary action up to and including immediate termination of the employee.

As a condition of employment, employees must abide by the terms of this policy and must notify the Commission, in writing, of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

EDUCATION AND TRAINING

EDUCATION

Employees may wish to pursue a degree from an accredited educational institution. Degrees may range from an Associate up to and including doctoral degrees.

When a degree program benefits an employee's work with the Commission, it is in the Commission's interest to assist that employee if financial resources are available to do so. To avoid uncertainty as to the level of assistance an employee may receive for a number of courses to be taken over a multi-year period and to ensure that the Commission receives work-related benefits commensurate with its financial investment, the Executive Director is authorized to enter into long term financial assistance agreements with employees who intend to use the assistance to obtain a degree.

Eligible Employees

All full-time continuing employees and all part-time continuing employees who are scheduled to work 25 or more hours per week are eligible to apply for degree assistance.

Eligible Costs

Eligible costs shall consist of tuition, books and other relevant fees at an accredited educational institution. Travel and other incidental expenses are not eligible for assistance.

Percentage of Assistance

If a degree is directly related to an employee's current position and duties, the percentage of assistance shall equal fifty percent of eligible costs. If a degree is not directly related to an employee's current position and duties but (1) will materially enhance the employee's ability to perform his or her current job or (2) where the Executive Director determines it is otherwise of material benefit to the Commission in fulfilling its mission, the percentage of assistance shall equal thirty-three percent of eligible costs.

Amount of Assistance

An employee may elect to enroll in an accredited institution of his or her choice. However, in no case can the amount of assistance being provided be more than would be the case if the employee enrolled in a comparable or similar field of study at Rutgers, The State University of New Jersey.

When an employee chooses to enroll in a higher cost program, the amount of assistance shall be reduced so that the total assistance does not exceed that which they would receive if attending Rutgers, The State University of New Jersey.

Absent With Pay Leave

Absent with pay leave may be authorized for an employee to attend classes if it does not disrupt Commission business activities. In such cases, the full value of the absent with pay leave, calculated based on the employee's direct salary, shall be deducted from the amount of direct financial assistance to which the employee is entitled for otherwise eligible costs.

Agreement and Costs

A formal agreement between the employee and the Commission shall be executed. Estimates of the total eligible costs and the amount of assistance will be used to determine the maximum amount of assistance specified in the education agreement when first executed. This establishes the maximum contribution of the Commission. However, payments will be based on actual costs up to the maximum contribution.

Although an employee may request that an executed agreement be revised to reflect higher than anticipated costs, there is no guarantee that such a revision shall be approved.

Term of Agreement

Each agreement shall have a schedule and an expiration date, which shall reflect the period of time necessary for the employee to receive the degree. Reasonable extensions may be granted due to

unforeseen circumstances; however, in no case shall an agreement have a duration of more than six years.

Payment

Employees will be eligible to receive payments from the Commission at the time of enrollment for individual courses. These individual payments shall be based upon the percentage of assistance being provided for the entire degree program. If an individual course is not successfully completed, the payment for that course must be immediately refunded to the Commission; however, the assistance will remain available for use in the degree assistance program.

Successful completion means a "B" or better grade for a graduate-level course and a "C" or better grade for an undergraduate or other course. If a pass/fail structure exists, the employee must pass.

Termination of the Program

A degree program may be terminated: 1) by the employee; 2) upon the mutual consent of the employee and the Executive Director, or 3) by the Executive Director, alone at their sole discretion, if it becomes apparent that the employee will not be able to satisfy their obligation to obtain the degree within the term of the agreement; or by the Executive Director alone, when the employee's employment with the Commission is to be ended.

If a degree program is terminated prior to the completion of the required degree, unless an employee is being released because of a reduction in force, the employee shall refund to the Commission the full amount of assistance they have received. This may be accomplished through a lump sum refund or through a series of payments or salary deductions, which the Executive Director determines are reasonable after consultation with the employee.

When a program is terminated because the employee is released through a reduction in force, no refund for successfully completed courses will be required.

Selection and Approval

Employees must apply for degree assistance by initially submitting a written request to their supervisor. The supervisor will review the request and make a recommendation to the Executive Director. If funding permits, the Executive Director shall notify all employees that they shall be considering requests for educational degree assistance and establish a date by which other employees may apply. The Executive Director shall determine which requests shall be financed, taking into account the amount of funding available, the amount of assistance requested, and the extent to which the degrees relate to the employees' jobs.

In order for the Executive Director to approve a degree assistance request, sufficient funds in the Commission's Reserve for Degree Assistance must be available to finance the entire cost of the Commission's contribution over the life of the agreement. When the agreement is executed, funds shall then be reserved in the Reserve for Education Agreements to finance the agreement for its full duration. In the event that the total payments provided in an agreement require Commission

approval pursuant to the By Laws, the Executive Director's approval shall be subject to approval by the Commission before an agreement is executed.

Employment After the Degree is Earned

An employee who remains in the Commission's employ for five (5) years after the degree has been earned shall not have an obligation to reimburse the Commission for the assistance it provided. Should an employee leave the Commission's employ within five (5) years, they shall reimburse to the Commission all or a portion of the assistance in accordance with the following schedule. This shall apply to all departing employees except those who are released because of a reduction in force.

<u>Departure After Degree is Earned</u>	<u>Percentage of Assistance To Be Reimbursed</u>
0 to 1 year	100%
More than 1 year but less than 2 years	80%
More than 2 years but less than 3 years	60%
More than 3 years but less than 4 years	40%
More than 4 years but less than 5 years	20%

If an employee does not complete a degree and subsequently leaves employment, they must reimburse the Commission 100% of any tuition assistance provided. See Termination of the Program. Refunds may be given through a lump sum payment to the Commission or through deductions from the remaining paychecks. In the event neither of these is possible, the Executive Director may accept a series of payments after employment is ended.

TRAINING

The Commission encourages all its employees to maintain and improve their job skills and participate in career development activities.

All training that is directly job-related, intended for an employee to retain or improve job performance or required for maintenance of a professional license will be fully paid by the Commission, subject to the availability of sufficient financial resources. Such training may include workshops, seminars, webinars, conferences, and other professional development courses or sessions.

Training may be scheduled during normal business hours, in which case the employee will not be required to use leave, or outside of normal business hours, in which case a nonexempt employee will be considered to be in overtime status.

Requests for specific training sessions must be submitted to and approved by the employee's supervisor before submission to the Business Services Manager for registration and payment. All reasonable expenses associated with an in-person training session, including travel, will also be paid by the Commission.

UPWARD MOBILITY

Training and education aspects of the Commission's Upward Mobility Program are governed by the policies included in the UPWARD MOBILITY section.

EMPLOYEE ADVISORY SERVICE

The Employee Advisory Service is a confidential counseling program designed to help employees manage work and life problems. Just as health insurance is designed to address an employee's physical well-being, the Employee Advisory Service is designed to address an employee's emotional and mental well-being, as well as to help manage work/life problems. The Employee Advisory Service provides professional counseling services to ensure that employees get the help, guidance and support they need during difficult times.

The Commission participates in the Employee Advisory Service. There is no fee for the employee. Family members may also be eligible for these services.

Information on this confidential counseling program will be distributed by Human Resources during the orientation program for new employees. Additional information can be obtained directly from the Employee Advisory Service by visiting www.nj.gov/csc/employees/advisory or by calling 1-866-EAS-9133.

EMPLOYMENT ACTIONS

DEMOTION

Demotion is a means to assign an employee from a position in which their performance is not acceptable to a more suitable position, or it may be a result of "bumping" during a reduction in force (see section on REDUCTIONS IN FORCE).

When an employee is not performing at an acceptable level in one position, demotion to a vacant or newly funded position will be considered as an alternative to termination of employment if that position is consistent with the employee's skills, education, and experience.

Other than "bumping" during a reduction in force, only in exceptional circumstances can demotion to an already occupied position be considered as an alternative to termination of employment. The circumstances will exist only when the Executive Director can conclusively determine that:

- The employee in the occupied position is exceptionally well qualified to be promoted to the position being vacated due to demotion
- There are no other employees better qualified to assume the position being vacated due to demotion
- The employee being considered for promotion would compete for the position being vacated due to demotion if it was advertised

- The employee to be demoted has the skills, education, and experience necessary for the position to which they may be demoted

A reduction in salary shall accompany the demotion, as determined by the Executive Director. In no case shall the employee's salary exceed the maximum of the range of the position to which the employee is to be demoted.

Demotions must be approved by the Executive Director.

DISCIPLINE

Just as the Personnel Policies outline what an employee can expect from the Commission, they also reflect what the Commission expects of its employees. In addition to the specific policies enunciated in this manual, every employee is expected to follow the general rules of common decency and common sense and bring to the Human Resources Manager's attention those actions of others which violate these fundamental policies of conduct.

When an employee violates these policies, disciplinary action may be taken but no employee shall be disciplined without just cause. Generally, disciplinary measures are a means to motivate an employee toward proper conduct in the future; however, repeated problems, serious infractions, or gross misconduct shall be cause for dismissal.

Disciplinary actions generally include a progressive set of measures – informal counseling, written warnings, suspension without pay, and dismissal – which must be applied in an objective manner considering the nature of the infraction and the employee's past employment history with the Commission. Furthermore, it is the responsibility of the employee's supervisor to document all disciplinary actions and provide the documentation to Human Resources.

The degree of discipline administered in a particular case must be reasonably related to: (1) the seriousness of the employee's proven offense; and (2) the record of the employee and their service with the Commission.

Whenever a supervisor contemplates suspension without pay or dismissal, they must advise their supervisor who will in turn consult with the Human Resources Manager. The Human Resources Manager will review the matter with the supervisor(s) and employee and make a recommendation to the Executive Director. The Executive Director may also elect to meet with the employee to review the matter before deciding on the appropriate disciplinary measure.

In situations where an employee is charged with certain crimes or when an investigation of a serious offense is necessary, the Executive Director may suspend the employee without pay, pending the outcome of the investigation or legal proceedings. After the investigation or legal proceedings are complete, the Executive Director will determine what, if any, action is warranted. Following completion of the suspension, the employee will be reinstated to full pay status. If the discipline imposed is more than the number of days that the employee was suspended, the employee will be receive their normal salary for such day(s)..

Additionally, violations of the Commission's personnel policies may also result in violations of the New Jersey Conflicts of Interest Law, N.J.S.A. 54:13D-12 et seq., Uniform Code of Ethics, Rules of the State Ethics Commission or the Commission's Supplemental Code of Ethics, if one is promulgated. In those instances, the supervisor shall consult with the Commission's Ethics Liaison Officer so that the matter may be referred to the State Ethics Commission for its review and approval of the discipline, prior to discipline being implemented.

In any case where an employee feels they have been unjustly disciplined, they may file a grievance by following the established grievance procedure.

HIRING

The Commission appoints the Executive Director in accordance with the Pinelands Protection Act. The Executive Director is responsible for hiring of all other Commission staff. Approval of the Personnel and Budget Committee or its Chair may be required before certain other full-time or part-time employees are hired. When the need arises for the Executive Director to fill a Program Director position, they will consult with the Commission Chair before recruiting for the position and with the Chair of the Personnel and Budget Committee before filling the position.

In normal circumstances, starting salaries for full-time employees will be set in an amount equal to the beginning salary of the range for a specific position; however, the Executive Director is authorized to approve a higher starting salary if a candidate's education and amount and type of experience warrant a higher salary.

PROMOTION

Generally, an employee may be eligible for promotion in one of two instances. Whenever possible, new and vacant positions will be filled from within the Commission by promoting qualified employees. Depending upon the number of likely candidates from within the Commission, the Executive Director may limit recruitment to current employees or broaden recruitment outside the Commission.

The Executive Director is also authorized to promote an employee from one level to a higher level within the same type of position. These position levels involve varying degrees of work complexity, duties, responsibilities and supervision. These promotions may be made without recruitment but must be based on employee performance and ability to perform in the higher-level position.

Except for entry-level positions, in considering employees for promotion to a job classification having a higher rate of pay, the Commission shall give due consideration to experience, ability, aptitude, performance, and attendance,.

When all the aforementioned items are equal, seniority shall be the deciding factor. Employees who are promoted to a new job title shall serve a probationary period of six (6) months from the date of the promotion. During this probationary period, the Commission reserves the right to return such employee to their previous position. The probationary period may be extended at the direction

of the Program Director/Division Manager with the approval of the Executive Director for two extensions of forty-five (45) days each. (see section on PROVISIONAL EMPLOYEES).

REDUCTIONS IN FORCE

Although the Commission intends and fully expects to maintain a full workforce, there may be instances where a reduction in the workforce is unavoidable. This may occur when:

- An overall shortage of funds exists or is projected to exist
- Funding dedicated to a specific project is lost or has been fully used
- A significant change in the Commission's work program or a reorganization occurs

When the Executive Director determines that a reduction in force must occur, they shall decide how remaining positions and resources can be best allocated to address Commission work programs and priorities.

Once the functional area(s) and the associated positions where the reductions must occur are determined, all employees who occupy those positions and others which are interchangeable with those positions will be identified. Interchangeable positions are those which are effectively comparable in duties, responsibilities, skills, compensation, and requirements relative to education and experience.

A retention register will then be established for each position to be reduced based on each employee's length of service and performance rating.

Employees will then be released, beginning with those who have the lowest point totals for each position to be reduced. An employee scheduled for release from one position may replace or "bump" an employee in another position. This shall be permitted only when one or more occupied positions exist at a lower level within the same or an interchangeable job family.

In addition, bumping privileges shall also exist within another job family if the employee affected by the reduction in force has occupied a position within that job family within the preceding five-year period. If bumping occurs, the employee affected by the reduction in force shall be demoted to the lower position (see section on DEMOTION).

