

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>3 - CHANGES IN EMPLOYMENT &amp; SEPARATION FROM SERVICE</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>6 - TERMINATION</b>	<b>REVISED: 5/22/24</b>

Employment with the County may be involuntarily terminated with the expiration of a statutory term from an appointed position or as an action of major discipline. The County shall consider termination for cause as the final step in a progressive discipline program, unless unusual or critical circumstances warrant immediate termination.

A temporary or interim employee may be terminated at any time, at the discretion of the Appointing Authority. A temporary or interim employee, who has been terminated, has no right of appeal to the Civil Service Commission.

Provisional, unclassified employees and employees in classified service can only be terminated for just cause with written charges. Notice of the removal shall be sent to the employee and a copy to the NEW JERSEY CIVIL SERVICE COMMISSION on the form prescribed by the Commissioner.

Reasons for termination for just cause may include, but are not limited to:

1. Incompetence, inefficiency, or failure to perform duties
2. Insubordination
3. Inability to perform duties
4. Chronic or excessive absenteeism or lateness
5. Conviction of a crime
6. Conduct unbecoming of a public employee
7. Neglect of duty
8. Misuse of public property including motor vehicles
9. Discrimination that affects Equal Employment Opportunity including sexual harassment
10. Violations of Federal regulations concerning drug and alcohol use by and testing of employees who perform functions related to the operation of commercial motor vehicles, and State and local policies issued
11. Other sufficient causes

(4A:2-2.3)

Please refer to HR Chapter 7 for further details on performance and discipline.

**Department Head/designee:**

May make a written recommendation to terminate an employee for cause when he/she feels such action is in the best interests of the County. Such recommendation, including reasons and documentation of progressive discipline actions, shall be submitted to the Human Resources Director (See HR 3.6 Exhibit C - Guide to Termination for Cause).

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**Human Resources Director/designee:**

Decides whether or not to terminate the employee.

Notifies the Department Head of the decision.

Serves the employee with a Preliminary Notice of Disciplinary action (DPF-31A), followed by a Final Notice of Disciplinary Action (DPF-31b), which outlines the appeal procedure. The employee will then be terminated.