

**City of Detroit  
Human Resources Department  
Notice of Layoff**

Department: Detroit Water and Sewerage		Division: Information Technology	
Employee Name: James Cappizzo		Phone #	
Address:		City: Madison Heights, MI Zip: 48071	
Soc. Sec. No.:		Oracle ID: 4282	
Retirement System No.			
You are hereby notified that effective <u>October 15, 2014</u> you will be laid off from the position of <u>Senior Data Processing Programmer Analyst</u> for the following reason: <u>Elimination of Classification</u> .			
Last Day Worked: October 14, 2014		Last Day Paid: October 14, 2014	
Seniority Date: 6/2/1998		Augmented Seniority Date:	
Class Seniority Date: 3/6/2006		Bargaining Unit: 7101	
Prepared By: Danielle Chaney, Human Resources Generalist			
Issued By: <u>Den Bailey</u> (signature)		<u>Director of Information Technology Services</u> (Title)	
Change in Address/Phone: _____		Email: _____	
<p>In order for you to receive future payments, notification of displacement or re-call (if applicable), and other important information, please verify that the address and telephone number listed above is correct. You are <u>required</u> to provide</p> <p align="center"><b><u>Written Notification of any future change in address or telephone numbers to:</u></b></p> <p align="center">Human Resources Services Unit, Attn: Demographic Change 735 Randolph St. - Suite 2000 Detroit MI 48226</p>			
<p align="center"><b>Lump Sum Vacation Payout</b></p> <p>All employees who remain laid off (i.e., ineligible to displace), will automatically receive a lump sum payment for any unused vacation days and compensatory time <i>including</i> any prorated vacation time due the employee. The lump sum vacation payment will be issued sixty (60) days from the effective date of the Reduction In Force.</p>			