The Commission will maintain a recall list, for one year from implementation of the reduction in force, which contains the name of every released employee, his or her point total, and the positions for which they are qualified by education and experience to assume. If any such position becomes available within the succeeding twelve (12) month period, these released employees will be offered the position in descending order of their point totals. The salary offer will be that which, within the established range, equals or comes closest to the employee's prior salary.

TERMINATION OF EMPLOYMENT

An employee's employment may be terminated if they do not successfully complete the six (6) month provisional period that applies for a new hire, if performance is unacceptable and

implementation of a performance improvement plan(s) has not improved the employee's performance to the level of meeting expectations; if disciplinary measures have failed to correct inappropriate conduct; if gross misconduct occurs; if a serious infraction of Commission policy occurs; or due to a reduction in force.

Any employee who is arrested or formally charged with an offense that relates to their duties, involves dishonesty, or constitutes a first, second, or third-degree crime may be suspended without pay pending the outcome of the case. If the employee is later convicted of a crime involving dishonesty, a crime related to their responsibilities with the Commission, or any first, second, or third-degree offense, the employee shall be immediately dismissed.

In all cases where termination of employment is contemplated, it is the Commission's policy to afford an employee with as much advance notice as possible (two (2) weeks at a minimum, four (4) weeks preferably) or, in the alternative, two (2) to four (4) weeks severance pay. The amount of severance pay will be a function of the reason for termination and the length of the employee's service.

Gross misconduct, conviction of crime as outlined above or a serious infraction of Commission policies shall be cause for immediate dismissal without severance pay or earned vacation leave pay.

Employees whose employment is terminated may be entitled to convert certain insurance benefits from the Commission's group policy to an individual policy and receive payment for certain unused leave and compensatory time. Employees should consult with the Human Resources office for details.

Terminations of employment must be approved by the Executive Director, except that the Commission must approve the termination of the Executive Director. The Executive Director will inform the Personnel & Budget Committee of all terminations of employment.

TRANSFER

A permanent transfer of an employee, as opposed to a temporary reassignment, may be made to an authorized position if the need arises as long as the employee is qualified for the position, their current salary is within the range of the position, and the employee's actual salary is not affected. Seniority and the efficiency of the operation will be considered when conducting lateral transfers. The Executive Director will provide two (2) weeks written notice of any transfer of an employee except in an emergent situation.

Although every effort will be made not to transfer an employee to a position in which they have no interest, mandatory transfers may occur. If an employee refuses such a transfer, their employment may be subject to termination.

Any transfer which involves an increase or decrease in salary is considered to be a promotion or demotion and will be treated accordingly. Employees who are transferred to a new job title shall serve a probationary period of six (6) months from the date of the transfer. During this probationary period, the Commission reserves the right to return such employee to their previous

position. The probationary period may be extended at the direction of the Program Director/Division Manager with the approval of the Executive Director for two extensions of forty-five (45) days each. (see section on PROVISIONAL EMPLOYEES).

EMPLOYMENT CLASSIFICATIONS

All employees of the Commission are classified according to the scheduled duration of their employment and whether their positions are full-time or part-time. These classifications are important in determining the various benefits employees will receive.

Full-time employees fill either a continuing or seasonal position. Continuing positions are those which are not of a limited duration or have a specified duration of more than six continuous months. Most of these are salaried positions; however, specified positions scheduled to last for a fixed duration may be compensated on an hourly basis. Seasonal positions are those which are scheduled for a fixed period of six months or less.

Part-time employees also fill continuing or seasonal positions and are always compensated on an hourly basis. Continuing positions are further classified according to the number of hours scheduled to be worked each week: 25 or more, or less than 25. Part-time employees who occupy positions which are scheduled to end in six (6) months or less are considered seasonal, no matter how many hours they're scheduled to work each week.

Employees should also be aware that their eligibility to receive compensation or compensatory time for overtime worked is based on whether they occupy exempt or non-exempt positions. More on this is included in the OVERTIME Section.

Every employee should know how their position is classified. Additionally, each employee should be cognizant of whether their position is or is not covered by one of the three Collective Negotiations Agreement with the Communications Workers of America (CWA), Local 1040. Employees should seek guidance from Human Resources if they have any questions.

EMPLOYEE SUPERVISION

Supervisors are the link between the Executive Director and employees. As such, they communicate to those under their supervision the goals and policies of the Commission and communicate to higher-level staff the attitudes, suggestions, and concerns of the employees under their direct supervision.

Supervisors will ensure that the goals established by the Executive Director and the Commission regarding work output are achieved. Supervisors are responsible for assigning, directing and reviewing the work of their employees; training their employees in specific job duties and recommending special training as needed; keeping their employees informed relating to their work assignments; evaluating the performance of employees; recommending employment actions;

scheduling vacations, administrative leave, and lunch breaks; controlling absenteeism and tardiness; verifying timesheets and overtime; and ensuring that Commission policies are observed by employees.

EXIT INTERVIEWS

Every employee who leaves the employment of the Commission must arrange for exit interviews with their supervisor, the Ethics Liaison Officer and the Human Resources Manager on or before the last day of work.

These interviews are important both as a means to promote an orderly and smooth transition of work responsibilities and to review details related to pay adjustments, benefits, post-employment restrictions and the like.

At that time, every employee will be expected to account for and return all Commission property, including keys, identification cards, building access cards, reference books, and files with which they have been entrusted. Failure to do so will result in an obligation to reimburse the Commission for the property and for any associated expenses, such as the need to replace locks.

GRIEVANCES

It is the Commission's policy to ensure that employees receive fair and equitable treatment and to provide employees with an easily accessible procedure for expressing and resolving dissatisfaction, when they believe they have not been treated accordingly.

A grievance is an expression of dissatisfaction relating to wages, hours of work, administration of the Commission's personnel policies, or another work-related condition. Since separate policies have been established to cover disagreements over performance evaluations (see section on PROCEDURES FOR CONDUCTING PERFORMANCE EVALUATIONS), equal employment opportunity matters, and discrimination in the workplace, employees who have a concern with any of these matters must follow those procedures.

Moreover, employees covered by the collective negotiation agreement with the CWA, Local 1040, shall follow the grievance process for matters of interpretation, application, or violation of the terms and conditions of the collective negotiation agreement set forth at Article 3 of that agreement. The grievance process outlined below is for those employees and matters not covered under the collective negotiation agreement with the union.

GRIEVANCE PROCESS

When an employee has a grievance, the first step is to take the matter up informally with his or her immediate supervisor. If a satisfactory settlement isn't reached as a result of this discussion, the

employee should prepare a written report. In order to ensure the best possible recall of the facts and circumstances, this report must be prepared and submitted to the immediate supervisor as soon as possible, but in no case more than seven (7) working days after the employee first had knowledge of the incident that prompted the complaint.

The immediate supervisor will ensure that all relevant facts and information are documented and must forward the report to the next-level supervisor and the Human Resources Manager for review.

In coordination with the Human Resources Manager, the next level supervisor will investigate the matter, discuss it with the employee, and seek a satisfactory resolution. If the employee is not satisfied, the matter may be escalated through the appropriate supervisory levels. Should the matter rise to the level of review by the Executive Director, the Executive Director's decision will be final unless they are the subject of the complaint, in which case it will be referred to the Personnel and Budget Committee for final disposition.

Everyone involved in the grievance process must keep these matters as confidential as possible and may not discuss them with anyone other than those people who are involved in the grievance or its resolution.

HOLIDAYS

The Commission's office will be closed on all legal holidays observed by the State. The office will also be closed in accordance with any directives received from the Governor's office.

COMPENSATION FOR HOLIDAYS

All full-time, continuing employees will receive seven (7) hours pay for holidays, provided that they are in full pay or furlough status on the workdays immediately preceding and following the holiday.

All part-time, continuing employees who are scheduled to work 25 or more hours per week will receive pay for holidays on a proportionate basis. Payment for these holidays will be made in the employee's check for the applicable biweekly pay period, provided that the employee is in a pay status on their last scheduled workday(s) immediately preceding and following the holiday.

Seasonal employees (full-time and part-time) and part-time, continuing employees who are scheduled to work less than 25 hours per week do not receive holiday pay.

Any employee who is on leave of absence without pay or suspended without pay shall be ineligible for paid holidays which fall during the employee's leave of absence.

WORKING ON HOLIDAYS

Any non-exempt employee who is otherwise entitled to a paid holiday and is required to work on that holiday will be considered to be in overtime status during the working period. This means that the employee will receive compensatory leave or overtime pay in addition to receiving payment for the holiday.

Any exempt employee who is entitled to a paid holiday and who is required to work on that holiday may, with prior approval of the employee's supervisor, take another day off during the same biweekly pay period. An employee may also request leave with pay from the Executive Director if they wish to use that day off later in the year.

INCLEMENT WEATHER OR ADVERSE WORKING CONDITIONS

The Commission's offices will be closed for inclement weather (including delayed openings and early dismissal) to the extent authorized by the Governor for all state offices. The Governor may also allow for delayed openings or early dismissal of state workers in other circumstances, such as the afternoon prior to certain state holidays.

The Executive Director may also close the office due to adverse working conditions, including power outages or weather events that particularly affect the Commission's offices or the South Jersey region generally.

Employees will be notified of all office closures through various means, including emails, text messages and phone calls via the State's Everbridge system and/or Human Resources. However, it is ultimately the employee's responsibility to remain informed of state office closures by checking the state website at www.nj.gov.

Essential employees may be expected to report to or remain at the office, depending on the reason for the office closure, delayed opening or early dismissal.

Employees shall record time as CLOS_GOV on their timesheets to account for the hours of any office closure directed by the Governor and as CLOSOTH for any office closure authorized by the Executive Director. Employees who were previously approved for leave (sick, administrative, vacation) on a day when the office is closed or is subject to a delayed opening or early dismissal must continue to take their approved leave hours for that day.

If the office closure, delayed opening or early dismissal occurs on a day when an employee is working remotely in accordance with an approved telework schedule, the employee is expected to follow their seven (7) hour work schedule unless directed otherwise by the Governor or Executive Director.

Employees who are required to report to the office but are unable to do so due to weather conditions should use available compensatory time, vacation leave, or other applicable leave. If no leave is available, the absence will be without pay.

INSUBORDINATION

In order to ensure the safe, efficient, and effective conduct of Commission business, employees are expected to follow the instructions and directives of their supervisors and the Executive Director. This expectation does not limit an employee's right to question any directive that is unlawful or which violates Commission policies.

Insubordination includes, but is not limited to, behavior such as challenging the authority of a supervisor, Program Director or the Executive Director; engaging in disrespectful or defiant conduct; using obscene or objectionable language or gestures, or behaving in a threatening manner, whether verbally or in writing.

Any supervisor who witnesses insubordinate behavior by an employee must take immediate and appropriate corrective action, including documenting the incident and notifying Human Resources and the Executive Director. In situations where a conflict escalates involving a particular supervisor, that supervisor must immediately notify and work with the Human Resources Manager to address the matter.

In all cases, the supervisor must submit a written report through the appropriate supervisory levels to Human Resources. Human Resources will review the matter, meet with the employees involved as necessary, and make a recommendation to the Executive Director. The Executive Director will determine the appropriate course of action.

INSURANCE BENEFITS

The Commission offers most of its employees several insurance benefits. All of these benefits are provided under contract or through a third party and cannot be fully described here. The following is intended to highlight the benefits but should not be construed as a substitute for the policies and requirements of the specific insurance plan or program. Employees are encouraged to obtain additional information about these benefits from the Human Resources office and to consult with the office as the need arises. Information about insurance benefits can also be found at www.nj.gov/treasury/pensions/.

DENTAL INSURANCE

The Commission offers dental insurance to its full-time, continuing employees and part-time, continuing employees who are scheduled to work 25 or more hours per week, along with their spouses and eligible dependents. These employees are responsible for 50% of the premium, which will be paid in advance through payroll deduction.

Additionally, the Commission offers dental insurance to its part-time, continuing employees who are scheduled to work less than 25 hours per week, along with their spouses and eligible dependents. These employees are responsible for 100% of the premium, which will be paid in advance through payroll deduction. New employees are eligible to enroll after completing a sixty (60) day waiting period from the first day of employment.

Open Enrollment Period

At least once a year, enrolled employees will be afforded an opportunity to make changes in dental benefits. Human Resources will notify employees when these open enrollment periods occur. Employees who decline enrollment when first eligible may have a waiting period imposed before enrollment.

Leaves Without Pay or Ending Your Employment

Dental coverage is afforded for a short period after an employee goes on leave without pay status or ends their employment with the Commission. However, dental coverage may continue under the Family Medical Leave Act of 1993 (FMLA) and/or the New Jersey Family Leave Act (NJFLA). Additionally, under the Federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA), employees and their dependents may be eligible to continue their dental insurance benefits at their own cost for a specified number of months (i.e. after FMLA or NJFLA ends, when they are no longer employed at the Commission, or when they are no longer eligible for benefits).

The benefits described in the Personnel Policies are intended to summarize benefits provided to eligible employees. If any provision of the Commission's Personnel Policies conflicts with the official health benefit plan documents, the terms of the official plan documents will govern.

GROUP TERM LIFE INSURANCE

All employees who are members of the Public Employees' Retirement System (PERS) are eligible to receive term life insurance. Enrollment in the life insurance program is automatic for PERS members, and coverage will begin when the State Division of Pensions and Benefits receives the employee's pension application. However, the Division of Pensions and Benefits may require employees to demonstrate insurability in certain cases.

First Twelve Months of Enrollment

During their first twelve (12) months of enrollment, employees will receive insurance coverage according to their reported and actual salary for the period of membership, up to a maximum of 3 times their salary.

State requirements provide that members must contribute to this insurance coverage during their first twelve (12) months of enrollment.

