

## Matthew DiRado

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**From:** Matthew DiRado  
**Sent:** Tuesday, April 17, 2012 12:00 PM  
**To:** 'Saheed.Olushi@csc.state.nj.us'  
**Cc:** Melinda Allen; Claudia Martins

Can you please fax or email us the notice employees are receiving. We did not receive anything today and employees are receiving their letter and calling.

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Management  
County of Union

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Tuesday, April 17, 2012 09:07 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen; Joseph Graziano; Claudia Martins  
**Subject:** RE: Change Department of Engineering, PW and Facilities

Correction is noted on the layoff effective June 1, 2012.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Monday, April 16, 2012 11:24 AM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen; Joseph Graziano; Claudia Martins  
**Subject:** Change Department of Engineering, PW and Facilities

Saheed – My apologies, one last change.

The Department of Engineering, Public Works and Facilities would like to amend their plan by replacing a building maintenance worker with a laborer.

The individual in the laborer's position is Richard Dare. Grace Debowski is in the Building Maintenance Worker position. Mr. Dare will receive the individual notice.

Thanks for your assistance.

---

Matthew N. Di Rado, ESQ., M.P.A.

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

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## Matthew DiRado

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**From:** Matthew DiRado  
**Sent:** Tuesday, April 17, 2012 7:20 PM  
**To:** 'Saheed.Olushi@csc.state.nj.us'  
**Cc:** Melinda Allen; Claudia Martins; Trish Ernst-Malcolm; Michele Miller  
**Subject:** Department of Human Services

Saheed - the Department of Human Services identified the incorrect employees as incumbents in the attachment to the layoff plan.

Under the Social Worker title the affected incumbent is Daniel Rapczak not Delores Perkins. Mr. Rapczak was served with an individual notice.

Under the Investigator of CWA title the affected incumbent is Sharon DelValle not Sheila Smith. Ms. Smith was served with an individual notice.

Thank you again Saheed.

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Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services Director, Division of Personnel & Labor  
Management County of Union

## Matthew DiRado

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**From:** Matthew DiRado  
**Sent:** Thursday, April 19, 2012 7:44 AM  
**To:** 'Saheed.Olushi@csc.state.nj.us'  
**Cc:** Melinda Allen  
**Subject:** Re: Typo

Saheed - did you receive my email from tuesday regarding the 2 mistakes in human services plan?

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Management  
County of Union

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Monday, April 09, 2012 09:13 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

Noted. Thanks.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



**New Jersey  
Civil Service  
Commission**

*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Sunday, April 08, 2012 5:05 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Typo

Saheed – While I was preparing the individual notices this weekend for the June 1<sup>st</sup> layoff plan, I noticed a typo in the Department of Finance section. I am confident you caught it, but want to be sure. The layoff plan included the position of Clerk 4/Supervising Clerk Typist. It should have read, “Keyboarding Clerk 4/ Supervising Clerk Typist. Thank you for your attention to this matter.

---

### **Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza

Elizabeth, NJ 07207  
908-527-4160

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## Matthew DiRado

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**From:** Matthew DiRado  
**Sent:** Wednesday, April 25, 2012 4:21 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen; Claudia Martins; Trish Ernst-Malcolm  
**Subject:** Updates to Plan

Saheed – please accept the following as updates to our plan.

### **Department of Corrections:**

The Department would like to extend the layoff period for the 11 Correction Officers (under the June 1<sup>st</sup> plan) to end of business on August 31, 2012.

### **Runnells Specialized Hospital:**

The Hospital would like to extend the layoff period for the 3 Food Service Workers (under the May 1<sup>st</sup> plan) to end of business on June 1, 2012 to coincide with the June 1<sup>st</sup> layoff of similar titles.

The Hospital has available 2 Institutional Attendant vacancies that it will be used to absorb the 2 Institutional Attendants displaced in the May 1<sup>st</sup> plan. The affected employees are Daisy Lawrence and Blessing Ogbonna

### **Department of Human Services:**

There was an inadvertent error in the Department's Plan . The plan should have included an additional HSS1. The employee in the affected position is Darren A. Jenkins, II.

The Department just suffered an untimely loss of one of its employees. The Department would be abolishing that vacancy and withdraw the layoff of a Keyboarding Clerk 1 position. The employee in the identified position is Trina Carmichael.

### **Department of Parks and Community Renewal:**

The Department would like withdrawn the layoff of 1 Data Processing Programmer. The affected employee is Thomas Leonard.

Thank you in advanced.

---

### **Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Wednesday, April 25, 2012 4:34 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen; Claudia Martins  
**Subject:** Question Plan A - Nursing Service Clerk

Our records for Nursing Services Clerk indicate that Anna Lynn should displacing Mariana Wirzbicki not Toni Tirado.

Please check your records. Thanks

---

**Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

## Matthew DiRado

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**From:** Matthew DiRado  
**Sent:** Sunday, April 29, 2012 3:35 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen  
**Subject:** FW: Typo

Saheed – I am drafting amendments to the plan. But in your response last week you stated Tracy Carmichael was still in plan. Below I am resending you an email sent on April 10<sup>th</sup> alerting you that of the typo that it is Trina Carmichael's position not Tracy's that was identified to be in plan.

### **Department of Human Services:**

The Department just suffered an untimely loss of one of its employees. The Department would be abolishing that vacancy and withdraw the layoff of a Keyboarding Clerk 1 position. The employee in the identified position is Trina Carmichael. Please submit an amended layoff plan to include this change and all changes made via emails to the existing layoff plan as approved by CSC for June 1, 2012. Please note that the name on the plan reads Tracy Carmichael, Keyboarding Clerk 2.

---

**From:** Matthew DiRado  
**Sent:** Tuesday, April 10, 2012 4:09 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Another error/typo was discovered in Plan 2.

Under the Department of Human Service there was the following:

Keyboarding Clerk 1/Clerk Typist (1)	Council
Keyboard Clerk 2/Sr. Clerk Typist (2)	CWA

The individuals in the position are:

Porquin	Ivette	Keyboarding Clerk 1
Dillard	Elaine	Keyboarding Clerk 2
Carmichael	Tracy	Keyboarding Clerk 2

The error/typo is the employee in the position is Trina Carmichael, an Keyboarding Clerk 1, not Tracy.  
So it should read:

Keyboarding Clerk 1/Clerk Typist (1)	Council 8
Keyboarding Clerk 1/Clerk Typist (1)	CWA
Keyboard Clerk 2/Sr. Clerk Typist (1)	CWA

And the individual in the position are:

Porquin	Ivette	Keyboarding Clerk 1
Carmichael	Trina	Keyboarding Clerk 1
Dillard	Elaine	Keyboarding Clerk 2

Thank you.

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Monday, April 09, 2012 9:14 AM



**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

Noted. Thanks.

**SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Sunday, April 08, 2012 5:05 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Typo

Saheed – While I was preparing the individual notices this weekend for the June 1<sup>st</sup> layoff plan, I noticed a typo in the Department of Finance section. I am confident you caught it, but want to be sure. The layoff plan included the position of Clerk 4/Supervising Clerk Typist. It should have read, "Keyboarding Clerk 4/ Supervising Clerk Typist. Thank you for your attention to this matter.

---

**Matthew N. Di Rado, ESQ., M.P.A.**

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Director, Division of Personnel & Labor Relations  
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## Matthew DiRado

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**From:** Matthew DiRado  
**Sent:** Monday, April 30, 2012 12:20 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Hoenig, Art; Melinda Allen; Claudia Martins  
**Subject:** Amendment 1.pdf - Adobe Acrobat Professional  
**Attachments:** Amendment 1.pdf

Saheed – Please accept the attached letter as an amendment to Union County’s Layoff Plan Effective May 1, 2012, Log #02120258.

