

County of Gloucester
Human Resources Manual

CHAPTER:	3 - CHANGES IN EMPLOYMENT & SEPARATION FROM SERVICE	ADOPTED: 3/7/06
SECTION:	4 - LAYOFFS	REVISED: 8/7/13

The County may institute layoff actions for economy, efficiency or other related reasons, but will first consider voluntary alternatives. Employee participation in layoff alternatives is voluntary, and in the event of a layoff, such employees shall be considered as working and earning seniority in their original title when determining their layoff rights.

Seniority and lateral, demotional or special re-employment rights in Career Service titles will be determined by the NJ CIVIL SERVICE COMMISSION (4A:8-1.1).

Human Resources Director/designee:

Considers alternatives to layoff proceedings (4A:8-1.2) prior to instituting a layoff which may include but are not limited to:

- (1) Leaves of absence without pay for permanent employees with no loss of seniority.
- (2) Voluntary reduction of work hours or job sharing.
- (3) Optional temporary demotions.

Submits alternative plans to the NJ CIVIL SERVICE COMMISSION for approval before implementing any action.

Institutes layoff proceedings which include the following steps:

- (1) Sends required information to the NJ CIVIL SERVICE COMMISSION at least 30 days before sending written notices to employees about the layoff. (4A:8-1.4).
- (2) Provides written notice to employees at least 45 days before the layoff either personally or by certified mail, with copies to the NJ CIVIL SERVICE COMMISSION and union representatives. A sample of this notice can be found in HR 3.4 Exhibit H titled “Individual Notice of Layoff or Demotion.”
- (3) Posts notice of the layoff in all affected facilities (4A:8-1.6). A sample of this notice can be found in HR 3.4 Exhibit I titled “General Notice of Layoff or Demotion.”

County of Gloucester
Human Resources Manual

- (4) Ensures layoffs take place within 120 days of issuing the notice or seeks an extension by the NJ CIVIL SERVICE COMMISSION for good cause (4A:8-1.6(2)d).
- (5) Notifies Department Heads of affected positions as determined by the NJ CIVIL SERVICE COMMISSION.
- (6) Conducts layoff interviews with affected employees advising them of their rights such as lateral and demotional rights and special re-employment rights.