



# Atlantic County

## INTER-OFFICE MEMO

**DATE:** January 9, 2009

**TO:** James Ferguson Atlantic County Council  
Eric Bernstein Esq.  
George Hebert F.O.P 34 President

**FROM:** Division Director Sean Thomas

**RE:** Arbitration Settlement AR 2008-845

In conjunction with the settlement agreement related to AR-2008-845, upon review of Atlantic County Governments Division of Human Resources Personnel Policies and Procedures Manual the following identifies the policies that apply to Division of Adult Detention staff and where they can be located.

1. Atlantic County Governments Division of Human Resources Personnel Policies and Procedures Section 1 PS 1.01-1.20 will govern all Personnel Appointments and Transactions. Referenced in Division of Adult Detention Policy & Procedure 1.3.1 V #3.
2. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 2 PS 2.01-2.12 will govern all Benefits as determined by the employee's applicable management benefit package or the collective bargaining agreement. Referenced in Division of Adult Detention Policy & Procedure 1.3.1 V #4.
3. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.01 Conscientious Employee Protection has been included and is governed by Division of Adult Detention Policy & Procedure 1.3.1 V #6.
4. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.02 Workplace Standards has been included and is governed by Division of Adult Detention Policy & Procedure 1.3.1 V #7.
5. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.03 Ethics has been included and is governed by Division of Adult Detention Policy & Procedure 1.3.6 V G #12.

6. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.04 Gifts to Public Servants has been included and is governed by Division of Adult Detention Policy & Procedure 1.3.6 V G #13.
7. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.05 Management Rights has been included and is governed by Division of Adult Detention Policy & Procedure 1.1.1 V B.
8. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.06 Political Activity / Hatch Act has been included and is governed by Division of Adult Detention Policy & Procedure 1.3.6 V G # 14.
9. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.07 Solicitation has been included and is governed by Division of Adult Detention Policy & Procedure 1.3.6 V F # 25.
10. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.08 Personnel Records has been included and is governed by Division of Adult Detention Policy & Procedure 1.3.5
11. Division of Adult Detention Policy & Procedure 1.3.1 D supersedes Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.09 Identification Cards.
12. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.10 Moonlighting / Outside Employment will be adhered to as Division of Adult Detention doesn't have a policy addressing this topic.
13. Division of Adult Detention Policy & Procedure 1.09.03 will govern the Use of Motor Vehicles as Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.11 Motor Vehicle Drivers is included in Adult Detentions Policy.
14. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 3 PS 3.12 Performance Appraisals will be adhered to as Division of Adult Detention doesn't have a policy addressing this topic.

15. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures  
Section 3 PS 3.13 Use of Communication Devices and systems will be adhered to
  
16. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures  
Section 3 PS 3.14 Computer and Network Use is included in and is governed by Division of Adult  
Detention Policy & Procedure 1.5.3
  
17. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures  
Section 4 PS 4.01 Atlantic County Ethics Board has been included in and is governed by Division  
of Adult Detention Policy & Procedure 1.3.6
  
18. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures  
Section 4 PS 4.02 Non Discrimination Equal Opportunity Covering Discrimination, Harassment,  
Including Sexual Harassment & Accommodation has been included in and is governed by Division  
of Adult Detention Policy & Procedure 1.3.12
  
19. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures  
Section 4 PS 4.03 Drugs and Alcohol in the Workplace is included in and is governed by Division  
of Adult Detention Policy & Procedure 1.3.7
  
20. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures  
Section 4 PS 4.04 No Smoking in the Workplace has been included in and is governed by Division  
of Adult Detention Policy & Procedure 1.1.6
  
21. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures  
Section 4 PS 4.05 Personal Property has been included in and is governed by Division of Adult  
Detention Policy & Procedure 1.9.3 & 1.3.11
  
22. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures  
Section 4 PS 4.06 Right to Know Act has been included in and is governed by Division of Adult  
Detention Policy & Procedure 1.8.7
  
23. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures  
Section 4 PS 4.07 Safety in the Workplace will be adhered to as Division of Adult Detention  
doesn't have a policy addressing this topic.

14. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 4 PS 4.08 Violence in the Workplace Prevention Program will be adhered to as Division of Adult Detention doesn't have a policy addressing this topic.
  
25. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 4 PS 4.09 Cardiopulmonary Resuscitation and Automated External Defibrillators has been included in and is governed by Division of Adult Detention Policy & Procedure 1.4.2.
  
26. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 4 PS 4.10 Employee Assistance Program has been included in and is governed by Division of Adult Detention Policy & Procedure 1.3.3
  
27. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 5 Time & Leave Policies PS 5.01-5.12 has been included in and is governed by Division of Adult Detention Policy & Procedure 1.3.1B
  
28. Atlantic County Governments Division of Human Resources Personnel Policies & Procedures Section 6 Miscellaneous PS 6.01-6.05 will be adhered to as Division of Adult Detention doesn't have a policy addressing these topics.

**PLOTKIN ASSOCIATES, L.L.C.***Specializing in Public Sector Labor Relations*P.O. BOX 100  
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**CLIENT'S COPY****MYRON PLOTKIN****JULIE GIORDANO**

January 24, 2009

**SEAN THOMAS, WARDEN**Atlantic County Dept. of Public Safety  
Division of Adult Detention  
Justice Facility  
5060 Atlantic Avenue  
Mays Landing, New Jersey 08330**Re: FOP Lodge #34 (Corrections R&F)  
-and-  
County of Atlantic  
(Application of County Policies)**

Dear Warden Thomas:

I am in receipt of the Memo you sent to George Hebert, President of FOP Lodge #34, dated January 9, 2009 regarding the identification and applicability of County Personnel Policies as was agreed upon by the County in the Settlement Agreement of Docket No. AR-2008-845., a copy of which is enclosed herewith. The listing below reflects my understanding of the applicability of County Policies to the Department of Corrections. First, I would like confirmation from you that the County Policies enumerated and then "Referenced in the Division of Adult Detention Policy and Procedures are not in conflict with each other.

I will review the Policies and my understandings in the same order you listed them in your Memo.

1. County Policy governs/referenced in Division of Adult Detention (DAD) Policy and Procedures.  
No conflict
2. County Policy governs/referenced in DAD Policy and Procedures. CBA determines benefits.  
No conflict.

**PLOTKIN ASSOCIATES, L.L.C.**  
***Specializing in Public Sector Labor Relations***

**SEAN THOMAS, WARDEN**

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3. County Policy governs/referenced in DAD Policy and Procedures. No conflict.
4. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
5. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
6. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
7. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
8. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
9. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
10. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
11. DAD Policy governs. County Policy not applicable.
12. County Policy governs. No DAD Policy
13. DAD Policy governs. County Policy not in conflict
14. County Policy governs. No DAD Policy.
15. County Policy governs. No DAD Policy.
16. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
17. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
18. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
19. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
20. County Policy referenced/governed by DAD Policy and Procedures. No conflict.

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**SEAN THOMAS, WARDEN**  
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Division of Adult Detention  
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- 21. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
- 22. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
- 23. County Policy governs. No DAD Policy..
- 24. County Policy governs. No DAD Policy..
- 25. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
- 26. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
- 27. County Policy referenced/governed by DAD Policy and Procedures. No conflict.
- 28. County Policy governs. No DAD Policy.

Upon your review of my understandings as listed above, if you find any misunderstandings or corrections that need to be made, please so notify me. I would also appreciate it if my understandings are correct, you also notify me of that confirmation.

Thank you for your concern in this matter

Sincerely,  
**PLOTKIN ASSOCIATES, L.L.C**



**BY: MYRON PLOTKIN**  
*Labor Relations Consultant*

MP:sd

c: James Ferguson, Esq. *County Counsel*  
George Hebert, *President, FOP #34*