

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>1 – FUNDAMENTALS</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>2 - PURPOSE OF MANUAL</b>	<b>REVISED: 8/7/13</b>

The purpose of the Gloucester County Human Resources Manual is to establish administrative policies and formalize procedures for the County. The policies contained in the Manual have been adopted and approved by the Gloucester County Board of Chosen Freeholders. The Gloucester County Board of Chosen Freeholders has been given the authority to regulate the internal affairs of the County through N.J.S.A. 1:6-10.

These policies are intended to provide a management approach and attitude toward the general handling of administrative matters. The procedures are systematic plans for implementing policies. The Manual is presented in a form for use by Department Heads, who are responsible for executing these policies. The Manual is also available to all employees. Consistent application of policies and procedures will provide uniform operations within each department, increase efficiency, advance employee morale and improve service to Gloucester County residents.

The Human Resources Manual includes all policies and procedures which govern and affect personnel administration for all departments. This includes all permanent full and part-time employees, temporary and interim employees, Blue and White Collar, Supervisory, and Row Office staff.

The policies and procedures contained in the Manual are not intended to void, replace, or conflict with New Jersey Civil Service Commission rules and regulations or with negotiated union contracts. Gloucester County is under the jurisdiction of the New Jersey Civil Service Commission which means that Gloucester County employees are subject to N.J.S.A. 11A (Civil Service Act), and the rules and regulations as set forth in N.J.A.C. 4A (New Jersey Administrative Code). These rules are prescribed to assure the fair and impartial treatment of all applicants and employees in the classified service.

**THE COUNTY SPECIFICALLY RESERVES THE RIGHT TO REPEAL, MODIFY OR AMEND THIS MANUAL AT ANY TIME. NONE OF THE PROVISIONS IN THIS MANUAL OR THE MANUAL ITSELF SHALL BE DEEMED TO CREATE A VESTED CONTRACTUAL RIGHT IN ANY EMPLOYEE. THE MANUAL IS NOT TO BE INTERPRETED AS A PROMISE OF SPECIFIC TREATMENT.**

The County hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitutions of the State of New Jersey and of the United States including, but not limited to, the following rights:

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- (1) To manage and control the affairs of the County and its properties and facilities, the operation of its departments, and the work activities and scheduling of its employees;
- (2) To hire all employees and, subject to the provisions of New Jersey Civil Service Commission regulations, determine their qualifications, standards of performance, and conditions for continued employment or assignment, promotion, and transfer;
- (3) To layoff, suspend, demote, discharge, or take other disciplinary action for good and just cause according to law;
- (4) To establish rules, regulations, policies, and procedures to effect the orderly and efficient administration of the County's personnel management system.
- (5) The failure of the County to exercise any of the foregoing rights, or any other management rights, shall not be construed as a waiver of these rights.

The County reserves the right to rescind or revise any or all policies that are not set by any valid bargaining agreement, the New Jersey Statutes, or the New Jersey Administrative Code.

Questions and suggestions regarding the contents of the Human Resources Manual should be directed through management channels to Administration; please refer to HR 1.3 "Manual Distribution and Revisions" for more guidelines.