



COUNTY OF UNION

OFFICE OF THE COUNTY MANAGER

Alfred J. Faella, County Manager

March 21, 2012

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Mr. Kenneth Connolly, Director
Division of State & Local Operations
P.O. Box 313
Trenton, New Jersey 08625-0313

Re: County of Union Layoff Plan

Dear Mr. Connolly:

Pursuant to N.J.A.C. 4A:8-1.4, this letter serves to inform you that the County of Union ("County") intends to issue Notices of Layoffs in the Department of Administrative Services (3), Department of Corrections (11), Department of Engineering, Public Works and Facilities (25), Department of Finance (2), Department of Human Services (37), Department of Parks and Community Renewal (10), Department of Public Safety (9), Runnells Specialized Hospital (129), Office of the County Counsel (1), Office of the Union County Sheriff (2), Rutgers Cooperative Extension (5), Union County Superintendent of Schools (1).

As set forth below, the County submits this Layoff Plan for economy and efficiency and would request that the Division of State & Local Operations approve this Plan in an expedited manner.

Reasons for Layoff

The Layoffs are for reasons of economy and efficiency.

The proposed layoffs are part of an overall plan to reduce the total number of positions across all County departments in an effort to close a portion of a projected \$35.2 Million budget deficit for 2012.

This projected deficit is a result of loss of revenue and required cost increases, the most significant of which include:

ADMINISTRATION BUILDING

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Elizabeth, NJ 07207

(908)527-4200

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- Contractual Increases: \$6.3 Million
- Debt Service Increase: \$5.7 Million
- Health Benefits Insurance Increase: \$11.2 Million
- Miscellaneous Mandated Cost Increases
(eg.: State Inst., Utilities, Soc. Sec., etc.): \$1.16 Million

The deficit will be addressed in the following manner:

• Estimated Tax Increase	\$14,200,000
• Other Expense Reductions	1,800,000
• Previously approved RIF & OE reductions	<u>5,800,000</u>
	\$21.8 Million

Projected Effective Date of Layoffs

The layoffs are projected to be effective at the close of business on Friday, June 1, 2012 or 45 days from approval of the plan.

Sample copies of the Layoff Notice and Projected Date for Issuance

The General Notice of Layoff Action and Individual Notice of Layoff are annexed to this letter as attachments A and B, respectively. With approval from the New Jersey Civil Service Commission the targeted date for issuance of the layoff notices is set for Monday, April 16, 2012, affording the 45 day notification for a tentative layoff action to be effective at the close of business June 1, 2012.

Positions Affected by Layoff Action

Layoffs can be implemented in twelve (12) County departments and offices for the following reasons:

- Department of Administrative Services for reasons of economy will eliminate certain positions and consolidate other services;
- Department of Corrections for reasons of economy will eliminate certain positions and consolidate other services;
- Department of Engineering, Public Works and Facilities for reasons of economy will eliminate certain positions and consolidate other services;
- Department of Finance for reasons of economy will eliminate certain positions and consolidate other services;
- The Department of Human Services for reasons of economy will eliminate certain positions and consolidate other services;

- Department of Parks & Community Renewal for reasons of economy will eliminate certain positions and consolidate other services;
- Department of Public Safety for reasons of economy will eliminate certain positions and consolidate other services;
- Runnells Specialized Hospital for reasons of economy will eliminate certain positions and consolidate other services;
- Office of the Union County Counsel for reasons of economy will eliminate certain positions and consolidate other services;
- Office of the Union County Sheriff for reasons of economy will eliminate certain positions and consolidate other services;
- Rutgers Cooperative Extension for reasons of economy will eliminate certain positions and consolidate other services;
- Office of the Union County Superintendant of Schools for reasons of economy will eliminate certain positions and consolidate other services.

The projected layoffs in the respective departments are:

Department of Administrative Services (3)

Clerk 1(1)	Non-Union
Clerk 1 (1)	Council 8
Mechanics Helper (1)	Council 8

Department of Corrections (11)

Correction Officer (11)	PBA 199
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Department of Engineering, Public Works and Facilities (25)

Building Maintenance Worker (3)	Council 8
Bridge Repairer (1)	Council 8
Carpenter (1)	U.C. Park Maintenance Assoc.
Clerk 1 (1)	Non-Union
Construction Management Spec. 4 (1)	Non-Union
Laborer (5)	Council 8
Park Maintenance Worker (1)	U.C. Park Maintenance Assoc.
Recreation Maintenance Worker (3)	U.C. Park Maintenance Assoc.
Senior Recreation Maintenance Worker (3)	U.C. Park Maintenance Assoc.
Sign Maker 2 (1)	Council 8
Tree Climber (2)	U.C. Park Maintenance Assoc.
Traffic Maintenance Worker (3)	Council 8

Department of Finance (2)

Clerk 4/Spvng Clerk Typist (1) Council 8
Supervisor of Accountants (1) Council 8

Department of Human Services (37)