Thank you.

---

**Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Friday, May 04, 2012 11:14 AM  
**To:** 'Saheed.Olushi@csc.state.nj.us'  
**Cc:** Melinda Allen  
**Subject:** Fw: Lay off

Saheed - we spoke about Mr. Jenkins inclusion into the plan. Does his email satisfy your concerns?

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Management  
County of Union

---

**From:** Darren A. Jenkins [mailto:dajenkins@xbp.dhs.state.nj.us]  
**Sent:** Friday, May 04, 2012 10:13 AM  
**To:** Matthew DiRado  
**Subject:** Lay off

I Darren A. Jenkins II am formally requesting to include my position, a HSS-1 in the layoff plan and I am voluntarily waiving the 45 day notice requirement.

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Wed 5/2/2012 10:45 PM  
**To:** Darren A. Jenkins  
**Cc:** Michele Miller  
**Subject:** Re: Question!!!

No. If you are laid off you are eligible for unemployment. The time has passed to include your position. You will have to voluntarily waive the 45 day notice requirement in order to have civil service process the amendment to include your position.

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations

On May 2, 2012, at 10:40 PM, "Darren A. Jenkins" <dajenkins@xbp.dhs.state.nj.us<mailto:dajenkins@xbp.dhs.state.nj.us>> wrote:

I have one concern in regards to the request. Would the request to include my position in the layoff plan disqualify me from receiving unemployment benefits? If not, can I have it in writing stating that it would not exclude me from receiving unemployment benefits.

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Sun 4/29/2012 2:13 PM  
**To:** Darren A. Jenkins  
**Cc:** Michele Miller  
**Subject:** RE: Question!!!

Darren – I have spoke to Civil Service regarding your request. You need to provide me in writing an email formally requesting to include your position in the layoff plan and that you are voluntarily waiving the 45 day notice requirement before they will consider the amendment.

**From:** Darren A. Jenkins [mailto:dajenkins@xbp.dhs.state.nj.us]

Sent: Monday, April 23, 2012 3:25 PM  
To: Matthew DiRado  
Cc: Michele Miller  
Subject: Question!!!

I find myself in a position where my wife's job may cause us to relocate to Georgia. Instead of resigning is it possible that I could be included on the June 1st layoff list, so that someone else's job might be saved?

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## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Friday, May 11, 2012 12:11 PM  
**To:** 'Saheed.Olushi@csc.state.nj.us'  
**Cc:** Melinda Allen  
**Subject:** Re: Runnells 9.1 Extensions.pdf - Adobe Acrobat Professional

Saheed - I am off today. I am going from memory. There were 129 scheduled layoffs. Everyone not on the list sent yesterday is still schedule for a June 1 layoff. I know there we some retirements and separations already. Melinda would have details. Thank you.

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Management  
County of Union

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Friday, May 11, 2012 10:33 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Runnells 9.1 Extensions.pdf - Adobe Acrobat Professional

126 employees were previously identified for layoff at the hospital, some of which were not mentioned in 'Attachment A'. is it correct to assume that the 21 positions not mentioned are still subject to layoff effective June 1, 2012?

**SAHEED OLUSHI**  
New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Thursday, May 10, 2012 4:07 PM  
**To:** Olushi, Saheed  
**Cc:** Hoenig, Art; Melinda Allen; Claudia Martins  
**Subject:** Runnells 9.1 Extensions.pdf - Adobe Acrobat Professional

Saheed – My apologizes, I did not attach the attachment of positions and incumbents.

---

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## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Monday, May 14, 2012 8:02 AM  
**To:** 'Saheed.Olushi@csc.state.nj.us'  
**Cc:** Melinda Allen  
**Subject:** Re: Runnells 9.1 Extensions.pdf - Adobe Acrobat Professional

Saheed - just a reminder - I will send a messenger for our copy of the employee notification letters when they are ready.

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Management  
County of Union

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Friday, May 11, 2012 10:33 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Runnells 9.1 Extensions.pdf - Adobe Acrobat Professional

126 employees were previously identified for layoff at the hospital, some of which were not mentioned in 'Attachment A". is it correct to assume that the 21 positions not mentioned are still subject to layoff effective June 1, 2012?

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
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Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Thursday, May 10, 2012 4:07 PM  
**To:** Olushi, Saheed  
**Cc:** Hoenig, Art; Melinda Allen; Claudia Martins  
**Subject:** Runnells 9.1 Extensions.pdf - Adobe Acrobat Professional

Saheed – My apologies, I did not attach the attachment of positions and incumbents.

---

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## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Friday, May 04, 2012 4:32 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen  
**Subject:** FW: Follow-up

Saheed – The County has rescinded the Keyboarding Clerk 1 position at Runnells that is occupied by Lisa Famular-Ellis.  
Thank you.

Have a good weekend.

## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Thursday, May 10, 2012 4:01 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Hoenig, Art; Claudia Martins; Melinda Allen  
**Subject:** Amendment B1.pdf - Adobe Acrobat Professional  
**Attachments:** Amendment B1.pdf

Saheed - Please accept this letter as an amendment to Union County's Layoff Plan Effective June 1, 2012, Log #03120163. Any question, please let me know.



## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Thursday, May 10, 2012 4:07 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Hoenig, Art; Melinda Allen; Claudia Martins  
**Subject:** Runnells 9.1 Extensions.pdf - Adobe Acrobat Professional  
**Attachments:** Runnells 9.1 Extensions.pdf

Saheed – My apologies, I did not attach the attachment of positions and incumbents.

## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Thursday, February 16, 2012 2:05 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Hoenig, Art; Melinda Allen  
**Subject:** RE: County of Union Layoff Plan

Here is the information for part 1.  
Department of Finance  
Senior Accountant – Non-Union  
Augustina T. Obinnakwelu

Department of Administrative Services  
Clerk – Non-Union  
Laurie Harrod

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Thursday, February 16, 2012 1:44 PM  
**To:** Matthew DiRado  
**Cc:** Hoenig, Art  
**Subject:** RE: County of Union Layoff Plan

Dear Mr. DiRado,

A while ago when I called, I was informed that you were out of the office so I decided to send this email.

An initial review of the layoff plan (page 4) that you sent revealed the following:

1. The two positions (Senior Accountant and Clerk) marked for status change from full time to part time cannot be processed in isolation of the layoff unless the employees agree to the demotion in lieu of layoff. The involuntary change from full time to part time can only be achieved via layoff processes. Please provide names of targeted employees in these positions as an integral part of the main layoff
2. The "reduction of responsibility" (accompanying the \$20,000 salary reduction) for Senior Planner Parks requires a position reclassification. Please fill out the attached DPF 44 in conjunction with the employee, stating duties to be performed by the employee so we can make a title redetermination.

As the review of the layoff plan progresses, I will let you know if I have other questions.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

-----Original Message-----

From: Hoenig, Art  
Sent: Wednesday, February 15, 2012 4:44 PM  
To: Olushi, Saheed  
Subject: FW: County of Union Layoff Plan

-----Original Message-----

From: Matthew DiRado [mailto:mdirado@ucnj.org]  
Sent: Wednesday, February 15, 2012 4:18 PM  
To: Hoenig, Art  
Subject: County of Union Layoff Plan

Mr. Hoenig - please find attached the County's layoff plan. Any questions please let me know. Thank you.

---

Matthew N. DiRado, Esq.

Acting Director, Department of Administrative Services Director, Division of Personnel & Labor Management County of Union

----- Original Message -----

From: COB\_Xerox@ucnj.org [mailto:COB\_Xerox@ucnj.org]  
Sent: Wednesday, February 15, 2012 04:13 PM  
To: Matthew DiRado  
Subject: Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Attachment File Type: PDF

WorkCentre Location: machine location not set Device Name: XRX0000AADD0F7

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

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## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Friday, February 24, 2012 3:11 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Hoenig, Art; Melinda Allen  
**Subject:** RE: County of Union Layoff Plan

The County would like to amend its plan.

