11A:3-4.1 and 11A:2-11 LEGISLATIVE HISTORY CHECKLIST

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LAWS OF: 2019 **CHAPTER:** 346

NJSA: 11A:3-4.1 and 11A:2-11 (Requires Civil Service Commission establish standardize

recordkeeping and retention requirements with regard to unclassified State employees.)

BILL NO: A5628 (Substituted for S3979)

SPONSOR(S) Eliana Pintor Marin and others

DATE INTRODUCED: 6/17/2019

COMMITTEE: ASSEMBLY: Appropriations

SENATE: State Government, Wagering, Tourism & Historic Preservation

AMENDED DURING PASSAGE: No

DATE OF PASSAGE: ASSEMBLY: 6/20/2019

SENATE: 12/16/2019

DATE OF APPROVAL: 1/13/2020

FOLLOWING ARE ATTACHED IF AVAILABLE:

FINAL TEXT OF BILL (Introduced bill enacted)

Yes

A5628

SPONSOR'S STATEMENT: (Begins on page 4 of introduced bill) Yes

COMMITTEE STATEMENT: ASSEMBLY: Yes

SENATE: Yes

(Audio archived recordings of the committee meetings, corresponding to the date of the committee statement, *may possibly* be found at www.njleg.state.nj.us)

FLOOR AMENDMENT STATEMENT: No

LEGISLATIVE FISCAL ESTIMATE: No

S3979

SPONSOR'S STATEMENT: (Begins on page 4 of introduced bill) Yes

COMMITTEE STATEMENT: ASSEMBLY: No

SENATE: Yes

(Audio archived recordings of the committee meetings, corresponding to the date of the committee statement, *may possibly* be found at www.njleg.state.nj.us)

FLOOR AMENDMENT STATEMENT:	No	
LEGISLATIVE FISCAL ESTIMATE:	No	
VETO MESSAGE:	No	
GOVERNOR'S PRESS RELEASE ON SIGNING:	Yes	
FOLLOWING WERE PRINTED: To check for circulating copies, contact New Jersey State Government Publications at the State Library (609) 278-2640 ext.103 or mailto:refdesk@njstatelib.org		
REPORTS:	No	
HEARINGS:	No	
NEWSPAPER ARTICLES:	Yes	

Matt Arco. "Murphy signs bills passed in wake of Brennan rape claim." The Star-Ledger, (Newark, NJ), January 14, 2020: 003.

RWH/JA

P.L. 2019, CHAPTER 346, *approved January 13*, *2020*Assembly, No. 5628

AN ACT concerning recordkeeping and retention requirements of the Civil Service Commission on unclassified State employees, and amending N.J.S.11A:2-11 and supplementing Title 11A of the Revised Statues.

5 6

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

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9 1. (New section) a. The Civil Service Commission, in 10 consultation with the Bureau of Records Management in the 11 Department of the Treasury and in accordance with federal and 12 State law and regulation, shall promulgate rules and regulations concerning recordkeeping and record retention requirements related 13 14 to the recruitment, selection, hiring, and employment records of persons in the State's unclassified service. The recordkeeping and 15 16 record retention requirements shall include, at minimum, written 17 and electronic records concerning job advertisements, job 18 applications, resumes, background checks, screening tools and tests, 19 interview notes and other records related to the decisions to hire or 20 not hire a person, and records related to job title and compensation, 21 reasonable accommodation requests, 22 demotions, transfers, performance evaluations, disciplinary actions,

- and terminations.
 b. A personnel form shall be completed and maintained for
 each unclassified State employee. At minimum, the personnel form
 shall include the following information:
- 27 (1) the name of the unclassified employee;
- 28 (2) the job title of unclassified employee;
- 29 (3) direct supervisor or manager;
- 30 (4) salary history;
- 31 (5) date of employment offer;
- 32 (7) date of hire;
- 33 (8) the individual authorizing the hire or change of employment
- 34 status; and
- 35 (9) any notes on promotions, demotions, transfers, performance 36 evaluations, disciplinary actions, and terminations.
- Personnel forms shall be revised as needed to reflect any
- subsequent change or modification in the unclassified employee's
- 39 employment status, salary, direct supervisor or manager, or legal
- 40 name.
- c. The recruitment, selection, hiring, and employment records
- of unclassified employees in any State agency shall be compiled by

EXPLANATION – Matter enclosed in bold-faced brackets [thus] in the above bill is not enacted and is intended to be omitted in the law.

