

July 20, 2022

VIA EMAIL

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

RE: Notice of Mass Layoff/Staff Reductions

Dear Members of the Dislocated Worker Unit:

We regret to inform you that due to our release of a new technology that provides customers with a choice of receiving captions through a fully-automated Auto Captions, CapTel, Inc. anticipates laying off approximately 28 employees at its facility located at 450 Science Drive, Madison, WI 53711. At the time of this notice, the layoffs are expected to be permanent. This notice is being provided pursuant to the federal WARN Act and Wisconsin Statute § 109.07.

We expect to begin layoffs on Tuesday, September 20, 2022. Employees are being provided a 60-day notice of this layoff. The attachment to this letter provides the job titles of the positions that will be affected and the number of employees in each category.

Employees are not represented by a union, and no bumping rights exist with respect to the elimination of the affected positions.

We are working with our employees to ensure a smooth transition, and we are providing impacted employees with information regarding unemployment benefits and EAP services.

By copy of this letter, we are also notifying the Mayor of the City of Madison, Wisconsin.

Should you have any other questions, please do not hesitate to contact me, Jayne Turner, Vice-President, at 608-238-5400 or by email at jayne.turner@ultratec.com.

Thank you.

Sincerely,

/s/Jayne Turner

Jayne Turner
Vice President

CC: Mayor Satya Rhodes-Conway, 210 Martin Luther King Jr. Blvd, Ste 403, Madison, WI 53703;
(Via FAX - 608-267-8671)

Enc. Anticipated Separation Schedule and Affected Position List

CapTel, Inc. • 450 Science Drive, Madison, Wisconsin 53711 • (800) 482-2424 TollFree

Fax: (608) 238-3008 • www.CapTel.com • Email: CapTel@CapTel.com

CapTel, Inc. – Madison, WI Anticipated Separation Schedule and Position List

<u>JOB TITLE</u>	<u>NUMBER OF EMPLOYEES</u>	<u>DATE OF SEPARATION</u>
Recruiting Asst	1	9/20/2022
Trainer	1	9/20/2022
Captioning Assistant	25	9/20/2022
HR Generalist	1	11/1/2022