Continuing Coverage Beyond the First Twelve Months

After twelve (12) months of enrollment, employees may elect to discontinue that portion of their life insurance coverage for which a contribution is made.

If an employee withdraws from the contributory program, insurance coverage is reduced from 3 to 1.5 times the employee's reported salary during the employee's last year of service.

Employees are cautioned that once they elect to withdraw from the program, they may not elect to re-enroll at a later date.

Taxable As An Employee Benefit

Tax laws require that life insurance benefits above certain amounts which are provided to employees are taxable. Business Services will compute the taxable amount according to a prescribed formula and will report this on employees' W-2 forms. Employees may elect to waive the taxable portion of their non-contributory group life insurance to avoid the Federal and State tax liability.

Leaves Without Pay

PERS policies provide that life insurance coverage may be converted from the group policy to an individual policy or continued during certain leaves without pay; however, this entitlement is based upon the reasons for the leave.

Ending Your Employment or Retirement

PERS policies allow employees, under certain circumstances, an opportunity to convert their life insurance coverage from the group policy to an individual policy or continue their insurance upon retirement or when they otherwise end their PERS contributions.

HEALTH INSURANCE

The Commission offers a choice of medical insurance plans, which include prescription drug coverage, to its full-time, continuing employees and part-time, continuing employees who are scheduled to work 25 or more hours per week, along with their spouses and eligible dependents, through the New Jersey State Health Benefits Program.

Employees enrolled in the health insurance program are required to contribute toward the cost of coverage.

Employees who elect to waive health insurance coverage shall receive any opt-out payment in accordance with the terms and conditions of the applicable Collective Negotiations Agreement. Similar opt-out payments for employees who are not subject to the terms of a Collective Bargaining Agreement shall be provided at the discretion of the Executive Director.

The benefits described in the Personnel Policies are intended to summarize benefits provided to eligible employees. If any provision of the Commission's Personnel Policies conflicts with the official health benefit plan documents, the terms of the official plan documents will govern.

Open Enrollment Period

At least once a year, the New Jersey Division of Pensions & Benefits provides employees with an opportunity to change their health benefits plans. Employees who previously declined to enroll in a plan will also be afforded an opportunity to join at this time. Changes outside of the annual open enrollment period may only be made in the event of a qualifying life event. Human Resources

will notify employees when these open enrollment periods are scheduled by the New Jersey Division of Pensions & Benefits.

Leaves Without Pay or Ending Your Employment

Health coverage is afforded for a short period after an employee goes on leave without pay status or ends their employment with the Commission. However, health coverage may continue under the Family Medical Leave Act of 1993 (FMLA) and/or the New Jersey Family Leave Act (NJFLA). Additionally, under the Federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA), employees and their dependents may be eligible to continue their health insurance benefits at their own cost for a specified number of months (i.e. after FMLA or NJFLA ends, when they are no longer employed at the Commission, or when they are no longer eligible for benefits). When returning from leave without pay, coverage will resume immediately.

Retirement

Retiring employees with twenty-five (25) or more years in PERS, their dependents, and surviving spouses may be eligible to continue receiving paid health insurance. Employees hired by the Commission on or after July 1, 2008, are required to have worked a minimum of seven (7) of those service years at the Pinelands Commission in order to receive paid health insurance upon retirement.

SOCIAL SECURITY AND MEDICARE

The Commission and all its employees contribute to the Social Security and Medicare program which provides a variety of retirement, disability, medical and death benefits.

TEMPORARY DISABILITY INSURANCE

The Commission and its employees contribute toward the State's temporary disability insurance program.

If an employee becomes disabled outside of a job-related injury or illness, this insurance coverage will pay the employee a portion of his or her salary, after his or her earned sick leave is exhausted, for a period up to twenty-six (26) consecutive weeks. It is the employee's responsibility to apply for temporary disability.

UNEMPLOYMENT INSURANCE

The Commission and its employees contribute toward the State's unemployment insurance program.

Upon termination of employment with the Commission, unemployment insurance benefits may be available for a portion of an employee's prior salary for a certain period of time. It is the employee's responsibility to file for such benefits.

WORKERS' COMPENSATION

The Commission provides a workers' compensation policy for all its employees. This policy provides a wide range of salary, death, medical, pension, and other benefits for employees with a job-related illness or injury. Employees must notify Human Resources of any job-related illness or injury (whether or not it is slight or severe) in order to provide specific details to the affected employee and the workers' compensation insurance carrier.

Employees may not return to work without a certification from the attending physician that they are capable of returning to work. The certification must note any work limitations.

LACTATION AND PREGNANCY ACCOMMODATIONS

Pursuant to N.J.S.A. 10:5-12(s), the Commission will provide break time to accommodate an employee's need to express breast milk for the employee's infant child. The Commission will make a reasonable effort to provide an appropriate room or other location, other than a bathroom, in close proximity to the employee's work area for the employee to express milk in private.

Where possible, lactation breaks should be taken during the lunch period already provided to the employee, if possible, but additional unpaid break time is available if needed.

For pregnant employees, the Commission shall provide reasonable accommodations in the workplace, such as bathroom breaks, breaks for increased water intake, periodic rest, assistance with manual labor, job restructuring or modified work schedules, and temporary transfers to less strenuous or hazardous work for the duration of the pregnancy and in the instances where an employee is breastfeeding. The employee must submit appropriate documentation from a physician to Human Resources to request such accommodation.

LEAVE

The Commission provides its full-time continuing and part-time continuing employees with yearly allowances for paid vacation leave, sick leave, and administrative leave. Employees are responsible for obtaining approval of all leave from their supervisors, accurately recording leave time in CATS and noting their absences on the Outlook calendar. The following policies describe how these allowances should be used by employees.

Other types of paid leave, such as bereavement leave, military leave, absent with pay leave, jury duty, leave bank, and participation in civic activities or in emergency medical/firefighting services, may be granted to employees under special circumstances but are not allocated on a yearly basis.

Employees who satisfy the eligibility requirements are entitled to leave under the Family Medical Leave Act and/or the New Jersey Family Leave Act.

Lastly, the Executive Director may grant employees leave without pay under certain circumstances.

These leave policies form an important part of the Commission's employee benefit program and employees are encouraged to review them carefully.

Failure to abide by any provisions of this policy could lead to progressive disciplinary action. Although the Commission will cooperate with employees to the maximum extent feasible, habitual absenteeism or unexcused absences may be cause for discipline up to and including termination of employment if the absences substantially disrupt Commission business and alternative arrangements for completing such business are impractical.

ABSENT WITH PAY LEAVE

Absent with pay leave is a special type of paid leave which the Executive Director may grant because of special or extenuating circumstances. As specified elsewhere in the Personnel Policies, absent with pay leave may be granted in association with an employee's educational endeavors, because of jury duty, to participate in civic activities, emergency medical or firefighting services, when an exempt employee has been required to work particularly unusual hours or excessive periods of time, or in recognition of an exceptional sick leave record.

ADMINISTRATIVE LEAVE

Recognizing that employees may be periodically faced with personal emergencies, may wish to observe religious holidays, or may have personal business to attend to during business hours, the Commission grants most of its employees paid administrative leave.

Use of Administrative Leave

Whenever an employee uses administrative leave, advance approval should be obtained, except in emergencies. Employees taking administrative leave must notify their supervisor as early as possible, and no later than one (1) hour before the start of the workday, or at a reasonable time in emergency situations. Notice should be provided via email to the supervisor's work email address.

Administrative leave will be charged in 30-minute increments.

Earning Administrative Leave

All full-time, continuing employees earn administrative leave in 30-minute increments, at a rate of 3 days (21 hours) each year. Part-time, continuing employees who are scheduled to work 25 or more hours per week earn administrative leave on a proportionate basis. Employees do not earn administrative leave for any overtime or while on leave without pay status.

Seasonal employees (full-time and part-time) and part-time, continuing employees who are scheduled to work less than 25 hours per week are not eligible for paid administrative leave.

Administrative leave will be advanced at the beginning of each calendar year or on a proportionate basis when an employee begins his or her employment. Until employees earn that leave, it will be considered to be advanced and unearned. Moreover, new employees will not vest in any earned administrative leave until after six (6) consecutive months of employment.

Unless the Executive Director grants special dispensation for new employees who've begun their employment within six (6) months of the end of a calendar year, administrative leave must be used in the calendar year in which it's earned and may not be carried over to the next calendar year.

Ending Your Employment

Employees do not receive payment for any earned but unused administrative leave when their employment is ended.

In the event employment is ended before an employee vests in administrative leave, the employee is required to reimburse the Commission for any administrative leave used. Reimbursement is also required if an employee has used any unearned administrative leave advanced in the beginning of the calendar year. Normally, these adjustments will be made to the employee's final paycheck; however, the Executive Director has the authority to approve other repayment arrangements.

BEREAVEMENT LEAVE

When an employee experiences a death in his or her immediate family (defined as spouse, domestic partner under the law, father, mother, mother-in-law, father-in-law, stepmother, stepfather, grandfather, grandmother, grandchild, sister, brother, sister-in-law, brother-in-law, son, daughter, foster child, stepchild, or other child under legal guardianship), they will be permitted two (2) days of paid bereavement leave. Reasonable verification of the event may be required by the Commission. When the employee has exhausted the bereavement leave, other available leave time (sick, administrative or vacation) may be requested and used.

DISABILITY

When an employee is unable to perform normal duties because of a disability, the employee is entitled to use sick and other earned leave for the absence. A medical certification and the treating physician's estimate of the duration of the disability are required.

Using Leave

Employees may elect to use earned sick, vacation, administrative or compensatory time during the disability period to ensure that they're carried in a full pay status. However, they may also elect to be placed on leave without pay status instead of using earned leave.

In most cases, this leave, whether paid or unpaid, will be covered under the Family Medical Leave Act and/or the New Jersey Family Leave Act and will be designated as such. Employees should be aware that eligibility for temporary disability insurance payments doesn't begin until all earned sick leave has been exhausted.

Employees should also be aware that leaves without pay may affect other paid leave allowances, the timing of performance reviews, merit increase amount, and insurance benefits. More on these implications is contained in the sections on LEAVES WITHOUT PAY, PERFORMANCE EVALUATIONS, and INSURANCE BENEFITS.

DONATED SICK LEAVE PROGRAM

Under the Donated Sick Leave Program, employees who have a catastrophic health condition or injury or whose immediate family members have a catastrophic health condition or injury may be eligible to receive additional leave that is voluntarily donated by other employees.

Guidelines are established in accordance with N.J.A.C. 4A:6-1.22, and employees should contact Human Resources for information on how to apply.

FAMILY / MEDICAL LEAVE

Pursuant to the Family Medical Leave Act of 1993 (FMLA) and/or the New Jersey Family Leave Act (NJFLA), an employee may be eligible to be provided a leave of absence to fulfill family obligations relating to events such as, 1) the birth, placement or adoption of a child, 2) the care of certain members of an employee's family with a serious health condition, or 3) a serious health condition that makes the employee unable to perform the functions of his or her job. This leave may be taken intermittently or on a reduced leave schedule basis. Leaves under FMLA and NJFLA will run concurrently, unless otherwise provided by law. In addition, there is a military leave component under FMLA for the care of an employee's spouse, child, or parent in the military.

These Acts provide the employee with the continuation of health benefits during the leave period as well as reinstatement to his or her position or to a position with equivalent pay, benefits, and other terms and conditions of employment; however, the Commission cannot guarantee that an employee will be returned to his or her original job when the leave ends. The Commission will determine whether a position is an "equivalent position."

Employees must continue to pay their share of health and dental insurance while on FMLA and/or NJFLA. During periods of unpaid leave, the employee must arrange with Human Resources, prior to taking leave, for payment of the employee's share of the insurance.

Unless the Commission grants an extension, an employee who fails to return to work upon the expiration of FMLA and/or NJFLA will be subject to termination. Upon exhaustion of the FMLA and/or NJFLA leave, employees will lose their health and dental insurance coverage and may be required to reimburse the Commission for its share of health and dental insurance paid on the employee's behalf during the leave.

If an employee's need for leave is foreseeable, a Request for Family Leave form should be completed and given to Human Resources at least thirty (30) days in advance. If the leave is not foreseeable, the employee must submit a Request for Family Leave at the earliest possible time.

The Request for Family Leave form provides the Commission with, among other things, notice that leave will be taken, the amount of leave to be taken and the reason for the leave. In addition, if the leave involves an illness, the employee shall be required to submit a written Certification of Health Care Provider.

The Commission may require subsequent recertification on a reasonable basis. Failure to provide any certification is grounds for denial of the leave. If the Commission has doubt as to the validity of the certification provided, the Commission may require that the employee obtain a second opinion from a health care provider hired by the Commission. If the second opinion differs from the first, a third mutually agreeable health care provider shall be selected, whose opinion shall be binding.

As stated in the SICK LEAVE policy, employees may use earned leave during a family/medical leave. If earned leave is not used during any or all of the period of family/medical leave, the employee will be considered to be on leave without pay. Employees are encouraged to review the section LEAVES WITHOUT PAY.

The employee should confer with the Human Resources Manager to obtain details of the FMLA and the NJFLA and to be informed of the other implications associated with family leave.

FURLOUGH

If furloughs are instituted, furlough days may be taken in full days (7 hours) or half days (3.5 hours). Except for office-wide furlough dates, furlough days will be scheduled by the employee with prior approval of their supervisor. Upon approval, the supervisor must notify Human Resources in writing when the furlough day will be taken to ensure the accuracy of the employee's paid wages. Once approved, furlough days may not be changed unless the Executive Director determines that an extraordinary circumstance exists.

An employee's wages can be reduced for untaken furlough days.

An employee's term of employment and leave-earning status will not be interrupted due to the use of furlough days.

There will be no loss of pension benefits due to furloughs.

