

FROM: Stephanie LaBella, Director of Operations
TO: Adult & Dislocated Worker Section
DATE: July 16, 2020
cc: Mayor's Office, City of Madison
RE: Layoffs for The Madison Concourse Hotel & Governor's Club

Beginning on July 9, 2020, The Madison Concourse Hotel, located at 1 W. Dayton Street, Madison, WI 53703 began informing employees of a mass layoff effective September 13, 2020. A notice was mailed via the USPS on July 15, 2020 in accordance with the WARN act.

Attached to this notice is a copy of the letter given to impacted team members. At this time the anticipated loss is expected to be permanent. The hotel is open for business. There is not a plan for further reductions.

Notice sent to our team:



1 West Dayton Street | Madison, Wisconsin 53703

This has been a challenging and stressful time for everyone. Each time we feel that we've started to make progress, we take several steps backwards. While we started with furloughing our staff, and continuing certain benefits, in anticipation of returning you to work within 6 months, it has become clear that we can no longer realistically expect a return within 6 months. We had anticipated increased business at The Madison Concourse Hotel, 1 West Dayton, Madison, Wisconsin, starting in August and continuing into the Fall.

The imposed restrictions on the size of gatherings, and the unanticipated termination of nearly all of our conference and wedding and state and university related business, it has now become clearer that return to a sustainable business is not foreseeable. The most recent orders from Dane County Department of Public Health, Orders 7 and 8, confirm that this disaster will not allow our business levels to improve in 2020 and into at least the first half of 2021.

Due to the sudden and dramatic impact of this world-wide pandemic, The Madison Concourse Hotel has and will experience a significant reduction in its workforce and approximately 125 employees will experience permanent layoffs. This notice, issued in compliance with the Worker Adjustment and Retraining Notification (WARN) Act, is to inform you that you will be laid off effective September 13, 2020 due to the significant downturn of business revenue related to the world-wide pandemic.

At this time, you should consider your layoff to be permanent. The hotel remains open and is actively working to book new business. If these efforts are successful, some employees may be maintained or recalled to work. However, because the success of these efforts and the continuing unknowns related to

COVID-19 in our community and around the world, no hotel employee who is being laid off should count on being recalled to employment.

While the hotel has been able to keep all full-time team members including our furloughed staff on our health insurance plan, this is no longer an option per requirements with our healthcare provider starting September 1st. Any laid off team member with hotel benefits will have an opportunity to switch to COBRA with an effective date as of September 1, 2020. COBRA allows an employee to continue coverage when you no longer qualify for benefits. Any elections changes made to your health plan during opening enrollment will be effective August 1, 2020 and will determine what coverage you may elect with COBRA. You may also qualify for healthcare through Badger Care and the loss of insurance is a qualifying event which may allow you to join another qualifying plan through a parent or spouse or on the marketplace.

Staff slated for permanent layoff will be called back to service based on seniority within your job code as well as your skill, ability and availability for the position. There are no positions left in the hotel that do any one single job and we do not anticipate this to change any time soon.

On the first paycheck following September 13, 2020, we will automatically cash out any unused PTO balances for laid off staff. This money will be paid out according to your current direct deposit or cash card selection. If you would like to make a change to your payment option, please contact Human

Resources by September 4, 2020.

When this started in March and we lost all our business in less than 24 hours for the month of April, we couldn't have imagined that we would need to send this letter. The hotel has been a great place to work because of our team. We appreciate the many years of service given to our guests, customers and each other.

Do you need help or have questions?

We are here to help you in every way possible. If you have any questions or need support, please reach out to us.

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Company Contact Information

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Human Resources

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608.294.3046

Union Contact

Channell Biami, Union Representative

Chanellbiami.cmrb@gmail.com

Wisconsin Workforce Development

201 E. Washington Ave

P.O. Box 7946

Madison, WI 53707

(608) 266-3131

WI Unemployment Benefits Website: <https://dwd.wisconsin.gov/uiben/>

Impacted Positions	Sum of Job Count
Accounting	2
Accounts Payable Clerk	1
Admin Assistant	1
Banquets	38
Assistant Banquet Manager	1
Banquet Bartender	2
Banquet Cleaner	3
Banquet Houseperson	4
Director of Banquets	1
Lead Houseperson	4
Tier 1 Banquet Captain	3
Tier 1 Banquet Server	2
Tier 2 Banquet Captain	4
Tier 2 Banquet Server	11
Tier 3 Banquet Server	3
Culinary	18
Baker	2
Banquet Cook	4
Dishwasher	7
Line Cook	4
Pantry	1
Engineering	5
Engineer	3
Engineering Admin Manager	2
F&B Outlets	15
Bartender	1
Busperson	1
Cocktail Waitstaff	2
Restaurant Host	4
Restaurant Waitstaff	7
Front Office	5
Front Desk Representative	2
GC Supervisor	1
Governor's Club AM	1
PBX Operator	1
Housekeeping	23
Housekeeping Houseperson	4
Laundry Attendant	7
Night Attendant	1
Public Area Attendant	1
Room Attendant	10
Reservations	5
Reservations	4
Reservations Supervisor	1
Starbucks	3
Starbucks Barista	2
Starbucks Shift Manager	1
Grand Total	114

For further questions or information, please reach out to me. My contact information is listed below.

Sincerely,

Stephanie LaBella

Stephanie LaBella, Director of Operations

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1 W. Dayton Street

Madison, WI 53703