

County of Gloucester  
Human Resources Manual

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| <b>CHAPTER:</b> | <b>2 - RECRUITMENT AND PLACEMENT</b> | <b>ADOPTED: 3/7/06</b>  |
| <b>SECTION:</b> | <b>8 - WORKING TEST PERIOD</b>       | <b>REVISED: 5/22/24</b> |

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The Working Test Period is used to determine if an employee is able to satisfactorily perform the duties of the title and is part of the examination process (4A:4-5.1a). During the working test period, an employee shall perform the duties of the title for which appointment was made. An employee who is serving a working test period shall not be eligible for a promotional examination from that title. (4A:4-5.1c and d). At the end of the working test period, based on two evaluations of the employee's performance (4A: 4-5.3a), a decision must be made whether to grant the employee permanent status or to terminate the employee for just cause. A copy of the evaluations shall be provided to the employee (4A:4-5.3c). The working test period does not include any time served as a provisional, temporary, interim or emergency appointment (4A:4-5.2a). The working test period shall begin on the date of regular appointment (4A:4-5.2a). The working test period shall end on the date of service or the notice of termination, if applicable.

The working test period is divided into three categories: (1) Rank and File Civil Service, (2) Law Enforcement, Correction Officer and Firefighter, and (3) Unclassified.

Rank and file Civil Service employees must satisfactorily complete a working test period of three months before acquiring permanent status (4a:4-5.2b1). For Rank and File Civil Service, the working test period may not be extended beyond three months (4a:4-5.3a & b).

Persons appointed to an entry level law enforcement, correction officer, juvenile detention officer and firefighter titles shall serve a 12-month working test period. A law enforcement title is one that encompasses use of full police powers (4A:4-5.2d). For entry level law enforcement, correction officer and firefighter titles, a progress report is prepared on the employee at the end of six months and a final report at the conclusion of the working test period (4A:4-5.3b). A paid leave of absence for a correction officer or juvenile detention officer for the purpose of training required by N.J.S.A. 52:17B-68.1 shall not extend the length of the working test period unless the course in which the appointee is enrolled is scheduled to end after the one year period (4A:4-5.2e1).

Unclassified employees are exempt from the civil service rules. The working test period is at the discretion of the employer.

**Department Head:**

Provides both positive and negative feedback through the use of the evaluations, to the employee, including the quality of work, the quantity of work, manner of performance, and cost and time factors

Completes an interim evaluation of the employee's performance prior to the completion of the interim length of the working test period, utilizing HR 7.1 Exhibit T "Employee Performance Evaluation.

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Completes a final evaluation of the employee's performance prior to the completion of the full working period, also utilizing HR 7.1 Exhibit T "Employee Performance Evaluation.

Forwards the original evaluation(s) to the Human Resources within 24 hours of completion

**Human Resources /Designee:**

Places copies of both the interim and final evaluations in the employee's personnel file and, presents, upon request, to the NJ Civil Service Commission