1. The plan filed contained five (5) Recreation Therapy Aides. Inadvertently, one position was missed. There are six (6) Recreation Therapy Aides employees at the hospital and all six should have been included. The name of the sixth recreation therapy aide is Jamie Granato.
1. The county withdraws the section regarding the "reduction of responsibility" (accompanying the \$20,000 salary reduction) for Senior Planner Parks requires a position reclassification.

**Thank you.**

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Thursday, February 16, 2012 1:44 PM  
**To:** Matthew DiRado  
**Cc:** Hoenig, Art  
**Subject:** RE: County of Union Layoff Plan

Dear Mr. DiRado,

A while ago when I called, I was informed that you were out of the office so I decided to send this email.

An initial review of the layoff plan (page 4) that you sent revealed the following:

2. The two positions (Senior Accountant and Clerk) marked for status change from full time to part time cannot be processed in isolation of the layoff unless the employees agree to the demotion in lieu of layoff. The involuntary change from full time to part time can only be achieved via layoff processes. Please provide names of targeted employees in these positions as an integral part of the main layoff
3. The "reduction of responsibility" (accompanying the \$20,000 salary reduction) for Senior Planner Parks requires a position reclassification. Please fill out the attached DPF 44 in conjunction with the employee, stating duties to be performed by the employee so we can make a title redetermination.

As the review of the layoff plan progresses, I will let you know if I have other questions.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

-----Original Message-----

From: Hoenig, Art  
Sent: Wednesday, February 15, 2012 4:44 PM  
To: Olushi, Saheed  
Subject: FW: County of Union Layoff Plan

-----Original Message-----

From: Matthew DiRado [mailto:mdirado@ucnj.org]  
Sent: Wednesday, February 15, 2012 4:18 PM  
To: Hoenig, Art  
Subject: County of Union Layoff Plan

Mr. Hoenig - please find attached the County's layoff plan. Any questions please let me know. Thank you.

---

Matthew N. DiRado, Esq.

Acting Director, Department of Administrative Services Director, Division of Personnel & Labor Management County of Union

----- Original Message -----

From: COB\_Xerox@ucnj.org [mailto:COB\_Xerox@ucnj.org]  
Sent: Wednesday, February 15, 2012 04:13 PM  
To: Matthew DiRado  
Subject: Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Attachment File Type: PDF

WorkCentre Location: machine location not set Device Name: XR0000AADD0F7

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

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**Matthew DiRado**

---

**From:** Matthew DiRado  
**Sent:** Monday, March 26, 2012 4:29 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen; Hoenig, Art  
**Subject:** individual notices receipts.pdf - Adobe Acrobat Professional  
**Attachments:** individual notices receipts.pdf

Saheed – Attached please find a copy of the individual notices and receipts for the May 1<sup>st</sup> layoff plan.

In addition, the County would like to pull the title of “Chief Security Officer” from the May 1<sup>st</sup> layoff plan.

Thank you.

---

**Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

## **Matthew DiRado**

---

**From:** Matthew DiRado  
**Sent:** Sunday, April 08, 2012 5:05 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen  
**Subject:** Typo

Saheed – While I was preparing the individual notices this weekend for the June 1<sup>st</sup> layoff plan, I noticed a typo in the Department of Finance section. I am confident you caught it, but want to be sure. The layoff plan included the position of Clerk 4/Supervising Clerk Typist. It should have read, “Keyboarding Clerk 4/ Supervising Clerk Typist. Thank you for your attention to this matter.

---

### **Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Tuesday, April 10, 2012 4:09 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Another error/typo was discovered in Plan 2.

Under the Department of Human Service there was the following:

Keyboarding Clerk 1/Clerk Typist (1) Council 8  
Keyboard Clerk 2/Sr. Clerk Typist (2) CWA

The individuals in the position are:

Porquin Ivette Keyboarding Clerk 1  
Dillard Elaine Keyboarding Clerk 2  
Carmichael Tracy Keyboarding Clerk 2

The error/typo is the employee in the position is Trina Carmichael, an Keyboarding Clerk 1, not Tracy.

So it should read:

Keyboarding Clerk 1/Clerk Typist (1) Council 8  
Keyboarding Clerk 1/Clerk Typist (1) CWA  
Keyboard Clerk 2/Sr. Clerk Typist (1) CWA

And the individual in the position are:

Porquin Ivette Keyboarding Clerk 1  
Carmichael Trina Keyboarding Clerk 1  
Dillard Elaine Keyboarding Clerk 2

Thank you.

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Monday, April 09, 2012 9:14 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

Noted. Thanks.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Sunday, April 08, 2012 5:05 PM



**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Typo

Saheed – While I was preparing the individual notices this weekend for the June 1<sup>st</sup> layoff plan, I noticed a typo in the Department of Finance section. I am confident you caught it, but want to be sure. The layoff plan included the position of Clerk 4/Supervising Clerk Typist. It should have read, “Keyboarding Clerk 4/ Supervising Clerk Typist. Thank you for your attention to this matter.

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**Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

---

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## Matthew DiRado

---

**From:** Matthew DiRado  
**Sent:** Wednesday, April 11, 2012 1:55 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen  
**Subject:** One more change

I will call you on this one.  
The Office of the Sheriff would amend their plan.

They wish to replace the Keyboarding Clerk 1 position on their list with a Keyboarding Clerk 2 position. The employee's name in the position is Amy Tavormina. In turn, removing Jennifer Lynn Kaminski position.

Thank you.

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Wednesday, April 11, 2012 8:58 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Thanks.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

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So it should read:

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And the individual in the position are:

Porquin	Ivette	Keyboarding Clerk 1
Carmichael	Trina	Keyboarding Clerk 1
Dillard	Elaine	Keyboarding Clerk 2

Thank you.

---

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**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

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**SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



New Jersey  
Civil Service  
Commission

Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

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**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Sunday, April 08, 2012 5:05 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Typo

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---

**Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

---

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**Matthew DiRado**

---

**From:** Matthew DiRado  
**Sent:** Wednesday, April 11, 2012 4:27 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen  
**Subject:** RE: Retirement

I have been told that employee retired after receiving her individual notice. At this time, the County wishes to rescind that layoff and eliminate that vacancy. Thank you.

---

**From:** Melinda Allen  
**Sent:** Wednesday, April 11, 2012 3:22 PM  
**To:** Matthew DiRado  
**Subject:** FW: Retirement

Can you send a confirmation to Saheed about this? Thanks

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Wednesday, April 11, 2012 2:58 PM  
**To:** Melinda Allen  
**Subject:** RE: Retirement

We'll need a confirmation that the layoff has been rescinded.

**SAHEED OLUSHI**  
New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Melinda Allen [<mailto:mallen@ucnj.org>]  
**Sent:** Wednesday, April 11, 2012 2:57 PM  
**To:** Olushi, Saheed  
**Subject:** RE: Retirement

Yes, you are correct. When I asked about this, they told me that the list was prepared before she retired.

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Wednesday, April 11, 2012 2:42 PM  
**To:** Melinda Allen  
**Subject:** RE: Retirement

Melinda?

**SAHEED OLUSHI**  
New Jersey Civil Service Commission

Division of State and Local Operations

Telephone: (609) 292 8329

Fax: (609) 777 0905



*Governor Chris Christie*

*Lt. Governor Kim Guadagno*

*Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Olushi, Saheed

**Sent:** Monday, April 09, 2012 3:41 PM

**To:** Melinda Allen

**Subject:** Retirement

According to CAMPS, Lorna Vliet retired 4/1/2012. I am not sure why she is still targeted in the layoff of May 1, 2012?

