



Raymond Management Company

Wisconsin Department of Workforce Development, Suite 400
4601 Frey Street, Madison, WI 53705
WIOATitle@dwd.wisconsin.gov Phone 608.833.4100 Fax 608.833.1616

RE: Notice of Mass Layoff

Dear Department of Workforce Development:

This letter concerns the Hampton Inn and Suites Hotel located at 440 W. Johnson St, Madison, WI. The Hotel is managed by Raymond Management Company, Inc. ("RMC") and owned by Bassett Johnson, LLC. The employees affected by the actions noted in this letter are employees of RMC.

Beginning in March of 2020, RMC notified 58 employees of the Hotel that they were being temporarily laid off due to an unprecedented drop in occupancy on account of the Covid-19 Pandemic. At the time, we believed that we would be able to recall the employees back to work within 6 months of the above date. We continued to provide health care benefits to the employees during this period of time.

We recently concluded that due to continuing issues and concerns with the Pandemic, occupancy at the Hotel has not returned to the degree needed to bring employees back to their previous positions and we have reluctantly notified them and are notifying you that layoffs will become permanent as of June 30, 2020. The Hotel remains in operation with a reduced staff.

The total number of employees affected by this action is 45. The employees are not represented by a union. The employees do not have bumping rights.

Please find a list of effected teammates and their job titles attached.

Please note that we have on file all additional information required by the WARN Act and will provide it on request. If you need additional information, please contact Mindy Statz, HR Manager, at 608-662-8332.

Thank you,

Mindy Statz

HR Manager

Raymond Management Company

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