

March 27, 2020

Via Email: WIOATitleI@dwd.wisconsin.gov
Adult & Dislocated Worker Programs
Wisconsin Department of Workforce Development
201 E Washington Ave
Madison, WI 53707

WOW Workforce Development Board:
515 Moreland Blvd., Rm AC260
Waukesha, WI 53188

Mayor Steve Ponto
Brookfield City Hall
2000 N. Calhoun Road
Brookfield, WI 53005

Paul Farrow
Executive
1320 Pewaukee Road, Room 320
Waukesha, WI 53188

This letter is notice that Paper Source (“Company”) is placing employees who work at 315 High Street, Suite G107, Brookfield, WI 53045 on temporary, unpaid furloughs.

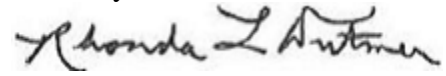
There are 9 employees currently affected at this employment site. The first furlough at this site will occur on March 29, 2020. These furloughs will continue indefinitely, but are intended to be temporary and last less than six months.

Whether or not this action triggers the requirements of the Worker Adjustment and Retraining Notification Act or any applicable state mini-WARN law, we thought it appropriate to give you this notice. We are taking these employment actions because of COVID-19-related business circumstances that were not reasonably foreseeable. We would like to have given more notice of this action, but were unable to do so because of how quickly our operations were affected by the COVID-19 pandemic, the World Health Organization’s pandemic declaration on March 11th, the President’s declaration of a national emergency on March 13th, and other related governmental announcements and actions.

As permitted by 20 C.F.R. § 639.7(f), and any applicable state mini-WARN laws or regulations, the following additional information is available to you upon request (it is maintained on site and is readily accessible): The anticipated schedule for making separations (if a schedule applies); the job titles of positions to be affected, and the number of affected employees in each job classification; an indication as to whether or not bumping rights exist; the name of each union representing affected employees, if any; and the name and address of the chief elected officer of each union, if any.

Should you wish further information, please contact me at the following phone number:
312.505.7214.

Sincerely,

A handwritten signature in black ink that reads "Rhonda L. Dutmer". The signature is written in a cursive style with a large initial "R" and a distinct "L" for the middle name.

Rhonda Dutmer
Vice President Human Resources