

County of Gloucester
Human Resources Manual

CHAPTER:	3 - CHANGES IN EMPLOYMENT & SEPARATION OF SERVICE	ADOPTED: 3/7/06
SECTION:	4 - LAYOFFS	REVISED: 5/22/24

EXHIBIT A – INDIVIDUAL NOTICE OF LAYOFF OR DEMOTION

Name of Jurisdiction

Date

To: _____

(Name & Home Address of Employee)

From: _____
(Name & Title of Appointing Authority)

Pursuant to the provisions of N.J.S.A. 11A:8-1, this is to notify you that for reasons of
[] economy [] efficiency [] other (specify) _____

_____,
you will be laid off from your permanent or probationary position of:

_____,
Department of _____, effective at the close of the working day
on _____.

This notification provides you with the minimum 45-day layoff notice required by the above law and, unless otherwise extended by the Commissioner of the Civil Service Commission, shall expire no later than 120 days from the date of issuance.

[] Although you are being laid off in your permanent title you:

[] will [] will not be retained in your current provisional or

temporary title of _____.

[] have been appointed to the provisional or temporary position of

_____ effective _____.

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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 Civil Service Commission, which will be responsible for determining your seniority, lateral displacement, demotional, and/or special re-employment rights. The New Jersey Civil Service Commission will notify both you and the appointing authority of its determinations prior to the effective date of 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 Civil Service Commission.

(Signature of Appointing Authority or Authorized Agent)

Method of Service

☐ Personal Service

Name of Server _____

Date Served _____

☐ 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 New Jersey Civil Service Commission
Date: _____

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 Civil Service Commission as required by N.J.S.A. 11A:8-1.