



July 28, 2020

**Steven K. Gustafson**

State Trade and Rapid Response Coordinator  
Department of Economic Opportunity  
107 E Madison St  
Caldwell Building, MSC G-229  
Tallahassee, FL 32399

Mayor Buddy Dyer  
City of Orlando  
400 South Orange Avenue  
Orlando, Florida 32801

Mayor Jerry L. Demings  
Orange County  
201 S. Rosalind Avenue, 5th floor  
Orlando, Florida 32801

**Re: Notice of Job Actions**

This letter is to inform you that, due to the unprecedented and ongoing impact of the novel coronavirus and related governmental actions, Hilton Hotel Employer LLC ("Company") is taking the job actions described on the attached schedule affecting employees who work at Hilton Orlando Buena Vista Palace, 1900 East Buena Vista Drive, Orlando, FL 32830.

We are taking these actions because of COVID-19 related business circumstances that were not reasonably foreseeable at the time notice would have been required. We did not and could not have foreseen how broadly and deeply the COVID-19 epidemic would spread and affect our business; nor did we foresee that "lockdown" orders, initially issued for short durations in certain specific cities, would spread throughout the country and be constantly and continually extended and/or changed, thus not merely interrupting commerce and travel for a short period, but now disrupting commerce and travel for the foreseeable future. Contrary to our expectations governmental orders continue to impose substantial limits on our operations at this location such as social distancing



# Hilton

ORLANDO BUENA VISTA PALACE

guidelines, limits on large public gatherings, and capacity limitations. We are notifying you of this decision as soon as it was practicable to do so, taking into account the great difficulties Hilton and our entire industry face in projecting future staffing needs under these unprecedented circumstances. We would have liked to have given you more advance notice of this action, but were unable to do so due to these factors and the rapidly evolving impact of the novel coronavirus epidemic national disaster and national emergency. We are providing this notice as the Worker Adjustment and Retraining Notification Act, and any applicable state law, encourages employers to provide information even when a notice requirement does not exist. To the extent that the Hotel's actions in response to COVID-19 constitute a covered action for purposes of the federal WARN Act, and any applicable state law, this letter is intended to fulfill any notice requirements.

Please let me know if you have any questions, or if I can be of further assistance to you during this time. I can be reached at 407-827-3402.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Grosso'.

James Grosso  
General Manager

Enclosure (Schedule of Job Actions)



**SCHEDULE OF JOB ACTIONS**

**Location Address: 1900 East Buena Vista Drive, Orlando, FL 32830**

**As of 7/20/2020**

**Temporary Furloughs:**

The Company first made changes to employment at this hotel in response to the COVID-19 pandemic on 3/22/2020, at which time it was forced to implement temporary furloughs. The Company reasonably expected these furloughs to last 6 months or less.

**Positions Now Affected by Temporary Furloughs Expected to Last Longer Than Six Months:**

The Company now expects the temporary furloughs of approximately 443 employees to last longer than 6 months. The Company is still hopeful that it may be able to return some of these employees to work sooner, but that is no longer the Company's best estimate based on the information available to it at this time.

**Additional Information:**

The following additional information is available to you upon request (it is maintained on site and is readily accessible): The anticipated schedule for implementing these job actions (if a schedule applies); the job titles of positions to be affected, and the number of affected employees in each job classification; an indication as to whether or not bumping rights exist; the name of each union representing affected employees, if any; and the name and address of the chief elected officer of each union, if any. This information is available broken down by location if multiple locations are involved.

Hilton Orlando Buena Vista Palace  
 1900 East Buena Vista Drive  
 Orlando, Florida 32830

A portion of the impacted team members are represented by a Union, UNITE HERE Local 737.

Jeremy Haicken, President  
 Unite Here Local 737  
 1255 La Quinta Drive, Suite 214  
 Orlando, Florida 32809

There are no bumping rights.

Below are the count of employees by position on furlough expecting to exceed six months.

