



# ANN ARBOR POLICE DEPARTMENT

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OFFICE OF THE CHIEF OF POLICE

BARNETT JONES

December 9, 2009

[REDACTED]  
Fire Fighter  
Safety Services

Dear [REDACTED]

As a result of **ongoing shortage of funds** within the City of Ann Arbor, this letter is to officially notify you that you will be laid off from your position of Fire Fighter, effective January 4, 2010.

You should refer to Article 17 in the International Association of Fire Fighters, AFL-CIO (IAFF) Collective Bargaining Agreement to learn more regarding layoffs.

1. The City will pay out to you any vacation or compensatory time you have accrued and banked in your final pay.
2. Please be advised that you should apply for State of Michigan unemployment benefits as soon as possible through the Michigan Department of Labor and Economic Growth-Unemployment Insurance Agency. They can be reached at 1-866-500-0017 or via website: [www.michigan.gov](http://www.michigan.gov). We will verify that you have been laid off.
3. Your benefits will end on your last day of employment. Within 14 days of your last day worked, Employee Benefits personnel in the Human Resources service unit will send you detailed information regarding your specific COBRA rights, as well as details regarding other benefit programs. Under COBRA, you can pay the required health care coverage premium(s) and continue to participate in the City's health care coverage program for up to 18 months from the date of layoff, provided the City receives you premium payment the 15<sup>th</sup> of each month.
4. Your pension contribution remains yours. Please contact the Pension Services Unit (734) 994-4590 to speak with someone directly regarding your pension.

[www.a2gov.org/government/safetyservices/police](http://www.a2gov.org/government/safetyservices/police)

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5. The City's Employee Assistance Program (EAP) is through Performance and Health Solutions, which you may confidentially contact at (734) 996-9111 or 800-949-7140. You may use the EAP through the end of January 2010. Use of this program is strictly voluntary.

I understand you are faced with some difficult decisions in the weeks ahead. Thus, I wanted you to have as much notice as possible. You may contact Richard Martonchik, Human Resources Services Partner, at 734-794-6124 for an appointment to answer any specific questions you may have at this time.

We regret layoffs are necessary. Thank you for your service to the City. We wish you well.

Sincerely,



W. Barnett Jones  
Chief of Police  
Service Area Administrator - Safety Services

- c. R. Wilkerson, HR Director  
IAFF Union  
R. Martonchik – HR Service Partner  
Personnel File