



June 4, 2020

Deborah Hennessey  
Workforce Transition Unit  
Michigan Department of Career Development  
Workforce Programs  
Victor Office Center - 5<sup>th</sup> Floor  
201 North Washington Square  
Lansing, MI 48913



Re: Warn Notice

Dear Ms. Hennessey,

Our company manufactures stainless steel bar and restaurant equipment, which we sell throughout the world. Our year started out very strong but, like many other companies, have experienced a large drop in sales. We dropped as low as 75% of normal sales while shut down for several weeks and are still 50% below normal.

While we are taking advantage of all available resources and options to avoid laying off employees, we are concerned that a layoff is inevitable. Clearly, we have no way of knowing how quickly the economy will recover. Although we do not believe we will need to lay off 33% of our 209 employees, we decided to err on the side of caution and provide our employees with an official WARN Act notice. As required by the Act, enclosed is a copy of the letter.

If you have any questions, please contact me at 989-752-4275, ext. 113 or [knorris@glastender.com](mailto:knorris@glastender.com).

Sincerely,

Kim Norris  
Vice President of Administration



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

Date: June 4, 2020

To: All Glastender, Inc. Employees

Glastender, Inc. may experience a reduction in its workforce as a result of a significant downturn in business due to the COVID-19 pandemic. This notice, which is issued in compliance with the Worker Adjustment and Retraining Notification (WARN) Act, is to inform you that you may be laid off due to loss of business revenue. The purpose of this notice is to provide you with answers to some questions you may have regarding the potential layoffs so you can prepare to locate other employment if necessary. The information provided below represents the best information available to the company at this time.

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 layoffs to be permanent. However, as our sales increase, some employees may be recalled to work. However, because of the uncertainty of the pandemic and its effect on our industry, any employee who is laid off should not count on being recalled for employment.

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

Glastender expects layoffs to begin around August 2, 2020. The layoffs may come in stages, depending upon sales.

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

Glastender, Inc. 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. Seniority will also be considered as a factor in recalling employees, should Glastender sales return to the level prior to COVID-19. However, seniority will be just one factor in these decisions. Other factors, such as business necessity, expertise, and past performance will be taken into account in making these decisions.

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

Glastender will pay the first 30 days of COBRA coverage for medical benefits.

5. Who can I contact for further information?

If you have further questions or need additional information, you may contact Michelle Thurlow (ext. 112) or myself (ext. 113) at 989-752-4275.

Sincerely,

Kim Norris  
Vice President of Administration