- 1 the human resources office, or an equivalent entity, of that State
- 2 agency. Information from such records shall be provided to the
- 3 Civil Service Commission upon request for recordkeeping and data
- 4 collection purposes.

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- 2. N.J.S.11A:2-11 is amended to read as follows:
- 11A:2-11. Powers and duties of the commission. In addition to other powers and duties vested in the commission by this title or any other law, the commission:
 - a. (Deleted by amendment, P.L.2008, c.29);
- b. May appoint employees necessary to enforce or implement the provisions of this title. All employees of the commission whose principal duties relate to the enforcement or implementation of this title shall be confidential employees for the purposes of the "New Jersey Employer-Employee Relations Act," P.L.1941, c.100
- 16 (C.34:13A-1 et seq.);
- 17 c. Shall maintain a management information system necessary 18 to carry out the provisions of this title;
 - d. Shall have the authority to audit payrolls, reports or transactions for conformity with the provisions of this title;
 - e. Shall plan, evaluate, administer and implement personnel programs and policies in State government and political subdivisions operating under this title;
 - f. Shall establish and supervise the selection process and employee performance evaluation procedures;
 - g. (Deleted by amendment, P.L.2008, c.29);
 - h. Shall set standards and procedures for review and render the final administrative decision on a written record or after recommendation by an independent reviewer assigned by the commission from classification, salary, layoff rights and in the State service noncontractual grievances;
- i. May establish pilot programs and other projects for a maximum of one year outside of the provisions of this title;
- j. Shall provide for a public employee interchange programpursuant to the "Government Employee Interchange Act of 1967,"
- P.L.1967, c.77 (C.52:14-6.10 et seq.) and may provide for an employee interchange program between public and private sector
- 38 employees;
 - k. (Deleted by amendment, P.L.2008, c.29);
- 1. (Deleted by amendment, P.L.2008, c.29);
- m. Shall establish and consult with advisory boards representing political subdivisions, personnel officers, labor organizations and other appropriate groups;
- n. Shall make an annual report to the Governor and Legislature and all other special or periodic reports as may be required. The
- annual report shall indicate the number of persons, by title, who, on
- 47 March 31, June 30, September 30, and December 31 of each year,
- 48 held appointments to positions in the senior executive service and

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1	the number of noncareer employees by title, who, on those same
2	dates, held appointments in positions in the senior executive
3	service; [and]

- o. Shall have the authority to assess costs for special or other services;
 - p. (Deleted by amendment, P.L.2008, c.29) [.]; and
- q. Shall, pursuant to P.L., c. (C.) (pending before the Legislature as this bill), promulgate standardized recordkeeping and record retention requirements concerning the recruitment, selection, hiring, and employment records of persons in the State unclassified
- 11 service.
- 12 (cf: P.L.2008, c.29, s.8)

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3. This act shall take effect immediately.

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STATEMENT

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This bill requires the Civil Service Commission, in consultation with the Bureau of Records Management in the Department of the Treasury and in accordance with federal and State law and regulation, to promulgate rules and regulations concerning recordkeeping and record retention requirements related to the recruitment, selection, hiring, and employment records of persons in the State unclassified service. The recordkeeping and record retention requirements will include, at minimum, written records concerning job advertisements, job applications, resumes, background checks, screening tools and tests, interview notes, and records related to job title and compensation, training, reasonable accommodations requests, promotions, demotions, transfers, performance evaluations, disciplinary actions, and terminations.

