

STOCKTON UNIVERSITY



PROCEDURE

Promotions (Classified Employees)

Procedure Administrator: Associate VP for Human Resources

Authority: N.J.A.C. 4A: 4-2.1 et seq.

Effective Date: January 5, 2009; August 10, 2010; January 5, 2011; December 29, 2018

Index Cross-References:

Procedure File Number: 6310

Approved By: Harvey Kesselman, President

Stockton University implements Civil Service Commission (CSC) rules and regulations, and the applicable provisions of collectively-negotiated agreements regarding promotions.

DEFINITIONS

Career Service: "Career Service" means those positions and job titles subject to the tenure provisions of the Title 11A, N.J. Statutes, and the regulations promulgated by the Civil Service Commission.

Career Service appointments: "Career Service appointments" may be either regular appointments allocated to the competitive division of the career service subject to a civil service examination process and successful completion of a working test period or regular appointments of a qualified person to a title in the non-competitive division of the career service without examination after Civil Service Commission authorization.

Promotion: A "promotion" is advancement to a title having a higher-class code than the employee's former permanent title.

To be eligible to take a "promotional examination," a permanent employee must meet the prescribed requirements for admission.

Title: A "title" is a descriptive term that identifies a position or group of positions with similar duties, responsibilities, and qualifications.

A career service employee who receives a regular appointment to a higher competitive classified title must take a promotional examination before the appointment may be made permanent. If an employee is promoted into a title before they pass an examination for that title, the appointment to the new position is provisional, until the next examination is offered. Once the employee passes the examination they can be selected from a certified

list based upon the selection rules established by the Civil Service Commission. When an employee passes a promotional examination and is selected from a certified eligibility list, they will begin a working test period, which if successfully completed, will result in a permanent appointment to that title.

Non-competitive promotions are open to any employee who meets the qualifications of the Civil Service Commission job specifications.

Examination Eligibility: Promotional title scopes are divided into professional, para-professional, and non-professional titles. Employees should consult the Civil Service Commission regulations or the Office of Human Resources to determine how their eligibility for a promotional examination may be individually affected by the promotional title scope and requirements for admission.

Filing for Promotional Examinations: Applications for State service promotional examinations must be filed with the University Office of Human Resources no later than the established filing date. When mailed, the postmark will be considered the date on which the application was filed.

Eligibility Lists: Promotional lists are published by the Civil Service Commission and employees should consult the Office of Human Resources to determine the criteria for their application in certain promotional circumstances. Promotional lists can be viewed on the Civil Service Commission website.

Effect of Promotion on Accrued Leave: Upon receiving a promotion, a permanent employee will retain all sick leave, administrative leave, and vacation leave balances.

Examination Appeals: Appeals of examination and selection decisions must be filed within 20 days and should be directed to the Civil Service Commission, which will decide based upon its statutes, rules and regulations.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018