JURY DUTY

The Commission recognizes the obligation of all citizens to perform jury duty. Absent with pay leave will be provided to all continuing employees (full-time and part-time) when required to perform jury duty that conflicts with their scheduled working hours. Seasonal employees shall be granted leave without pay to attend jury duty. Each employee called to jury duty must notify their supervisor at least two (2) weeks prior to jury service or within one (1) business day of receipt of the notice for jury service if the notice is not provided two (2) weeks in advance.

A copy of the summons should be given to Human Resources. Since the employee will receive their regular pay while attending jury duty, any monetary consideration for such attendance that is received by the employee is to be reimbursed to the Commission. When jury service is completed prior to 12:00 pm, the employee is required to report to work. The provisions of this policy do not apply when an employee voluntarily seeks jury service.

Upon completion of jury duty, the employee will provide written verification of attendance to Human Resources.

LEAVE BANK

There may be instances when employees receive leave bank time. Leave bank time is not automatically earned each year. Employees need advance approval from their supervisor prior to using accrued leave bank time. Leave bank time can be used in 30-minute increments. Leave bank time accrued prior to 2015 but not used may be accumulated and will be carried over from one year to the next. Employees will receive a lump sum payment for any accrued but unused leave bank time when employment ends or when an employee retires. As of May 30, 2015, all employees working for the Commission at that time received seven (7) Paid Leave Bank Days. These Paid Leave Bank Days were required to be used by January 1, 2016, and any Paid Leave Bank days that remained unused after January 1, 2016, will expire.

LEAVES WITHOUT PAY

Employees who meet the eligibility criteria are entitled to leave without pay under the Family Medical Leave Act of 1993 (FMLA) and/or the New Jersey Family Leave Act (NJFLA).

For leave not covered by the FMLA and/or the NJFLA, an employee may request a leave of absence without pay, not to exceed six (6) months in duration, by submitting in writing. Such request must, at a minimum, contain the following information: reason for request, estimated duration of leave without pay and the expected dates when the leave will begin and end. Leave without pay requests shall be submitted to the employee's supervisor, who will append their recommendation and forward the request to the Human Resources Manager and the Executive Director.

The Executive Director will consider each request for leave without pay based on the effects of such request on Commission operations. A decision on a particular request for leave without pay shall not establish a precedent in another request.

Requests for leave or for extensions of leave shall not be unreasonably denied, but in no event will the Commission be obligated to approve consecutive leaves totaling more than one (1) year in duration.

Employees shall not earn vacation, administrative, or sick leave while on leave without pay status. Where applicable, leave without pay may also affect an employee's entitlement to insurance benefits, crediting of service, the timing of performance evaluations, and other terms of employment in accordance with existing rules. Holidays occurring within the period of a leave of

absence without pay are part of the absence and an employee on leave without pay will not be paid for any holidays occurring during such leave.

MILITARY LEAVE

The Commission will abide by all applicable Federal and State laws in granting military leave. Please see the Human Resources Manager for more information.

PARTICIPATION IN CIVIC ACTIVITIES

The Commission, as a public entity, is fully aware of the value of citizen involvement in civic activities and encourages its employees to become active in governmental and nonprofit organizational efforts which promote the public good. Employees may participate in such endeavors provided such participation does not give rise to a conflict of interest or create an appearance of impropriety and provided the employee completes an outside activity questionnaire request and the request shall be submitted to and obtain prior approval from the Ethics Liaison Officer. Employees must use leave time for such activities.

PARTICIPATION IN EMERGENCY MEDICAL OR FIRE-FIGHTING SERVICES

The Commission recognizes that some employees may be members of a local volunteer first aid squad and/or fire company. Upon approval of the Executive Director, supervisors can be authorized to provide absent with pay leave for individual incidents. In the event of a local emergency, while that employee is at work and it becomes necessary for that employee to provide emergency volunteer assistance, the employee must receive approval from his or her supervisor before departing. If the supervisor is not available, permission must be obtained from the Executive Director, Program Director, or Division Manager.

A written report of the incident must be prepared and submitted with the employee's bi-weekly timesheet. The time should be documented as absent with pay leave on the timesheet.

SICK LEAVE

The Commission provides full-time continuing and part-time continuing (more than 25 hours) employees protection against loss of income for absence from work due to bona fide illnesses, injuries, disabilities, exposures to a contagious disease and other related circumstances.

In addition to paid sick leave, the Commission provides disability insurance (refer to INSURANCE BENEFITS) to partially compensate employees for lost wages during an extended illness. Since unused sick leave can be carried over from year to year and guarantees that employees are retained in full pay status during a period of frequent or prolonged illnesses, employees are encouraged to consider sick leave as insurance against these more serious conditions.

Use of Sick Leave

Employees reporting sick leave shall notify their supervisor as early as possible, but not later than one (1) hour prior to the start of the workday, or at a reasonable time in case of emergency. Such

notice shall be made via email to the supervisor's work email address and shall include the following information:

- (1) The date and time of the reported sick leave (e.g., full day of sick leave, delayed arrival, or early departure due to sick leave, etc.).
- (2) The telephone number where the employee may be contacted during sick leave.
- (3) The expected duration of sick leave, if known.

Supervisors may, at their discretion, request that employees notify them of sick leave by text or phone call to a designated phone number. Such text or phone notifications do not relieve the employee of the obligation to provide an email containing the information required in (1)-(3) above.

The Human Resources Manager may also follow up as necessary to verify medical excuses, confirm an employee's expected date of return to work, discuss FMLA, or for any other legitimate business reason.

When under medical care during sick leave, employees are expected to conform to the instructions of the attending physician if they wish to qualify for salary payment during such period of illness or disability. No employee shall be allowed to work who endangers the health and well-being of other employees, and if the employee's condition warrants, the employee may be directed to a physician selected by the Commission for an opinion as to fitness for duty. Sick leave with pay shall not be allowed while on sick leave under the following conditions:

- When the employee is under medical care while on sick leave and fails to carry out the orders of the attending physician.
- When, in the opinion of a physician hired by the Commission, the disability or illness is not of sufficient severity to justify the employee's absence from duty after being examined by a third doctor. The Executive Director reserves the right, in such cases where there is a difference of professional opinion between the physician hired by the Commission and the employee's personal physician, to require the employee to submit to an examination by a third doctor. The third doctor shall be hired by the Commission.
- When the employee does not report to a physician hired by the Commission, as directed.

Other than sick leave used for bereavement purposes, if an employee is absent for reasons that entitle the employee to sick leave or is on Workers' Compensation or Sick Leave Injury because of an injury sustained during their employment, the employee shall remain at their place of confinement during the period in which they are scheduled for work on the day(s) in question unless: reporting for medical attention to a doctor's office or hospital, engaging in the exercise of their right to vote or to attend religious services, and/or if an emergency necessitates their absence.

Sick leave will be charged in 30-minute increments.

In cases where an employee is medically restricted from some but not all normal duties, documentation of the limitations must be provided to Human Resources. The Human Resources Manager will review the documentation and inform the employee's supervisor and the Executive Director of the limitations and their duration. The supervisor will determine whether the employee's responsibilities can be temporarily rearranged or deferred to permit the employee to return or stay at work.

Sick leave may also be used when an employee is required to schedule a medical appointment, tests, or a related matter during normal business hours. Employees are encouraged to avoid this whenever possible so that their leave remains available to cover an illness or injury and to schedule such appointments to minimize time out of the office.

If an employee is required to attend to an ill or injured member of the immediate family (defined as spouse, civil union partner, domestic partner under the law, father, mother, stepmother, stepfather, stepchild, mother-in-law, father-in-law, grandfather, grandmother, grandchild, sister, brother, son, daughter, foster child, or other child under legal guardianship) or another relative permanently residing in the employee's home, sick leave may be used. If the use of sick leave satisfies the criteria under the Family Medical Leave Act and/or the New Jersey Family Leave Act, it can be designated as Family Leave under one or both Acts.

Once an employee exhausts their sick leave, the employee must use vacation and/or administrative leave.

Sick leave may not be used for any purpose other than those described above.

Medical Certification

A medical certification will be required for any sick leave absence of more than four (4) consecutive workdays. The medical certification must state when the employee is able to return to work and if there are any work limitations. The certification must be presented to the Human Resources Manager before the employee can report for duty.

During protracted periods of illness or disability of an employee, the Human Resources Manager may require interim reports on the condition of the patient from the attending physician and/or a physician hired by the Commission. The Executive Director may waive the certification requirement due to special circumstances.

Except in cases where the employee is entitled to FMLA leave, an employee who has been absent on sick leave for periods totaling more than fifteen (15) days in any calendar year, consisting of multiple periods of less than five (5) days, may have their sick leave record reviewed by the

Executive Director or their designee. If sick leave abuse is substantiated, the employee shall be required to submit acceptable medical evidence for any additional sick leave in that year.

In cases where an illness of chronic or recurring nature results in recurring absences of one (1) day or less, only one (1) submission of such proof shall be necessary for a period of six (6) months.

Job-Related Illness or Injury

A short-term absence from work caused by an injury or illness arising out of or caused by an employee's employment with the Commission will be considered a Sick Leave Injury with full pay and shall not be charged against an employee's earned sick leave. Salary benefits for a longer absence from work due to a job-related illness or injury will be covered by the Commission's workers' compensation insurance. The employee must immediately notify the Human Resources Manager and the Business Services Manager of any job-related illness or injury (whether it is slight or severe) in order to provide specific details to the affected employee and the workers' compensation insurance carrier. See section on WORKERS' COMPENSATION insurance.

Employees may not return to work without a certification from the attending physician confirming that they are capable of returning to work. The certification must note any work limitations. Employees returning from an authorized leave of absence as set forth above will be restored to their original job classification at the then-appropriate rate of pay with no loss of seniority or other employee rights, privileges or benefits.

Earning Sick Leave

All full-time, continuing employees earn sick leave in 30-minute increments, at a rate of fifteen (15) days each year. Part-time, continuing employees who are scheduled to work 25 or more hours per week earn sick leave on a proportionate basis. Employees do not earn sick leave for any overtime or while on leave without pay status.

Seasonal employees (full-time and part-time) and part-time, continuing employees who are scheduled to work less than 25 hours per week are not eligible for paid sick leave.

Sick leave will be advanced at the beginning of each calendar year or on a proportionate basis when an employee begins his or her employment. Until employees earn that leave, it will be considered to be advanced and unearned. Moreover, new employees will not vest in any earned sick leave until after six (6) consecutive months of employment.

All sick leave earned but not used will be accumulated without limitation so that employees can build a personal sick leave account as insurance against a serious illness or injury.

An employee who is absent due to illness or injury and who does not have any accumulated sick leave may elect to use any available administrative or vacation leave or request to be placed on a leave without pay status. Employees should be aware that leaves without pay may affect other paid leave allowances, the timing of performance reviews, merit increase amounts and insurance

benefits. More on these implications is contained in the sections on LEAVES WITHOUT PAY, PERFORMANCE EVALUATIONS, and INSURANCE BENEFITS.

Ending Your Employment or Retirement

Any employee who retires from the Commission and is eligible to immediately draw a pension shall receive a lump sum payment for one half of all earned, but unused, sick leave based upon his or her average salary for the last twelve (12) months, up to a maximum of \$15,000. Employees whose employment is ended for any other reason do not receive a payment for earned but unused sick leave.

In the event employment ends before an employee vests in sick leave, the employee is required to reimburse the Commission for any sick leave used. Reimbursement is also required if an employee has used any unearned sick leave advanced in the beginning of the calendar year. Normally, these adjustments will be made to the employee's final paycheck; however, the Executive Director has the authority to approve other repayment arrangements.

UNEXCUSED ABSENCES

Unexcused absences include the use of leave above that to which the employee is entitled and the use of leave without proper cause and authorization. Unless extenuating circumstances exist, an unexcused absence shall be a cause for disciplinary action. Absence without notice and approval for five (5) or more consecutive workdays or failure to return from any leave of absence for five (5) or more consecutive workdays may be recorded as termination of employment, absent any extenuating circumstances.

UNPAID UNION DAYS

The Commission shall ANNUALLY provide a total of ten (10) unpaid union leave days to be utilized by employees in the bargaining units to attend conferences, meetings, conventions and training programs as the Union may designate. Such leave will not exceed five (5) consecutive days or five (5) days for an individual over the course of a year. The Union will provide reasonable advance notice to the Commission for such leave requests.

VACATION LEAVE

Employees should schedule vacation leave in advance to allow supervisors sufficient time to adjust work schedules. Requests may be denied based on business needs. Unless extenuating circumstances exist, new employees should not request vacation leave during their first six (6) months of employment.

All vacation leave must be approved by the employee's supervisor. Changes to previously approved vacation leave require prior supervisory approval. If advance notice is not possible, employees must notify their supervisor via email to the supervisor's work email address as soon as reasonably possible. An employee's failure to provide notice to their supervisor in a timely

manner of the need to change previously approved vacation leave may result in such absence being considered unexcused.

When multiple employees request leave for the same period and work schedules cannot accommodate all absences, supervisors will approve leave based on length of service with the Commission.

Vacation leave will be charged in 30-minute increments.

Earning Vacation Leave

All full-time, continuing employees earn vacation leave in 30-minute increments according to the following schedule. Part-time, continuing employees who are scheduled to work 25 or more hours per week earn vacation leave on a proportionate basis.

<u>Years of Commission Service</u>	<u>Number of Vacation Days Each Year</u>
Up to and including 5 years	12 days a year (84 hours)
Over 5 through 12 years	15 days a year (105 hours)
Over 12 through 20 years	20 days a year (140 hours)
Over 20 years	25 days a year (175 hours)

In an effort to attract the most qualified candidates during recruitment or to acknowledge past governmental experience, the Executive Director, with the concurrence of the Personnel and Budget Committee Chairperson, can approve a higher level of vacation leave as part of an offer of employment with the Commission.

