

— THE —  
**EDGEWATER**

March 18, 2020

**RECEIVED**  
MAR 25 2020

To: **Joshua Johnson - Director**  
Department of Workforce Development  
201 East Washington Avenue  
Madison, WI 53707  
**Mayor Satya Rhodes-Conway**  
Mayor's Office  
210 Martin Luther King Jr Blvd, Room 403  
Madison, WI 53703

BY: .....

From: **Mike Tonsfeldt – Senior Human Resources Manager**  
The Edgewater  
1001 Wisconsin Place  
Madison, WI 53703

**Re: Announcement of Planned Action**

Dear Mr. Jackson and Mayor Rhodes-Conway,  
I am writing on behalf of The Edgewater Management Company, LLC. to give you notice that there will be a mass layoff and reduction of work hours at The Edgewater's facility located at 1001 Wisconsin Place in Madison, WI on March 18, 2020. This mass layoff and reduction in work hours and rate of pay are expected to be temporary. Given this quickly changing pandemic and its impact on our business operations, it is not known when staff will be brought back to work from this mass layoff and when their hours will return to their previous schedule and rate.

All affected employees have been notified of their separation and/or effective dates and that their separation from employment or reduction in work hours and rate of pay will be temporary. Those employees are expected to be separated from employment or be subject to a reduction in work hours and rate of pay beginning on March 18, 2020, with all separations and reductions accomplished by April 1, 2020.

The following is a list of the job positions and number of individuals who will be affected by the mass layoff on March 18, 2020:

# THE EDGEWATER

POSITION	NUMBER
BANQUET ASST MANAGER	1
BANQUET SERVER	18
BANQUET SETUP	5
BANQUET SUPERVISOR	2
BARTENDER	19
BELLMAN	11
DESK CLERK	9
ENGINEER / MAINTENANCE	2
HOUSEKEEPER	26
KITCHEN COOK	19
KITCHEN DISHWASHER	5
KITCHEN SUPERVISOR	3
RESERVATIONIST	9
RESTAURANT ATTENDANT	5
RESTAURANT	
BUSSER/RUNNER	10
RESTAURANT GREETER	11
RESTAURANT SERVER	30
RESTAURANT SUPERVISOR	2
RETAIL ASSOCIATE	7
SALES TEAM	7
SHIPPING CLERK	1
<b>TOTAL</b>	<b>202</b>

There will not be any bumping rights for the affected employees, that is, employees will not be able to displace more junior employees out of their job positions as a result of this mass layoff.

If you have any questions or want additional information concerning this matter, please contact me directly at [HR@theedgewater.com](mailto:HR@theedgewater.com) or 608-535-8170.

Sincerely,



Mike Tonsfeldt

Senior Human Resources Manager

The Edgewater Management Company, LLC

608-535-8170

[HR@theedgewater.com](mailto:HR@theedgewater.com)