**SAHEED OLUSHI**

New Jersey Civil Service Commission

Division of State and Local Operations

Telephone: (609) 292 8329

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*Governor Chris Christie*

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## **Matthew DiRado**

---

**From:** Matthew DiRado  
**Sent:** Monday, April 16, 2012 11:24 AM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen; Joseph Graziano; Claudia Martins  
**Subject:** Change Department of Engineering, PW and Facilities

Saheed – My apologizes, one last change.

The Department of Engineering, Public Works and Facilities would like to amend their plan by replacing a building maintenance worker with a laborer.

The individual in the laborer's position is Richard Dare. Grace Debowski is in the Building Maintenance Worker position. Mr. Dare will receive the individual notice.

Thanks for your assistance.

---

### **Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, February 16, 2012 1:44 PM  
**To:** Matthew DiRado  
**Cc:** Hoenig, Art  
**Subject:** RE: County of Union Layoff Plan  
**Attachments:** dpf44fill\_in(2011).pdf

Dear Mr. DiRado,

A while ago when I called, I was informed that you were out of the office so I decided to send this email.

An initial review of the layoff plan (page 4) that you sent revealed the following:

1. The two positions (Senior Accountant and Clerk) marked for status change from full time to part time cannot be processed in isolation of the layoff unless the employees agree to the demotion in lieu of layoff. The involuntary change from full time to part time can only be achieved via layoff processes. Please provide names of targeted employees in these positions as an integral part of the main layoff
2. The "reduction of responsibility" (accompanying the \$20,000 salary reduction) for Senior Planner Parks requires a position reclassification. Please fill out the attached DPF 44 in conjunction with the employee, stating duties to be performed by the employee so we can make a title redetermination.

As the review of the layoff plan progresses, I will let you know if I have other questions.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

-----Original Message-----

**From:** Hoenig, Art  
**Sent:** Wednesday, February 15, 2012 4:44 PM  
**To:** Olushi, Saheed  
**Subject:** FW: County of Union Layoff Plan

-----Original Message-----

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Wednesday, February 15, 2012 4:18 PM  
**To:** Hoenig, Art  
**Subject:** County of Union Layoff Plan

Mr. Hoenig - please find attached the County's layoff plan. Any questions please let me know. Thank you.



---

Matthew N. DiRado, Esq.

Acting Director, Department of Administrative Services Director, Division of Personnel & Labor Management County of Union

----- Original Message -----

From: COB\_Xerox@ucnj.org [mailto:COB\_Xerox@ucnj.org]

Sent: Wednesday, February 15, 2012 04:13 PM

To: Matthew DiRado

Subject: Scan from a Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre.

Attachment File Type: PDF

WorkCentre Location: machine location not set Device Name: XRX0000AADD0F7

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Friday, February 24, 2012 2:10 PM  
**To:** Melinda Allen  
**Cc:** Matthew DiRado  
**Subject:** RE: LAY-OFF

Please get the request in before close of work today.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Melinda Allen [<mailto:mallen@ucnj.org>]  
**Sent:** Friday, February 24, 2012 10:12 AM  
**To:** Olushi, Saheed  
**Cc:** Matthew DiRado  
**Subject:** LAY-OFF

Morning Saheed,

We need to make an amendment/adjustment to the lay-off plan, is it acceptable to do this via email?

Melinda J. Allen  
Senior Personnel Assistant/NJDOP Liaison  
County of Union/Department of Administrative Services  
Division of Personnel Management and Labor Relations  
908-527-4024 - Office / 908-558-2566 - Fax  
[mallen@ucnj.org](mailto:mallen@ucnj.org)

---

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Tuesday, March 27, 2012 9:04 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen; Hoenig, Art  
**Subject:** RE: individual notices receipts.pdf - Adobe Acrobat Professional

Thanks.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

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**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Monday, March 26, 2012 4:29 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen; Hoenig, Art  
**Subject:** individual notices receipts.pdf - Adobe Acrobat Professional

Saheed – Attached please find a copy of the individual notices and receipts for the May 1<sup>st</sup> layoff plan.

In addition, the County would like to pull the title of “Chief Security Officer” from the May 1<sup>st</sup> layoff plan.

Thank you.

---

### **Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Wednesday, March 07, 2012 12:43 PM  
**To:** Melinda Allen  
**Cc:** Matthew DiRado  
**Subject:** RE:

Obinna Enweremadu, Senior Accountant, was confirmed in your email of February 16.

SAHEED OLUSHI  
New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905

-----Original Message-----

**From:** Melinda Allen [mailto:mallen@ucnj.org]  
**Sent:** Wednesday, March 07, 2012 12:37 PM  
**To:** Olushi, Saheed  
**Cc:** Matthew DiRado  
**Subject:** RE:

Saheed,  
Think that is 1 Sr. Planner (D.Berneir) not Sr. Accountant.

-----Original Message-----

**From:** Olushi, Saheed [mailto:Saheed.Olushi@csc.state.nj.us]  
**Sent:** Wednesday, March 07, 2012 10:36 AM  
**To:** Melinda Allen  
**Subject:** RE:

44 by my reckoning -

42 on original plan, excluding the Sec to Dept. Head (UA)  
1 Senior Accountant  
1 Recreation Therapy Aide

SAHEED OLUSHI  
New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905

-----Original Message-----

**From:** Melinda Allen [mailto:mallen@ucnj.org]  
**Sent:** Wednesday, March 07, 2012 9:19 AM  
**To:** Olushi, Saheed  
**Subject:** FW:

Can you confirm the number please?

-----Original Message-----

From: Matthew DiRado  
Sent: Wednesday, March 07, 2012 9:16 AM  
To: Melinda Allen  
Subject:

Please check with saheed that our plan has 44 eliminations.

---

Matthew N. DiRado, Esq.

Acting Director, Department of Administrative Services Director, Division of Personnel & Labor  
Management County of Union

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## Matthew DiRado

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**Sent:** Monday, April 09, 2012 9:14 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

Noted. Thanks.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

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**Sent:** Sunday, April 08, 2012 5:05 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Typo

Saheed – While I was preparing the individual notices this weekend for the June 1<sup>st</sup> layoff plan, I noticed a typo in the Department of Finance section. I am confident you caught it, but want to be sure. The layoff plan included the position of Clerk 4/Supervising Clerk Typist. It should have read, “Keyboarding Clerk 4/ Supervising Clerk Typist. Thank you for your attention to this matter.

---

### **Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

---

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Wednesday, April 11, 2012 8:58 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Thanks.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Tuesday, April 10, 2012 4:09 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Another error/typo was discovered in Plan 2.

Under the Department of Human Service there was the following:

Keyboarding Clerk 1/Clerk Typist (1)	Council 8
Keyboard Clerk 2/Sr. Clerk Typist (2)	CWA

The individuals in the position are:

Porquin	Ivette	Keyboarding Clerk 1
Dillard	Elaine	Keyboarding Clerk 2
Carmichael	Tracy	Keyboarding Clerk 2

The error/typo is the employee in the position is Trina Carmichael, an Keyboarding Clerk 1, not Tracy.  
So it should read:

Keyboarding Clerk 1/Clerk Typist (1)	Council 8
Keyboarding Clerk 1/Clerk Typist (1)	CWA
Keyboard Clerk 2/Sr. Clerk Typist (1)	CWA

And the individual in the position are:

Porquin	Ivette	Keyboarding Clerk 1
Carmichael	Trina	Keyboarding Clerk 1
Dillard	Elaine	Keyboarding Clerk 2

Thank you.

