



April 15, 2020

To: AWNC Team Members and Associate Team Members
Re: Production Adjustment – (4)

AWNC is extending production suspension for additional two weeks from April 20 through May 1, 2020. This decision is based on to our customer production adjustment as well as consideration of health and safety of all who work for AWNC.

However, some tasks must be done at site or from home. Your Manager will contact you if you are required to work during the production shutdown weeks.

The following are AWNC's Guidelines for the period of April 20 – May 1, 2020.

Hourly Team Members:

- Team Members who work will receive pay based on hours worked.
- Team Members who do not get a call will have two options:
 1. Apply for the State Unemployment Benefit.
 2. Use available Paid Vacation. It must be a minimum of 5 days for a week of 4/20 and/or 4/27.

Salaried Team Members:

- Team Members who work either from home or at site will receive full pay.
- Team Member who do not work will have two options:
 1. Apply for the State Unemployment Benefit.
 3. Use available Paid Vacation. It must be a minimum 5 days for a week of 4/20 and/or 4/27.

Team Members will not be charged for Health Insurance Contribution after they stop receiving income from AWNC.

Associate Team Member:

- All Associate Team Member should contact their respective Effex or Hire Dynamics leadership for direction.

Thank you

Susumu Kasai
President

Note: Direction for Paid Vacation / Unemployment insurance, See addendum next page.



Addendum

- **Direction for Paid Vacation option: Team Member must notify by Email or Text to one of HR Staff Members, according to you LAST NAME by, APRIL 20, 4:00 pm to process Paid Vacation in payroll.**

HR contacts

TM last name starting	HR Staff	Text	Email
A-B	Steve Ammons	919-451-6529	SteveAmmons@awnc.com
C-F	Teresa Fitzthum	919-321-7221	TeresaFitzthum@awnc.com
G-J	Darlene Klenke	919-597-0062	DarleneKlenke@awnc.com
K-O	Mason Pakhtigian	919-491-8143	MasonPakhtigian@awnc.com
P-S	Giesela Unger	919-519-5683	GieselaUnger@awnc.com
T-Z	Shelby Wallen	919-667-6134	ShelbyWallen@awnc.com

- **Direction for filing State Unemployed Insurance Benefit:**

FILING FOR UNEMPLOYMENT INSURANCE BENEFITS DUE TO COVID-19
Updated March 26, 2020

File your claim at des.nc.gov

Need Assistance?
DES Customer Call Center
888-737-0259
Due to extremely high call volume, you may experience long wait times.

CREATE AN ONLINE ACCOUNT: DES.NC.GOV

- File a claim for unemployment
- Complete your Weekly Certifications
- Check your claim status

FILE YOUR CLAIM
You will need your Social Security Number, information about your most recent employment and pay, work history for the last two years, and bank routing and account numbers for direct deposit.

TIP: If you are filing due to COVID-19, select 'coronavirus' as your reason for separation.

COMPLETE YOUR WEEKLY CERTIFICATION
A Weekly Certification is a series of yes/no questions that helps determine your eligibility for benefits each week. If you do not complete a Weekly Certification, you will not be considered for payment.

Log into your Online Account to complete your Weekly Certification. If you do not have online access, call 888-372-3453 (Weekly Certifications only).

TIP: N.C. Executive Order 118 allows some requirements to be waived for people filing for unemployment due to COVID-19. If you are filing due to COVID-19, you may answer 'yes' to this question on the Weekly Certification: Did you look for work?

TIMELINE
After you file your claim, your last employer will be given, by law, 10 days to respond to DES. No payment will be released until after this 10-day period.

If there are no issues, individuals typically receive payment within about 14 days of filing their initial claim.

TIP: Remember—you must complete a Weekly Certification for each week, or you will not receive payment.

North Carolina Division of Employment Security

The fastest and most efficient way to file a new claim is to file online at des.nc.gov

OR

If Team Members don't have access to a computer or need assistance, they may file over the phone by calling the Customer Call Center at 888-737-0259.

Due to the high volume of calls related to COVID-19, you may experience a long wait time.

NC Dept of Commerce will ensure that claimants do not miss out on any weeks of eligibility due to the high call volume.

Process will begin the week when Team Members' unemployment starts.