



State of New Jersey
Department of Corrections
Policy Statement

Policy Number

ADM.005.000

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Policy Title:

Mission, Goals and Objectives of the
Equal Employment Division

Approved and Issued By **Marcus O. Hicks, Esq., Commissioner on November 5, 2019.**

Note: This document is provided electronically for informational purposes only. Should you require an official, signed copy for any reason, contact the APPM Unit.

Effective Date:

November 30, 2003

Revised:

March 10, 2008

Reviewed:

October 2019, No Changes

Enabling Authority:

NJSA 30:1B-10

Related Authority:

NJAC4A:7-2.1 et. seq.

NJSA 11A-7.1 et. seq.

Promulgating Office:

Equal Employment Division
Office of Legal and Regulatory Affairs

Professional Association

Standard cited: ACA 4-4048, 4-4053, 4-4054, 4-4056, 4-4057, 4-4058

Applicability: This Policy Statement applies to all organizational units of the New Jersey Department of Corrections.

Supersedes: NJDOC Policy ADM.005.000 *Mission, Goals and Objectives of the Equal Employment Division* dated June 1, 2006

Instructions: N/A

Review Schedule:

This document is scheduled for annual review on or about November 30, 2020.

I. PURPOSE

To explain the mission, goals and objectives of the Equal Employment Division

II. DEFINITIONS

The following words and terms, when used in this policy, shall have the following meanings, unless the context clearly indicates otherwise:

Equal Employment Division means the division within the New Jersey Department of Corrections that is responsible for enforcing the requirements of fairness and equality of opportunity in the workplace and proactively promoting an environment free of discrimination in accordance with NJDOC policies and federal and State laws.

New Jersey Department of Corrections or NJDOC means that agency of the Executive Branch of the New Jersey State Government whose functions are to protect the public and provide for the custody, care, discipline, training and treatment of persons committed to the state correctional facilities.

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III MISSIONS, GOALS and OBJECTIVES

A. Mission

The mission of the Equal Employment Division (EED) is to proactively promote a positive and diverse work environment free from discrimination and harassment which encompasses the ideals of fairness, respect, and equality of opportunity for all NJDOC employees and agents who conduct business with the NJDOC.

B. Goals and Objectives:

1. To promote a work environment free of discrimination. To ensure that the EED conducts prompt, impartial investigations of discrimination, harassment and retaliation complaints within the NJDOC and initiates appropriate remedial action when necessary.
2. To guarantee equality of work opportunity within the NJDOC. To accomplish this, EED analyzes employment data (i.e. discipline and promotions) with respect to race and gender and tracks disparities among race and gender in areas of training, hiring and major disciplinary action. The EED then develops and utilizes annual Workforce and Development plans to ensure that this goal is met.
3. To ensure a positive and diverse work environment. To achieve this, the EED advises appropriate executive staff on issues involving employment discrimination, harassment, and retaliation and training.

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IV. CROSS REFERENCE DOCUMENTS AND POLICIES

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V. APPLICABLE FORMS

Form Number	Form Title	Effective/ Revision Date

	State of New Jersey Department of Corrections Policy Statement	Policy Number PSM.001.000
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Policy Title: Office of Human Resources: Mission, Goals and Objectives		
Approved and Issued By Marcus O. Hicks, Esq., Commissioner on August 7, 2020.		
Note: This document is provided electronically for informational purposes only. Should you require an official, signed copy for any reason, contact the APPM Unit.		

Effective Date: March 1, 2004	Revised: July 13, 2020	Enabling Authority: N.J.S.A. 30:1B-6
		Related Authority: N.J.S.A. 11A, N.J.A.C. 4A
Promulgating Office : Office of Human Resources Office of the Chief of Staff		Professional Association Standard cited: N.A.
Applicability: This Policy Statement applies to all Organizational Units of the New Jersey Department of Corrections.		
Supersedes:		
Instructions: Consistent with this policy, all NJDOC staff shall comply with all HR Bulletins, policies and Level I / III IMPs as related to Human Resources.		
Review Schedule: This document is scheduled for annual review on or about July 31, 2021.		

I. PURPOSE

To describe the mission, goals and objectives and the organizational structure of the New Jersey Department of Corrections' Office of Human Resources.