---

**From:** Olushi, Saheed [mailto:Saheed.Olushi@csc.state.nj.us]  
**Sent:** Monday, April 09, 2012 9:14 AM

**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

Noted. Thanks.

**SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Sunday, April 08, 2012 5:05 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Typo

Saheed – While I was preparing the individual notices this weekend for the June 1<sup>st</sup> layoff plan, I noticed a typo in the Department of Finance section. I am confident you caught it, but want to be sure. The layoff plan included the position of Clerk 4/Supervising Clerk Typist. It should have read, "Keyboarding Clerk 4/ Supervising Clerk Typist. Thank you for your attention to this matter.

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Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Wednesday, April 11, 2012 2:37 PM  
**To:** Matthew DiRado  
**Subject:** RE: One more change

This email should suffice for the changes thus far – unless you have other issues to discuss, Sir.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Wednesday, April 11, 2012 1:55 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** One more change

I will call you on this one.  
The Office of the Sheriff would amend their plan.

They wish to replace the Keyboarding Clerk 1 position on their list with a Keyboarding Clerk 2 position. The employee's name in the position is Amy Tavormina. In turn, removing Jennifer Lynn Kaminski position.

Thank you.

---

**From:** Olushi, Saheed [mailto:Saheed.Olushi@csc.state.nj.us]  
**Sent:** Wednesday, April 11, 2012 8:58 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Thanks.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
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**New Jersey  
Civil Service  
Commission**

Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Tuesday, April 10, 2012 4:09 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen; Trish Ernst-Malcolm  
**Subject:** RE: Typo

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Under the Department of Human Service there was the following:

Keyboarding Clerk 1/Clerk Typist (1)	Council 8
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The individuals in the position are:

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And the individual in the position are:

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Carmichael	Trina	Keyboarding Clerk 1
Dillard	Elaine	Keyboarding Clerk 2

Thank you.

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Monday, April 09, 2012 9:14 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

Noted. Thanks.

**SAHEED OLUSHI**

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Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

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**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Sunday, April 08, 2012 5:05 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Typo

Saheed – While I was preparing the individual notices this weekend for the June 1<sup>st</sup> layoff plan, I noticed a typo in the Department of Finance section. I am confident you caught it, but want to be sure. The layoff plan included the position of Clerk 4/Supervising Clerk Typist. It should have read, “Keyboarding Clerk 4/ Supervising Clerk Typist. Thank you for your attention to this matter.

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**Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Wednesday, April 11, 2012 4:53 PM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Retirement

Noted. Thanks.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Wednesday, April 11, 2012 4:27 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** RE: Retirement

I have been told that employee retired after receiving her individual notice. At this time, the County wishes to rescind that layoff and eliminate that vacancy. Thank you.

---

**From:** Melinda Allen  
**Sent:** Wednesday, April 11, 2012 3:22 PM  
**To:** Matthew DiRado  
**Subject:** FW: Retirement

Can you send a confirmation to Saheed about this? Thanks

---

**From:** Olushi, Saheed [mailto:Saheed.Olushi@csc.state.nj.us]  
**Sent:** Wednesday, April 11, 2012 2:58 PM  
**To:** Melinda Allen  
**Subject:** RE: Retirement

We'll need a confirmation that the layoff has been rescinded.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
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Fax: (609) 777 0905



**New Jersey  
Civil Service  
Commission**

*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Melinda Allen [<mailto:mallen@ucnj.org>]  
**Sent:** Wednesday, April 11, 2012 2:57 PM  
**To:** Olushi, Saheed  
**Subject:** RE: Retirement

Yes, you are correct. When I asked about this, they told me that the list was prepared before she retired.

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Wednesday, April 11, 2012 2:42 PM  
**To:** Melinda Allen  
**Subject:** RE: Retirement

Melinda?

**SAHEED OLUSHI**

New Jersey Civil Service Commission  
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**New Jersey  
Civil Service  
Commission**

*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Olushi, Saheed  
**Sent:** Monday, April 09, 2012 3:41 PM  
**To:** Melinda Allen  
**Subject:** Retirement

According to CAMPS, Lorna Vliet retired 4/1/2012. I am not sure why she is still targeted in the layoff of May 1, 2012?

**SAHEED OLUSHI**

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Tuesday, April 17, 2012 9:08 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen; Joseph Graziano; Claudia Martins  
**Subject:** RE: Change Department of Engineering, PW and Facilities

Correction is noted on the layoff effective June 1, 2012.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Monday, April 16, 2012 11:24 AM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen; Joseph Graziano; Claudia Martins  
**Subject:** Change Department of Engineering, PW and Facilities

Saheed – My apologies, one last change.

The Department of Engineering, Public Works and Facilities would like to amend their plan by replacing a building maintenance worker with a laborer.

The individual in the laborer's position is Richard Dare. Grace Debowski is in the Building Maintenance Worker position.

Mr. Dare will receive the individual notice.

Thanks for your assistance.

---

### **Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, April 19, 2012 11:31 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen; Claudia Martins; Trish Ernst-Malcolm; Michele Miller  
**Subject:** RE: Department of Human Services

Corrections noted.

SAHEED OLUSHI  
New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905

-----Original Message-----

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Tuesday, April 17, 2012 7:20 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen; Claudia Martins; Trish Ernst-Malcolm; Michele Miller  
**Subject:** Department of Human Services

Saheed - the Department of Human Services identified the incorrect employees as incumbents in the attachment to the layoff plan.

Under the Social Worker title the affected incumbent is Daniel Rapczak not Delores Perkins. Mr. Rapczak was served with an individual notice.

Under the Investigator of CWA title the affected incumbent is Sharon DelValle not Sheila Smith. Ms. Smith was served with an individual notice.

Thank you again Saheed.

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services Director, Division of Personnel & Labor Management County of Union

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, April 19, 2012 12:17 PM  
**To:** Matthew DiRado  
**Subject:** RE: Typo

Sorry for the delay... I did.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Thursday, April 19, 2012 7:44 AM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Re: Typo

Saheed - did you receive my email from tuesday regarding the 2 mistakes in human services plan?

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Management  
County of Union

---

**From:** Olushi, Saheed [mailto:Saheed.Olushi@csc.state.nj.us]  
**Sent:** Monday, April 09, 2012 09:13 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

Noted. Thanks.

### **SAHEED OLUSHI**

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, April 26, 2012 9:26 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen; Claudia Martins; Hoenig, Art  
**Subject:** RE: Question Plan A - Nursing Service Clerk

Our record indicates that both referenced employees were appointed off the same certification OL050166 with the same effective permanent appointment date of 01/21/2005 on which Toni Tirado ranked higher. However, Toni Tirado's seniority reduced as a result of a total of 15 days of suspension. Effectively, she has lower seniority and cannot bump any employee in the same position with more total seniority.

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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Wednesday, April 25, 2012 4:34 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen; Claudia Martins  
**Subject:** Question Plan A - Nursing Service Clerk

Our records for Nursing Services Clerk indicate that Anna Lynn should displacing Mariana Wirzbicki not Toni Tirado.

Please check your records. Thanks

---

### **Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, April 26, 2012 3:52 PM  
**To:** Matthew DiRado  
**Cc:** Trish Ernst-Malcolm; Claudia Martins; Melinda Allen; Hoenig, Art  
**Subject:** Re: Updates to Plan

Please see my responses below.

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Wednesday, April 25, 2012 4:21 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen; Claudia Martins; Trish Ernst-Malcolm  
**Subject:** Updates to Plan

Saheed – please accept the following as updates to our plan.

