

# Township of West Milford

Passaic County, New Jersey

## ~ Resolution 2024 – 123 ~

### RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE SUBMISSION AND ADOPTION OF A LAYOFF PLAN

**WHEREAS**, pursuant to N.J.A.C. 4A:8-1.1A et. seq., an appointing authority may institute layoff actions for reasons of economy, efficiency, or other related reasons; and

**WHEREAS**, pursuant to N.J.A.C. 4A:8-1.4, the Township is required to submit to the Civil Service Commission the reasons for any layoff, the projected effective date of the layoff, sample copies of the layoff notice and the expected date of issuance, the number of positions by title to be vacated, reclassified, or abolished and the names, status, layoff units, locations and permanent titles of employee initially affected, the vacant positions in the layoff unit that the municipality is willing to fill as of the date of the layoff, an explanation of all pre-layoff alternatives already taken, or considered and found inapplicable, a summary of consultations with affected negotiations representatives, and a list of affected negotiations representatives, including the addresses and the units they represent; and

**WHEREAS**, in the interest of economy and efficiency, the Township Administrator has submitted a layoff plan, on file in the Clerk's Office, calling for the two positions of Environmental Health Specialist and one position of Keyboarding Clerk 1 to be vacated and outsourced; and

**WHEREAS**, outsourcing of the two Environmental Health Specialist positions and one Keyboarding Clerk 1 position may provide a higher level of service which better meets the needs of the public as it would streamline health services, provide greater oversight and lower the cost of providing such health services; and

**WHEREAS**, the outsourcing of the positions of Environmental Health Specialists and Keyboarding Clerk 1 will be economically beneficial to the Township; and

**WHEREAS**, it is in the best interest of the Township to ratify and adopt the layoff plan vacating the positions of Environmental Health Specialists and Keyboarding Clerk 1 and permitting the Township Administrator to outsource the duties.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of West Milford, in the County of Passaic, State of New Jersey, the Township of West Milford, hereby adopts and ratifies the Layoff Plan calling for the vacation of the positions of two Environmental Health Specialists and one Keyboarding Clerk 1; and

**BE IT FURTHER RESOLVED** that pursuant to N.J.A.C. 4A:8-1.4, the Township Administrator is authorized to submit the layoff plan to the Civil Service Commission for its approval, provide the affected employees the required Notice of Layoff and communicate same to any relevant bargaining unit; and

**BE IT FURTHER RESOLVED**, that the Township Administrator is hereby authorized to amend the Layoff Plan in accordance with any comments received from the Civil Service Commission and to implement the Program and provide the required notice no sooner than thirty (30) days from the date of submission to the Civil Service Commission or upon receipt of approval from the Civil Service Commission, whichever is later.

This Resolution shall take effect immediately.

Adopted: March 6, 2024

Adopted this 6<sup>th</sup> day of March, 2024  
and certified as a true copy of an original.

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William Senande, Township Clerk