Clerk 1 (1) Non-Union
Clerk 1 (1) Council 8
Clerk Transcriber (1) Non-Union
Community Youth Worker (1) Council 8
Counselor Juv Family Crisis Intervention (1) Non-Union
Data Process Programmer (1) Non-Union
Human Service Spec 1 (12) CWA
Human Service Spec 2 (2) CWA
Human Service Spec 3 (1) CWA
Human Service Spec 4 (1) Teamster Primary Supervisors
Investigator County Welfare Agency (2) CWA
Keyboarding Clerk 1/Clerk Typist (1) Council 8
Keyboard Clerk 2/Sr. Clerk Typist (2) CWA
Messenger (1) CWA
Office Supervisor (1) Non-Union
Program Analyst (1) Non-Union
Secretary Assistant Steno (1) Non-Union
Social Worker (4) CWA
Social Worker Supervisor (1) Teamster Primary Supervisors
Supervisor Senior Citizen Activities (1) Non-Union

Department of Parks and Community Renewal (10)

Asst. Manager Indoor Artificial (1) Non-Union
Ice Arena/Recreation Supvr. Swimming
Data Process Programmer (3) Non-Union
Gardener (1) U.C. Park Maintenance Assoc.
Keyboarding Clerk 1 (3) Non-Union
Keyboarding Clerk 1 (1) Council 8
Laborer (1) U.C. Park Maintenance Assoc.

Department of Public Safety (9)

County Division Head (1) Non-Union
Clerk 1 (2) Council 8
Clerk 2 (1) Non-Union
Clerk 3 (1) Council 8
County Police Officer (1) PBA 73
Keyboarding 3 (2) Council 8
Traffic Safety Coordinator (1) Council 8

Runnells Specialized Hospital (129)

Administrative Secretary (1)	Non-Union
Advanced Practice Nurse Gerontology (1)	Non-Union
Asst. Director Food Services (1)	Non-Union
Asst Food Service Manager (4)	Non-Union
Asst. Hospital Utilization Review Coord (1)	Non-Union
Asst. Supervisor Building Service (2)	Council 8
Building Maintenance Worker (28)	Council 8
Building Maintenance Worker PT (1)	Council 8
Chief Physical Therapist (1)	Non-Union
Clerk 1 (2)	Non-Union
Clinical Dietician (4)	Non-Union
Cook (5)	Council 8
Dietician Helper (1)	Council 8
Director of Food Services (1)	Non-Union
Executive Housekeeper (1)	Non-Union
Food Service Worker (24)	Council 8
Food Service Worker PT (15)	Council 8
Graduate Nurse PD (1)	HPAE Local 5112
Graduate Nurse PD Supervisor (2)	Non-Union
Head Cook (1)	Council 8
Institutional Attendant (1)	Council 8
Keyboarding Clerk 2 (1)	Council 8
Keyboarding Clerk 2 (1)	Non-Union
Laundry Worker (5)	Council 8
Laundry Worker PT (3)	Council 8
Newspaper Editor (1)	Non-Union
Nursing Services Clerk (4)	Council 8
Occupational Therapy Assistant (2)	Council 8
Physical Therapy Assistant (2)	Non-Union
Physical Therapist (2)	Non-Union
Principal Clerk Transcriber (1)	Council 8
Senior Building Maintenance Worker (1)	Council 8
Senior Instructor Of In Service Nursing (1)	Non-Union
Senior Laundry Worker (1)	Council 8
Senior Library Asst (1)	Council 8
Senior Occupational Therapy Aide (1)	Council 8
Senior Physical Therapy Aide (1)	Council 8
Supervising Dietitian (1)	Non-Union
Supervisor of Nurses PD (1)	Non-Union
Stock Clerk (1)	Non-Union

Office of the County Counsel (1)

Keyboarding Clerk 3 (1)	Council 8
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Office of the Union County Sheriff (2)

Keyboarding Clerk 1 (1)	Council 8
Parking Attendant (1)	Council 8

Rutgers Cooperative Extension (5)

Keyboarding Clerk 1 (1)	Council 8
Keyboarding Clerk 3 (2)	Council 8
Office Supervisor (1)	Non-Union
Receptionist Typing (1)	Council 8

Office of the County Superintendent of Schools (1)

Keyboarding Clerk 2 (1)	Council 8
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Vacant Positions in Layoff Units Appointing Authority is Willing to Fill As of Effective Date of Layoff

Appropriate vacancies in the eight layoff units do not exist at this time. If such vacancies become available prior to June 1, 2012, they will be filled as appropriate.

Alternatives to Layoff and Pre-Layoff Actions

1. A hiring freeze for all non-essential positions was implemented on February 15, 2012.
2. The County implemented a vacancy freeze from March 2011 through February 14, 2012, requiring all vacancies, with the exception of 24/7 positions, to be held vacant for at least 90 days. In 2011, this Policy saved the County approximately \$800,000. The County intends to continue to apply this Policy to vacancies in essential positions to the extent practicable.
3. The County continually maintains as a matter of policy, both a Voluntary Furlough Program and a Vacation Purchase Program. In 2011, these programs produced a \$176,000, savings. Given current economic conditions, we do not know if similar saving can be projected for 2012.
4. The County has offered employees the ability to voluntarily reduce their hours of employment.
5. In the County layoff plan filed on February 15, 2012 the County eliminated 30.91 FTE's vacancies for an approximate savings of \$1.5 million dollars.
6. 41 additional vacancies will be eliminated prior to effective date of layoff. County-wide as follows:
Administrative Service (1) Corrections (13)

County Counsel (1)	Human Services (12)
Eng & Public Works (6)	Parks (1)
Public Safety (2)	Sheriff (3)
Schools (1)	Surrogate (1)

These eliminations generated approximate savings of \$2.0 million.

