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May 8, 2020

Jimelle Howard
Department of Labor and Economic Opportunity, Workforce Development
201 N. Washington Square, 5th Floor
Lansing, Michigan 48913

Re: Layoff Notice for Michigan

Dear Michigan Department of Workforce Development:

While not a covered employer under the Federal Worker Adjustment and Retraining Notification Act (WARN), Pettibone/Traverse Lift LLC, hereby provides notice that a layoff of 36 employees, exempt and non-exempt, located in Baraga, Michigan was implanted on May 1, 2020. The layoff was due to unforeseen business circumstances directly related to the unprecedented COVID-19 pandemic.

Pettibone/Traverse Lift LLC individually notified all affected employees on May 1, 2020. PTL is non-union and employees do not have bumping rights.

Insurance benefits will continue through 11:59 PM May 31, 2020 at which time employees will have the opportunity to elect coverage under the Consolidated Omnibus Reconciliation Act (COBRA). Employees will be paid their accrued but unused vacation in accordance with Company policy.

Included as part of the layoff notification was a memo designed to answer "Frequently Asked Questions" employees may have upon separation from the Company. This memo included information describing how employee benefits are affected when employment ends, what benefits may be continued, and contact information for key benefit providers.

Employees were notified they can file for unemployment insurance benefits and were provided an information sheet and contact information for the Michigan Department of Labor and Economic Opportunity.

If you have any questions regarding this matter, please contact Nola Erickson in Human Resources at nerickson@pettiboneheg.com or 715-919-0833.

Respectfully,

Nola Erickson

Nola Erickson
Regional HR Manager

cc: Baraga County Commissioners (Gale Eilola, Mike Koskinen, Dan Robillard, William Menge and William C. Rolof).
Vicki Londerville, Upper Peninsula Michigan Works