



VIA U.S. MAIL

May 4, 2020

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

Mayor Ken McClure
City of Springfield
840 Boonville Ave, 4th Floor
Springfield, MO 65802

Bob Dixon
Presiding Commissioner
County Commission
Greene County Commission Office
1443 N Robberson Ave, 10th floor
Springfield, MO 65802

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 Springfield University Plaza, located at 333 S John Q Hammons Pkwy, Springfield, MO 65806, will furlough 112 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.



Springfield University Plaza

Accounting Clerk
Accounting Clerk
Administrative Assistant, Sales
Area Director, Human Resources
Assistant Banquet Manager I
Assistant Banquet Manager I
Assistant Executive Housekeeper I
Assistant General Manager II
Audio Visual Technician
Banquet Captain
Banquet Captain
Banquet Manager II
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Server
Banquet Set-Up
Banquet Set-Up
Banquet Set-Up
Banquet Set-Up
Banquet Set-Up
Banquet Set-Up
Banquet Set-Up
Barista
Deli Attendant
Deli Attendant
Deli Attendant
Deli Attendant
Director, Event Sales I
Event Sales Manager
Event Sales Manager
Event Service Manager I
Event Technology Manager
Executive Chef II
Executive Housekeeper II
Front Desk Clerk
Front Desk Clerk
Front Desk Clerk
General Manager II
Greeter/Seater/Cashier
Group Rooms Coordinator
Guest Services Assistant Manager I
Guest Services Manager II
Housekeeping Inspector
Houseperson
Houseperson
Houseperson



Houseperson
Kitchen Steward
Kitchen Steward
Kitchen Steward
Laundry Attendant
Laundry Attendant
Laundry Attendant
Laundry Attendant
Laundry Attendant
Lead Cook
Line Cook
Line Cook
Line Cook
Line Cook
Line Cook
Lounge Bartender
Maintenance Technician
Maintenance Technician
Maintenance Technician
Maintenance Technician
Maintenance Technician
Manager, Human Resources I
Night Auditor
Night Auditor
Pantry/Prep Cook
PBX Operator
Public Area Attendant
Public Area Attendant
Public Area Attendant
Public Area Attendant
Public Area Attendant
Regional Director, Sales & Marketing I
Reservations Desk Clerk
Reservations Desk Clerk
Restaurant Busser
Restaurant Busser
Restaurant Manager II
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Server
Restaurant Supervisor
Room Attendant
Room Attendant
Room Attendant
Room Attendant
Room Attendant
Room Attendant
Room Attendant



Room Attendant
Sales Manager
Sales Manager
Sales Manager
Security Guard
Security Guard
Van Driver
Van Driver
Van Driver
Van Driver