

INDIVIDUAL NOTICE OF LAYOFFS OR DEMOTION

County of Salem  
Name of Jurisdiction

May 17, 2000  
Date

TO: G. Phillip Lewis  
105 Stockington Road  
Woodstown, NJ 08098

FROM: Rita Shade Simpson, Clerk of the Board/Administrator  
County of Salem

Pursuant to the provisions of N.J.S.A. 11A:8-1, this is to notify you that for reasons of  economy  efficiency  other, specifically the federal abolishment of the Jobs Training Partnership Act and end to federal funding, you will be laid off from your permanent or probationary position of: Human Resource Coordinator, JTPA, effective at the end of the day, June 30, 2000. This notification provides you with the minimum 45-day layoff notice required by the above law and, unless otherwise extended by the Commissioner of Personnel, shall expire no later than 120 days from the date of issuance.

\*\*\*\*\*


(Complete the following only if applicable)

Although you are being laid off in your permanent title, you:

will  will not be retained in your current provisional or temporary title of \_\_\_\_\_

will be appointed to the provisional or temporary position of \_\_\_\_\_ effective \_\_\_\_\_.

Since your position is subject to layoff you may have the right to displace employees in other positions. A copy of this notice is being forwarded to the New Jersey Department of Personnel, which will be responsible for determining your seniority, lateral displacement, demotional, and/or special reemployment rights. The Department of Personnel will notify both you and the appointing authority of its determinations prior to the effective date of the layoff action. The procedures to be followed in instituting any appeals will be outlined in the letter of notification of your layoff rights from the New Jersey Department of Personnel.

  
Rita Shade Simpson, Clerk of the Board/Administrator  
County of Salem

INDIVIDUAL NOTICE OF LAYOFF (cont'd)  
page 2

Method of Service

(x ) Personal Service

Name of Server: Curtis Harker

Date Served: May 17, 2000

(x) Certified or Registered Mail (Attach copy of receipt)  
Date sent to employee or agent must be shown on postal receipt.

Copy of notice forwarded to Department of Personnel Date: May 17, 2000

NOTICE TO APPOINTING AUTHORITY-- Concurrent with the issuance of this notice to the employee, a copy of this notice must be forwarded to the New Jersey Department of Personnel as required by N.J.S.A. 11A:8-1.