



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 Dan Borgmeyer  
200 North 2nd Street  
4th Floor, Room 400  
Saint Charles, MO 63301

Steve Ehlmann  
County Executive  
St. Charles County  
100 N. Third St.  
St. Charles, MO 63301

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 St. Charles Embassy Suites, located at 2 Convention Center Blvd, St Charles, MO 63303, will furlough 87 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.



## St. Charles Embassy Suites

Accounting Clerk  
Accounting Clerk  
Administrative Assistant, Sales  
Assistant Executive Housekeeper I  
Assistant General Manager II  
Banquet Captain  
Banquet Captain  
Banquet Manager II  
Banquet Server  
Banquet Server  
Banquet Set-Up  
Banquet Set-Up  
Barista  
Barista  
Barista  
Bell Person  
Bell Person  
Bell Person  
Complimentary Cook  
Complimentary Cook  
Complimentary Server  
Complimentary Server  
Complimentary Server  
Complimentary Server  
Complimentary Server  
Complimentary Server  
Controller I  
Director, Human Resources I  
Director, Sales & Marketing II  
Engineering Supervisor  
Engineering Supervisor  
Engineers/Maintenance  
Event Service Manager I  
Executive Chef II  
Executive Housekeeper II  
Front Desk Clerk  
General Manager II  
Group Rooms Coordinator  
Guest Services Assistant Manager I  
Guest Services Assistant Manager I  
Guest Services Manager II  
Housekeeping Inspector  
Houseperson  
Houseperson  
Houseperson



Houseperson  
Houseperson  
Houseperson  
Human Resources Payroll Assistant  
Kitchen Steward  
Kitchen Steward  
Kitchen Steward  
Kitchen Steward  
Kitchen Steward  
Kitchen Steward  
Laundry Attendant  
Laundry Attendant  
Lead Cook  
Line Cook  
Line Cook  
Line Cook  
Lounge Bartender  
Lounge Bartender  
Lounge Bartender  
Lounge Bartender  
Lounge Bartender  
Lounge Bartender  
Maintenance Technician  
Maintenance Technician  
Maintenance Utility  
Night Auditor  
Night Auditor  
Restaurant Manager II  
Restaurant Server  
Restaurant Server  
Restaurant Supervisor  
Room Attendant  
Room Service Server  
Sales Manager  
Sales Manager  
Senior Sales Manager  
Sous Chef