- A personnel form will be completed and maintained for each unclassified State employee. At minimum, the personnel form will include the following information:
- 35 (1) the name of the unclassified employee;
- 36 (2) the job title of unclassified employee;
- 37 (3) direct supervisor or manager;
- 38 (4) salary history;
- 39 (5) date of employment offer;
- 40 (7) date of hire;
- 41 (8) the individual authorizing the hire or change of employment
- 42 status; and
- 43 (9) any notes on promotions, demotions, transfers, performance 44 evaluations, disciplinary actions, and terminations.
- 45 Personnel forms will be revised when needed to reflect any
- 46 changes in the unclassified employee's employment status, salary,
- 47 direct supervisor or manager, or legal name.

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The recruitment, selection, hiring, and employment records of 1 2 unclassified employees in any State agency will be compiled by the human resources office, or an equivalent entity, of that State 3 agency. Information for such records will be provided to the Civil 4 5 Service Commission upon request for recordkeeping and data 6 collection purposes. 7 8 9 10 11 Requires Civil Service Commission establish standardize 12 recordkeeping and retention requirements with regard to 13 unclassified State employees.

ASSEMBLY, No. 5628

STATE OF NEW JERSEY

218th LEGISLATURE

INTRODUCED JUNE 17, 2019

Sponsored by:

Assemblywoman ELIANA PINTOR MARIN

District 29 (Essex)

Assemblywoman NANCY F. MUNOZ

District 21 (Morris, Somerset and Union)

Assemblywoman ANGELA V. MCKNIGHT

District 31 (Hudson)

Senator LORETTA WEINBERG

District 37 (Bergen)

Senator KRISTIN M. CORRADO

District 40 (Bergen, Essex, Morris and Passaic)

Co-Sponsored by:

Assemblywomen B.DeCroce, Schepisi, Murphy, Downey, Pinkin and

Senator Ruiz

SYNOPSIS

Requires Civil Service Commission establish standardize recordkeeping and retention requirements with regard to unclassified State employees.

CURRENT VERSION OF TEXT

As introduced.



(Sponsorship Updated As Of: 12/17/2019)

AN ACT concerning recordkeeping and retention requirements of the Civil Service Commission on unclassified State employees, and amending N.J.S.11A:2-11 and supplementing Title 11A of the Revised Statues.

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BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

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- 9 1. (New section) a. The Civil Service Commission, in 10 consultation with the Bureau of Records Management in the Department of the Treasury and in accordance with federal and 11 12 State law and regulation, shall promulgate rules and regulations 13 concerning recordkeeping and record retention requirements related 14 to the recruitment, selection, hiring, and employment records of 15 persons in the State's unclassified service. The recordkeeping and 16 record retention requirements shall include, at minimum, written 17 and electronic records concerning job advertisements, job 18 applications, resumes, background checks, screening tools and tests, interview notes and other records related to the decisions to hire or 19 20 not hire a person, and records related to job title and compensation, 21 reasonable accommodation requests, 22 demotions, transfers, performance evaluations, disciplinary actions,
- b. A personnel form shall be completed and maintained for
 each unclassified State employee. At minimum, the personnel form
 shall include the following information:
- 27 (1) the name of the unclassified employee;
- 28 (2) the job title of unclassified employee;
- 29 (3) direct supervisor or manager;
- 30 (4) salary history;

and terminations.

- 31 (5) date of employment offer;
- 32 (7) date of hire;
- 33 (8) the individual authorizing the hire or change of employment
- 34 status; and
- 35 (9) any notes on promotions, demotions, transfers, performance 36 evaluations, disciplinary actions, and terminations.
- Personnel forms shall be revised as needed to reflect any subsequent change or modification in the unclassified employee's employment status, salary, direct supervisor or manager, or legal name.
- c. The recruitment, selection, hiring, and employment records of unclassified employees in any State agency shall be compiled by the human resources office, or an equivalent entity, of that State agency. Information from such records shall be provided to the Civil Service Commission upon request for recordkeeping and data
- 45 Civil Service Commission upon request for recordkeeping and data 46 collection purposes.

to concetion purposes.

EXPLANATION – Matter enclosed in bold-faced brackets [thus] in the above bill is not enacted and is intended to be omitted in the law.