Employees do not earn vacation leave for any overtime or while on leave without pay status.

Seasonal employees (full-time and part-time) and part-time, continuing employees who are scheduled to work less than 25 hours per week are not eligible for paid vacation leave.

Vacation leave will be advanced at the beginning of each calendar year or on a proportionate basis when an employee begins his or her employment. Until employees earn that leave, it will be considered to be advanced and unearned. Moreover, new employees will not vest in any earned vacation leave until after six (6) consecutive months of employment.

Vacation leave earned but not used may be accumulated, provided that no more than 30 days (210 hours) are carried over from one year to the next. In exceptional circumstances or when business obligations prevent an employee from using vacation leave, the Executive Director may approve an additional carryover. Any approved leave in excess of 30 days carried over must be used within three months, except as approved by the Executive Director.

Ending Your Employment

Under most circumstances, employees who leave the employ of the Commission will receive a lump sum payment for any earned but unused vacation leave. The exceptions are employees who haven't yet vested in this leave, employees who are dismissed for gross misconduct, and employees who resign without at least two (2) weeks' notice. The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job.

If extraordinary circumstances beyond the control of an employee prevent that employee from providing advance notice of a resignation, the Executive Director may grant an exception to this policy and approve a lump sum payment for earned vacation leave.

In the event employment is ended before an employee vests in vacation leave, the employee is required to reimburse the Commission for any vacation leave used. Reimbursement is also required if an employee has used any unearned vacation leave advanced at the beginning of the calendar year. Normally, these adjustments will be made to the employee's final paycheck; however, the Executive Director may approve other repayment arrangements.

MEAL ALLOWANCES

This policy does not apply to meal reimbursement associated with overnight or out-of-state travel. Please refer to the TRAVEL EXPENSES policy in those circumstances.

Exempt employees are entitled to the following meal allowances, unless they are approved for an alternate schedule. Employees cannot receive a meal allowance and be otherwise compensated (as either cash or compensatory time) for the same period of time.

- Dinner when required to attend an evening meeting, either on or off the Commission premises, in addition to performing the normal seven (7) hour workday.
- Dinner when required to work four (4) or more hours at the Commission's office or at another approved work site past their normal ending time in addition to performing the normal seven (7) hour workday.
- Breakfast when required to travel at least one hour prior to their normal departure time from home due to a scheduled business commitment in addition to performing the normal seven (7) hour workday.
- An employee who is required to report to an approved worksite on a holiday or weekend in excess of 4 (four) consecutive hours will be entitled to the corresponding meal. The lower meal allowance will prevail if there is a question as to which meal allowance applies for the hours worked.

Employees should contact Business Services to obtain the current meal allowance rate.

Non-exempt or exempt part-time employees will be reimbursed for the actual reasonable cost of meals at meetings which they are required to attend while in working status.

The allowance can be obtained by completion of a travel expense voucher or through the petty cash fund. The employee's Biweekly Timesheet must show additional hours for the day in which the meal allowance was granted.

OVERTIME

There will be occasions when Commission business will dictate that employees work overtime.

Management will make every effort to solicit employees on a voluntary basis to work overtime. However, if no employees are available to volunteer for overtime or when the operational needs require it, supervisory and management staff are authorized to direct employees to work overtime.

No overtime pay or compensatory time is earned for union-related activities.

EXEMPT AND NON-EXEMPT EMPLOYEES

For purposes of determining eligibility for earning overtime or compensatory time, all positions will be classified as exempt or non-exempt. Classifications are designated in accordance with the Fair Labor Standards Act and are designated based on the position description for each job level and on the Employment Authorization for each employee.

EXEMPT EMPLOYEES

Salaried employees occupying exempt positions do not qualify for compensatory time or overtime pay for work beyond their normal workweek.

However, the Executive Director may, at their discretion, grant an exempt employee absent with pay leave or a flexible work schedule in cases where an employee has been required to work particularly unusual hours or excessive periods of time.

An employee occupying an exempt position who is hired on a pay per hour basis shall be compensated for actual hours worked at the straight hourly rate. However, prior approval of the employee's supervisor is required for all time to be worked beyond that for which the employee is scheduled.

ESSENTIAL EMPLOYEES

There will be occasions when circumstances dictate that certain employees report to work or stay at work to fulfill the responsibilities of their job positions. This may occur when the rest of the staff is not required to be in the office. Employees who are required to work during these occasions because of the essential nature of their positions are not eligible for additional leave, except as provided for in the Overtime policy. The employee's supervisor or Executive Director will direct

the employee to come into or stay at work. For instance, there may be a delayed opening of the Commission offices during a snowstorm. However, certain positions will still be required to report to work to remove the snow and ensure that Commission offices are safe. Other examples include, but are not limited to, inclement weather, early dismissal, Commission office emergencies, facility management, State shutdowns and state of emergencies.

Employees in positions that are required to work will be notified that their positions are considered “essential”. A signed acknowledgement will be filed in their personnel file. Other staff members will be notified if circumstances arise that dictate that their positions are essential by the Executive Director or appointed designee in their absence.

Employees whose positions are deemed to be essential should contact Human Resources to inquire if they are an exempt or non-exempt employee. Exempt employees, in accordance with the Fair Labor Standards Act, are not eligible for compensated overtime.

The following applies to non-exempt employees, who are eligible for compensated overtime:

- When possible, the employee’s workday will be adjusted, and they will still work seven (7) hours with a one-hour or half-hour lunch break. The starting time will be based on the employee’s adjusted schedule, and the workday will end eight (8) hours later, including the lunch break. For example, if an employee’s normal schedule is 8:00 a.m. to 4:00 p.m., and they are directed to begin work at 6:30 a.m., the workday would end at 2:30 p.m. with a one-hour lunch break, or 3:00 p.m. with a half-hour lunch break.
- If a workday adjustment is not possible or the needs of the Commission dictate otherwise, compensatory and overtime will be granted in accordance with these personnel policies for any work performed beyond a regular 35-hour workweek. Prior approval will be given by the Supervisor and/or Program Director or Division Manager, unless an emergency situation exists.

Timesheets shall be coded in CATS to accurately reflect the work performed. An essential employee who is required to work shall not be entitled to absent with pay leave as described in the INCLEMENT WEATHER OR ADVERSE WORKING CONDITIONS policy.

OVERTIME PAY AND COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES

Overtime pay or compensatory time shall be granted to employees occupying non-exempt positions for work performed beyond the 35-hour workweek as follows:

- For the 35th hour through the 40th hour - compensatory time off or cash compensation on an hour-for-hour basis. This work will be kept to a minimum and must have the prior approval of the employee's supervisor. The decision as to whether compensatory time or payment will be granted is to be determined by the employee's supervisor based upon the compensatory time earned to date, time remaining in the calendar year to use the compensatory time, and the workload of the employee's office.

- Above 40 hours - cash compensation at the rate of 1.5 times the hourly proration of the employee's salary. Work performed beyond 40 hours in any workweek must have prior approval of the employee's supervisor and Program Director or Division Manager, which includes a signed Record of Work Performed in Excess of Regular Hours form.

When an employee is required to work hours outside of the employee's normal workday or work week, the Commission will not avoid paying overtime by changing the employee's hours of work within the workday or work week that such hours were worked. There have been and will continue to be occasions when an employee is needed to work outside the normal workweek (on weekends or at night). Thus, the Executive Director is authorized to approve, upon request of the employee's supervisor(s), an alternate schedule for an employee who is affected by this type of working situation in order to fit the Commission's needs. Employees must use all compensatory time by the end of the calendar year in which it is earned unless the Executive Director determines that it cannot be used due to workload, in which case it shall be carried forward to the next calendar year and be used within three months.

There is no guarantee of overtime hours beyond the normal workweek.

Approved leave (vacation, sick, administrative, and leave bank) and paid holidays will be counted as hours worked in the calculation of overtime.

PARKING

The Commission provides free and ample parking for all its employees. On normal business days, employees may park in any of the Commission's parking lots.

On days when public meetings or events are being held at the Commission's office, or when certain buildings and parking areas are inaccessible for safety reasons, employees may be required to follow an alternative parking plan. The Facilities Operations Supervisor will notify all staff via email in advance whenever an alternate parking plan is needed.

PUNCTUALITY

Lateness is disruptive to the Commission's business and may place an unfair burden on other employees.

Consequently, all employees are expected to report to work on time on a regular basis, whether they are working in the office or remotely. If an emergency or other unexpected situation arises that will delay an employee's arrival at the office or beginning of a remote workday by more than 30 minutes, the employee must notify their supervisor via phone call or email at the earliest possible time or, in the supervisor's absence, the receptionist. The employee will also be required to use appropriate leave time for the time out of work.

Chronic lateness and/or failure to provide the required notifications may be considered an unexcused absence and the employee will not be entitled to be compensated for the time missed.

PROFESSIONAL LICENSES AND ASSOCIATIONS

The Commission encourages its employees to participate in professional associations and attain professional licenses to further career development.

ARTICLES AND PAPERS

Employees are encouraged to contribute articles, present papers, or give talks to professional associations. Prior approval must be obtained from the Ethics Liaison Officer and the Executive Director and all activities, fees, etc. must be handled in a manner consistent with the OUTSIDE ACTIVITIES AND EMPLOYMENT policies.

LICENSES

When an applicable professional license or certification is a condition of employment, or where such is of direct benefit to the Commission as determined by the Executive Director, and funds permit, the Commission will reimburse employees for the cost of the annual license or certification renewal.

MEMBERSHIPS IN ASSOCIATIONS

Employees are encouraged to apply for membership and take an active interest in professional associations. Time spent on such activities should be outside of the employee's working hours and will not be considered hours worked for pay purposes. However, time spent participating in professional associations at the Commission's request or under its direction or control shall be considered official business.

If the Commission cannot be an agency member of a professional organization, membership in such an organization would have a benefit to the Commission, and funds permit, the Commission may reimburse employees for their annual membership fee. Reimbursement will be subject to the prior approval of the Executive Director and should generally be limited to two professional memberships per employee. .

PAY PROCEDURES

DIRECT DEPOSIT

Employees are required to enroll in direct deposit for payment of their wages. Direct Deposit authorization forms may be obtained from Human Resources.

FINAL PAYCHECK

An employee's final paycheck will normally be issued at the same time as the regular payroll. Employees are encouraged to consult with Human Resources during their exit interviews to make arrangements for ending direct deposits and to review any pay adjustments which must be made.

Reductions may be necessary because of the use of advanced leave, Commission property not returned, taxable fringe benefits, any prepaid tuition or training which has not been completed, and other unpaid employee obligations.

Payments for earned but unused vacation leave and leave bank time, unused compensatory time, health insurance waivers, and any payable sick leave in accordance with the Personnel Policies will be issued in a separate paycheck following the employee's final regular paycheck.

PAYDAY

The Commission pays its employees on a biweekly basis. Payday is Thursday following the end of the two-week period, which ends on Friday. If a holiday falls on the regular payday, employees will be paid on the preceding workday.

Overtime pay, if applicable, will be paid on a timely basis provided the approved biweekly timesheet has been submitted. Salary adjustments will be paid on a timely basis after final approval (including Personnel and Budget Committee review as appropriate) and shall reflect any retroactive payments, if applicable.

PAYROLL DEDUCTIONS

By law, the Commission is required to deduct, when applicable, federal withholding tax, state withholding tax, contributions for social security and Medicare, state unemployment and disability insurance, pension, life insurance, and garnishments. Other deductions can include health insurance premiums, dental insurance premiums, pension loan repayments, pension purchases, union dues or representation fees, or any deduction authorized by the employee and approved by the Executive Director.

PERFORMANCE EVALUATIONS

The performance of every employee will be evaluated at least once a year as a means to:

- Motivate and guide employees toward greater self-development and improve performance
- Serve as an aid in determining whether an employee is eligible for a merit increase
- Help in the selection of employees for transfer and promotion

- Help determine whether other actions are warranted in terms of education, training, employment, and Commission work plans

CONTENT OF PERFORMANCE EVALUATIONS

Supervisors are responsible for conducting thorough, impartial, and timely performance evaluations with employees who report directly to them. Each employee's performance in certain key performance areas and other performance categories will be evaluated. Based on these and other factors which are identified as having a bearing on performance, an overall performance rating shall be assigned. Actual performance (and not the potential worth of the employee) will be rated according to whether it is "Below Expectations," "Achieved Expectations," or "Exceeds Expectations." Since each employee's performance is based upon different factors, the performance of one employee is not to be compared or ranked against another.

Matters which relate to employee conduct can be considered in evaluating employee performance; however, performance evaluations shall in no way be considered a substitute for disciplinary action nor preclude disciplinary measures from being taken.

FOLLOW-UP ACTION

The results of the performance evaluation may lead to some follow-up action being taken. These include, but are not necessarily limited to, a merit increase, promotion, transfer, probation, demotion, or termination.

Where the performance of an employee is below expectations, the supervisor(s) and Program Director/Division Manager shall confer with the employee and set forth an improvement plan during the respective evaluation period and goals required to achieve satisfactory performance. In all cases where an employee's overall performance is found to be "Below Expectations," no merit increase shall be awarded, and the employee must either be:

- Placed in a probationary status during which his or her performance and progress will be carefully monitored
- Demoted
- Dismissed
- Transferred
- Suspended (with or without pay) pending final action on a dismissal recommendation

FULL AND PART-TIME EMPLOYEES

Performance evaluations will be completed by the appropriate supervisor on an annual basis using a standard evaluation period. The length of a leave of absence without pay may affect the timing of an employee's annual performance evaluation.

Approximately six (6) months between annual evaluations, the supervisor shall meet with the employee to discuss the employee's performance and review established objectives.