II. DEFINITIONS and ORGANIZATIONAL STRUCTURE

A. Definitions

The following terms, when used in this policy, shall have the following meanings, unless the context clearly indicates otherwise:

Merit System means the State personnel system that is designed to provide a fair balance between managerial needs and employee protections for the effective delivery of public services as administered by the New Jersey Civil Service Commission, based upon the rules contained in Title

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4A of the *New Jersey Administrative Code* and consistent with *New Jersey Statutes Annotated* 11A, Civil Service.

New Jersey Department of Corrections or NJDOC means that agency of the Executive Branch of the New Jersey State Government whose functions are to protect the public and provide for the custody, care, discipline, training and treatment of persons committed to the state correctional facilities.

Organizational Unit means a division, correctional facility or other work unit within the New Jersey Department of Corrections.

B. Organizational Structure

The Office of Human Resources provides a full range of human resources services that are delivered through a regional office structure:

Region 1	Garden State Youth Correctional Facility Mid-State Correctional Facility
Region 2	Adult Diagnostic & Treatment Center East Jersey State Prison Northern State Prison
Region 3	Bayside State Prison Southern State Correctional Facility
Region 4	Edna Mahan Correctional Facility for Women Mountainview Youth Correctional Facility
Region 6	Central Office New Jersey State Prison Central Reception & Assignment Facility
Region 9	South Woods State Prison

III. MISSION, GOALS and OBJECTIVES

A. Mission

The Office of Human Resources is a pro-active unit providing human resources services to both the management function and employees of the Department of Corrections while balancing the work to be done with the needs of the Department and its employees.

The mission of the Office of Human Resources is to provide the level of professional human resource management and career development services required to ensure the achievement of the Department's mission by selecting and developing a competent and dedicated workforce. It is the role of the Office of Human Resources to ensure that this

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workforce is supported and compensated in accordance with all applicable laws and the principles of the Merit System and, to the extent possible, the development of each member of the Department's workforce is fostered to reach his/her maximum potential.

B. Goals and Objectives

1. To ensure that the Department of Corrections Office of Human Resources operates in a manner that is in compliance with:
 - a. State regulatory authorities and the laws they enforce, including but not limited to the Department of Treasury, the Civil Service Commission and the Governor's Office of Employee Relations.
 - b. Federal regulatory authorities and the laws they enforce, including but not limited to the United States Departments of Justice, Treasury, Labor, Defense and the National Labor Relations Board.
2. Establish effective policies, procedures and protocols ensuring that Human Resources requests, with the required supporting documentation, are processed in an appropriate and timely manner.
3. Effectively communicate the Department's Human Resources policies, procedures and protocols to all employees and ensure adequate access to Human Resources services by the management and staff of the Department by:
 - a. Clearly delineating the supporting documentation required for the various types of Human Resources action requests.
 - b. Educating management and staff on the appropriate documentation and the reasons it is required for each type of Human Resources request.
4. Ensure, to the greatest extent possible, that the goals of the Office of Human Resources are congruent with the goals of other human resources functions within the Department, including but not limited to Labor Relations, Training and EED.

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V. APPLICABLE FORMS

Form Number	Form Title	Effective/ Revision Date

	State of New Jersey Department of Corrections Policy Statement	Policy Number PSM.002.000
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Policy Title: Office of Employee Relations: Mission, Goals and Objectives		
Approved and Issued By Victoria L. Kuhn, Esq., Acting Commissioner on September 9, 2021.		
Note: This document is provided electronically for informational purposes only. Should you require an official, signed copy for any reason, contact the APPM Unit.		

Effective Date: January 1, 2004	Revised: August 26, 2021	Enabling Authority: NJSA 30:1B-6 Related Authority: NJAC 4A
Promulgating Office: Office of Employee Relations Division of Human Resources and Labor Relations		Professional Association Standard cited: N/A
Applicability: This Policy Statement applies to all organizational units of the New Jersey Department of Corrections.		
Supersedes: PSM.002.000, dated March 10, 2008		
Review Schedule: This document is scheduled for review on or about August 31, 2023.		

I. PURPOSE

To describe the mission, goals and objectives and the organizational structure of the New Jersey Department of Corrections' Office of Employee Relations.