Summary of Consultations with Affected Negotiations Representatives

The proposed layoff directly affects (7) collective negotiations representatives: Union Council 8, Park Maintenance Association, Teamster Primary Supervisors, HPAE, CWA, PBA199 and PBA 73. Pursuant to N.J.A.C. 4A:8-1.3(c), a meeting was held with the four unions on February 15, 2012, in which the following issues were discussed:

- a) The reason and rationale for the proposed layoffs, as set forth above;
- b) Alternatives to layoff and pre-layoff actions, including the hiring freeze, the voluntary furlough and vacation purchase program, the placement of those persons affected by the layoff in vacant positions and classifications throughout the County for which they are qualified and voluntary reduction in hours.

During the discussion, the unions raised the following questions and concerns and the County responded as indicated:

- The Timing of the proposed layoff.
County Response: It was explained that the County intends to submit the Layoff Plan to the New Jersey Civil Service Commission on March 21, 2012, and subject to Plan approval, issuing the General and Individual Notices of Layoff on April 16, 2012, with an effective date of June 1, 2012.
- An explanation of the reasons why the County is facing a budget deficit.
County Response: The County provided an explanation of the items listed above under: "Reasons for Layoff."
- A list of employees by seniority in each of the County Departments included in the Layoff Plan.
County Response: The information was provided.
- Unions inquired about bumping and re-employment rights.
County Response: The Civil Service Commission will determine all bumping and re-employment rights.
- How many positions and vacancies being eliminated.
County Response: The information was provided.

- Is there a retirement package being offered?
County Response: Not at this time.
- Questions were raised whether Runnells Specialized Hospital would be privatized?
County Response: A study will be conducted.

List of Affected Negotiations Representatives

COUNCIL 8

Edward Lozinski, President
Union Council Number 8
I.F.P.T.E./AFL-CIO, CLC
42 East Westfield Avenue
Roselle Park, New Jersey 07204

Karen Bellamy-Lewis, Business Rep
IFPTE/AFL-CIO
kbellamy@ifpte.org

Michael Bukosky, Esq.
Loccke & Correia P.A.
24 Salem Street
Hackensack, New Jersey 07601

UC PARK MAINTENANCE ASSOCIATION

Joseph Petrosky, President
317 Sheridan Avenue
Roselle Park, New Jersey 07204
(metsfaninrp@aol.com)

Bruce Leder, Esq.
Cohen, Leder, Montalbano &
Grossman - 1700 Galloping Hill Rd
Kenilworth, New Jersey 07033

TEAMSTERS LOCAL 102 - PRIMARY SUPERVISORS

Kevin O'Connor, Business Agent
Teamsters Local 102
446 Morris Avenue
Springfield, New Jersey 07081
(Teamsters102@verizon.net)

Pedro Maldonado, President
621 Laurita Street
Linden, New Jersey 07036
(pmaldona@xbp.dhs.state.nj.us)

CWA LOCAL 1080

Gail Mason-Massey, Business Rep
CWA Local 1080
102 South Warren Street
Trenton, New Jersey 08046

Rene Wilder, President
CWA Local 1080
P.O. Box 14
Elizabeth, New Jersey 07207-0014

HPAE LOCAL 5112 – NURSES

Carlton Levine, Business Rep
HPAE Local 5112

Barbara Egger, President
582 Chestnut Street

110 Kinderkamack Road
Emerson, New Jersey 07630

Stirling, New Jersey 07980
(bhegger@aol.com)

PBA73- COUNTY POLICE

Jim Mets, Esq.
555 U.S. Highway One South
Suite 240
Iselin, NJ 08830

Barry Kaplan, President

PBA199 - CORRECTION OFFICERS

Jim Mets, Esq.
555 U.S. Highway One South - Suite 240
Iselin, NJ 08830

Joseph Krech, President

List of Attachments

- A - General Notice of Layoff Action
- B - Individual Notice of Layoff Action
- C - List of Potentially Affected Employees
- D - List of Vacant Titles to be Eliminated

Conclusion

For reasons of economy and efficiency as outlined above, the layoff actions are necessary to provide a positive financial and administrative impact to the County of Union. We request that the Civil Service Commission approve this layoff plan in its entirety as soon as possible so that the plan may proceed as efficiently as possible under the circumstances

If you have any questions or require any additional information, please contact me at (908) 527-4200.

Very truly yours,



Alfred J. Faella
County Manager

Cc: Alexander Mirabella, Chairman, Board of Chosen Freeholders
Members, Board of Chosen Freeholders
James E. Pellettiere, Clerk of the Board