

NOTICE OF PERSONNEL DISCUSSION

To: _____
(Name of Employee or Prospective Employee)

Address: Delivered at work place

This is to notify you, pursuant to the Open Public Meeting Act, that the _____ plans to discuss the subject matter/s checked below in relation to your employment:

- Application for Employment
- Promotion or Transfer
- Compensation
- Performance Evaluation
- Special Leave Request
- Grievance
- Discipline
- Possible Termination
- Other (Specify): _____

The discussion will take place at the following meeting/s dated:

Time: _____

Place: _____

The discussion will be held in closed session, not open to the public, unless before the meeting the _____ receives a request, **in writing**, in which you ask that the discussion be held in public. If the discussion will affect other employees or potential employees, the meeting may be closed to the public unless all such affected persons submit signed requests.

Date of Notice: _____

Signature: _____

N.J.S.A.

10:4-12. Meetings open to public; exclusion of public; subject matter of discussion

a. Except as provided by subsection b. of this section all meetings of public bodies shall be open to the public at all times. Nothing in this act shall be construed to limit the discretion of a public body to permit, prohibit or regulate the active participation of the public at any meeting.

b. A public body may exclude the public only from that portion of a meeting at which the public body discusses:

(1) Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of subsection a. of this section.

(2) Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

(3) Any material the disclosure of which constitutes an unwarranted invasion of individual

privacy such as any records, data, reports, recommendations, or other personal material of

any educational, training, social service, medical, health, custodial, child protection,

rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or

institution operated by a public body pertaining to any specific individual admitted to or

served by such institution or program, including but not limited to information relative to the

individual's personal and family circumstances, and any material pertaining to admission,

discharge, treatment, progress or condition of any individual, unless the individual

concerned (or, in the case of a minor or incompetent, his guardian) shall request **in writing**

that the same be disclosed publicly.