



March 26, 2020

To: Ashley N Gatlin

Program Director of Rapid Response and WOTC  
Department of Workforce Development  
10 N Senate Avenue, SE311  
Indianapolis, IN 46204  
[agatlin@dwd.in.gov](mailto:agatlin@dwd.in.gov)  
Fax: (317) 233-2679

RE: Temporary Mass Lay off for BWI Group, Greenfield, IN

Dear Ms. Gatlin:

Due to the Indiana State Executive Order and business circumstances related to the Covid-19 Pandemic, it is necessary for us to implement a temporary layoff and shutdown our operations located in Greenfield, IN.

A total of 336 employees are affected; 172 BWI permanent employees at 989 Opportunity Parkway, Greenfield, IN and 164 temporary employees from First Call and Morales Staffing agencies will be impacted.

We hope to recall employees once our customers resume manufacturing operations. BWI Group is non-union and employees do not have bumping rights. No severance pay was provided. Ford production lines are tentatively scheduled to restart operations on April 7<sup>th</sup>, 2020. Workers will be recalled as the production lines they work on are restarted. Their last day of work was March 24, 2020.

Insurance benefits will continue to be paid on their behalf during this temporary shutdown. We will recoup their portion of the premiums over a period of time when they return to work. Employees wishing to utilize available vacation time off during the shutdown period are able to do so provided it does not exceed 24 hours to offset the remainder of the work week, pay period 3-23-2020 through 3-28-2020.

Employees were notified they are able to file for Unemployment Insurance benefits online, using a computer or smart phone at [Unemployment.IN.gov](http://Unemployment.IN.gov); and were provided the link for filing, tutorials, the handbook link, and FAQ's. They were also provided local hotspot areas to access wifi and contact numbers for local Work One offices and functional leaders who would assist them in this process should they request. If you have questions or need additional information, please contact me at (317) 200-1543 or via email at [crystal.kottlowski@bwigroup.com](mailto:crystal.kottlowski@bwigroup.com).

Sincerely,

*Crystal Kottlowski*

Human Resources

BWI Grou