

March 27, 2020

Via email to: warn-notice@dwd.in.gov
Indiana Department of Workforce Development
Dislocated Worker Unit, SE311
10 North Senate Avenue
Indianapolis, IN 46204-2277

Employ Indy
Workforce Development Board
101 W. Washington St.
Suite 1200 East Tower
Indianapolis, IN 46204

Mayor Joe Hogsett
200 E. Washington St.
Suite 2501
Indianapolis, IN 46204

City-County Council
200 E. Washington St.
T241
Indianapolis, IN 4620

This letter is notice that Paper Source (“Company”) is placing employees who work at 8701 Keystone Xing #30b, Indianapolis, IN 46240 on temporary, unpaid furloughs.

There are 12 employees currently affected at this employment site. The first furlough at this site will occur on March 29, 2020. These furloughs will continue indefinitely, but are intended to be temporary and last less than six months.

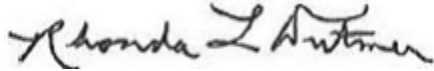
Whether or not this action triggers the requirements of the Worker Adjustment and Retraining Notification Act or any applicable state mini-WARN law, we thought it appropriate to give you this notice. We are taking these employment actions because of COVID-19-related business circumstances that were not reasonably foreseeable. We would like to have given more notice of this action, but were unable to do so because of how quickly our operations were affected by the COVID-19 pandemic, the World Health Organization’s pandemic declaration on March 11th, the President’s declaration of a national emergency on March 13th, and other related governmental announcements and actions.

As permitted by 20 C.F.R. § 639.7(f), and any applicable state mini-WARN laws or regulations, the following additional information is available to you upon request (it is maintained on site and is readily accessible): The anticipated schedule for making separations (if a schedule applies); the job titles of positions to be affected, and the number of affected employees in each job classification; an

indication as to whether or not bumping rights exist; the name of each union representing affected employees, if any; and the name and address of the chief elected officer of each union, if any.

Should you wish further information, please contact me at the following phone number:
312.505.7214.

Sincerely,

A handwritten signature in black ink that reads "Rhonda L. Dutmer". The signature is written in a cursive style with a large initial "R" and "D".

Rhonda Dutmer
Vice President Human Resources