



RECEIVED
MAR 27 2020
BY:

March 23, 2020
VIA FIRST-CLASS MAIL

State of Wisconsin
Department of Workforce Development
Dislocated Worker Unit
Post Office Box 7972
Madison, WI 53707

RE: Hubbard Avenue Diner, LLC /Layoff Notice

Dear Dislocated Worker Unit,

The purpose of this letter is to confirm that Hubbard Avenue Diner, LLC is temporarily laying off all or most of its staff at its restaurant facilities at 7445 Hubbard Avenue in Middleton, Wisconsin, in response to unforeseen federal, state, and local emergency orders relating to the global pandemic involving the SARS-CoV-2 virus and illness it causes known as Coronavirus Disease 2019 (COVID-19). This job action was implemented effective between March 17, 2020 - March 23, 2020 and will affect 65 employees.

We anticipate that the layoffs are temporary, but the duration is presently unknown and depends, in part, on how long applicable government restrictions on assemblies in places of public accommodation remain in place. Our primary concern is with the safety and health of our employees, guests, and the general public.

Enclosed is a list of affected employment positions and the number of affected employees in each affected position. The employees do not have any bumping rights. If circumstances necessitate a permanent layoff or termination date, we will notify you in writing. The Company will ensure that employees are timely paid all wages earned through the date of the layoff.

Please let me know if there is anything we can do to assist the Department of Workforce Development, its Workforce Development Board, or the City share information with our employees concerning any federal, state, or local government benefits or resources that may be available to them under the circumstances.

Please also contact me at (608) 246-2719 if you have any questions or require any additional information. Thank you.

Sincerely,
Hubbard Avenue Diner, LLC

Sarita Mannigel
HR Director, Food Fight Restaurant Group

Enclosure: List of Affected Employment Positions and Number of Affected Employees

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AFFECTED EMPLOYMENT POSITIONS AND EMPLOYMENT NUMBERS

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| Job Title | Number of Affected Employees |
|-------------------|------------------------------|
| Assistant Manager | 2 |
| Baker | 6 |
| Bakery Manager | 1 |
| Busser | 4 |
| Counter | 5 |
| Dishwasher | 3 |
| General Manager | 1 |
| Host | 3 |
| Kitchen Manager | 2 |
| Line Cook | 11 |
| Prep Cook | 6 |
| Server | 16 |
| Shift Manager | 5 |
| Total | 65 |