**Department of Corrections:**

The Department would like to extend the layoff period for the 11 Correction Officers (under the June 1<sup>st</sup> plan) to end of business on August 31, 2012. **Ok. Please submit an amended layoff plan to include this change and all changes made via emails to the existing layoff plan as approved by CSC for June 1, 2012.**

**Runnells Specialized Hospital:**

The Hospital would like to extend the layoff period for the 3 Food Service Workers (under the May 1<sup>st</sup> plan) to end of business on June 1, 2012 to coincide with the June 1<sup>st</sup> layoff of similar titles. **You should rescind the layoff of affected positions and please submit an amended layoff plan to include this change and all changes made via emails to the existing layoff plan as approved by CSC for June 1, 2012.**

The Hospital has available 2 Institutional Attendant vacancies that it will be used to absorb the 2 Institutional Attendants displaced in the May 1<sup>st</sup> plan. The affected employees are Daisy Lawrence and Blessing Ogbonna. **At this point, you may rescind the layoff of Daisy Lawrence since she was originally targeted; and effect a voluntary title change. However, since Blessing Ogbonna was bumped by a targeted employee, you may rescind the layoff of the bumping employee AND effect a voluntary title change for Blessing Ogbonna. Otherwise, she may be appointed RAN to the Institutional Attendant position AFTER the layoff.**

**Department of Human Services:**

There was an inadvertent error in the Department's Plan . The plan should have included an additional HSS1. The employee in the affected position is Darren A. Jenkins, II. **If this employee did not receive his 45 day notice he can't be included now in the June 1<sup>st</sup> plan.**

The Department just suffered an untimely loss of one of its employees. The Department would be abolishing that vacancy and withdraw the layoff of a Keyboarding Clerk 1 position. The employee in the identified position is Trina Carmichael. **Please submit an amended layoff plan to include this change and all changes made**

via emails to the existing layoff plan as approved by CSC for June 1, 2012. Please note that the name on the plan reads Tracy Carmichael, Keyboarding Clerk 2.

Please accept our sympathy on the loss of your employee.

**Department of Parks and Community Renewal:**

The Department would like withdrawn the layoff of 1 Data Processing Programmer. The affected employee is Thomas Leonard. Please submit an amended layoff plan to include this change and all changes made via emails to the existing layoff plan as approved by CSC for June 1, 2012.

Thank you in advanced.

---

**Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

---

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Monday, April 30, 2012 9:27 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

My error – I apologize.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Sunday, April 29, 2012 3:35 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** FW: Typo

Saheed – I am drafting amendments to the plan. But in your response last week you stated Tracy Carmichael was still in plan. Below I am resending you an email sent on April 10<sup>th</sup> alerting you that of the typo that it is Trina Carmichael's position not Tracy's that was identified to be in plan.

#### **Department of Human Services:**

The Department just suffered an untimely loss of one of its employees. The Department would be abolishing that vacancy and withdraw the layoff of a Keyboarding Clerk 1 position. The employee in the identified position is Trina Carmichael. **Please submit an amended layoff plan to include this change and all changes made via emails to the existing layoff plan as approved by CSC for June 1, 2012. Please note that the name on the plan reads Tracy Carmichael, Keyboarding Clerk 2.**

---

**From:** Matthew DiRado  
**Sent:** Tuesday, April 10, 2012 4:09 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Another error/typo was discovered in Plan 2.

Under the Department of Human Service there was the following:

Keyboarding Clerk 1/Clerk Typist (1)	Council
Keyboard Clerk 2/Sr. Clerk Typist (2)	CWA

The individuals in the position are:

Porquin	Ivette	Keyboarding Clerk 1
Dillard	Elaine	Keyboarding Clerk 2
Carmichael	Tracy	Keyboarding Clerk 2

The error/typo is the employee in the position is Trina Carmichael, an Keyboarding Clerk 1, not Tracy.  
So it should read:

Keyboarding Clerk 1/Clerk Typist (1)	Council 8
Keyboarding Clerk 1/Clerk Typist (1)	CWA
Keyboard Clerk 2/Sr. Clerk Typist (1)	CWA

And the individual in the position are:

Porquin	Ivette	Keyboarding Clerk 1
Carmichael	Trina	Keyboarding Clerk 1
Dillard	Elaine	Keyboarding Clerk 2

Thank you.

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Monday, April 09, 2012 9:14 AM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

Noted. Thanks.

**SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

---

**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Sunday, April 08, 2012 5:05 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Typo

Saheed – While I was preparing the individual notices this weekend for the June 1<sup>st</sup> layoff plan, I noticed a typo in the Department of Finance section. I am confident you caught it, but want to be sure. The layoff plan included the position of Clerk 4/Supervising Clerk Typist. It should have read, “Keyboarding Clerk 4/ Supervising Clerk Typist. Thank you for your attention to this matter.

---

**Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza

Elizabeth, NJ 07207  
908-527-4160

---

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, May 03, 2012 3:22 PM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen; Hoenig, Art  
**Subject:** Re: Florence Paterson

Florence Paterson holds the unclassified title of County Division Head and is targeted for the layoff effective 6/1/2012. Please note that layoffs are targeted at employees in permanent positions (which may be provisionally held).

It is up to the appointing authority to separate employees in unclassified position.

Thanks.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Friday, May 04, 2012 2:46 PM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Lay off

I could not find any information or reference that supports an employee's voluntary inclusion in a layoff. Unfortunately, we are unable to accept his voluntary inclusion in this layoff.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Friday, May 04, 2012 11:14 AM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Fw: Lay off

Saheed - we spoke about Mr. Jenkins inclusion into the plan. Does his email satisfy your concerns?

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Management  
County of Union

---

**From:** Darren A. Jenkins [mailto:dajenkins@xbp.dhs.state.nj.us]  
**Sent:** Friday, May 04, 2012 10:13 AM  
**To:** Matthew DiRado  
**Subject:** Lay off

I Darren A. Jenkins II am formally requesting to include my position, a HSS-1 in the layoff plan and I am voluntarily waiving the 45 day notice requirement.

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Wed 5/2/2012 10:45 PM  
**To:** Darren A. Jenkins  
**Cc:** Michele Miller  
**Subject:** Re: Question!!!

No. If you are laid off you are eligible for unemployment. The time has passed to include your position. You will have to voluntarily waive the 45 day notice requirement in order to have civil service process the amendment to include your position.

---

Matthew N. DiRado, Esq.  
Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations

On May 2, 2012, at 10:40 PM, "Darren A. Jenkins" <dajenkins@xbp.dhs.state.nj.us<<mailto:dajenkins@xbp.dhs.state.nj.us>>> wrote:

I have one concern in regards to the request. Would the request to include my position in the layoff plan disqualify me from receiving unemployment benefits? If not, can I have it in writing stating that it would not exclude me from receiving unemployment benefits.

---

From: Matthew DiRado [<mailto:mdirado@ucnj.org>]  
Sent: Sun 4/29/2012 2:13 PM  
To: Darren A. Jenkins  
Cc: Michele Miller  
Subject: RE: Question!!!

Darren – I have spoke to Civil Service regarding your request. You need to provide my in writing an email formally requesting to include your position in the layoff plan and that you are voluntarily waiving the 45 day notice requirement before they will consider the amendment.

---

From: Darren A. Jenkins [<mailto:dajenkins@xbp.dhs.state.nj.us>]  
Sent: Monday, April 23, 2012 3:25 PM  
To: Matthew DiRado  
Cc: Michele Miller  
Subject: Question!!!

I find myself in a position where my wife's job may cause us to relocate to Georgia. Instead of resigning is it possible that I could be included on the June 1st layoff list, so that someone else's job might be saved?

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Friday, May 04, 2012 4:54 PM  
**To:** Matthew DiRado  
**Cc:** Melinda Allen  
**Subject:** RE: Follow-up

Noted.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [mailto:[mdirado@ucnj.org](mailto:mdirado@ucnj.org)]  
**Sent:** Friday, May 04, 2012 4:32 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** FW: Follow-up

Saheed – The County has rescinded the Keyboarding Clerk 1 position at Runnells that is occupied by Lisa Famular-Ellis. Thank you.

