



June 27, 2016

SENT VIA E-MAIL ONLY

**Mayor Larry Rich
City Hall**

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Roseburg, OR 97470

Email: lrich@cityofroseburg.org

**John Asher
Oregon Rapid Response Coordinator
Office of Community Colleges and Workforce Development
Higher Education Coordinating Commission**

503-947-2413

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Subject: Notice of Plant/Business Closing

Dear Sir,

This notice is provided pursuant to the Federal Worker Adjustment and Retraining Notification Act (WARN) and applicable New Mexico law.

Durham School Services ("Durham") has decided not to renew its contract with Roseburg Public School for transportation services beyond August 30, 2016.

As a result of this notice, Durham has ordered a mass layoff of its employees at our Roseburg, Oregon facility located at 3663 Old Highway 99 South, Roseburg OR 97471 on or about August 31, 2016. This layoff is permanent and employees will be separated at that time. Employees will also have the option to be considered for transfer to other Durham locations throughout the U.S. The separation date for employees who will not be transferring to another Durham location will be on or around August 31, 2016.

Notice of this closing and the information contained in this letter is being provided to employees via separate letter.



The job classifications and number of employees affected in each job classification are as follows:

<u>Job Classification</u>	<u>Number of Employees Affected</u>
School Bus Driver/Monitor	63
Shop Personnel	2
Office and Administrative Staff	2

Further information regarding the closing outlined above may be obtained from me by calling 909-289-8062.

Sincerely,

Amber Judd
Area Manager, Human Resources
Amber.Judd@Nellc.com