- 1 2. N.J.S.11A:2-11 is amended to read as follows:
- 2 11A:2-11. Powers and duties of the commission. In addition to 3 other powers and duties vested in the commission by this title or 4 any other law, the commission:
 - a. (Deleted by amendment, P.L.2008, c.29);

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- b. May appoint employees necessary to enforce or implement the provisions of this title. All employees of the commission whose principal duties relate to the enforcement or implementation of this title shall be confidential employees for the purposes of the "New Jersey Employer-Employee Relations Act," P.L.1941, c.100 (C.34:13A-1 et seq.);
- 12 c. Shall maintain a management information system necessary 13 to carry out the provisions of this title;
 - d. Shall have the authority to audit payrolls, reports or transactions for conformity with the provisions of this title;
 - e. Shall plan, evaluate, administer and implement personnel programs and policies in State government and political subdivisions operating under this title;
 - f. Shall establish and supervise the selection process and employee performance evaluation procedures;
 - g. (Deleted by amendment, P.L.2008, c.29);
- h. Shall set standards and procedures for review and render the final administrative decision on a written record or after recommendation by an independent reviewer assigned by the commission from classification, salary, layoff rights and in the State service noncontractual grievances;
 - i. May establish pilot programs and other projects for a maximum of one year outside of the provisions of this title;
 - j. Shall provide for a public employee interchange program pursuant to the "Government Employee Interchange Act of 1967," P.L.1967, c.77 (C.52:14-6.10 et seq.) and may provide for an employee interchange program between public and private sector
- employee interchange program between public and private sectoremployees;
 - k. (Deleted by amendment, P.L.2008, c.29);
- 35 l. (Deleted by amendment, P.L.2008, c.29);
- m. Shall establish and consult with advisory boards representing
 political subdivisions, personnel officers, labor organizations and
 other appropriate groups;
- n. Shall make an annual report to the Governor and Legislature and all other special or periodic reports as may be required. The annual report shall indicate the number of persons, by title, who, on March 31, June 30, September 30, and December 31 of each year, held appointments to positions in the senior executive service and
- held appointments to positions in the senior executive service and
- 44 the number of noncareer employees by title, who, on those same
- 45 dates, held appointments in positions in the senior executive
- 46 service; [and]
- o. Shall have the authority to assess costs for special or other services;

A5628 PINTOR MARIN, N.MUNOZ

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1	p. (Deleted by amendment, P.L.2008, c.29) [.] ; and
2	q. Shall, pursuant to P.L., c. (C.) (pending before the
3	Legislature as this bill), promulgate standardized recordkeeping and
4	record retention requirements concerning the recruitment, selection,
5	hiring, and employment records of persons in the State unclassified
6	service.
7	(cf: P.L.2008, c.29, s.8)
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9	3. This act shall take effect immediately.
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12	STATEMENT
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14	This bill requires the Civil Service Commission, in consultation
15	with the Bureau of Records Management in the Department of the
16	Treasury and in accordance with federal and State law and
17	regulation, to promulgate rules and regulations concerning
18	recordkeeping and record retention requirements related to the
19	recruitment, selection, hiring, and employment records of persons in
20	the State unclassified service. The recordkeeping and record
21	retention requirements will include, at minimum, written records
22	concerning job advertisements, job applications, resumes,
23	background checks, screening tools and tests, interview notes, and
24	records related to job title and compensation, training, reasonable
25	accommodations requests, promotions, demotions, transfers,
26	performance evaluations, disciplinary actions, and terminations.
27	A personnel form will be completed and maintained for each
28	unclassified State employee. At minimum, the personnel form will
29	include the following information:
30	(1) the name of the unclassified employee;
31	(2) the job title of unclassified employee;
32	(3) direct supervisor or manager;
33	(4) salary history;
34	(5) date of employment offer;
35	(7) date of hire;
36	(8) the individual authorizing the hire or change of employment
37	status; and
38	(9) any notes on promotions, demotions, transfers, performance
39	evaluations, disciplinary actions, and terminations.
40	Personnel forms will be revised when needed to reflect any
41	changes in the unclassified employee's employment status, salary,
42	direct supervisor or manager, or legal name.
43	The recruitment, selection, hiring, and employment records of
44	unclassified employees in any State agency will be compiled by the
45	human resources office, or an equivalent entity, of that State
46	agency. Information for such records will be provided to the Civil
47	Service Commission upon request for recordkeeping and data
48	collection purposes.

