

County of Cumberland Board of Chosen Freeholders	Policy Number: 3.03	Pages: 1 of 1
Chapter: Personnel Actions		Effective Date: August 11, 1994
Subject: Removal		

I. POLICY:

Cumberland County Government shall remove employees when it is determined there is just cause and where progressive discipline is either determined inappropriate or ineffective.

II. DEFINITIONS:

Removal means termination of an employee from employment for disciplinary reasons.

III. PROCEDURE:

A. Cause:

1. A permanent employee in the classified service or a person serving a working test period may be removed for just cause upon written charges. (Forms 31-A and 31-B)
2. A provisional or temporary employee may be terminated for just cause at the discretion of the department head. Provisional or temporary employees have no right of appeal to the State Department of Personnel. See applicable union agreements for grievance procedures.
3. See policy #3.02 (D) for general causes for discipline and/or removal.

B. Opportunity for Hearing:

Employees who are being removed and served with a Form 31-A shall be entitled to an opportunity for a departmental hearing. See Policy #3.02 (F) for procedure.