



**INDIVIDUAL NOTICE OF LAYOFF OR DEMOTION
NEW JERSEY CITY UNIVERSITY**

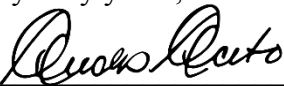
TO: XXXXXXXXXXXXXXXXXXXXX
FROM: Andrés Acebo, J.D. President
DATE: April 27, 2026

Pursuant to the provisions of N.J.S.A. 11A:8-1, this is to notify you that for reasons of economy and efficiency, your permanent full-time position of <title> at New Jersey City University has been targeted for layoff action effective at the close of the working day on June 15, 2026.

This notification provides you with the minimum 45-day layoff notice required by the above law and, unless otherwise extended by the Chair/Chief Executive Officer of the New Jersey Civil Service Commission shall expire no later than 120 days from the date of issuance.

Since your position is subject to layoff, you may have the right to displace employees in other positions. A copy of this notice is being forwarded to the New Jersey Civil Service Commission, which will be responsible for determining your seniority, lateral displacement, demotional and/or special reemployment rights. The Civil Service Commission will notify both you and the appointing authority of its determinations prior to the effective date of the layoff action. The procedures to be followed in instituting any appeals will be outlined in the letter of notification of your layoff rights from the New Jersey Civil Service Commission.

Very truly yours,



Andrés Acebo, J.D., President

CC: CWA Representatives
Civil Service Commission

Method of Service:

() Personal Service

Name of Server: _____ Date Served: _____



- () Certified or Registered Mail (copy of receipt attached)
- () Copy of notice forwarded to the Civil Service Commission Date: _____

**GENERAL NOTICE OF LAYOFF OR DEMOTION
NEW JERSEY CITY UNIVERSITY**

TO: New Jersey City University Employees
FROM: Andrés Acebo, J.D., President
DATE: April 27, 2026

Pursuant to the provisions of N.J.S.A. 11A:8-1, this is to notify all employees that for reasons of economy and efficiency, it is possible you will be laid off or demoted from your permanent or probationary positions. If your position is subject to layoff, you may have the right to displace employees in other positions.

This layoff will be effective at the close of the working day on June 15, 2026. This notification provides you with the minimum 45-day layoff notice required by the above law and, unless otherwise extended by the Chair/Chief Executive Officer of the New Jersey Civil Service Commission, shall expire no later than 120 days from the date of issuance.

At the present time, it is not possible to determine the exact effect that this layoff action will have on each employee. This is to notify all employees that you may be affected by the exercise of lateral, demotional and/or special reemployment rights of other employees. A copy of this notice is being forwarded to the New Jersey Civil Service Commission, which will be responsible for determining the seniority, lateral displacement, demotional and/or special reemployment rights of employees. The Civil Service Commission will notify affected employees and the appointing authority of these determinations prior to the effective date of the layoff action.

The procedures to be followed in instituting any appeals will be outlined in the letter of notification of layoff rights from the New Jersey Civil Service Commission.

Very truly yours,

Andrés Acebo, J.D. President
CC: CWA Representatives
Civil Service Commission

Certification:

I hereby certify that a copy of this General Notice of Layoff has been posted, and served by personal service or certified mail on each potentially affected employee of the organization unit on the following day or dates: [TO BE DETERMINED]





Andrés Acebo, J.D., President