



CHRISTINE TODD WHITMAN
GOVERNOR

STATE OF NEW JERSEY
DEPARTMENT OF PERSONNEL

JANICE MITCHELL MINTZ
COMMISSIONER

Division of Human Resource Management
P.O. Box 313
Trenton, New Jersey 08625-0313

June 2, 2000

Philip Lewis
105 Stockington Rd.
Woodstown, NJ 08098

Dear Mr. Lewis:

SUBJECT: Layoff from your permanent position of Human Resource Coordinator in the Department of Job Training Partnership Act effective June 30, 2000.

In accordance with the provision of N.J.S.A. 11A:8-1 et seq., your layoff from the subject position has been recorded.

There are no demotional or other displacement opportunities available to you at this time. Your name will be placed on a special reemployment list for the above title.

Special Reemployment lists are certified, subsequent to the effective date of layoff, against employees serving on a provisional basis in the above title. If there are no such employees, your name will remain on the Special Reemployment list for certification against future vacancies or provisional employees.

It is the responsibility of each employee whose name is placed on a special reemployment list to advise the Department of Personnel of any change of name or address.

You may appeal the determination of your layoff rights or seniority. The burden of proof in such appeals is on the appellant. Such appeals must specify the grounds of your appeal and must be received within twenty (20) days of your receipt of this notice. Layoff rights appeals should be addressed to the Division of Merit System Practices and Labor Relations, Department of Personnel, Administrative Appeals - Unit A, P.O. Box 312, Trenton, New Jersey 08625-0312.

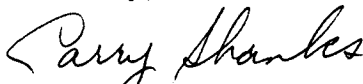
Shaping a quality work force through competence, caring, and commitment

New Jersey is an Equal Opportunity Employer
www.state.nj.us/personnel

Philip Lewis
Page 2
June 2, 2000

You may appeal whether the appointing authority acted in good faith in instituting this layoff action. The burden of proof in such appeals is on the appellant. Such appeals must specify the grounds of your appeal and must be received within twenty (20) days of your receipt of this notice. Good faith appeals should be addressed to the Division of Merit System Practices and Labor Relations, Department of Personnel, Merit System Board Services - Unit H, P.O. Box 312, Trenton, NJ 08625-0312.

Sincerely,


Larry Shanks
Manager

MR
c: Appointing Authority
Bernadette Hartman
Records