



# C. R. Metal Products, Inc.

Your Single Source Solution

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April 22, 2020

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

WARN Coordinator  
Missouri Department of Higher Education & Workforce Development  
Office of Workforce Development  
P.O. Box 1087  
Jefferson City, Missouri 65102

Re: C. R. Metal Products (Essential Business)  
10655 Gateway Blvd, Creve Coeur Missouri Facility  
WARN Notification

Dear Sir or Madam:

The purpose of this notice is to comply with any notice obligation that may be required under the Worker Adjustment Retraining and Notification Act (WARN) and provide you with the notice that may be required by WARN with respect to the potential reduction of operations, and furlough of employees at C. R. Metal Products' (the "Company") manufacturing facility located at 10655 Gateway Blvd, Creve Coeur, Missouri.

As a result of the COVID-19 pandemic, the Company is currently experiencing a material reduction in orders from its customer base. In spite of this downturn in orders, the Company does not presently plan on closing its facility located at 10655 Gateway Blvd. The Company currently has sufficient orders to keep its facility open. However, the reduced levels of orders being experienced normally would result in some layoffs of staff and, if reductions continue, material levels of staff reduction are anticipated.

However, the Company has just obtained interim financing through the Payroll Protection Program and, as a result, at present will not be laying off any of its workforce. Rather, the Company will continue operations and employment of its current workforce without layoffs, in the immediate future. While reduced work levels will be necessary, the Payroll Protection Act financing will permit the Company to continue to pay its employees at their current wage levels through June 12, 2020. At that time, the Company will re-evaluate its plans.

We have attached a notice that the Company sent to its employees on April 22, 2020 that more fully explains the situation.

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314-994-9550 • Fax 314-989-9115 • crmetal.com



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None of the Company's employees are represented by a collective bargaining agent. To the extent that any layoffs occur, no bumping rights exist which could affect those employees that might have to be laid off in the future. Generally, any employees who might be laid off from the 10655 Gateway facility will not be offered other positions at any other Company locations (none exist) and no mandatory bumping rights exist at the facility.

This notice is designed to satisfy any notice obligations which the Company may have under the Worker Adjustment and Retraining Notification Act and Missouri law but it is not an admission that the Act or any relevant Missouri or Federal laws apply.

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# C. R. Metal Products, Inc.

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April 22, 2020

TO: All C. R. Metal Products, Inc. Employees

SUBJECT: Notice of COVID-19 Furlough and Instructions

C. R. Metal Employees,

As we've communicated in the past weeks, our company continues to receive some orders from our customers. Recently, we began receiving notifications from our customers regarding schedule changes, temporary closures and employee furloughs due to the COVID-19 Pandemic. As a result, the volume of orders we are receiving from customers has been reduced. A reduction in order volume means a reduction in the labor hours required to produce the parts. At this time, we do not intend to close; however, we will begin altering your work schedule to match the reduced production schedule.

You will be placed on furlough starting April 27, 2020 through June 12, 2020, your Furlough Period. During this Furlough Period we will alter work schedules as necessary. We will communicate all schedule changes to your manager and you. We will post work schedules on the employee communication boards and in the breakroom on Thursday of each week for the upcoming week.

Fortunately, we quickly applied for and were granted financial relief under the "CARES" Act (Coronavirus Aid, Relief and Economic Security Act). As a result, during your Furlough Period, you will be paid for 40 hours per week, even if you aren't scheduled to work 40 hours. However, you must work your scheduled hours. If you do not work your scheduled hours, you will not be paid for 40 hours during the week, but will need to take time off without pay, or use available vacation to be paid for scheduled hours not worked. More specific details about your Furlough Period are on the attached page.

Our sales team is communicating with customers daily. We will continue to monitor customer order volumes and company financials. We are hopeful our customer orders and company income will return to previous levels before the end of your Furlough Period. Our ability to continue to pay employees and avoid permanent layoffs and a shut-down of operations depends on our customer orders returning to normal levels.

Thank you for your willingness to work through these tough times. We will continue to lead this company to the best possible outcome by pursuing every resource and opportunity.

Stay Strong and Stay Focused. We'll get through this together.

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## **YOUR FURLOUGH PERIOD DETAILS**

**Your Hire Date and Years of Service:** You will remain a Company Employee and your years of service will remain the same unless you resign or your employment is terminated.

**Your Pay:** You will continue to be paid for 40 hours per week at your regular rate of pay so long as you work your scheduled hours. In the event you do not work your scheduled hours, you will be paid for 40 hours, minus the time you were absent when scheduled to work or for which you used vacation. If you wish to be paid for scheduled hours during which you did not work, you must use vacation. In the event the Company is no longer able to pay employees, you will be notified immediately.

**Your Work Schedule:** You must report to work when you are scheduled to work, and you must work all of your scheduled hours. Any hours you are absent from your scheduled hours will be counted as time off without pay unless you use available vacation. In the event of a complete shut-down of operations, you will be notified immediately.

**Your Health/Dental Insurance Coverage:** During your Furlough Period the Company will continue your existing coverage under your health and/or dental plans. You will continue to pay your normal premium contribution.

**In the event your Company pay ceases during your Furlough Period:** The Company will pay your portion and the Company's portion of the Health/Dental Insurance premiums.

Upon your return to work, or when your pay restarts, premiums will again be collected from your pay. If you are terminated from employment and receive a final paycheck, the Company will deduct premiums from your pay per the Company's standard Termination Policies.

**Unemployment and Dislocated Worker Benefits:** Depending on the ability of the Company to pay employees, you may become eligible for unemployment benefits during your Furlough Period. We suggest you contact the Missouri Division of Employment Security or the State's Dislocated Worker Unit. For information on dislocated worker assistance, you may contact:

WARN Coordinator  
Missouri Department of Higher Education & Workforce Development  
Office of Workforce Development  
P.O. Box 1087  
Jefferson City, Missouri 65102  
1-800-877-8698

You may also contact the Missouri Department of Workforce Development at [jobs.mo.gov](http://jobs.mo.gov).

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