As part of the evaluation process, employees are expected to complete the self-evaluation portion of the evaluation form prior to meeting with their supervisors at the interim evaluation stage and the annual (final) evaluation stage.

After completion by the supervisor, each employee shall be notified of their performance evaluation and shall have the opportunity to review it. The supervisor shall meet with the employee to discuss the evaluation. All evaluations must be signed by the employee and the employee's supervisor. The required signature of the employee on the annual evaluation form, or on any other related form, shall be acknowledgment of receipt but shall not be construed to mean agreement with the content of such form, unless such agreement is stated thereon by the employee. Failure or refusal of the employee to sign the evaluation form shall not prevent the document from becoming part of the employee's personnel file.

The Commission will periodically evaluate the Executive Director's performance.

INFORMAL COUNSELING AND MORE FREQUENT PERFORMANCE EVALUATIONS

Because an employee's performance may change over time, supervisors and employees are encouraged to engage in informal counseling sessions as needed.

A supervisor may also initiate a special performance evaluation when it is deemed necessary.

PROCEDURES FOR CONDUCTING PERFORMANCE EVALUATIONS

- 1) At the end of the evaluation period, the employee shall complete the self-appraisal and submit it to the supervisor.
- 2) The supervisor may consult with other supervisors and/or employees who have knowledge of the employee's performance in relevant performance areas.
- 3) The supervisor shall complete the evaluation of the employee's performance and discuss it with the next higher level of supervision and, if appropriate, the Executive Director.
- 4) The supervisor shall meet with the employee to discuss the evaluation and finalize the review form. At that time, the supervisor shall also discuss any recommended actions resulting from the evaluation (e.g., merit increase, promotion, transfer, demotion, probation, or termination). The supervisor shall then sign and date the form.

- 5) The employee shall be given a reasonable period of time to submit comments, if desired. After receipt of the employee's comments, or if no comments are submitted, the employee shall sign and date the form. The employee's signature acknowledges receipt and does not necessarily indicate agreement.
- 6) If an employee wishes to appeal the evaluation, the supervisor shall forward the evaluation, including any employee comments, to the next-level supervisor with notice of the appeal. The next level supervisor shall review the evaluation and comments and determine whether any modification is warranted. The next-level supervisor may meet with the employee and/or supervisor as part of the review. If the employee remains dissatisfied, the matter shall be referred through successive levels of supervision to the Executive Director for final determination, unless the Executive Director is the employee's immediate supervisor. In that case, the appeal shall be referred to the Personnel and Budget Committee for final disposition.
- 7) Absent an appeal, the supervisor shall forward the evaluation through the next-level supervisor for signature and to the Executive Director for approval of any recommended action.
- 8) A copy of the evaluation may be provided to the Personnel and Budget Committee for review at its next scheduled meeting. Any follow-up action may be held pending the Committee's review.

PROVISIONAL STATUS OF PROMOTED OR TRANSFERRED EMPLOYEES

Employees who are promoted or transferred to a new job title shall serve a probationary period of six (6) months from the date of the promotion or transfer. The supervisor will prepare a written memorandum with a recommendation and submit it to Human Resources. The Executive Director will review the recommendation and make the final determination. The provisional status of promoted or transferred employees may be extended at the discretion of the Program Director/Division Manager with approval of the Executive Director for two extensions of forty-five (45) days each. The Commission reserves the right to return such employee to their previous position should their performance in the new position not meet expectations .

PERSONNEL RECORDS

ACCESS

Personnel files are confidential and are to be treated as such. Employee access to personnel files is limited to the following:

- The employee
- The employee's supervisors or potential supervisors if being considered for a promotion or transfer

- The Executive Director
- The Human Resources Manager

Personnel files can only be reviewed in the presence of Human Resources or the Executive Director. Personnel files are to be secured by the end of each day.

CONTENT

An employee's file contains a variety of personnel documents. The file may include but is not limited to documents relating to employment actions, employee benefits, payroll information, performance evaluations, salary administration, the employee's personal information, annual leave records and any other relevant personnel item.

Employees shall be notified and given the opportunity to review all negative personnel file entries. Failure of the employee to acknowledge, in writing, the negative file entry shall not prevent it from becoming part of the employee's personnel file. The employee shall have the right to respond to any document in their personnel file and to be provided with a copy of same. The employee will have ten (10) working days from the date of notification to file a response to any document placed in the file.

KEEPING YOUR FILE CURRENT

Every employee is responsible for keeping all employee-provided information current and accurate, including name, address, telephone number, W-4, emergency contacts, and driver's license status.

VERIFICATIONS OF EMPLOYMENT

It is the general policy of the Commission to verbally verify employment and salary information requested by financial institutions. Employees who need written verification of employment or salary information should contact Human Resources, which will provide the information as appropriate.

PROHIBITING DISCRIMINATION IN THE WORKPLACE

The NJ Pinelands Commission is an Equal Employment Opportunity Employer and adheres to and follows the New Jersey State Policy Prohibiting Discrimination in the Workplace dated August 19, 2020, which is incorporated by reference here within and any amendments and revisions adopted thereto.

The Model Procedures for Internal Complaints Alleging Discrimination in the Workplace have been tailored for use by the Pinelands Commission and have been reviewed by the Department of Personnel, Division of Equal Employment Opportunity/Affirmative Action.

There shall be no discrimination by the Commission against any employee because of the employee's membership or non-membership or activity or non-activity in the Union.

Furthermore, the Commission complies with the New Jersey Law Against Discrimination (NJLAD) and the Americans with Disabilities Act (ADA). The Commission will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's inclusion within a protected class or physical or mental disability.

The Commission will also provide reasonable accommodations wherever necessary for all employees or job applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and responsibilities of the position.

PROVISIONAL STATUS OF NEW EMPLOYEES

All new employees are placed in provisional status for a period of six (6) months. During that period, the employee's job performance will be carefully observed by their immediate supervisor. Weaknesses in performance or attitude shall be brought to the employee's attention in a manner appropriate for understanding and self-correction.

Employees should also be aware that vacation leave, sick leave, and administrative leave benefits are limited during their provisional employment period. More on these limitations is contained in the section concerning LEAVE.

Prior to the completion of the first six (6) months of employment, the employee's supervisor will prepare a written evaluation of the employee's job performance and include a recommendation as to whether employment should be continued or terminated. The recommendation shall be provided to the Executive Director for approval, with a copy to the Human Resources Manager. The provisional period may be extended at the discretion of the Program Director/Division Manager with approval of the Executive Director for two extensions of forty-five (45) days each.

RECRUITMENT

In order to afford employees an opportunity to build their careers with the Commission, efforts will be made to recruit from current employees whenever a sufficient pool of potential candidates exists. When this pool of current employees is limited, the supervisor and Human Resources will share the responsibility to broaden the Commission's recruitment efforts so that the best-qualified person is hired.

All job vacancies shall be emailed to all current Commission employees.

In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and the Commission; and, unless otherwise provided in writing, such relations shall be defined as "employment at will," where either party, with appropriate notice, may dissolve the relationship.

REPORTING ACCIDENTS

All employees are responsible for immediately reporting any job-related accidents to the Facilities Operations Supervisor so that arrangements can be made for payment, repairs, or other necessary actions. If the accident involves an employee injury, the employee must also report the incident to the Human Resources Manager.

Following the initial notification of the accident, the employee must submit a written report to Facilities Operations Supervisor and, if the accident involves an employee injury, to the Human Resources Manager. The report must state the facts and circumstances surrounding the accident.

Employees may wish to review sections regarding Job-Related Illness or Injury and WORKERS' COMPENSATION.

RESIGNATION

In the event an employee resigns, there are several administrative matters, such as insurance benefits and work scheduling matters, which both the employee and the Commission must address. Consequently, employees are expected to provide written notice of their resignation in advance to their supervisors and the Human Resources Manager. A minimum of two (2) weeks notice must be provided; however, four (4) weeks notice is preferred.

EXIT INTERVIEW

An exit interview must be held on or before the employee's last day at work. More on this is contained in the section concerning EXIT INTERVIEWS.

INSURANCE BENEFITS

Because of State requirements, life insurance benefits will end within a short period after employment ends. However, employees will be afforded an opportunity to convert life insurance benefits from our group policy to an individual policy. Additionally, under the Federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA), employees and their dependents may be eligible to continue their health and dental insurance benefits at their own cost for a specified number of months.

Employees are encouraged to consult with Human Resources on the details of these arrangements.

LEAVE BENEFITS

Employees shall receive payment for all unused compensatory time. In addition, payment will be received for accrued but unused leave bank time received prior to April 27, 2015. Refer to LEAVE BANK for more information. An employee who has vested in vacation leave and resigns with proper advance notice (a minimum of two weeks) will receive a lump sum payment for all earned but unused vacation leave. More information on payments for earned vacation leave is contained in the section on LEAVE. Employees are not eligible to receive payment for earned but unused administrative leave or sick leave.

Any vacation, administrative, or sick leave which is not vested is considered to be advanced and unearned. Consequently, the employee must reimburse the Commission for any leave used which is not vested. The same holds true for other employees who have used any leave advanced at the beginning of the calendar year, but which is unearned at the time of resignation. Normally, these adjustments will be made in the employee's final paycheck; however, the Executive Director has the authority to approve other repayment arrangements.

PENSION

Employees have the option to retain membership in, if eligible, or withdraw their contributions from the pension system

Additional information regarding this topic is covered in the **RETIREMENT PLAN** section.

RETIREMENT PLAN

Employees whom the State Division of Pensions and Benefits determine are eligible for membership in the Public Employees Retirement System (PERS) shall be enrolled in this contributory retirement plan.

Retirement benefits are calculated according to the retiring employee's salary, their age, and the length of membership.

The information presented here is intended to highlight the retirement plan but should not be construed as a substitute for the policies of the PERS program. Employees are encouraged to obtain additional information about these benefits from Human Resources or the State Division of Pensions and Benefits.

CONTRIBUTIONS

The rate of contribution is determined by the State Division of Pensions and Benefits. This rate of contribution will be applied to the employee's reportable wages to arrive at the contribution amount. Thus, the amount of each employee's contribution and the Commission's contribution will vary.

If an employee was previously a member of PERS, a member of certain other public retirement plans, not previously eligible for enrollment in PERS, or a veteran, the employee may be eligible to "purchase" credible service toward his or her retirement plan.

DEFERRED COMPENSATION

Commission employees may also be eligible to participate in the New Jersey Employee Deferred Compensation Plan (NJSEDCP), administered by Empower Retirement. This voluntary plan allows employees to save for retirement on a tax-deferred or Roth after-tax basis, in addition to any other retirement benefits for which they are eligible.

Employees who wish to participate in the Deferred Compensation Plan may obtain enrollment forms and plan information from Empower Retirement or through the Commission's Human Resources office. Additional details regarding contribution limits, withdrawals, loans, and other plan provisions are available in the official plan documents or from Empower Retirement directly.

ENDING YOUR EMPLOYMENT

Depending upon whether employees have vested in the retirement program, they will have certain options concerning their retirement plan. The Division of Pensions and Benefits should be consulted concerning these options and their implications.

LEAVES WITHOUT PAY

Contributions toward retirement plans may be suspended for employees during leaves without pay. However, under certain circumstances, employees may purchase credible service for all or a portion of the absence when they return to pay status. There will be no loss of pension benefits due to furloughs.

PLANNING YOUR RETIREMENT

The PERS program is necessarily detailed, and employees are encouraged to become familiar with the benefits early in their careers with the Commission. For example, health benefits may be continued when employees have twenty-five (25) years in PERS, of which at least seven (7) years are Commission employment, life insurance coverage may continue subject to some limitations, and the Commission will pay its employees for one-half of all earned but unused sick leave, up to a maximum of \$15,000.

As an employee approaches retirement, more detailed preparations should take place. Unless there are extenuating circumstances, employees must notify Human Resources and are encouraged to consult with a PERS counselor at least six (6) months in advance to begin the retirement process.

SUPPLEMENTAL ANNUITY

In addition to the regular retirement plan, PERS members may elect to participate in the supplemental annuity trust program. Contributions are made on an after-tax basis.

SAFETY

The Commission recognizes the need for a safe and healthy work environment for all employees and agrees to comply with federal, state and local health and safety laws and regulations. Employees should also refer to the Violence in the Workplace Policy, attached, for additional safety requirements. Violence in the Workplace. Additionally, employees are required to complete the “New Jersey Workplace Violence: Recognize, Prevent and Report” training when it is assigned by the Human Resources Manager.

Safety consciousness and accident prevention are a part of every job at the Commission. All unsafe work conditions and practices should be reported to Facilities Operations Supervisor so that proper arrangements can be made to remedy the situation.

SALARY ADMINISTRATION

It is the Commission's policy to attract the most qualified people available and encourage them to build their careers with us. In keeping with this policy, and to the extent that finances permit, it is the Commission's intent to classify positions according to job responsibilities, maintain internal consistency and external competitiveness of salary structures, and to compensate employees within the established salary structure based on performance and contribution to the Commission's objectives.

PAY COMPARABILITY

The Commission's salary ranges are based upon comparative salaries for similar positions in other governmental organizations. In order to apply the same rationale to current salaries, the Commission strives to adjust the salaries and hourly rates for all employees by the same percentage adjustment made by the State for most State employees. The exact percentage of these salary adjustments will be dictated by the agreement with the Union and the availability of funding from the State.

The minimum and maximum salary for each position type of each salary range will be raised by the same percentage as the salary adjustment. The effective date of the changes to the salary ranges will coincide with the effective date of the salary adjustment. Any other changes to the Commission's Salary Structure must be reviewed and approved by the Personnel and Budget Committee.

PROMOTIONS

Whenever an employee is promoted to a new or higher-level position, the employee will receive a salary increase of at least 5% of base salary, the percentage specified in any agreement with the Union, or the minimum salary for the new or higher position, whichever is greater.

