**[SAMPLE LETTER TO NP-1 EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the NP-1 contract, you will bebumped from your position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

Your layoff from State service will be effective the close of business on [INSERT DATE – *Note: although 6 week notice period does NOT apply to the bumpee, provide as much notice as possible*]. *Your bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO NP-2 EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the NP-2 contract, you will bebumped from your [FULL-TIME/PART-TIME–\_\_\_\_ hours/week] position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with the NP-2 Contract, your layoff from State service will be effective the close of business on [INSERT DATE – Note: Bumpee gets not less than 3 weeks’ notice but cannot be terminated during initial 6 week notice period; Permanent part-time less than 20-hour employees may bump other less than 20-hour employees and the notice to the bumpee is 1 week. There can be no layoff of the bumpee for the original 2 week notice period.]. *Your bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO NP-3 EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the NP-3 contract, you will bebumped from your position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with the NP-3 Contract, your layoff from State service will be effective the close of business on [INSERT DATE – Note: Bumpee gets 10 calendar days notice and 2 business days to select]. *Your bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO NP-4 EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the NP-4 contract, you will bebumped from your position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with the NP-4 Contract, your layoff from State service will be effective the close of business on [INSERT DATE – In the absence of specific contract language – Bumpee receives 4 weeks’ notice]. *Your bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO NP-5 EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the NP-5 contract, you will bebumped from your position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with the NP-5 Contract, your layoff from State service will be effective the close of business on [INSERT DATE – Note: although 6 week notice period does NOT apply to the bumpee, provide as much notice as possible] *Your bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO NP-6 / P-1 EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the NP-6 / P-1 contract, you will bebumped from your [FULL-TIME/PART-TIME–\_\_\_\_ hours/week] position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with NP-6 / P-1 Contract, your layoff from State service will be effective the close of business on [INSERT DATE – Note: Bumpee receives 3 weeks’ notice; Bumpee under 20 hours receives 10 calendar days notice]. *Your bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO NP-8 EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the NP-8 contract, you will bebumped from your position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with the NP-8 Contract, your layoff from State service will be effective the close of business on [INSERT DATE AFTER CONSULTATION WITH OLR – Note: Bumpee gets 2 days to select]. *Your bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO P-2 EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the P-2 contract, you will bebumped from your position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with the P-2 Contract, your layoff from State service will be effective the close of business on [INSERT DATE – Note: Bumpees receive not less than 1 week notice but have 2 calendar weeks to reply from date of notice]. *Your bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO P-3A EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the P-3A contract, you will bebumped from your position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with the P-3A Contract, your layoff from State service will be effective the close of business on [INSERT DATE – In the absence of specific contract language - Bumpee to receive 6 weeks’ notice]. *Your bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO P-3B EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the P-3B contract, you will bebumped from your position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with the P-3B Contract, your layoff from State service will be effective the close of business on [INSERT DATE –Note: Bumpee receives 10 calendar days notice and has no bumping rights]. A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO P-4 EMPLOYEE - BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the P-4 contract, you will bedisplaced/bumped from your [FULL-TIME/PART-TIME –\_\_\_\_ hours/week] position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with the P-4 Contract, your layoff from State service will be effective the close of business on [INSERT DATE – Note: Bumpee receives 6 weeks’ notice and has 2 business days to choose to bump or be laid off; Less than 20 hour position Bumpees receive 3 weeks’ notice]. *Your displacement/bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_

**[SAMPLE LETTER TO P-5 EMPLOYEE – BUMPEE]**

**HAND DELIVERED**

[DATE]

[INSERT EMPLOYEE NAME]

[INSERT EMPLOYEE ADDRESS**]**

Dear [EMPLOYEE]:

The State is currently experiencing continuing severe fiscal difficulties that will require layoffs to occur in some areas. In accordance with the P-5 contract, you will bedisplaced/bumped from your [FULL-TIME/PART-TIME–\_\_\_\_ hours/week] position as a [INSERT STATE TITLE] by a more senior employee in your classification series.

In accordance with Article 13, Section 4 of the P-5 Contract, your layoff from State service will be effective the close of business on [INSERT DATE – Note: Bumpee receives 6 weeks’ notice]. *Your displacement/bumping options are attached as applicable.* A meeting has been scheduled for you at [insert time] on [insert date] with [insert name] in the Human Resources Office [insert address as needed] in order to more fully address any questions that you may have. Please make arrangements to bring a representative of the Union with you to this meeting.

I sincerely regret that this action has become necessary. Should these circumstances change, we will notify you. This agency will do everything it can to be of assistance to you in this difficult period. If you have any questions in the meantime, please contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely yours,

[Agency Human Resources Administrator]

Encl. [APPLICABLE OPTIONS]

Cc: Union

 Human Resources

 OLR

 DAS

Acknowledged receipt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_