Have a good weekend.

---

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Monday, May 07, 2012 10:45 AM  
**To:** Melinda Allen  
**Cc:** Matthew DiRado; Florence Adams; Hoenig, Art  
**Subject:** RE: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

We'll send out revised letters to the employee copies to the AA noting the title right update.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer

---

**From:** Melinda Allen [<mailto:mallen@ucnj.org>]  
**Sent:** Monday, May 07, 2012 10:16 AM  
**To:** Olushi, Saheed  
**Cc:** Matthew DiRado; Florence Adams  
**Subject:** FW: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

Saheed,  
Please see Greg Hardoby's email. Will we be receiving documentation from CSC & how should we proceed with this?

---

**From:** Florence Adams  
**Sent:** Monday, May 07, 2012 10:03 AM  
**To:** Melinda Allen  
**Subject:** FW: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

---

**From:** Gregory Hardoby  
**Sent:** Monday, May 07, 2012 9:48 AM  
**To:** Florence Adams  
**Cc:** Joan Wheeler  
**Subject:** RE: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

Are we getting an amended letter from CSC?

---

**From:** Florence Adams  
**Sent:** Monday, May 07, 2012 9:43 AM  
**To:** Gregory Hardoby  
**Subject:** FW: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Monday, May 07, 2012 9:36 AM  
**To:** Florence Adams  
**Cc:** Melinda Allen; Hoenig, Art  
**Subject:** RE: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

Flo,

Each time an employee's layoff is rescinded or an employee declines title rights offered to him/her, it resets the whole dynamics of bumping rights and we have to re-determine the rights of employees in the chain of the affected titles.

Per procedure; the rights of the employee with most seniority (Anna Lynn) in the same title is determined first and he/she is offered the position of the least senior in the affected title (in this case, Maureen Rica's). Since Anna Lynn refuses to exercise her title rights, that changes the whole determination for this chain of 'bumpings'. It is only right that the least senior employee in a title is bumped first.

**SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czuch, Chair/Chief Executive Officer*

---

**From:** Florence Adams [<mailto:fadams@ucnj.org>]  
**Sent:** Monday, May 07, 2012 8:57 AM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

Melinda Allen called me this morning on the layoff, it seems that Joyce Wilson was laid off on 5/1/2012 and Maureen Rica stayed. Anna Lynn, Nursing Services Clerk was to bump Toni Tirado, Nursing Services Clerk and then Toni Tirado was to bump Maureen Rica, Clerk 1. Anna Lynn took the lay off so there was no bumping rights there and Maureen stayed. Fe Rubia, Nursing Services Clerk, was to bump Joyce Wilson, Clerk 1, which she accepted, and Joyce Wilson was laid off on 5/1/12. Joyce Wilson started on 6/5/2011 Permanent, and Maureen Rica started on 6/19/2011 Permanent. Please advise.

---

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Monday, May 07, 2012 1:42 PM  
**To:** Melinda Allen  
**Cc:** Matthew DiRado; Hoenig, Art  
**Subject:** RE: Rosa Pagan

Yes.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Melinda Allen [<mailto:mallen@ucnj.org>]  
**Sent:** Monday, May 07, 2012 11:47 AM  
**To:** Olushi, Saheed  
**Cc:** Matthew DiRado  
**Subject:** Rosa Pagan

Just one more question regarding R. Pagan, since she voluntarily took a demotion, is she to be rescinded from the layoff?

Melinda J. Allen  
Senior Personnel Assistant/NJDOP Liaison  
County of Union/Department of Administrative Services  
Division of Personnel Management and Labor Relations  
908-527-4024 - Office / 908-558-2566 - Fax  
[mallen@ucnj.org](mailto:mallen@ucnj.org)

---

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Monday, May 07, 2012 2:00 PM  
**To:** Matthew DiRado; Melinda Allen  
**Cc:** Hoenig, Art  
**Subject:** RE: Rosa Pagan

Noted.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Matthew DiRado [mailto:mdirado@ucnj.org]  
**Sent:** Monday, May 07, 2012 1:55 PM  
**To:** Olushi, Saheed; Melinda Allen  
**Cc:** Hoenig, Art  
**Subject:** RE: Rosa Pagan

The County wishes to rescind Ms. Pagan's layoff since she has voluntarily accepted the demotion to the IA position.  
Thank you.

---

**From:** Olushi, Saheed [mailto:Saheed.Olushi@csc.state.nj.us]  
**Sent:** Monday, May 07, 2012 1:42 PM  
**To:** Melinda Allen  
**Cc:** Matthew DiRado; Hoenig, Art  
**Subject:** RE: Rosa Pagan

Yes.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Melinda Allen [<mailto:mallen@ucnj.org>]  
**Sent:** Monday, May 07, 2012 11:47 AM  
**To:** Olushi, Saheed  
**Cc:** Matthew DiRado  
**Subject:** Rosa Pagan

Just one more question regarding R. Pagan, since she voluntarily took a demotion, is she to be rescinded from the layoff?

Melinda J. Allen  
Senior Personnel Assistant/NJDOP Liaison  
County of Union/Department of Administrative Services  
Division of Personnel Management and Labor Relations  
908-527-4024 - Office / 908-558-2566 - Fax  
[mallen@ucnj.org](mailto:mallen@ucnj.org)

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## Matthew DiRado

---

**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Monday, May 07, 2012 4:29 PM  
**To:** Melinda Allen  
**Cc:** Matthew DiRado; Florence Adams; Hoenig, Art  
**Subject:** RE: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital  
**Attachments:** Revised letters\_UC\_layoff\_05012012.pdf

Attached are copies of revised letters to the following employees:

1. Rubia S. Fe
2. Maureen Rica
3. Joyce Wilson
4. Blessing Ogbonna

Original copies will be mailed out tomorrow.

### **SAHEED OLUSHI**

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Division of State and Local Operations  
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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Olushi, Saheed  
**Sent:** Monday, May 07, 2012 10:45 AM  
**To:** 'Melinda Allen'  
**Cc:** Matthew DiRado; Florence Adams; Hoenig, Art  
**Subject:** RE: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

We'll send out revised letters to the employee copies to the AA noting the title right update.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
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Telephone: (609) 292 8329  
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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

---

**From:** Melinda Allen [mailto:mallen@ucnj.org]  
**Sent:** Monday, May 07, 2012 10:16 AM

**To:** Olushi, Saheed  
**Cc:** Matthew DiRado; Florence Adams  
**Subject:** FW: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

Saheed,  
Please see Greg Hardoby's email. Will we be receiving documentation from CSC & how should we proceed with this?

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**From:** Florence Adams  
**Sent:** Monday, May 07, 2012 10:03 AM  
**To:** Melinda Allen  
**Subject:** FW: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

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**From:** Gregory Hardoby  
**Sent:** Monday, May 07, 2012 9:48 AM  
**To:** Florence Adams  
**Cc:** Joan Wheeler  
**Subject:** RE: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

Are we getting an amended letter from CSC?

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**From:** Florence Adams  
**Sent:** Monday, May 07, 2012 9:43 AM  
**To:** Gregory Hardoby  
**Subject:** FW: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

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**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]  
**Sent:** Monday, May 07, 2012 9:36 AM  
**To:** Florence Adams  
**Cc:** Melinda Allen; Hoenig, Art  
**Subject:** RE: Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

Flo,

Each time an employee's layoff is rescinded or an employee declines title rights offered to him/her, it resets the whole dynamics of bumping rights and we have to re-determine the rights of employees in the chain of the affected titles.

