

**NOTICE OF LAYOFF TO AFFECTED EMPLOYEES PURSUANT TO THE WORKER
ADJUSTMENT AND RETRAINING NOTIFICATION (WARN) ACT**

RECEIVED
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BY:

WOW Workforce Development Board
Waukesha-Ozaukee-Washington WDB:
892 Main Street, Suite A
Pewaukee, WI 53072

Department of Workforce Development
Dislocated Worker Unit
P.O. Box 7972
Madison, WI 53707

Wisconsin Office of the Commissioner of Insurance
125 South Webster Street
Madison, Wisconsin 53703-3474

Experience Works, Inc. (Experience Works) a charitable 501(C)3 non-profit will experience a reduction in its workforce as a result of a significant downturn in business, resulting in a corporate-wide reorganization. Unfortunately, a number of Experience Works employees will experience layoffs due to the reorganization. We do not know the amount of the Department of Labor Federal SCSEP award and do not expect the announcement until July, 2016. However, in anticipation of not receiving funding for the SCSEP program in Wisconsin, we are providing the following notice and have notified staff verbally and formally in writing.

As has been previously announced to staff verbally and formally, Experience Works, Inc. (Experience Works) will experience a reduction in its workforce as a result of a significant downturn in business, resulting in a corporate-wide reorganization. Unfortunately as a result of this action, roughly 85-102 positions will be eliminated across the organization if other funding isn't secured in the next 60 days.

This notice, which is issued in compliance with the Worker Adjustment and Retraining Notification (WARN) Act, is to inform you that you are likely to be laid off due to the loss of business revenue and the resulting reorganization. The purpose of this notice is to provide you with the answers to some questions that you may have and allow you time to locate

other employment. The information provided below represents the best information currently available to the company at the time this notice was issued.

The state of Wisconsin requires that union representative contact information be provided to employees affected by a layoff. However, because Experience Works is a non-union organization this requirement does not apply.

1. Is my layoff going to be permanent or can I expect to be recalled to employment at some time in the future?

At this time, you should consider your layoff to be permanent. No Experience Works employee affected by a layoff should count on being recalled to employment with the company.

2. When will the layoffs begin and when am I likely to be laid off?

The full impact of the business downturn, and the resulting corporate reorganization, will not become fully known until the announcement of the grant award by the Department of Labor. Experience Works expects layoffs to begin around July 1st. Your employment is anticipated to end between July 1 - September 30. However, your layoff may be sooner or later depending upon the business need to maintain workers.

3. Do I have any right to "bump" other employees from their jobs based on my seniority with the company?

Experience Works does not recognize strict seniority rights, but may take seniority into consideration as a factor in determining which employees to lay off and the timing of each employee's layoff. However, seniority will be just one factor in these decisions, and other factors such as grant award, business necessity, expertise and past performance will also be taken into account in making these decisions.

4. Will the company be providing any severance benefits to employees who are laid off?

Experience Works has an established severance policy and severance pay benefits to assist employees with their transition during this difficult time. A copy of the severance policy can be found in the Employee Handbook, which is posted on the Employee Intranet. Additional information will be provided by Senior Management and/or Human Resources within the coming weeks.

5. Who is affected by this layoff in Wisconsin?

All five (5) staff members in Wisconsin, which consist of the State Program Manager, Office Administrator, and Employment & Training Coordinators, will be affected in the reduction of force. The only state office in Wisconsin at 2395 W. Washington Street, Ste. 106 West Bend, WI 53095 (262) 334-1635 will be closed.

6. Who can I contact for further information?

If you have further questions, or need additional information, you may contact Human Resources at human_resources@experienceworks.org or the Director of Human Resources at cristal_kurtz@experienceworks.org 703-682-2517.

7. Please also note that the Wisconsin Department of Workforce Development (DWD) and the 11 Workforce Development Boards (WDBs) throughout state work together in an effort to assist employees affected by business closings and layoffs. The services, programs, and benefits provided by DWD and the WDBs to dislocated workers are free of charge and intended to help you get back to work.

Experience Works will be partnering with the DWD and the local WDB so that you will receive information about these services, programs, and benefits prior to your layoff. The Workforce Development Board offices serving the state of Wisconsin are listed in a separate handout.

Additionally, the DWD website, <http://dwd.wisconsin.gov/dislocatedworker/>, is a helpful resource that provides information about the types of programs, benefits, and services that may be available to you as a laid off worker.