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**William Paterson University  
General Notice of Layoff  
Revised**

**To:** William Paterson University Career Service Employees

**From:** Allison Boucher-Jarvis, Vice President for Human Resources and Presidential Designee

**Date:** November 19, 2021

Pursuant to the provisions of *N.J.S.A. 11A:8-1*, this is to notify all William Paterson University Career Service employees that for reasons of economy, efficiency or other related reasons, it is possible you will be laid off or demoted from your permanent or probationary position. If your position is subject to layoff, you may have the right to displace employees in other positions.

This layoff will be effective at the close of the working day on **January 1, 2022**. This notification provides you with the minimum 45-day layoff notice required by the above referenced law and, unless otherwise extended by the Chair/Chief Executive Officer of the New Jersey Civil Service Commission, shall expire no later than 120 days from the date of issuance.

At the present time, it is not possible to determine the exact effect that this layoff action will have on each employee. This is to notify all employees that you may be affected by the exercise of lateral, demotional and/or special reemployment rights of other employees.

A copy of this notice is being forwarded to the New Jersey Civil Service Commission, which will be responsible for determining the seniority, lateral displacement, demotional and/or special reemployment rights of employees. The Civil Service Commission will notify affected employees and the appointing authority of these 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 Layoff Rights from the New Jersey Civil Service Commission.

**Certification:**

I certify that a copy of this General Notice of Layoff has been posted, and served by University email, personal service or certified mail on each potentially affected employee of the organization unit on the following date: November 19, 2021.

Allison Boucher-Jarvis  
Vice President for Human Resources

C: WP President Richard Helldobler  
CWA Local 1031 President John Rose  
CWA Local 1031 Branch President Michael Milling  
IFPTE Local 195 President Tim Rudolph  
IFPTE Local 195 Chapter President Angelo Mastrolia  
New Jersey Civil Service Commission  
Supervisor