



WARN NO.
4522

April 3, 2020

John Asher, Rapid Response Coordinator
Oregon Dislocated Worker Unit
Oregon HECC-Office of Workforce Investments
875 Union Street NE
Salem, OR 97311

Mayor Jason Snider
City of Tigard
13125 SW Hall Blvd
Tigard, OR 97223

To Whom it May Concern:

We are writing this letter to provide required notice under the WARN (Worker Adjustment and Retraining Notification) Act. These are very challenging times for our company. Due to the unforeseen business circumstances caused by the Coronavirus outbreak, we have had to take unfortunate immediate personnel actions. While we would have preferred to provide our employees with 60 days' notice, an unexpected rapid decline in volume and revenues arising from Oregon Governor Brown's Stay Home Order coupled with the closures of non-essential businesses have left us no alternative but to immediately temporarily reduce our workforce. We are doing this through a combination of voluntary and involuntary temporary furloughs/layoffs, and reductions in hours. Voluntary furloughs began March 25, 2020 with the most recent April 2, 2020. While our current numbers are below the 50 that trigger the WARN notice, we do anticipate additional personnel will be affected. The temporary furloughs and reductions in hours will be in place from March 24, 2020 through approximately May 31, 2020, but could potentially last longer based on current conditions at that time. These personnel actions are not permanent and this does not include a plant closure. Our dealership is a non-union organization.

Below is required WARN information;

- Company: Landmark Ford, Inc.
- Worksite Address: 12000 SW 66th Ave, Tigard OR 97223
- Worksite Telephone: 503.639-1131
- *Worksite Representative: Laura Barrera-Moore , Controller
- WARN type: Temporary, Layoff Expected Layoff Dates: 3/25/20 – 5/31/2020
- Total number of employees affected by this notice: 46 currently
- Job titles of positions and number of affected employees in each category (see attached list)
- Union
- * No Bumping Rights

If you should need additional information or have questions, please feel free to contact me at (503) 598-8383.

Respectfully,

Laura J Barrera-Moore
Controller

"Satisfaction is our main concern"

12000 S.W. 66th Ave. • P.O. Box 23970 • Tigard, Oregon 97281-3970 • (503) 639-1131 • FAX (503) 598-8368

Department	Position	PT/FT	Action	# of Positions
Sales	Greeter	PT	Furlough	6
Sales	Greeter	FT	Furlough	2
Sales	Sales Associate	FT	Furlough	2
Sales	Finance	FT	Furlough	1
Bodyshop	Administration	FT	Furlough	1
Parts	Driver	FT	Furlough	1
Parts	Driver	PT	Furlough	1
Parts	Warehouse	FT	Furlough	1
Parts	Sales Associate	FT	Furlough	1
Service	Advisor	FT	Furlough	5
Service	Technician	FT	Furlough	14
Service	Detailer	FT	Furlough	3
Service	Lot Attendant	FT	Furlough	5
Service	Apprentice Tech	PT	Furlough	<u>3</u>
		Total		46