



Received July 7, 2020 at 1:30pm

July 7, 2020

Ohio Department of Job and Family Services
Office of Workforce Development -Rapid Response Unit
rapdresp@jfs.ohio.gov

Andrew J. Ginther, Mayor
City of Columbus
Office of the Mayor City Hall
2nd Floor 90 West Broad Street
Columbus, OH 43212

RE: WARN Notice

To Whom It May Concern,

Please allow this letter to serve as official notification that Franklin Park Conservatory and Botanical Gardens (the "Conservatory"), located at 1777 E. Broad Street, Columbus, OH 43230, had recent job losses associated with COVID-19 closures and governmental workplace restrictions. While we are not certain the timing or job loss levels trigger WARN, we wanted to provide this notice to be transparent about our employment staffing activity.

Due to the COVID-19 pandemic, the Conservatory closed to the public on Friday, March 13, 2020. This closure was unexpected and was a direct result of guidance from local, state, and federal authorities. On March 16, we notified 7 full-time staff, 22 part-time staff, and 85 on-call/seasonal staff of job loss due to no work available.

On March 12th we announced via press release that the Conservatory would be closed for 3 weeks. We retained employment for 82 full-time and 6 part-time positions during this time. Our hope was that the Conservatory could reopen and recall the laid off staff with only a short lapse in work. But, as March progressed, it became clear that the closure would be extended beyond the three week period. Between April 13th and May 16th, the remaining 6 part-time staff were laid off, an additional 35 full-time employees were laid off, and 15 staff had hours/pay reduced by 50%. While again we did not know our reopening date, we hoped for some time in May and anticipated the layoffs to be temporary.

Finally, the Conservatory reopened on Saturday, June 13th. We were able to rehire 13 full-time and 35 part-time staff members. We also were able to restore 13 staff members from 50% work back to full time. Although reopen, operations are limited due to COVID-19 safety measures and social distancing limitations. Many programs have been postponed, including education and events programs. Therefore, at this point in time, we anticipate that the remaining laid off staff members might not be rehired by September 13, meaning that the layoffs will likely last more than 6 months. The positions impacted are listed on the attached document. The affected employees are all non-union.

This is a fluid situation, and therefore it is possible that programs can resume this fall and additional staff will be brought back. But, given the unknown future of the COVID pandemic, we wanted to provide this WARN Notice now. If further information is needed, please contact Hillary Thompson, Director of Human Resources, at hthompson@fpconservatory.com or at 614-719-6640.

Sincerely,

A handwritten signature in black ink that reads "Hillary Thompson".

Hillary Thompson
Director of Human Resources

Positions not re-hired as of 7/7/20	
Beverage Supervisor	1
Catering Coordinator	2
Catering Manager	1
Cook	6
Development Officer	2
Educator	3
Events Coordinator	3
Events Sales Manager	2
Facilities Maintenance Technician	2
Front of House Supervisor	1
Grounds Technician	1
Horticulture Technician	1
Horticulturist	4
On call Adult Education Liason	3
On call Bartender	6
On call Educator	6
On call Server	17
Part-time Botanica Sales Associate	8
Part-time Cook	3
Part-time Dishwasher	1
Part-time Gaffer	11
Part-time Seasonal Butterfly Ambassador	3
Part-time Seasonal Butterfly Lead	1
Part-time Seasonal Cashier	2
Part-time Lead Gaffer	1
Part-time Visitor Experience Associate	3
Plant Records & Health Care Specialist	1
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