



ROCK-WALWORTH COMPREHENSIVE FAMILY SERVICES INC.

HEAD START AND EARLY HEAD START®
Serving Rock & Walworth Counties
Website: rwcfs.org

Facebook: Rock/Walworth County Head Start & Early Head Start

March 7, 2016

Wisconsin Department of Workforce Development
Dislocated Workers Unit
201 E. Washington Ave.
P.O. Box 7972
Madison, WI 53703-7972

RECEIVED
MAR 24 2016

BY:

Re: Notice Pursuant to Federal Worker Adjustment and Retraining Notification Act

To the Wisconsin Department of Workforce Development:

This notice is provided in compliance with the Federal Worker Adjustment and Retraining Notification Act (WARN). Rock and Walworth Comprehensive Family Services, Inc. Head Start and Early Head Start (RWCFS) is a participant in the Designated Renewal System and is therefore, in competition for receiving its federal grant award.

RWCFS expects to begin laying off its approximately 100 employees on May 25, 2016 and will continue in phases through June 30, 2016, unless the program is notified that the grant has been awarded back to the agency prior to June 30, 2016. Staff were verbally notified of the potential of receiving a mass layoff notice at a January 27, 2016 all staff meeting and will receive a written notice on or around March 25, 2016. Attached please find a list of RWCFS center addresses at which the layoffs will occur. I also include a list of the affected job titles and the number affected employees in each job classification along with the exempt or hourly status of each job category. There is no union representative. There are no "bumping rights."

While RWCFS is confident the program will be awarded funding back, or that another agency would; it is possible that notification will not be made prior to the 60 day mandatory notice needing to be sent to the first set of employees that will be in layoff status as of May 25, 2016.

As soon as RWCFS is notified on the status of its funding, RWCFS will notify employees in writing regarding their employment status – whether with an expected date of return to work, or a termination of employment notice.

When RWCFS is notified that its funding is restored, RWCFS anticipates recalling some staff immediately and the rest of staff to work no later than mid-August.

RWCFS will ensure that employees are paid all earned wages and agreed upon benefits at the time of their layoff.

Should you wish further information, please contact me by calling 608-299-1500 ext. 16.

Respectfully,

Carol Mishler, Executive Director

1221 Henry Avenue
Beloit WI 53511
(608) 299-1500
Fax: (608) 299-1629



ROCK-WALWORTH COMPREHENSIVE FAMILY SERVICES INC.

HEAD START AND EARLY HEAD START®
Serving Rock & Walworth Counties

RWCFS Rock County Centers

Beloit Head Start Child and Family Center
1221 Henry Avenue
Beloit, WI 53511

Janesville Head Start Child and Family Center (St. Peter's Lutheran Church)
1422 Center Avenue
Janesville, WI 53546

Beloit Head Start Satellite Centers

Merrill Head Start Child and Family Center (Merrill Elementary, SDB)
1635 Nelson Ave.
Beloit, WI 53511

Hackett Head Start Child and Family Center (Merrill Elementary, SDB)
625 Eighth Street
Beloit WI 53511

Community Kids-Janesville – license held by Community Action Inc.
2230 center Ave.
Janesville WI 53546

RWCFS Walworth County Centers

Lake Geneva Head Start Child and Family Center (Star Center Elementary)
W1380 Lake Geneva Highway
Lake Geneva, WI 53147

Sharon Head Start Child and Family Center (Sharon Community School)
104 School Street
Sharon, WI 53585

Delavan Head Start Child and Family Center (RWCFS Phoenix Middle School)
414 Beloit Road
Delavan, WI 53115

Whitewater Head start Child and Family Center (Lakeview Elementary School)
W8363 R & W Townline Road
Whitewater, WI 53190

Walworth County RWCFS Early Head Start (Home-Based) Center (not licensed)
1545 Hobbs Drive
Delavan, WI 53115

✓ = Part-year

RWCFS – Job Positions

Part-year	# of	PT/FT	Positions	Exempt/Non-Exempt - hourly
	1	FT	Executive director	
	1	FT	• Executive secretary	
	1	FT	Program Design Manager	
	1	FT	• Program Management Assistant	
	1	FT	• HR/Payroll assistant	
	1	FT	Finance Director	
	1	FT	• Program Data/accounts Payable Assistant	
	1	PT	• Accounting specialist	
	1	FT	Enrollment, Recruitment, Selection, Eligibility and Attendance Specialist	
	1	FT	• ERSEA Assistant	
	1	PT	• Bilingual ERSEA Asst.	
	1	FT	• Bilingual Specialist	
	3	FT	Regional Site Team Leaders – supervises Lead Teachers, FRWs, Cooks, Nurturers and FAs	
✓	14	FT	• Lead Teachers	
✓	20	FT	• Assistant Teachers	
✓	7	6FT/1PT	• Family Resource Workers	
✓	1	PT	• Lead Cook	
✓	5	3FT/2PT	• Cooks (1 is full year)	
	6	FT	• Family Advocates	
	1	FT	• Nurturer	
	1	FT	Early Head start Team Leader	
	1	FT	• Nurturer	
	4	FT	• Nurturer/Family Advocate	
	5	FT	• Family Advocate (2 are also Doulas)	
	1	FT	• FA/Respite Care Coordinator	
			•	
	1	FT	Child Development Team Leader	
✓	1	FT	• School Readiness Coach	
	1	FT	Child and Family Health Team Leader	
	1	FT	Family and Community Partnerships Team Leader	
	1	FT	Transportation and Maintenance Team Leader	
	1	FT	• Transportation and Maint. Asst./Lead Driver	
	1	FT	• Maintenance Engineer	
✓	3	2PT/1FT	• Janitorial Technicians (1 Janitor/sub driver – FT and 1 sub driver /Janitor PT)	
✓	9	varies	• Bus Drivers (1 is volunteer)	
Total		100		
✓		Varies 10-15	HS substitute teachers (anywhere from 10-15 on payroll at a time – HS or EHS subs)	
		Varies	EHS substitute teachers	

Note: all of our part-time employees average 20 or more hours per week except 1