



June 25<sup>th</sup>, 2020

Via Email: [WIOATitleI@dwd.wisconsin.gov](mailto:WIOATitleI@dwd.wisconsin.gov)

RE: Notice of Mass Layoff

To Whom It May Concern,

Marcus Hotels & Resorts manages the Hilton Madison Monona Terrace. The hotel is located at 9 E Wilson Street, Madison WI 53703. We re-opened the hotel on June 23<sup>rd</sup>, 2020. Unfortunately, the Coronavirus pandemic has negatively impacted our ability to maintain normal business levels, thus our ability to retain our entire staff.

I regret to inform you that 40 associates will be placed on permanent layoff and have their employment terminated due to the above-mentioned impact 31 hourly associates and 9 management associates. These permanent layoffs will begin at the end of business on July 31<sup>st</sup> 2020. None of the affected associates will have bumping rights.

Attached is a list of job titles and the number of displaced associates within each job title. All associates were previously provided 2 weeks of layoff pay at the time of their initial temporary layoff in April. Additional layoff pay based on tenure will be paid at the time of permanent layoff. Any associate enrolled in health insurance will remain covered through July 31<sup>st</sup>, 2020. We will also ensure that associates will be paid all earned wages and agreed upon benefits at the time of their separation.

If you would like additional information, please contact me at 608-400-2992 or via email at [RachelNelezen@HiltonMadison.com](mailto:RachelNelezen@HiltonMadison.com).

Sincerely,

A handwritten signature in blue ink that reads "Rachel Nelezen".

Rachel Nelezen  
Director of Human Resources

*Enclosures: Dislocated Workers Count - by Job Title*

### Hilton Madison Monona Terrace: Dislocated Workers Count - by Job Title

	Count
Assistant Executive Housekeeper	1
Banquet Manager	1
Events Manager	2
Sales Manager	2
Front Office Manager	1
Executive Sous Chef	1
Assistant Chief Engineer	1
Audrey Bar Bartender- PT	3
Audrey Restaurant Server	2
Audrey Restaurant Server- PT	1
Audrey Restaurant Supervisor	1
Executive Lounge Server	1
Concierge- PT	1
Cook I	2
Cook II	3
Cook II- PT	1
Dishwasher	3
Front Desk Clerk- PT	2
Housekeeping Coordinator	1
Night Auditor	1
Front Desk Supervisor	2
Reservations/ Revenue Coordinator	1
Room Attendant	2
Room Attendant- PT	4
<b>TOTAL</b>	<b>40</b>