



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 Quinton Lucas
City Hall, 29th Floor
414 E 12th St.
Kansas City, Mo. 64106

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 Kansas City Embassy Suites, located at 7640 Northwest Tiffany Springs Pkwy, Kansas City, Missouri, 64153, will furlough 92 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:



Kansas City Embassy Suites

Accounting Clerk
Accounts Payable
Area Director, Human Resources
Area Director, Sales & Marketing I
Area Group Rooms Coordinator I
Area Sales Administrative Assistant
Assistant Executive Housekeeper I
Assistant General Manager II
Banquet Bartender
Banquet Captain
Banquet Captain
Banquet Manager II
Banquet Server
Banquet Set-Up
Banquet Set-Up
Banquet Set-Up
Chief Engineer II
Complimentary Cook
Complimentary Cook
Complimentary F&B Attendant
Complimentary F&B Attendant
Complimentary Supervisor
Controller II
Engineering Supervisor
Engineers/Maintenance
Engineers/Maintenance
Event Sales Manager
Event Service Manager I
Executive Chef II
Executive Housekeeper III
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
Guest Services Assistant Manager I
Guest Services Assistant Manager I
Guest Services Manager II



Housekeeping Inspector
Houseperson
Houseperson
Houseperson
Houseperson
Human Resources Generalist
Kitchen Steward
Kitchen Steward
Laundry Attendant
Laundry Attendant
Laundry Attendant
Lead Cook
Lounge Bartender
Lounge Bartender
Night Auditor
Night Auditor
Night Auditor
Public Area Attendant
Regional Director, Operations
Restaurant Manager III
Restaurant Server, MEPS
Restaurant Supervisor
Room Attendant
Room Attendant
Room Attendant
Room Attendant
Room Attendant
Room Service Server
Room Service Server
Rounds Cook
Rounds Cook
Sales Manager
Sales Manager
Sales Manager
Sous Chef II
Van Driver
Van Driver
Van Driver
Van Driver
Van Driver
Van Driver
Van Driver