ASSEMBLY APPROPRIATIONS COMMITTEE

STATEMENT TO

ASSEMBLY, No. 5628

STATE OF NEW JERSEY

DATED: JUNE 18, 2019

The Assembly Appropriations Committee reports favorably Assembly Bill No. 5628.

This bill requires the Civil Service Commission, in consultation with the Bureau of Records Management in the Department of the Treasury and in accordance with federal and State law and regulation, to promulgate rules and regulations concerning recordkeeping and record retention requirements related to the recruitment, selection, hiring, and employment records of persons in the State unclassified service. The recordkeeping and record retention requirements will include, at minimum, written records concerning job advertisements, job applications, resumes, background checks, screening tools and tests, interview notes, and records related to job title and compensation, training, reasonable accommodations requests, promotions, demotions, transfers, performance evaluations, disciplinary actions, and terminations.

A personnel form will be completed and maintained for each unclassified State employee. At minimum, the personnel form will include the following information:

- (1) the name of the unclassified employee;
- (2) the job title of unclassified employee;
- (3) direct supervisor or manager;
- (4) salary history;
- (5) date of employment offer;
- (7) date of hire;
- (8) the individual authorizing the hire or change of employment status; and
- (9) any notes on promotions, demotions, transfers, performance evaluations, disciplinary actions, and terminations.

Personnel forms will be revised when needed to reflect any changes in the unclassified employee's employment status, salary, direct supervisor or manager, or legal name.

The recruitment, selection, hiring, and employment records of unclassified employees in any State agency will be compiled by the human resources office, or an equivalent entity, of that State agency. Information for such records will be provided to the Civil Service Commission upon request for recordkeeping and data collection purposes.

FISCAL IMPACT:

This bill is note certified as requiring a fiscal note.

SENATE STATE GOVERNMENT, WAGERING, TOURISM & HISTORIC PRESERVATION COMMITTEE

STATEMENT TO

ASSEMBLY, No. 5628

STATE OF NEW JERSEY

DATED: NOVEMBER 18, 2019

The Senate State Government, Wagering, Tourism and Historic Preservation Committee reports favorably Assembly Bill No. 5628

This bill requires the Civil Service Commission, in consultation with the Bureau of Records Management in the Department of the Treasury and in accordance with federal and State law and regulation, to promulgate rules and regulations concerning recordkeeping and record retention requirements related to the recruitment, selection, hiring, and employment records of persons in the State unclassified service. The recordkeeping and record retention requirements will include, at minimum, written records concerning job advertisements, job applications, resumes, background checks, screening tools and tests, interview notes, and records related to job title and compensation, training, reasonable accommodations requests, promotions, demotions, transfers, performance evaluations, disciplinary actions, and terminations.

A personnel form will be completed and maintained for each unclassified State employee. At minimum, the personnel form will include the following information:

- (1) the name of the unclassified employee;
- (2) the job title of unclassified employee;
- (3) direct supervisor or manager;
- (4) salary history;
- (5) date of employment offer;
- (6) date of hire;
- (7) the individual authorizing the hire or change of employment status; and
- (8) any notes on promotions, demotions, transfers, performance evaluations, disciplinary actions, and terminations.

Personnel forms will be revised when needed to reflect any changes in the unclassified employee's employment status, salary, direct supervisor or manager, or legal name.

The recruitment, selection, hiring, and employment records of unclassified employees in any State agency will be compiled by the human resources office, or an equivalent entity, of that State agency. Information for such records will be provided to the Civil Service Commission upon request for recordkeeping and data collection purposes.

Assembly Bill No. 5628 is identical to Senate Bill No. 3979 of 2018-2019.

SENATE, No. 3979

STATE OF NEW JERSEY

218th LEGISLATURE

INTRODUCED JUNE 20, 2019

Sponsored by:

Senator LORETTA WEINBERG

District 37 (Bergen)

Senator KRISTIN M. CORRADO

District 40 (Bergen, Essex, Morris and Passaic)

Co-Sponsored by:

Senator Ruiz

SYNOPSIS

Requires Civil Service Commission establish standardize recordkeeping and retention requirements with regard to unclassified State employees.