II. DEFINITIONS and ORGANIZATIONAL STRUCTURE

A. DEFINITIONS

The following words and terms, when used in this policy, shall have the following meanings, unless the context clearly indicates otherwise:

New Jersey Department of Corrections or NJDOC means that agency of the Executive Branch of the New Jersey State Government whose functions are to protect the public and provide for the custody, care, discipline, training and treatment of persons committed to the state correctional facilities.

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Office of Employee Relations means the office is responsible for the conduct of aspects of the NJDOC's labor relations and employee discipline functions, including representing the Department in such employment-related matters as contract negotiations, conducting grievance hearings at the Step-2 level and employee major disciplinary appeal hearings, as well as representing the NJDOC in certain Office of Administrative Law hearings. The OER serves as the liaison to the Office of the Attorney General for disciplinary removal matters and to the Governor's Office of Employee Relations. The OER serves on a variety of committees, including Use of Force, Use of Force Review and Early Warning System.

B. ORGANIZATIONAL STRUCTURE

The Office of Employee Relations reports to the Assistant Commissioner of Human Resources and Labor Relations and is comprised of the following areas of responsibility:

1. Employee Relations/Liaison

Represents the Department at contract negotiations and in the administration of the various collective bargaining (union) agreements. The Unit advises the Commissioner, upper-level managers and unit supervisors regarding NJDOCs obligations pursuant to the various collective bargaining agreements as well as the administration of Department of Personnel / Civil Service Commission rules and regulations as contained in Title 4A of the New Jersey Administrative Code.

2. Hearings, Appeals

Charged with the responsibility of hearing all Department Step 2-level grievances as well as major departmental disciplinary appeals, including those, which emanate from the Equal Employment Division. The Hearings and Appeals Unit represents the Department before the Office of Administrative Law (OAL) on appeals of disciplinary actions, denials of sick leave injury and releases at the end of the working period that have been appealed to the Civil Service Commission. The Hearings and Appeals Unit also liaises with Deputy Attorneys General in preparing cases before Administrative Law Judges.

3. Arbitrations and Unfair Labor Practice

Serves as the Department's liaison to the Office of Attorney General and/or representative, as appropriate, at arbitrations, before Public Employee Relations Commission (PERC) regarding claims of unfair labor practices and at JUMP/JAMP.

III. MISSION, GOALS AND OBJECTIVES

A. Mission

It is the mission of the Office of Employee Relations to maintain a positive environment for employee-employer relations while diminishing potential liability by: representing the

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Department at contract negotiations, ensuring proper processing of employee grievance hearings, conducting timely and objective appeal hearings, and acting as a departmental liaison in lawsuits filed by individuals concerning employment issues.

B. Goals and Objectives

1. To help ensure successful contract negotiations and effective communication of the requisites of rules and regulations, including contractual provisions, which govern employment practices within the Department, and, where conflict occurs, to limit the disruption of services, the Office of Employee Relations:
 - Provides timely, effective liaison between the Department and external agencies and between the Department and its internal agencies and correctional facilities.
 - Act as an interface between Division of Operations and Human Resources Managers.
2. To ensure proper processing of grievance and disciplinary appeal hearings, the Office of Employee Relations:
 - Provides training in grievance and disciplinary proceedings, and other employee relations matters to managers and supervisors as hearing officers, management presenters and disciplinary charge writers.
 - Represents the Department at OAL, early settlement, the Joint Union Management Panel, and alternate dispute resolution conferences, as appropriate.
 - Interfaces and liaises with Deputy Attorneys General in all OAL contested cases, and other matters including disciplinary and PERC arbitrations handled by the Office of the Attorney General.
 - Hears all Department level (Step 2) grievances and all major disciplinary appeals in a timely manner and represents the Department at any other proceedings as appropriate.
 - Provides support and guidance to executive staff, operations and administration on questions concerning collective bargaining agreements and employee discipline as appropriate.

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V. CROSS REFERENCE DOCUMENTS AND POLICIES

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	All NJDOC Human Resources Bulletins (HRBs)	

VI. APPLICABLE FORMS

Form Number	Form Title	Effective/Revision Date