



April 3, 2020

VIA CERTIFIED MAIL & E-MAIL

State of Wisconsin  
Department of Workforce Development  
Dislocated Worker Unit  
Post Office Box 7972  
Madison, WI 53707  
WIOATitleI@dwd.wisconsin.gov

The Honorable Luke Diaz  
Mayor's Office  
City of Verona  
111 Lincoln Street  
Verona, WI 53593  
luke.diaz@ci.verona.wi.us

RE: PC/Nametag, Inc. - Temporary Layoff/Furlough Notice

Ladies and Gentlemen:

The purpose of this letter is to inform you that PC/Nametag, Inc. is implementing a temporary furlough involving a number of its staff at its facility located at 124 Horizon Drive, Verona, Wisconsin, 53593. The furlough is in response to unforeseen circumstances relating to the global pandemic involving the SARS-CoV-2 virus and illness it causes, known as Coronavirus Disease 2019 (COVID-19), impacting the business. The furlough will affect 46 employees. These employees are expected to be separated from employment beginning on April 6, 2020, with all separations accomplished by May 26, 2020. We anticipate that the furlough will be temporary, through July 31, 2020, but may be extended beyond that date, depending upon circumstances at that time.

Enclosed is a list of affected employment positions and the number of affected employees in each affected position. The employees are non-union and 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 any furlough or 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 to 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) 845-1892 if you have any questions or require any additional information. Thank you.

Sincerely,  
PC/Nametag, Inc.

DeLyn Schafer  
HR Recruitment and Engagement Manager

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

PC/Nametag  
April 3, 2020

**AFFECTED POSITIONS**

<b>Job Title</b>	<b>Number of Affected Employees</b>
<b>Sales Account Manager</b>	<b>1</b>
<b>Assembly Tech</b>	<b>4</b>
<b>Copywriter</b>	<b>1</b>
<b>Customer Experience Manager</b>	<b>1</b>
<b>Customer Experience Supervisor</b>	<b>1</b>
<b>Digital Printer</b>	<b>1</b>
<b>Event Specialist</b>	<b>12</b>
<b>Financial Analyst</b>	<b>2</b>
<b>Graphic Designer</b>	<b>1</b>
<b>Inventory &amp; Purchasing Specialist</b>	<b>1</b>
<b>Machine Operator</b>	<b>2</b>
<b>Product Manager</b>	<b>1</b>
<b>Production Graphic Artist</b>	<b>4</b>
<b>Production Manager</b>	<b>1</b>
<b>Purchasing &amp; Database Coordinator</b>	<b>1</b>
<b>Ribbons MFG</b>	<b>4</b>
<b>Senior Client Advisor</b>	<b>2</b>
<b>Shipper/Receiver</b>	<b>4</b>
<b>Tech Specialist</b>	<b>1</b>
<b>Web Program Manager</b>	<b>1</b>
	<b>Total: 46</b>