CURRENT VERSION OF TEXT

As introduced.



(Sponsorship Updated As Of: 10/25/2019)

AN ACT concerning recordkeeping and retention requirements of the Civil Service Commission on unclassified State employees, and amending N.J.S.11A:2-11 and supplementing Title 11A of the Revised Statues.

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BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

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- 1. (New section) The Civil Service Commission, in a. consultation with the Bureau of Records Management in the Department of the Treasury and in accordance with federal and State law and regulation, shall promulgate rules and regulations concerning recordkeeping and record retention requirements related to the recruitment, selection, hiring, and employment records of persons in the State's unclassified service. The recordkeeping and record retention requirements shall include, at minimum, written and electronic records concerning job advertisements, job applications, resumes, background checks, screening tools and tests, interview notes and other records related to the decisions to hire or not hire a person, and records related to job title and compensation, reasonable accommodation requests, demotions, transfers, performance evaluations, disciplinary actions,
 - b. A personnel form shall be completed and maintained for each unclassified State employee. At minimum, the personnel form shall include the following information:
 - (1) the name of the unclassified employee;
 - (2) the job title of unclassified employee;
- 29 (3) direct supervisor or manager;
- 30 (4) salary history;

and terminations.

- (5) date of employment offer;
- 32 (7) date of hire;
- 33 (8) the individual authorizing the hire or change of employment 34 status; and
- 35 (9) any notes on promotions, demotions, transfers, performance 36 evaluations, disciplinary actions, and terminations.
- Personnel forms shall be revised as needed to reflect any subsequent change or modification in the unclassified employee's employment status, salary, direct supervisor or manager, or legal name.
- c. The recruitment, selection, hiring, and employment records of unclassified employees in any State agency shall be compiled by the human resources office, or an equivalent entity, of that State agency. Information from such records shall be provided to the

EXPLANATION – Matter enclosed in bold-faced brackets [thus] in the above bill is not enacted and is intended to be omitted in the law.

1 Civil Service Commission upon request for recordkeeping and data 2 collection purposes.

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- 4 2. N.J.S.11A:2-11 is amended to read as follows:
- 5 11A:2-11. Powers and duties of the commission. In addition to 6 other powers and duties vested in the commission by this title or 7 any other law, the commission:
 - a. (Deleted by amendment, P.L.2008, c.29);
- b. May appoint employees necessary to enforce or implement the provisions of this title. All employees of the commission whose principal duties relate to the enforcement or implementation of this title shall be confidential employees for the purposes of the "New Jersey Employer-Employee Relations Act," P.L.1941, c.100 (C.34:13A-1 et seq.);
- 15 c. Shall maintain a management information system necessary 16 to carry out the provisions of this title;
- d. Shall have the authority to audit payrolls, reports or transactions for conformity with the provisions of this title;
 - e. Shall plan, evaluate, administer and implement personnel programs and policies in State government and political subdivisions operating under this title;
- f. Shall establish and supervise the selection process and employee performance evaluation procedures;
 - g. (Deleted by amendment, P.L.2008, c.29);
 - h. Shall set standards and procedures for review and render the final administrative decision on a written record or after recommendation by an independent reviewer assigned by the commission from classification, salary, layoff rights and in the State service noncontractual grievances;
- i. May establish pilot programs and other projects for a maximum of one year outside of the provisions of this title;
- j. Shall provide for a public employee interchange program pursuant to the "Government Employee Interchange Act of 1967," P.L.1967, c.77 (C.52:14-6.10 et seq.) and may provide for an employee interchange program between public and private sector employees;
 - k. (Deleted by amendment, P.L.2008, c.29);
 - 1. (Deleted by amendment, P.L.2008, c.29);
- m. Shall establish and consult with advisory boards representing political subdivisions, personnel officers, labor organizations and other appropriate groups;
- n. Shall make an annual report to the Governor and Legislature and all other special or periodic reports as may be required. The annual report shall indicate the number of persons, by title, who, on March 31, June 30, September 30, and December 31 of each year, held appointments to positions in the senior executive service and
- 47 the number of noncareer employees by title, who, on those same

