

PERFORMANCE EVALUATIONS

PURPOSE

The principal purpose of performance evaluations are to provide two-way communication between a supervisor and an employee about the individual's work performance, and to establish performance goals. This policy describes the performance examination known as the Working Test Period ("WTP") as required by New Jersey law and Civil Service Commission regulations, and the Monmouth County Performance Evaluation process applicable to all employees.

SCOPE

This policy applies to all Monmouth County employees. References to the WTP are specifically applicable to those employees serving in a classified Civil Service title.

POLICY

Working Test Period ("WTP")

According to New Jersey law, more specifically, N.J.S.A. 11:4-15, new employees appointed to classified service positions, in both the competitive and non-competitive categories, are considered probationary until they successfully complete their WTP.

The WTP begins on the first day of work for employees appointed from a certification or appointed to a non-competitive title. Employees who are serving provisionally (before taking a Civil Service examination) in a competitive title do not start the WTP until they are appointed from a certification of eligibles. After successfully completing the WTP, the Civil Service examination period ends, and the employee attains a regular appointment or permanent status in that title.

The WTP regulations also apply to employees with a regular appointment who are promoted to a higher title or transferred into another title, therefore becoming probationary in their new title, while retaining certain rights to their prior held regular appointment/title.

The purpose of the WTP is to extend the examination period so an Appointing Authority, in this case Monmouth County, can determine whether an employee is satisfactorily performing the duties of his/her Civil Service job title. A WTP is part of the Civil Service examination process and is required of all newly appointed employees in the title to which the certification was issued and/or a non-competitive appointment made. The WTP allows for the following:

- a. Local government career service employees typically serve a 120 day WTP. The WTP for entry level law enforcement and corrections police officer titles is 12 months;
- b. Progress reports are to be documented and discussed with the employee at specified intervals. These reports are to be provided to the Appointing Authority and a copy given to the employee. Supervisors shall create and implement performance improvement plans with employees receiving unsatisfactory evaluations in one or more areas. A final progress report at the end of the entire WTP shall also be provided to the Appointing Authority and employee;

PERFORMANCE EVALUATIONS

- c. Supervisors have the discretion of requesting an extension of the working test period (on a case-by-case basis) for an additional two months (60 days), subject to the approval of the Civil Service Commission. To have an individual working test period considered for an extension, the manager, with the approval of his or her Department/Division Director, must submit a Request For Extension of Working Test Period form to the Monmouth County Department of Human Resources no later than ten (10) days prior to the end of the working test period, or the 110th day of the Working Test Period.
- d. Termination of employment/appointment of employees who do not successfully complete the WTP is required. Employees serving in their WTP may be terminated for cause per the Civil Service Commission regulations pertaining to classified employees with no underlying regular/permanent service.
- e. The retention of a regular appointment for a lower held title by a promoted employee during the WTP, provides the ability for the employee to return to such lower held title if the employee does not satisfactorily complete the WTP. Employees removed for cause during a WTP shall be separated from employment.
- f. An employee terminated from service or returned to his or her former permanent title at the conclusion of the WTP due to unsatisfactory performance shall be given written notice in person or by certified mail, informing the employee of the right to request a hearing before the Civil Service Commission within 20 days of receipt of the notice. The notice shall be served not more than five working days prior to or five working days following the last day of the WTP.

Forms for both the 120 Day Working Test Period and 12-Month Working Test Period can be found on the County Intranet, at Human Resources, Documents & Forms, Manager Forms.