SALARY RANGES

An employee's salary may not be less than or exceed the salary range for the specific position or level they occupy.

The Executive Director shall be responsible for ensuring that salary ranges for specific positions fall within the Salary Structure established by the Commission and are based upon comparative salaries for similar positions in other governmental organizations.

SENIORITY

Seniority is defined as continuous employment with the Commission from the date of last hire, including employee's paid leave of absence. Seniority dates are adjusted for all unpaid leaves. Seniority shall be considered when approving requests for vacation and administrative leave.

SMOKING IN THE WORKPLACE

Smoking or vaping is only permitted in an employee's personal vehicle. In all other locations at the Commission's offices, including but not limited to all buildings, parking lots, porches, entryways, walkways to or between buildings, etc., smoking or vaping is prohibited.

SUGGESTIONS

The Commission welcomes any suggestion which makes operations more efficient, effective, faster, safer or easier. Suggestions do not have to save money. Recommendations that reduce unnecessary "red tape" are also encouraged. Suggestions should be submitted to the Human Resources Manager.

After reviewing suggestions, the Human Resources Manager will forward them, along with recommended actions, to the Executive Director for review.

TRAVEL EXPENSES

The Commission will pay or reimburse employees for all reasonable costs associated with overnight or out-of-state travel related to Commission business in accordance with the New Jersey Travel Regulations Circular Order No. 20-04, or as amended.

APPROVAL

Employees must receive prior authorization for travel from their supervisors. Requests for travel must comply with the New Jersey Travel Regulations Circular Order No. 20-24, or as amended.

The Executive Director's approval is also required prior to undertaking any overnight and out-of-state travel. Approval of the Governor's office may also be required for out-of-state travel. Once approved, the employee shall confer with Business Services for details on reimbursable expenses and the required documentation and process associated with such reimbursement.

EXPENSES

Transportation and related costs will be paid at the actual reasonable expense, except when a personally owned vehicle is used, in which case an allowance equal to the current approved State mileage reimbursement rate will be paid based on miles driven.

Meal reimbursement while on an official travel status for less than a 24-hour period will be based on the current meal allowance rate established by the State. In cases where a fixed fee for a meal is specified for attendance at a business function or when unusual travel circumstances exist, the Executive Director may approve payment based on actual reasonable costs. Meal reimbursement while on an official travel status for 24 hours or more will be based upon the federal per diem allowances.

Lodging expenses shall be based on actual reasonable costs not to exceed the federal per diem rates. Employees are encouraged to patronize hotels and motels that offer special rates for governmental entities.

Other miscellaneous expenses are generally not covered by the Commission unless the nature of the travel is such that the expense would normally be associated with the business travel.

PAYMENT

Allowable costs will generally be reimbursed; however, a travel advance for extended travel can be provided by Business Services with reasonable advance notice.

A travel expense voucher, along with all supporting receipts, must be submitted within thirty (30) days after the trip is completed, and in no case later than the end of the fiscal year in which the trip occurred.

UNION ACTIVITIES ON THE WORK SITE

A limited number of union activities are permitted on the work site during non-working hours, such as at lunch breaks and before/after work. Each union employee is responsible for reviewing their union agreement in order to fully understand what union activities are permitted during the workday and what is not permitted.

UPWARD MOBILITY

Employees sometimes show great potential for assuming higher-level positions but do not possess the necessary education and experience to apply for an available position.

It is the Commission's policy to provide an opportunity for these employees to assume higher-level positions when doing so does not unduly infringe upon Commission business objectives and responsibilities.

Whenever the Executive Director believes that an available position may be filled through an upward mobility program, they will prepare a plan and advise the Personnel and Budget Committee of this opportunity.

The purpose of the plan will be to afford an employee an opportunity to gain both the education and experience necessary for the position and, while doing so, assume job responsibilities and receive compensation commensurate with the stage of the employee's development.

CONSIDERATION OF APPLICANTS

Since the selected candidate is not currently qualified for the target position, it is crucial that the primary criteria for selection be the employee's potential to successfully complete the training and successfully perform in the target position. An employee's potential can, in large part, be judged by their:

- Performance in the current position
- Recognition for exceptional work
- Experience related to the target position
- Education related to the target position
- Career and self-development initiatives

STRUCTURE OF THE PROGRAM

Every upward mobility plan must:

- Identify the positions that are eligible for employees to apply to
- Provide for objective selection of the candidate after due evaluation of all applicants
- Specify the duration of the program
- Establish a training program
- Specify the points during the training period where an employee may advance to a bridge position(s) between their current job and the target position
- Specify what continued employment rights, if any, an employee will have if the program is not successfully completed

WHISTLEBLOWER POLICY

The Commission encourages its employees to discuss with their supervisors any concerns they may have regarding work-related matters. If such matters involve potential violations of State or Federal laws, rules and regulations promulgated pursuant to law, the employee is expected to also report their concerns to the Human Resources Manager. In either case, the employee should give the Commission a reasonable opportunity to correct the activity, policy or practice.

Disclosure is not required where (1) the employee is reasonably certain that the violation is already known to the Executive Director and/or Human Resources Manager; (2) the employee reasonably fears physical harm; or (3) the situation is emergent in nature.

Neither the Commission nor any of its employees will retaliate against any employee who makes a good faith report pursuant to this policy, even if an investigation reveals that no violation occurred. More specifically, the Commission or any of its employees will not take any retaliatory action or tolerate any reprisal against an employee for:

- Disclosing or threatening to disclose to a supervisor, other official or to a public body, as defined in the Conscientious Employee Protection Act (N.J.S.A. § 34:19-1 et seq.), an activity, policy, or practice that the employee reasonably believes is in violation of a law, rule or regulation promulgated pursuant to law;
- Providing information to, or testifying before any public body conducting an investigation, hearing, inquiry into any violation of law, or a rule or regulation promulgated pursuant to law; or
- Objecting to, or refusing to participate in any activity, policy, or practice that the employee reasonably believes is a violation of a law, rule or regulation promulgated pursuant to law; is fraudulent or criminal; or is incompatible with a clear public policy mandate concerning the public health, safety or welfare.

WORKWEEK

The workweek for employees will begin at 12:01 a.m. on Saturday and end at midnight the following Friday and shall consist of a minimum of thirty-five (35) working hours.

The Commission's core business hours are from 8 a.m. to 6 p.m., Monday through Friday.

Employees, with supervisor approval, may work a seven (7) hour workday between 8 am and 10 am, ending between 4 pm and 6 pm, Monday through Friday, with an hour lunch break each day.

Employees may also request approval of a work schedule with a half-hour lunch, thereby providing the opportunity to end the workday at 3:30 pm. If a half-hour lunch is approved, employees must remain on the premises during the lunch period.

The Executive Director, in their sole discretion, is authorized to establish working hours that are outside of the Commission's normal business hours to fit Commission needs or when otherwise beneficial to the Commission.

BIWEEKLY TIME SHEETS

Employees will record all hours worked and any leave time taken in the CATS program or any other time tracking system the Commission implements. The time sheet will be submitted to the appropriate supervisor by the close of business on the Monday following the end of each pay period. The timesheet is used for legal representation of hours worked; therefore, failure to submit an accurate timesheet may impact the employee's pay, benefits, and his or her performance evaluation.

FLEXIBLE SCHEDULE

The Executive Director is authorized to establish a flexible work schedule for full-time employees. Provided that it does not impair the operations of the Commission, full-time employees, with the approval of their supervisor, may take a half (3.5 hours) or whole (7 hours) day off every two (2) weeks by working longer hours on the remaining workdays of the pay period to compensate for the time taken off.

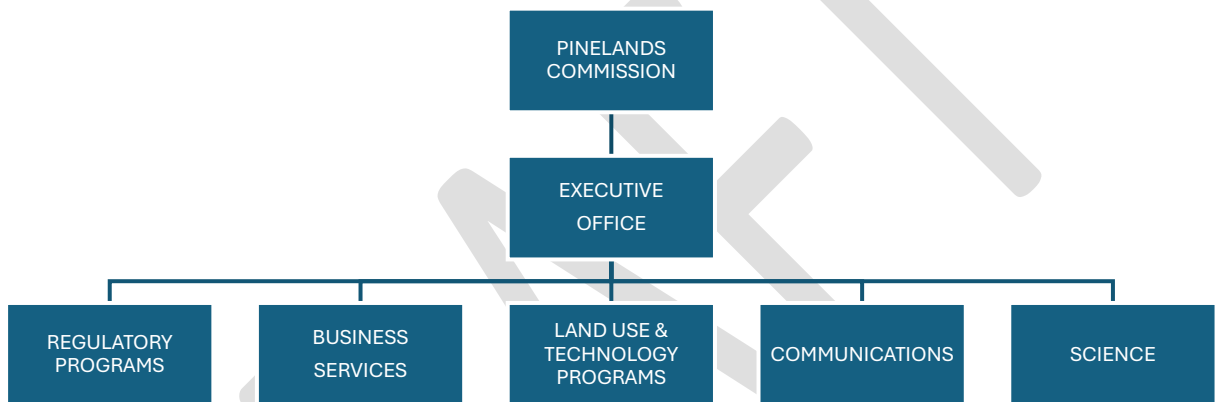
TELEWORK

Eligible employees may participate in a hybrid telework schedule, working remotely up to two (2) days per week, subject to supervisor approval and operational needs. Telework arrangements must comply with all applicable State and Commission policies, including work schedules, productivity expectations, and communication requirements.

Participation in telework is voluntary and may be modified or discontinued at the discretion of the supervisor or Executive Director based on business needs or performance considerations.

PINELANDS COMMISSION TABLE OF ORGANIZATION

August 2026



VIOLENCE IN THE WORKPLACE POLICY

I. Purpose

To set forth the Pinelands Commission's Workplace Violence Policy and procedures concerning violence in the workplace pursuant to Executive Order 49 (1996). New Jersey State employees have a right to work in a safe and secure environment.

II. Policy Statement

The Pinelands Commission is committed to promoting a safe environment for employees, applicants and visitors and to working with its employees to maintain a work atmosphere that is free from violence, harassment, intimidation, and other disruptive behavior. The Pinelands Commission has zero tolerance for such behavior in the workplace. Employees at all levels are encouraged to report threatening or intimidating behavior to the appropriate authorities in and outside the Pinelands Commission, which, in turn, will be promptly investigated and, if substantiated, remedied with appropriate administrative or disciplinary action.

III. Definitions

Workplace may be any location, either permanent or temporary, where an employee performs any work-related duty (any field location, any approved alternate work site, any off-site business-related meeting, function or site visit, or any facility where state business is conducted). More specifically, a workplace includes, but is not limited to, office buildings and surrounding perimeters, including parking lots, field locations as well as traveling to and from work assignments.

Workplace Violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the workplace. It ranges from threats and verbal abuse to physical assaults and even homicide. It can involve employees, Commission members, applicants, contractors, vendors and visitors.

The following acts are considered situations involving workplace violence:

- Violent acts by anyone who has no other connection with the workplace but enters with the intent to commit a robbery or another crime.
- Violence directed at employees or Commission members by applicants, visitors or any others to whom an organization provides access to its buildings.
- Violence by an employee against other employees, Commission members, applicants, contractors, vendors, visitors or any others to whom an organization provides access to its buildings.
- Violence against co-workers, supervisors, or managers by a present or former employee(s).
- Violence committed in the workplace by someone who does not work there but has a personal relationship with an employee (for example, this can be an abusive spouse or domestic partner).

Threats or Threatening Behavior is overt expression, verbal or nonverbal, of an intent to cause physical or mental harm. It is intended to instill fear in the recipient thereof. An expression constitutes a threat without regard to whether the party communicating it has the present ability to carry out the threat or without regard as to whether the expression of harm is one of an immediate or future nature.

Harassment or Intimidation is threats or other conduct, which in any way, create a hostile environment; impair agency or department operations; or frighten, alarm or inhibit others. Psychological intimidation or harassment includes making statements which are false, malicious, disparaging, derogatory, rude, disrespectful, abusive, obnoxious, insubordinate, or which have the intent to hurt others' reputations. Physical intimidation or harassment may include holding, impeding or blocking movement, following, stalking, touching, or any other inappropriate physical contact or advances.

Note: Harassment or intimidation based on an individual's protected class are also covered by the New Jersey State Policy Prohibiting Discrimination in the Workplace and should therefore be reported to the Commission's Human Resources Manager.

Stalking is a malicious course of conduct that includes approaching or pursuing another person with intent to place that person in reasonable fear of serious bodily injury or death to him/herself or to a third party.

Physical Assault is the act of inflicting physical harm or unwanted or hostile physical contact of a non-sexual or sexual nature, including but not limited to, hitting, fighting, pushing, shoving or throwing objects.

Note: Physical assault of a sexual nature such as sexual assault or rape are also covered by the New Jersey State Policy Prohibiting Discrimination in the Workplace and should therefore be reported to the Commission's Human Resources Manager. Such conduct should also be reported to the appropriate law enforcement.

Property Damage is damage to property which includes property owned or utilized by the State, the Commission and its employees, Commission members, applicants and visitors.

Weapon shall mean any instrument which will cause bodily harm, physical damage, or death when used in the ordinary and usual manner contemplated by its design and construction and includes, but is not limited to: firearms, clubs, knives, stun guns, brass knuckles and martial arts weapons.

Employee Advisory Services provides professional assessment, referral, assistance, and counseling services to employees, members of their families, and the organization for everyday and serious personal and/or work-related issues that may be adversely impacting work performance including situations involving workplace violence.

IV. Prohibited Actions

Prohibited behaviors that are considered "acts or threats of violence" under this policy include, but are not limited to, the following:

- Disruptive or aggressive behavior intended to disturb, frighten, interfere or prevent normal work activities (such as yelling at others, use of abusive language, shaking fists at another person, punching a wall).
- Any type of physical contact to cause harm (hitting, shoving, slapping, punching or other physical

attack).

