

July 22, 2022

**VIA EMAIL**

The Wisconsin Department of Workforce Development  
Dislocated Worker Unit  
PO Box 7972  
Madison, WI 53707  
[WIOATitleI@dwd.wisconsin.gov](mailto:WIOATitleI@dwd.wisconsin.gov)

RE: Notice of Mass Layoff /Staff Reductions – UPDATED – 1 AFFECTED EMPLOYEE ADDED

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 246 (previously 245) employees at its facility located at 301 W. Wisconsin Ave., Suite 1200 West, Milwaukee, WI 53203. 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 Milwaukee, 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](mailto:jayne.turner@ultratec.com).

Thank you.

Sincerely,

*/s/Jayne Turner*

Jayne Turner  
Vice President

CC: Mayor Cavalier Johnson, City Hall 200 E. Wells Street, Room 201, Milwaukee, WI 53202,  
FAX: 414-286-2200; email: [mayor@milwaukee.gov](mailto:mayor@milwaukee.gov)

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](http://www.CapTel.com) • Email: [CapTel@CapTel.com](mailto:CapTel@CapTel.com)

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

<b><u>JOB TITLE</u></b>	<b><u>NUMBER OF EMPLOYEES</u></b>	<b><u>DATE OF SEPARATION</u></b>
Assistant HR Coordinator	1	11/1/2022
CA Supervisor	21	9/20/2022
Call Center Manager	1	12/31/2022
Captioning Assistant	204	9/20/2022
Floor Op Coordinator	1	11/1/2022
Floor Op Supervisor	5	9/20/2022
HR Assistant	3	11/1/2022
Recruiter	3	9/20/2022
Recruiting Asst	1	9/20/2022
Scheduler	2	9/20/2022
Trainer	2	9/20/2022
Training Assistant	2	9/20/2022