- dates, held appointments in positions in the senior executive service; [and]
- o. Shall have the authority to assess costs for special or other services;
 - p. (Deleted by amendment, P.L.2008, c.29) [.] ; and
- q. Shall, pursuant to P.L., c. (C.) (pending before the
 Legislature as this bill), promulgate standardized recordkeeping and
 record retention requirements concerning the recruitment, selection,
 hiring, and employment records of persons in the State unclassified
- 10 <u>service.</u>

11 (cf: P.L.2008, c.29, s.8)

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3. This act shall take effect immediately.

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STATEMENT

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This bill requires the Civil Service Commission, in consultation with the Bureau of Records Management in the Department of the Treasury and in accordance with federal and State law and regulation, to promulgate rules and regulations concerning recordkeeping and record retention requirements related to the recruitment, selection, hiring, and employment records of persons in the State unclassified service. The recordkeeping and record retention requirements will include, at minimum, written records advertisements, job applications, concerning job resumes, background checks, screening tools and tests, interview notes, and records related to job title and compensation, training, reasonable accommodations requests, promotions, demotions, transfers, performance evaluations, disciplinary actions, and terminations.

A personnel form will be completed and maintained for each unclassified State employee. At minimum, the personnel form will include the following information:

- (1) the name of the unclassified employee;
- (2) the job title of unclassified employee;
- 36 (3) direct supervisor or manager;
- 37 (4) salary history;
- 38 (5) date of employment offer;
- 39 (7) date of hire;
- 40 (8) the individual authorizing the hire or change of employment 41 status; and
- 42 (9) any notes on promotions, demotions, transfers, performance 43 evaluations, disciplinary actions, and terminations.
- Personnel forms will be revised when needed to reflect any changes in the unclassified employee's employment status, salary, direct supervisor or manager, or legal name.
- The recruitment, selection, hiring, and employment records of unclassified employees in any State agency will be compiled by the

S3979 WEINBERG, CORRADO

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- 1 human resources office, or an equivalent entity, of that State
- 2 agency. Information for such records will be provided to the Civil
- 3 Service Commission upon request for recordkeeping and data
- 4 collection purposes.

SENATE STATE GOVERNMENT, WAGERING, TOURISM & HISTORIC PRESERVATION COMMITTEE

STATEMENT TO

SENATE, No. 3979

STATE OF NEW JERSEY

DATED: NOVEMBER 18, 2019

The Senate State Government, Wagering, Tourism and Historic Preservation Committee reports favorably Senate Bill No. 3979.

This bill requires the Civil Service Commission, in consultation with the Bureau of Records Management in the Department of the Treasury and in accordance with federal and State law and regulation, to promulgate rules and regulations concerning recordkeeping and record retention requirements related to the recruitment, selection, hiring, and employment records of persons in the State unclassified service. The recordkeeping and record retention requirements will include, at minimum, written records concerning job advertisements, job applications, resumes, background checks, screening tools and tests, interview notes, and records related to job title and compensation, training, reasonable accommodations requests, promotions, demotions, transfers, performance evaluations, disciplinary actions, and terminations.

A personnel form will be completed and maintained for each unclassified State employee. At minimum, the personnel form will include the following information:

- (1) the name of the unclassified employee;
- (2) the job title of unclassified employee;
- (3) direct supervisor or manager;
- (4) salary history;
- (5) date of employment offer;
- (6) date of hire;
- (7) the individual authorizing the hire or change of employment status; and
- (8) any notes on promotions, demotions, transfers, performance evaluations, disciplinary actions, and terminations.

Personnel forms will be revised when needed to reflect any changes in the unclassified employee's employment status, salary, direct supervisor or manager, or legal name.

The recruitment, selection, hiring, and employment records of unclassified employees in any State agency will be compiled by the human resources office, or an equivalent entity, of that State agency. Information for such records will be provided to the Civil Service Commission upon request for recordkeeping and data collection purposes.

Senate Bill No. 3979 is identical to Assembly Bill No. 5628 of 2018-2019.

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