

November 24, 2020

Via Regular Mail and FEDEX

Lisa Marshall
WARN Coordinator
Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
301 West High Street
Jefferson City, Missouri 65101

The Honorable Mayor
Matthew G. Robinson
723 Bellflower Drive
Hazelwood, Missouri 63042

Re: Announcement of Planned Layoffs

Dear Ms. Marshall and Mayor Robinson:

We are writing to give you notice that the Automobile Club of Missouri ("ACMO") has made the business decision to close its fleet facility located at 4782 Park 370 Blvd., Hazelwood, Missouri. This decision was not taken lightly and after considerable thought and after a close review of how service is provided to ACMO members in markets other than St. Louis, ACMO has chosen to discontinue its fleet and to provide road services through independent contractors.

It is expected that employment separations will begin on February 5, 2021, and additional separations will occur throughout that year. Although WARN requires a 60-day notice, under the ACMO's Staff Reduction Program, employees have been provided a 90-day notice that began on November 6, 2020.

All affected employees have been or will be timely notified of their separation dates and that their separation from employment will be permanent. A listing of job titles impacted is attached as Exhibit A. The affected employees are not represented by a union. There will not be any bumping rights for the affected employees; that is, employees will not be able to displace more junior employees out of their job positions because of this lay off.

This notice is being provided pursuant to the Worker Adjustment and Retraining Notification Act of 1988, which requires employers to give official notice to certain governmental units or officials of a pending mass lay off.

Attachment – Exhibit A

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Exhibit A

Fleet Job Titles	Employee Count Impacted
Admin Assistant I	2
Admin Assistant II	1
Battery Svc. Driver - ACMO	36
Mechanic Fleet	1
Spv. Fleet Svcs. Group	8
Tech Fld. Svcs. I1 Hrly	1
Tech General Svc.	1
Tow Svc. Driver	45
Grand Total	95

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