



CITY OF PLAINFIELD

DIVISION OF PERSONNEL
515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060
PHONE (908) 753-3236 - FAX (908) 753-3667
EMAIL: kodabney.plainfieldhr@verizon.net



Karen O. Dabney
PERSONNEL DIRECTOR

INTEROFFICE MEMORANDUM

TO: Marc Dashield, City Administrator

FROM: Karen O. Dabney, Personnel Director

DATE: September 20, 2007

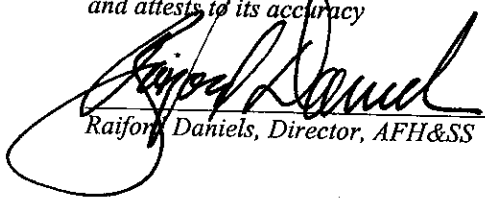
SUBJECT: LAYOFF PLAN - PROJECT ALERT/DUDLEY HOUSE

Pursuant to the request of Ray Daniels, Director of Administration and Finance, attached for your review and approval is a layoff plan to be submitted to the New Jersey Department of Personnel (NJDP). The reasons for the layoff plan are outlined in the attached documents. Also attached is a Resolution seeking authorization from the City Council to submit the plan to the NJDP.

If the attached plan and Resolution meet with your approval it is requested that both documents be included on the City Council agenda for discussion on October 1st and subsequent approval on October 3rd.

Attachments

*I have reviewed the accompany Resolution
and attests to its accuracy*


Ray Daniels, Director, AFH&SS

Administration: Approved for City Council Agenda


Marc Dashield., City Administrator

RESOLUTION AUTHORIZING THE SUBMISSION OF A LAYOFF PLAN TO
THE NEW JERSEY DEPARTMENT OF PERSONNEL

BE IT RESOLVED, that the City Administrator is authorized to submit
the attached layoff plan to the New Jersey Department of Personnel for review
and approval.

Adopted by the City Council

October 3, 2007

Laddie Wyatt, City Clerk

Approved as to form



Daniel Williamson, Corporation Counsel

October 4, 2007

VIA FACSIMILE AND PRIORITY MAIL

Kenneth Connelly, Acting Director
Local Human Resources Management
New Jersey Department of Personnel
P.O. Box 313
Trenton, New Jersey 08625

Re: Layoff Plan

Dear Mr. Connelly:

In accordance with N.J.S.A. 4A: 8-1.4 et seq., this letter will serve as official notification of a layoff of permanent employees in the City of Plainfield.

Background:

The City of Plainfield operates a drug and alcohol residential treatment facility known as Project Alert/Dudley House. The program is funded via grants and reimbursement from various sources including Middlesex county. Over the last several years Project Alert/Dudley House grant funding has been steadily declining, in fact, last year the City had to reduce (via the layoff process) one of the permanent employees to part time. Unfortunately, the decline in the funding stream as well as the reduction in reimbursements to Project Alert/Dudley House has resulted in the need to initiate layoff procedures. In addition, the City received notification that the residential treatment facility had to be retrofitted to comply with the Americans with Disabilities Act (ADA). The construction cost associated with modification of Dudley House (the residential alcohol and drug treatment facility) to comply with ADA is in excess of \$200,000. Further, the City has also been advised that failure to retrofit the residential facility will jeopardize the program's license to operate as a treatment facility. The probable loss of the license will also disqualify the program for grant funding.

Unfortunately, because of the City's current budget constraints, the aforementioned costs associated with retrofitting the alcohol and drug residential treatment center and offsetting the reduction in the program's funding can not be absorbed in the City's municipal operating budget. Given the aforementioned, the City has no other alternative but to discontinue the operations of its drug and alcohol treatment program. The discontinuation of the drug and alcohol treatment program will result in the layoff of permanent employees.

Pre Layoff Action:

Pursuant to NJAC 4A:8-12, the City of Plainfield has taken the following actions:

- a. Initiation of a conditional hiring freeze.
- b. The City will continue to explore all alternative during the time period from the date of this letter up until the proposed effective date of layoffs. If, in the future the City obtains the necessary resources, it is expected that some or all of the affected employees may be returned to the payroll.

