



VIA U.S. MAIL

May 11, 2020

Lisa Marshall
Missouri Department of Higher Education & Workforce Development
P.O. Box 1087
Jefferson City, MO 65102

Mayor Carrie Tergin
City of Jefferson
John G Christy Municipal Building
320 E McCarty Street
Jefferson City, MO 65101

Re: WARN Act Notice

This Notice is being provided to you pursuant to the Worker Adjustment and Retraining Notification Act ("WARN"). WARN requires employers to give advance written notice of a furlough to affected employees. Such advanced written notice has been reduced due to the unforeseen business circumstances of the Coronavirus pandemic, an unprecedented historical event that has resulted in a national state of emergency. However, to ensure that you and all employees receive as much advance notice as possible, we are providing this notice to you and to each impacted employee.

Beginning March 12, 2020, the Jefferson City Capitol Plaza, located at 415 W McCarty St, Jefferson City, MO 65101, will furlough 108 employees.

At this time, it is our hope that the furloughs will only be temporary. However, due to the unprecedented nature of the pandemic, we cannot guarantee that they will not be permanent and cannot guarantee a timeline for recall, if employees will be recalled at all. Bumping rights shall not exist for affected employees except as provided by any applicable collective bargaining agreement.

Attached is a listing of the job titles of employees who will be affected.

If you have any questions regarding this notice, please see my contact information below:



Jefferson City Capitol Plaza

Accounting Clerk
Administrative Assistant, Sales
Assistant Banquet Manager I
Assistant Executive Housekeeper I
Assistant General Manager II
Banquet Bartender
Banquet Bartender
Banquet Bartender
Banquet Bartender
Banquet Captain
Banquet Captain
Banquet Captain
Banquet Captain
Banquet Manager II
Banquet Server
Banquet Set-Up
Chief Engineer II
Director, Accounting Services I
Director, Event Sales I
Director, Sales & Marketing II
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Engineers/Maintenance
Event Sales Manager
Event Service Manager I
Executive Chef II
Executive Housekeeper I
Executive Sous Chef II
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk



Room Attendant
Room Attendant
Room Attendant
Sales Manager
Sales Manager
Security Guard