

B-9



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Sheila Chapman,
Administrative Clerk (M1040R),
Asbury Park

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Examination Appeal

CSC Docket No. 2015-1127

ISSUED: **DEC 08 2014** (WR)

Sheila Chapman appeals the determination of the Division of Selection Services (Selection Services) denying her request for a make-up examination for Administrative Clerk (M1040R), Asbury Park.

By way of background, 45 candidates were scheduled to be tested for this examination which was administered on September 18, 2014. The appellant did not appear to take the subject test. In her initial request for a make-up, the appellant submitted a doctor's note, dated September 19, 2014, that indicated that she would be "out of work" on September 18 and 19, 2014, and a medical report which indicated that she was diagnosed with a sinus infection. In a letter dated October 2, 2014, Selection Services indicated that the appellant's request did not meet the criteria pursuant to *N.J.A.C. 4A:4-2.9*, noting that the appellant did not provide a doctor's statement indicating a medical diagnosis and why she could not attend the examination.

On appeal, the appellant contends that she was unable to work on September 18 and 19, 2014. In support of her appeal, she submits the same information she submitted to Selection Services: a doctor's note, diagnostic information from her doctor stating that she was being treated for a sinus infection, and information regarding the medications her doctor prescribed.

CONCLUSION

N.J.A.C. 4A:4-2.9(a) provides that make-up examinations may be authorized only in cases of: 1. Error by the Civil Service Commission or appointing authority; 2.

Serious illness or disability of the candidate on the test date, provided that the candidate submits a doctor's certificate specifying that the candidate was not able to take the test on that day for medical reasons; 3. Documented serious illness or death in the candidate's immediate family; 4. Natural disaster; or 5. Prior vacation or travel plans outside of New Jersey or any contiguous state which cannot be reasonably changed, as evidenced by a sworn statement and relevant documentation; and 6. Other valid reasons.

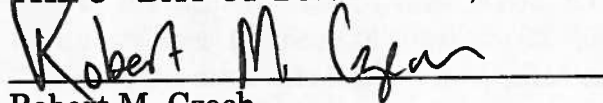
In the matter at hand, Selection Services initially denied the appellant a make-up examination since her doctor's note did not provide a diagnosis. However, the appellant also presents a medical report which indicated that she was diagnosed with a sinus infection. Moreover, the note indicated that she was to be out of work on the date of September 18, 2014, because she was ill. Thus, under the circumstances, the appellant has met her burden of proof in accordance with *N.J.A.C. 4A:4-2.9(a)*.

ORDER

Therefore, it is ordered that this appeal be granted and the appellant be scheduled for a make-up examination.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION
THE 3rd DAY OF DECEMBER, 2014



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