

County of Gloucester
Human Resources Manual

CHAPTER:	1 - FUNDAMENTALS	ADOPTED: 3/7/06
SECTION:	1 - TERMS AND ACRONYMS	REVISED: 6/10/15

You will find a list of terms relative to the following topics in the respective chapters and sections:

- State Ethics Statute, see HR 1.5
- New Jersey Civil Service Commission, see HR 2.1
- Group Health Coverage continuation, see HR 2.7 Exhibit F
- Family Leave, see HR 6.11

Furthermore, below is a list of other terms and acronyms used throughout the Human Resources Manual:

Administration: the County Administrator, Deputy County Administrator or designee

ADA: Americans with Disabilities Act

AED: Automated External Defibrillator

Affirmative Action: Positive action undertaken with conviction and effort to overcome the present effects of past practices, policies or barriers to equal employment opportunity and to achieve the full and fair participation of women, minorities and any other protected groups found to be under-utilized in the County's workforce or affected by County policies, procedures or practices having an adverse impact.

Appointing Authority: the Gloucester County Freeholder Director or designee, or the Row Officer (County Clerk, Sheriff, Surrogate) or their designee, as applicable

BAT: Breath Alcohol Technician

Benefits Administrator: This is a company which provides the administrative oversight of the County health benefits. At present, Connor Strong Companies provides this service to the County.

Board: the Gloucester County Board of Chosen Freeholders

Connor Strong Companies: the administrator of Gloucester County's group benefits.

CPR: Cardiopulmonary Resuscitation

CWA: Communication Workers of America

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Department Head: the person in charge of a particular department

EAP: Employee Assistance Program

EEO: Equal Employment Opportunity

EEOC: Equal Employment Opportunity Commission

EBT: Evidential Breath Testing

FICA: Social Security tax

FHWA: Federal Highway Administration

FLSA: Fair Labor Standards Act

FMLA: Family Medical Leave Act

FOP: Fraternal Order of Police

FTA: Federal Transit Administration

FTP: File Transfer Protocol

Freeholder Liaison: the Freeholder assigned to a particular department

HIPPA: Federal Health Information Portability and Accountability Act

HR #.#: the Human Resources Manual by chapter and section

HSFS: Hazardous Substance Fact Sheets

HSL: Hazard Substance List

IT: Office of Information and Technology

Manual: the Human Resources Manual

MRO: Medical Review Officer

MSDS: Material Safety Data Sheets

NJAC: New Jersey Administrative Code

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NJDOP: New Jersey Department of Personnel AKA New Jersey Civil Service Commission

NJFLA: New Jersey Family Leave Act

NJSA: New Jersey Statutes Annotated

PBA: Police Benevolent Association

PEOSH HCS: Public Employees Occupational Safety and Health Hazards Communication Standard.

PERS: Public Employees' Retirement System

PFRS: Police and Firemen's Retirement System

PPE: Personal Protective Equipment

RTK: Right-To-Know

QPOS: Quality Point of Service