STATE OF NEW JERSEY

In the Matter of Krista Parks	:	**FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION**
CSC Docket No. 2026-2316	:	Administrative Appeal

ISSUED: September 23, 2026 **(HS)**

Krista Parks requests a retroactive date of permanent appointment.

As background, agency records indicate the following. The appellant received a temporary appointment to the title of Emergency Medical Technician (EMT), effective August 30, 2004, with Monroe Township. Subsequently, the appellant took and passed the open competitive examination for EMT (M9770H). The appellant's name was certified to Monroe Township on June 29, 2007. In disposing of the certification, Monroe Township permanently appointed the appellant, effective July 10, 2007. Effective April 25, 2023, the appellant received a permanent appointment to the title of Senior EMT. Effective August 21, 2023, the appellant received an intergovernmental transfer from Monroe Township to Gloucester County.[1]

In her appeal to the Civil Service Commission (Commission), filed April 8, 2026, the appellant seeks review of the determination of her service dates, specifically regarding the distinction between her hire date, August 30, 2004, and date of entry into permanent service, July 10, 2007. The appellant would like her full length of service to be recognized from August 30, 2004 as she contends this adjustment would more accurately reflect her tenure and contributions.

In a supplemental submission, the appellant adds that she began making pension contributions to the Public Employees' Retirement System (PERS) during

[1] It is noted that while EMT is now a noncompetitive title, it was not made so until October 20, 2012.

first quarter 2005, which would place her in Tier 1 status. The appellant maintains that at the time, she was unaware that she had not been recorded as a permanent employee until July 10, 2007. Qualification for Tier 1 PERS status is based on an enrollment date prior to July 1, 2007. The appellant states that she did not become aware of this Civil Service discrepancy until her intergovernmental transfer to Gloucester County, and she is "unable to access [her] Civil Service profile in the same way [she] can access [her] PERS account." Currently, both this agency and Gloucester County recognize her permanent appointment date as July 10, 2007. However, per the appellant, Monroe Township had consistently recognized her initial hire date of August 30, 2004 for purposes such as raises, sick time, and vacation accrual,[2] so the appellant maintains she had no reason to question the discrepancy earlier. In support, the appellant provides documentation of the first retirement payment made by Monroe Township on the appellant's behalf and her PERS statement reflecting a July 1, 2004 date of enrollment.

In response, Gloucester County advises that as has been the past practice with intergovernmental transfers, it uses the first date of permanent appointment as the seniority date, which in this case was July 10, 2007.

There were no further submissions from the parties. It is also noted that despite the opportunity, Monroe Township did not make any submission in this matter.

CONCLUSION

N.J.A.C. 4A:2-1.1(b) provides, in pertinent part, that an appeal must be filed within 20 days after either the appellant has notice or should reasonably have known of the decision, situation, or action being appealed.

N.J.A.C. 4A:4-1.10(c) provides that when a regular appointment has been made, the Commission may order a retroactive appointment date due to administrative error, administrative delay, or other good cause, on notice to affected parties.

The appellant has the burden of proof in this matter. *See N.J.A.C.* 4A:2-1.4(c).

Initially, there is a question in this case as to whether this appeal was timely filed. The appellant seeks a retroactive permanent appointment date of August 30,

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[2] According to the intergovernmental transfer agreement between Monroe Township and Gloucester County, Gloucester County agreed that the appellant would retain all accumulated sick time and be paid, on a pro-rated basis, for vacation time earned prior to the intergovernmental transfer. The Commission presumes these terms were implemented. Further, while the appellant references raises, salary issues in local government service are not reviewable by the Commission unless the salary of the employee is outside the established range for the job title. See *N.J.S.A.* 11A:3-7d and *N.J.A.C.* 4A:3-4.1(a)2. There is no indication that the instant matter implicates any such issue.

2004. This appeal was filed years later. The purpose of time limitations is not to eliminate or curtail the rights of an appellant but to establish a threshold of finality. In the instant case, the years-long delay in filing the instant appeal unreasonably exceeds that threshold of finality. Thus, it is clear that the appellant's appeal is untimely.

Nor is there any basis in this particular case to extend or to relax the time for an appeal. *See N.J.A.C.* 4A:1-1.2(c) (the Commission has the discretionary authority to relax rules for good cause). In this regard, it is appropriate to consider whether the delay in asserting her right to appeal was reasonable and excusable. *Appeal of Syby*, 66 *N.J. Super.* 460, 464 (App. Div. 1961) (construing "good cause" in appellate court rules governing the time for appeal); *Atlantic City v. Civil Service Com'n*, 3 *N.J. Super.* 57, 60 (App. Div. 1949) (describing the circumstances under which delay in asserting rights may be excusable). Among the factors to be considered are the length of delay and the reasons for the delay. *Lavin v. Hackensack Bd. of Educ.*, 90 N.J. 145 (1982). *See e.g., Matter of Allen*, 262 *N.J. Super.* 438 (App. Div. 1993) (allowing relaxation of the Commission's appeal rules where police officer repeatedly, but unsuccessfully, sought clarification of his employment status). In this case, the appellant has not presented any reason that would excuse the delay in filing her appeal. The appellant's excuses that she did not become aware of the different dates in her record until her intergovernmental transfer to Gloucester County[3] and that she is "unable to access [her] Civil Service profile in the same way [she] can access [her] PERS account" are unpersuasive. In this regard, individual personnel records are accessible to an employee or an authorized representative of the employee. *See N.J.A.C.* 4A:1-2.2(b).

Nevertheless, for informational purposes only, the Commission offers the following comments. The Commission finds that it cannot provide the requested remedy of a retroactive date of permanent appointment to the title of EMT, effective August 30, 2004, as there is no evidence of any eligible list from which the appellant could have been appointed at that time.[4] A permanent appointment is achieved when an individual takes an examination; is placed on an eligible list; and is permanently appointed from that eligible list. *See, e.g.*, *N.J.S.A.* 11A:4-13a. Thus, the Commission cannot grant a retroactive date of permanent appointment in this case based on the date pension payments commenced. Accordingly, the appellant has not established entitlement to a retroactive date of permanent appointment to the title of EMT, and the July 10, 2007 date stands.

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[3] The appellant's intergovernmental transfer to Gloucester County was effective August 21, 2023. Therefore, even in reviewing the timeliness of the appellant's appeal in the most generous light, as she did not appeal until April 2026, her appeal would still be untimely.

[4] Again, EMT was not made noncompetitive until years later in 2012.

ORDER

Therefore, it is ordered that this appeal be dismissed.

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 ON
THE 23RD DAY OF SEPTEMBER, 2026



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