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WORKFORCE PROGRAMS

December 6, 2016

Deborah Hennessey
Workforce Transition Unit
Michigan Department of Career Development
Workforce Programs
Victor Office Center – 5th Floor
201 N. Washington Square
Lansing, Michigan 48913

Re: NOTICE OF BUSINESS CLOSING – WARN ACT NOTICE

Dear Members of the Dislocated Worker Unit:

Burtek Enterprises, Inc. (“Burtek”) will be permanently closing its business operations located at 50325 Patricia St., Chesterfield, Michigan. The closure has been prompted by the business landscape for the Company’s products and services.

This action is expected to result in the permanent elimination of 108 employees – 30 salary and 78 hourly positions. The Company expects to begin eliminating positions on December 31, 2016 and will continue in phases until complete closure on February 28, 2017. Because the job losses will be permanent, no bumping rights will exist.

The employees are not represented by a union. Attached is a list of job functions, number of employees impacted within each job function and the anticipated layoff date for salaried and hourly workers. Please note that it is not possible to predict with certainty when employees will be ultimately affected or the exact order in which individual employees will be separated.

The Company will attempt to pay employees all earned wages and benefits at the time of their termination.

If you need additional information, please contact me on my cell phone at (828) 279-7877.

Sincerely,



James Sampson
Chief Operating Officer

Burtek Enterprises Inc.
Runout Plan - Headcount
As of December 2, 2016

		Headcount	Projected Layoffs					
		12/2/16	1/6/17	2/3/17	3/3/17	4/7/17	5/5/17	11/3/17
Executive, BD, Finance, Admin	Salary	5	-1	-1		-1		-2
Program Management	Salary	4			-3	-1		
Engineering	Salary	8	-2	-3	-3			
Operations	Salary	4	-1	-1	-1			-1
Supply Chain	Salary	3	-1		-1		-1	
Materials	Hourly	3		-1	-1	-1		
Machine Shop, Saw, Water Jet, Press	Hourly	16		-6	-10			
Welding, General Labor	Hourly	27	-3	-15	-9			
Assembly	Hourly	12			-12			
Paint	Hourly	4		-2	-2			
Electrical Assembly	Hourly	6	-2		-4			
Facilities/Maintenance	Hourly	2				-2		
Quality Assurance	Hourly	6		-3	-2	-1		
Quality Control	Salary	8	-3	-3	-2			
Total Layoffs			-13	-35	-50	-6	-1	-3
Revised Headcount		108	95	60	10	4	3	0