Given the fact that the City can not offset the lost of the grant funds or absorb the cost associated with retrofitting the residential treatment facility through its operating budget, a layoff action of permanent employees in the Department of Administration and Finance, is being initiated. In accordance with N.J.A.C. 4A:8-1.2, the City of Plainfield has explored the following alternatives to layoffs:

1. **TEMPORARY DEMOTIONS/TRANSFERS:** Many of the employees who are subject to possible layoffs are the least senior in their permanent title and are not subject to optional temporary demotion. Further, temporary transfers are not a viable option because doing so will not result in sufficient savings necessary to avoid layoffs in the Department of Administration and Finance (Project Alert/Dudley House Rehabilitation Program).
2. **VOLUNTARY FURLOUGHS/REDUCTION OF WORK HOURS:** Unfortunately, a layoff would need to occur even with the implementation of a voluntary furlough. In addition given the loss of grant funding and the probable loss of the program's license to operate as a treatment facility; the voluntary options are not feasible alternatives.

In accordance with N.J.A.C. 4A:12-1.2(f)

The affected employees are represented by the Plainfield Municipal Employees Association and the Plainfield Municipal Manager's Association. The City of Plainfield met with the union representatives on Wednesday, September 12, 2007. During the meeting the union representatives were advised that grant funding had been gradually decreasing and given the 4% tax levy mandate, the City would be unable to absorb reductions in grant funding in its operating budget. A subsequent meeting with the unions was held on Tuesday, September 18, 2007. In this meeting the union representatives were provided with specific information regarding the need to initiate a layoff of permanent employees at Project Alert/Dudley House. The union representatives were also advised that the City would be submitting a layoff plan to the New Jersey Department of Personnel for review and approval and that the Personnel Director would be available to consult with the employees affected by the layoff action.

Pursuant to N.J.A.C 4A:8-1.4, the following is layoff plan is submitted to the New Jersey Department of Personnel for review and approval.

1. **Reason for Layoff.**
As a result of economy reasons as outline above layoff procedures are be initiated which will affect one part time and two (2) full time permanent employees.
2. **Alternative to Layoff.**
All available alternatives to a layoff have been considered and implemented where practical and all reasonable pre-layoff actions have been considered and are being implemented were possible.
3. **Effective Date of Layoff.**
The effective date of layoff is close of business December 21, 2007. The General and Individual Notice of Layoff will be issued on Monday, November 5, 2007.

4.

5. **Layoff Notices.**

Attached and annexed hereto as Exhibit A is a copy of the General Notice of Layoff. Attached and annexed hereto as Exhibit B is a copy of the Individual Notice of Layoff.

6. **Seniority Items.**

The majority of the employees affected by the layoff are the least senior in the affected titles.

6. **Number of Affected Positions.**

A total of five (5) positions will be affected, three (3) of which are full time permanent employees, one (1) part time permanent employee and one (1) provisional part time employee. .

Attached annexed hereto as Exhibit C is a listing of the four permanent employees and the one (1) provisional employee affected by the layoff.

7. **Pre-Layoff Steps.**

Detailed explanations of alternative and pre-layoffs actions that have been taken or considered are set forth above.

8. **Union/Collective Bargaining Unit Impact.**

All affected employees are represented by the Plainfield Municipal Employees Association (PMEA). As set forth above, the City has satisfied the requirement of consultation with the union representatives. The name and address for the union representative is as follows:

Cary Palmer, President, Plainfield Municipal Employee Association
City of Plainfield, Police Division
200 East 4th Street
Plainfield, NJ 07060

Tracy Bennett, President, Plainfield Municipal Managers Association
City of Plainfield
Tax Assessor's Office
515 Watchung Avenue
Plainfield, NJ 07060

Should you have questions with respect to this matter please feel free to contact Ms. Dabney, Personnel Director at (908)753-3236.

Sincerely,

Marc Dashield, City Administrator
City Administrator

Attachments

cc Sharon Robinson Briggs,, Mayor
Plainfield City Council (w/o exhibits)
Karen O. Dabney, Personnel Director
Union Representatives (w/o exhibits)