Per procedure; the rights of the employee with most seniority (Anna Lynn) in the same title is determined first and he/she is offered the position of the least senior in the affected title (in this case, Maureen Rica's). Since Anna Lynn refuses to exercise her title rights, that changes the whole determination for this chain of 'bumpings'. It is only right that the least senior employee in a title is bumped first.

**SAHEED OLUSHI**  
New Jersey Civil Service Commission  
Division of State and Local Operations  
Telephone: (609) 292 8329  
Fax: (609) 777 0905



**New Jersey  
Civil Service  
Commission**

*Governor Chris Christie*

*Lt. Governor Kim Guadagno*

*Robert M. Czech, Chair/Chief Executive Officer*

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**From:** Florence Adams [<mailto:fadams@ucnj.org>]  
**Sent:** Monday, May 07, 2012 8:57 AM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** Maureen Rica; Joyce Wilson, Clerk 1, Runnells Specialized Hospital

Melinda Allen called me this morning on the layoff, it seems that Joyce Wilson was laid off on 5/1/2012 and Maureen Rica stayed. Anna Lynn, Nursing Services Clerk was to bump Toni Tirado, Nursing Services Clerk and then Toni Tirado was to bump Maureen Rica, Clerk 1. Anna Lynn took the lay off so there was no bumping rights there and Maureen stayed. Fe Rubia, Nursing Services Clerk, was to bump Joyce Wilson, Clerk 1, which she accepted, and Joyce Wilson was laid off on 5/1/12. Joyce Wilson started on 6/5/2011 Permanent, and Maureen Rica started on 6/19/2011 Permanent. Please advise.

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## Matthew DiRado

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**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Wednesday, May 09, 2012 10:13 AM  
**To:** Melinda Allen  
**Cc:** Matthew DiRado; Hoenig, Art  
**Subject:** RE: June 1, 2012 Layoff

I also noticed that some targeted employees are already separated..... can we have those layoffs rescinded, please.

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
Division of State and Local Operations  
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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

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**From:** Melinda Allen [<mailto:mallen@ucnj.org>]  
**Sent:** Wednesday, May 09, 2012 10:00 AM  
**To:** Olushi, Saheed  
**Cc:** Matthew DiRado  
**Subject:** June 1, 2012 Layoff

Saheed,

Matt wanted me to let you know that there will be a "substantial" amendment to the June 1<sup>st</sup> layoff. He hopes to confirm this with you by tomorrow. Basically, it's involving 100+ employee's that will need to be extended past 06/01.

Melinda J. Allen  
Senior Personnel Assistant/NJDOP Liaison  
County of Union/Department of Administrative Services  
Division of Personnel Management and Labor Relations  
908-527-4024 - Office / 908-558-2566 - Fax  
[mallen@ucnj.org](mailto:mallen@ucnj.org)

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## Matthew DiRado

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**From:** Olushi, Saheed [Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, May 10, 2012 11:10 AM  
**To:** Melinda Allen  
**Cc:** Matthew DiRado; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Thanks,

### **SAHEED OLUSHI**

New Jersey Civil Service Commission  
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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czoch, Chair/Chief Executive Officer*

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**From:** Melinda Allen [mailto:mallen@ucnj.org]  
**Sent:** Thursday, May 10, 2012 10:55 AM  
**To:** Olushi, Saheed  
**Cc:** Matthew DiRado; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Saheed,

As discussed, I believe the bilingual variant was inadvertently left out. Our records reflect Ms. Proquin as a Keyboarding Clerk 1 Bilingual in Spanish & English.

---

**From:** Olushi, Saheed [mailto:Saheed.Olushi@csc.state.nj.us]  
**Sent:** Thursday, May 10, 2012 9:43 AM  
**To:** Melinda Allen  
**Subject:** RE: Typo

Melinda,

Ivette Porquin holds the title of Keyboarding Clerk 1 Bilingual In Spanish and English but is targeted in the Keyboarding Clerk 1 position.

Please confirm if the targeted title is the base title or the bilingual variant.

### **SAHEED OLUSHI**

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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

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**From:** Olushi, Saheed  
**Sent:** Monday, April 30, 2012 9:27 AM  
**To:** 'Matthew DiRado'  
**Cc:** Melinda Allen  
**Subject:** RE: Typo

My error – I apologize.

**SAHEED OLUSHI**

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*Governor Chris Christie  
Lt. Governor Kim Guadagno  
Robert M. Czech, Chair/Chief Executive Officer*

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**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]  
**Sent:** Sunday, April 29, 2012 3:35 PM  
**To:** Olushi, Saheed  
**Cc:** Melinda Allen  
**Subject:** FW: Typo

Saheed – I am drafting amendments to the plan. But in your response last week you stated Tracy Carmichael was still in plan. Below I am resending you an email sent on April 10<sup>th</sup> alerting you that of the typo that it is Trina Carmichael's position not Tracy's that was identified to be in plan.

**Department of Human Services:**

The Department just suffered an untimely loss of one of its employees. The Department would be abolishing that vacancy and withdraw the layoff of a Keyboarding Clerk 1 position. The employee in the identified position is Trina Carmichael. Please submit an amended layoff plan to include this change and all changes made via emails to the existing layoff plan as approved by CSC for June 1, 2012. Please note that the name on the plan reads Tracy Carmichael, Keyboarding Clerk 2.

---

**From:** Matthew DiRado  
**Sent:** Tuesday, April 10, 2012 4:09 PM  
**To:** 'Olushi, Saheed'  
**Cc:** Melinda Allen; Trish Ernst-Malcolm  
**Subject:** RE: Typo

Another error/typo was discovered in Plan 2.



Under the Department of Human Service there was the following:

Keyboarding Clerk 1/Clerk Typist (1) Council  
Keyboard Clerk 2/Sr. Clerk Typist (2) CWA

The individuals in the position are:

Porquin Ivette Keyboarding Clerk 1  
Dillard Elaine Keyboarding Clerk 2  
Carmichael Tracy Keyboarding Clerk 2

The error/typo is the employee in the position is Trina Carmichael, an Keyboarding Clerk 1, not Tracy.

So it should read:

Keyboarding Clerk 1/Clerk Typist (1) Council 8  
Keyboarding Clerk 1/Clerk Typist (1) CWA  
Keyboard Clerk 2/Sr. Clerk Typist (1) CWA

And the individual in the position are:

Porquin Ivette Keyboarding Clerk 1  
Carmichael Trina Keyboarding Clerk 1  
Dillard Elaine Keyboarding Clerk 2

Thank you.

---

**From:** Olushi, Saheed [<mailto:Saheed.Olushi@csc.state.nj.us>]

**Sent:** Monday, April 09, 2012 9:14 AM

**To:** Matthew DiRado

**Cc:** Melinda Allen

**Subject:** RE: Typo

Noted. Thanks.

## **SAHEED OLUSHI**

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*Robert M. Czech, Chair/Chief Executive Officer*

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**From:** Matthew DiRado [<mailto:mdirado@ucnj.org>]

**Sent:** Sunday, April 08, 2012 5:05 PM

**To:** Olushi, Saheed

**Cc:** Melinda Allen

**Subject:** Typo

Saheed – While I was preparing the individual notices this weekend for the June 1<sup>st</sup> layoff plan, I noticed a typo in the Department of Finance section. I am confident you caught it, but want to be sure. The layoff plan included the position of Clerk 4/Supervising Clerk Typist. It should have read, “Keyboarding Clerk 4/ Supervising Clerk Typist. Thank you for your attention to this matter.

---

**Matthew N. Di Rado, ESQ., M.P.A.**

Acting Director, Department of Administrative Services  
Director, Division of Personnel & Labor Relations  
County of Union  
10 Elizabethtown Plaza  
Elizabeth, NJ 07207  
908-527-4160

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