

June 4, 2020

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Bunny L. Harper Director  
Dislocated Worker Services Unit  
1900 Kanawha Blvd E  
Bldg. 3, Room 312  
Charleston, WV 25305  
bunny.l.harper@wv.gov

**WorkForce West Virginia  
TAA/NDWG Unit**

Re: WARN Notice

Dear WARN Act Coordinator:

This letter is to notify you that Charleston Marriott, LLC, doing business as Charleston Marriott Town Center (the "location"), located at 200 Lee Street East, Charleston, WV 25301, has instituted temporary furloughs, temporary layoffs, and/or temporary reductions in hours (collectively, "temporary actions") for 122 of the location's 122 employees.

These temporary actions began at the location on March 21, 2020, and were expected to last less than six months. The temporary actions were necessary due to the sudden and unprecedented economic effects of coronavirus/COVID-19 crisis ("COVID-19"), a natural disaster, including the World Health Organization's pandemic declaration, the President's declaration of a national emergency, the state and local shelter-in-place orders, and other related governmental announcements and actions, and their impact on business operations. Based on public health guidance and business forecasts available at the time, it was initially expected that these temporary actions would last significantly less than six months and that the location would return to normal business levels.

These government COVID-19 directives, however, have repeatedly been expanded and extended and have forced people to remain in place, restricting business, large gatherings, and travel in general. These expanded and extended government directives have caused a sudden, severe and worsening downturn in the hospitality industry that now makes it reasonably foreseeable that these temporary actions may extend beyond six months.

This notice is provided at the earliest possible time based on the information available. If business conditions change, which will impact these temporary actions, employees will be promptly notified of any change.

Enclosed is a list of the job titles of all affected employees and the number of employees in each job title. Affected employees do not have bumping rights (that is, the right to claim another job at the company), and no union represents affected employees. Each affected employee has been notified of the specific temporary action applicable to them.

This notice is given pursuant to the Worker Adjustment and Retraining Notification ("WARN") Act, 29 U.S.C. § 2101, *et seq.*, and any comparable state law, to the extent that such laws apply.

For further information, please contact me at 304-590-2172.

Sincerely,



Barry Kadel  
General Manager

Enclosure

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## Charleston Marriott Town Center

| Job Title                     | # of Affected Employees |
|-------------------------------|-------------------------|
| ACCOUNTANT-GENERAL            | 1                       |
| ACCOUNTING SUPERVISOR         | 1                       |
| ADMIN ASSISTANT               | 1                       |
| ASSTMGR-OPS ROOMS NEHTLOP     | 2                       |
| AT YOUR SERVICE AGENT         | 1                       |
| ATTD-GOURMET COFFEE-BARISTA   | 1                       |
| ATTENDANT-FOOD & BEVERAGE     | 2                       |
| BAKER                         | 1                       |
| BANQUET BEVERAGE CAPTAIN      | 1                       |
| BANQUET HOUSEKEEPING AIDE     | 4                       |
| BANQUET OPERATIONS SUPERVISOR | 1                       |
| BANQUET SERVER                | 6                       |
| BANQUET STEWARD               | 1                       |
| BARTENDER                     | 1                       |
| BARTENDER-BREAKFAST           | 1                       |
| BQT SERVICE COORDINATOR       | 1                       |
| CATERING SALES EXECUTIVE NE   | 1                       |
| CHIEF ENGINEER                | 1                       |
| COOK                          | 8                       |
| COORD-HOUSEKEEPING            | 3                       |
| DESTINATION SALES EXECUTIVE   | 1                       |
| DIR-HOTEL OPS HTLOPS          | 1                       |
| DISHWASHER/UTILITY            | 2                       |
| ENGINEER I                    | 1                       |
| ENGINEER III                  | 2                       |
| EXECUTIVE CHEF                | 1                       |
| GENERAL MANAGER               | 1                       |
| GENERALIST-HUMAN RESOURCES    | 1                       |
| GUEST SERVICE AIDE            | 3                       |
| GUEST SERVICE REPRESENTATIVE  | 6                       |
| HOUSEKEEPER                   | 17                      |
| HOUSEKEEPING AIDE             | 3                       |
| KITCHEN SUPV                  | 3                       |
| LAUNDRY ATTENDANT             | 7                       |
| LEAD BARTENDER                | 1                       |
| LOBBY HOUSEKEEPER             | 3                       |
| LOSS PREVENTION CHIEF         | 1                       |
| LOSS PREVENTION OFFICER       | 4                       |
| MAINTENANCE ENGINEER II       | 1                       |
| MAINT-ROOMS-PREVENTATIVE      | 2                       |
| MGR-BANQUETS                  | 1                       |
| MGR-EVENTS                    | 3                       |
| MGR-OPS F&B HTLOPS            | 1                       |
| MGR-OPS ROOMS HTLOPS          | 2                       |

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| <b>Job Title</b>          | <b># of Affected Employees</b> |
|---------------------------|--------------------------------|
| NIGHT AUDIT CLERK         | 1                              |
| RESTAURANT SUPERVISOR     | 2                              |
| ROOMS CONTROLLER          | 1                              |
| RUNNER-GENERAL            | 1                              |
| SERVER                    | 5                              |
| SRMGR-OPS ROOMS HTLOPS    | 1                              |
| STOREKEEPER               | 1                              |
| SUPERVISOR-MAINTENANCE    | 1                              |
| TEAM LEAD-FOOD & BEV SVCS | 1                              |
| VOYAGE-ROOMS OPS NE       | 1                              |
| Grand Total               | 122                            |

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