- Threatening to harm an individual or his/her family, friends, or property. This includes direct or indirect threats such as sending threatening letters, making threatening phone calls or sending threatening emails.
- Conduct that includes repeated verbal abuse and intimidation, profanity, or unwanted sexual comments, advances or physical contact. It should be noted that allegations of unwelcome or unwanted sexual comments, advances, or physical contact are covered under the New Jersey State Policy Prohibiting Discrimination in the Workplace and should be reported to the Commission's Human Resources Manager and appropriate law enforcement as it may also subject the aggressor to criminal charges.
- Breaking or throwing objects.
- Making harassing or threatening telephone calls or sending harassing or threatening written or electronic communications.
- Intimidating or attempting to coerce an employee to do wrongful acts.
- Concealing or using a weapon.

Other Forms of Violence

Bullying is a form of repeated aggressive, humiliating, and intimidating behavior over time to intentionally hurt another person, physically or mentally. Bullying is characterized by an individual behaving in a certain way to gain power over another person. Examples of this behavior include but are not limited to outbursts of anger, using derogatory names, withholding necessary work information, spreading rumors, or ridiculing someone in front of another. Like any other disruptive or violent behavior, conduct that undermines an employee's right to dignity at work is a violation of this policy.

Obsession/Stalking is another form of workplace violence which occurs when an individual repeatedly seeks to establish a personal relationship with another, contrary to the wishes of the victim. The offender simply refuses to stop the escalating attempts to maintain attachment with the victim, even when the victim tries to set limits or end the attachment. Obsessed individuals have been known to be a threat to the safety of the individual with whom they are obsessed.

Employees are encouraged to seek assistance from their supervisor and the Commission's Human Resources Manager if they believe that someone has an obsessive attachment, or they are being stalked.

Domestic Violence is a pattern of abusive and controlling behaviors used by one person in an intimate relationship over another to gain power and control. This may include verbal, emotional and physical abuse. Employees who are victims of domestic violence are strongly encouraged to seek assistance. The Employee Advisory Service is available to help at 1-866-EAS-9133.

Victims of domestic violence, or other personal problems, who believe that violence may extend to the workplace are encouraged to notify the Commission's Human Resources Manager. The Pinelands Commission understands the sensitivity of the requested information and will maintain confidentiality, to the extent possible, to respect the employee's privacy. In accordance with N.J.S.A. 11A:2-6a, the Human Resources Manager shall follow the

V. Policy Provisions

The Pinelands Commission will not tolerate any behavior of any employee, Commissioner, applicant, contractor, vendor, member of the visiting public or any other person that reasonably poses a threat to the safety and security of, or that harms any Commissioner or Commission employee or property. In furtherance of this policy, all employees have a responsibility to adhere to work practices designed to make the workplace safer and more secure. All employees are responsible for using safe work practices; for following all Commission directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Employee reports of violence or threats of violence will be held in confidence to the maximum extent possible and subject to all applicable laws. The Commission will not tolerate any form of retaliation against an employee for making a report under this policy.

A. Protective or Restraining Orders

Pinelands Commission employees who have been granted court-ordered protection which extends to the workplace must notify their supervisor and the Human Resources Manager, who will work together to develop a plan to ensure compliance with the order and maintain the safety of the employee and others at the workplace.

B. Weapons in the Workplace

Under no circumstances shall a Commissioner, Commission employee, applicant, contractor, vendor or member of the public (other than an appropriately licensed law enforcement officer, who is at the worksite for the purposes of law enforcement) possess any form of weapon such as a firearm, knife (with a blade longer than 3 inches) or explosive device on their person or in their vehicle or in state vehicles. If an individual has a permit to carry such type of weapon, this policy shall supersede that permit. In addition, use of or intent to use any other object as a weapon is also a violation of this policy. If the above situation exists, such individuals will be asked to remove any form of weapon from the worksite. Employees who become aware of the presence of a weapon should immediately report it to a member of the crisis management team. If the member of the crisis management team is unsuccessful in obtaining voluntary consent to this request, law enforcement assistance shall be sought.

C. Imminent or Actual Violence Situations

Actual threats should always be taken seriously and responded to immediately. If an employee feels that someone presents a danger or demonstrates peculiar behavior, he or she should take proper precautions, and promptly report such behavior to a member of the crisis management team.

Moreover, if circumstances indicate imminent or actual danger involving weapons or personal injury, employees should take the necessary precautions to ensure their own safety and the safety of others by dialing 9-911 from state phone lines (911 from cell phones) for immediate law enforcement and medical assistance.

D. Establishment of a Crisis Management Team

As part of this policy the Pinelands Commission hereby establishes a Crisis Management Team to oversee the development of a workplace violence prevention plan, to respond to emergency situations involving workplace violence, and to ensure that this policy is implemented. The Commission's Facilities/Operations Supervisor is hereby identified and designated as the authorized point person for the Crisis Management Team. S/he will

receive the incident reports and, if appropriate, provide such reports to the Human Resources Manager for investigation. In the event of a violent incident, members of the Crisis Management Team, present at the Commission's Offices at that time, will assemble and direct the Commission's response. Following that incident, the members who were present during the incident shall prepare an incident report and submit it to the Executive Director.

Permanent Members

Facilities/Operations Supervisor
Business Services Manager
Chief, Legal & Legislative Affairs
Director, Regulatory Program
Director, Land Use Programs
Chief Scientist

Responsibilities of the Crisis Management Team

The Pinelands Commission's Facilities/Operations Supervisor will manage the Team and ensure that the Team fulfills the following responsibilities:

- Develops guidelines outlining how crisis incidents should be responded to and managed. The guidelines and procedures should relate to the severity level of the incident and include a protocol for reporting incidents to State Police and/or law enforcement authorities.
- Identifies and develops procedures for securing work areas where an incident occurred and a plan for ensuring the safety of employees and others remaining in the area.
- Identifies and develops procedures that designate the ways that crisis communications should be managed. This should include distinct modes of communication with employees, family members of the victim(s), the media, etc.
- On an annual basis, reviews the various workplace violence incident report forms, and the administrative, disciplinary, and/or legal actions that may be administered in response to an incident to ensure they are appropriate and current.
- Identifies the specific roles and responsibilities of each team member.

VI. Consequences for Those Who Violate This Policy

Appropriate disciplinary, administrative, or criminal action shall be taken against any person who violates the provisions of this policy. Administrative or disciplinary action can take many forms depending on the circumstances, up to and including suspension without pay and dismissal.

Any person who engages in any act of violence in the Pinelands Commission's offices may be removed from the workplace as quickly as safety permits and may be banned from the Commission's property or entering the Commission's offices until an investigation is completed.

VII. Incident Reporting and Investigating

All incidents or alleged incidents of workplace violence shall be reported immediately to the Facilities/Operations Supervisor within 24 hours of an alleged workplace violence infraction.

All reported incidents of workplace violence shall be investigated by the Commission's Human Resources Manager. No employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall be subjected to adverse employment consequences based upon such involvement or be the subject of other retaliation.

Roles and Responsibilities

It is important to understand the roles and responsibilities necessary to support and sustain a work environment in which violent or potentially violent situations are effectively addressed. There should be a focus on prevention by increasing employee understanding of the nature of workplace violence, how to respond to it, and how to prevent it.

It is up to each employee, supervisor or manager to assist with making the Commission a safe workplace free of violence, harassment, intimidation, and other disruptive behavior for all.

Employee Responsibilities:

Employees should familiarize themselves with the policy and are responsible for following the process set forth below:

- Immediately notify their supervisor or manager and the Facilities/Operations Supervisor if they are a victim or witness an act of violence or other violation of this policy. If the supervisor or manager is the perpetrator of the violence, the incident should be reported only to the Facilities/Operations Supervisor and the Human Resources Manager.
- Document the incident (in writing) as soon as possible after it occurs.
- Complete and forward an incident report ("Workplace Violence Incident Report Form" Part 1) to the supervisor or manager and the Facilities/Operations Supervisor. If the supervisor or manager is the perpetrator of the violence, the report should be forwarded only to the Facilities/Operations Supervisor and the Human Resources Manager. All reports should be submitted within (24) hours of an alleged workplace violence infraction.
- If applicable, complete and forward a "State of New Jersey Employer's First Report of Accidental Injury or Occupational Disease Form" to the supervisor or manager and the Facilities/Operations Supervisor. If the supervisor or manager is the perpetrator of the violence, the report should be forwarded only to the Facilities/Operations Supervisor and the Human Resources Manager. All reports should be submitted within (24) hours upon sustaining any injury related to workplace violence.
- Be familiar with the services provided by the Employee Advisory Services.
- Inform managers or supervisors and the Human Resources Manager about restraining or protective court orders related to domestic situations so that assistance can be offered at the workplace.

Supervisor/ Manager Responsibilities:

Acts of aggression and violent behavior require immediate action. Managers and Supervisors are responsible for assessing situations to ensure the safety and security of employees and are responsible for the following actions:

- Obtain emergency police intervention or medical response, as needed.
- Take all reported incidents of workplace violence seriously.
- Immediately notify the Facilities/Operations Supervisor.
- Cooperate with any subsequent investigation(s) of workplace violence

Human Resources Manager Responsibilities:

- Interview and obtain written statements from witnesses once the situation is brought under control.
- Conduct, any subsequent investigations of workplace violence.
- Provide feedback to employees regarding the outcome of their reports concerning violent or potentially violent incidents.
- Encourage employees who demonstrate signs of stress or evidence of possible domestic violence to speak to them and make them aware of available resources.

Facilities/Operations Supervisor:

The following actions should be taken by the Facilities/Operations Supervisor within (48) hours following alleged incidents:

- Respond immediately to the incident.
- Assess reported incident(s) to determine the need to involve other members of the Crisis Management Team and the Executive Director.
- Advise supervisors/management on appropriate incident response measures.
- Assist the Human Resources Manager with conducting investigations, including obtaining interviews, written statements and other documentary evidence from the victim, the accused and all witnesses to the incident.
- Ensure a final report is issued after the investigation to the Executive Director. Such report shall include a summary of the interviews, findings of fact, analysis, conclusion, and recommendation for appropriate administrative and/or disciplinary action.
- Recommend, in consultation with the Human Resources manager appropriate administrative/disciplinary or other action within 60 days of the initial reported incident/allegations to the Executive Director, or his or her designee,.
- Track workplace violence incidents/allegations in accordance with State Policy.

VIII. Maintenance and Support

A. Employee Advisory Service (EAS)

Professional counseling services, provided by the Employee Advisory Service (EAS), will be used to assist in the assessment of violent or potentially violent situations, to assess an employee's fitness for work and to counsel victims of violence in the workplace. Private medical services provided by State-appointed doctors may also be used to assess an employee's fitness for work, following a verified incident of workplace violence covered by this policy.

B. Health and Safety

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.

C. Recordkeeping

The Commission will maintain records on incidents of workplace violence. Injuries resulting from workplace violence shall be reported to the Department of the Treasury, Division of Risk Management and shall be recorded as required under the Public Employees Occupational Health and Safety (PEOSHA) procedures. All incident reports shall be maintained as confidential records, to the extent practicable and appropriate, and kept on file in accordance with the Commission's document retention schedules.

D. Training and Education

Training and education will be provided to all employees to increase awareness about workplace violence. This will include information to help employees understand what workplace violence is, and how it can be prevented. Employees are also encouraged to take *Active Shooter* training annually and *New Jersey State Workplace Violence: Recognize, Prevent, and Report* training upon hire and biennially thereafter. Any other associated training on this topic is encouraged.

E. Communications

Revisions and/or additions made to this policy shall be distributed to all current and future employees. A copy of the Commission's Policy on Violence in the Workplace shall be made accessible to all employees via the Commission's intranet.

Public information regarding any incident of workplace violence involving a Commission employee, or occurring at the Commission's offices or off-site workplace, shall be released only by, or with approval of the Executive Director, and in accordance with the requirements of the Open Public Records Act (OPRA).

IX. Supplemental Policies and Procedures

Additional Employee, Unit Supervisor and Manager Responsibilities:

The Facilities/Operations Supervisor conducts interviews, investigations and obtains written statements concerning any reports of violence in the workplace with the cooperation and assistance of the relevant supervisor and manager.

Employees, Supervisors and Managers are also responsible for the following:

- Employees should cooperate with any subsequent investigation of the workplace violence incident. Employees may be asked to provide statements regarding an incident of violence to which they were witnesses.
- Supervisors and/or Managers should submit reports if violence occurs within their office. Such reports shall contain their findings, actions taken and any recommendations. The reports must be submitted to the Facilities/Operations Supervisor within 10 days of the incident.

Utilization of Employee Advisory Service

In situations considered to be potentially volatile or where an employee's fitness for duty is of concern, management should utilize the services of the NJDOP's Employee Advisory Service (EAS) as available. If such personnel are not available, management should seek other qualified assistance through the Human Resources Manager.

Depending on the circumstances, the Commission shall also utilize EAS personnel, qualified Commission personnel, or outside assistance to ensure the safety, psychological comfort and support of the victims of violence and their co-workers in the workplace.

Public Employees Occupational Safety and Health Act Reporting

Pursuant to the Public Employees Occupational Safety and Health Act and Regulations, all work-related employee fatalities must be reported to PEOSH within 8 hours of the occurrence. Work-related in-patient hospitalizations, amputations, and loss-of-eye incidents must be reported to PEOSH within 24 hours of the occurrence. This information must be called in to the Office of Public Employees Occupational Safety and Health at 800-624-1644 and faxed to 609-292-3749.

Questions should be addressed to the Commission's Facilities/Operations Supervisor.