<b>Job Titles</b>	<b>#Union Affected Employees</b>
Cook IV	1
FT Attendant Chute	4
FT Attendant Citrus28 Market	10
FT Attendant-Buffer	4
FT Attendant-Cafeteria	2
FT Attendant-Room	77
FT Attendant-Turn Down	5
FT Baker	5
FT Baker 1	1
FT Banquet Bartender	1
FT Banquet Buspenderson	4
FT Bar Food Runner	1
FT Barback	2
FT Bartender	5
FT Bartender Pool	2
FT Bellperson	5
FT Buspenderson	4
FT Cashier Room Service	2
FT Cleaner-Lobby	8
FT Cocktail Server	2
FT Cook II	13
FT Cook-Lead	7
FT Cook-Pantry	7
FT Cook-Prep	1
FT Deep Cleaner	4
FT Dishwasher	16

FT Doorperson/Valet	1
FT Engineer 2 (Mid)	8
FT Engineer 3 (Skilled)	4
FT Engineer I	3
FT Food Runner Shades	2
FT Host/Hostess	4
FT Houseperson-Banquet	13
FT Houseperson-Houskeeping	12
FT Overnight Attendant Citrus28 Market	3
FT Overnight Baker	1
FT Overnight Engineer II	1
FT PM Runner	3
FT Room Service Buspenderson	2
FT Runner 3rd Shift	1
FT Server Pool	5
FT Server-Banquet Food	17
FT Server-Food	13
FT Server-Room Service Food	7
PT Attendant Citrus28 Market	1
PT Attendant/Cashier	1
PT Barback	1
PT Barback Shades	1
PT Bartender Shades	2
PT Bartender Sunnies	3
PT Buspenderson-Letterpress	1
PT Cashier - Room Service	1
PT Cocktail Server	3
PT Food Runner Shades	2
PT Host/Hostess	4
PT Houseperson-Banquet	1
PT Server Food	7
PT Server Restaurant	3
PT Server-Room Service Food	2

<b>Job Titles</b>	<b># Non-Union Affected Employees</b>
Asst Dir-Banquets	1
Asst Dir-Events	1
Asst Dir-Front Ofc Operations	1
Asst Dir-Human Resources	1
Asst Executive Steward	1

Asst Mgr Housekeeping	1
Asst Mgr Housekeeping	1
Asst Mgr-Restaurant	3
Asst Mgr-Restaurant Shades	1
Chef-Restaurant	2
Dir Front Office Operations	1
Dir-Banquets	1
Dir-Events	1
Dir-Food & Beverage	1
Dir-Housekeeping Services (L)	1
Dir-Restaurants	1
Executive Chef	1
Executive Sous Chef	1
Executive Steward	1
FT Administrative Support	1
FT Agent-Guest Service	11
FT Analyst/Clerk Accounting	2
FT Asst-Admin Banq	1
FT Asst-Admin Engineering	1
FT Asst-Admin Housekeeping	2
FT Asst-Admin II	3
FT Captain-Banquet	7
FT Bell Captain	3
FT Clerk-Receiving	1
FT Communications Operator	5
FT Communications Operator Overnight	2
FT Coordinator-Human Resources	1
FT Coordinator-Reservations	3
FT Coordinator-Rooms	2
FT Supervisor Banquet Setup	3
FT Supervisor Bell Stand	1
FT Supervisor Housekeeping	8
FT Supervisor Houseperson	1
FT Supervisor-Front Office	1
FT Supervisor-Stewards	2
FT Supervisor-Telephone	1
FT Supv-Engineering	2
FT Supv-Kitchen	3
Mgr F&B Pool	1
Mgr Reservations	1
Mgr-Accounting	1
Mgr-Front Desk	4

Mgr-Housekeeping	1
Mgr-Purchasing	1
Mgr-Restaurant	1
Mgr-Storeroom	2
Overnight Guest Services Agent	2
FT Security Officer	2
FT Security Officer-3rd Shft	3
Sous Chef	1
Sr Mgr-Catering	1
Sr Mgr-Events	4
Supervisor	1
Supervisor-Security	2

Please let me know if you need any additional information or have any questions.

**Barbara Fraga, SHRM-CP**  
 Director Human Resources

**We Are HILTON**  
**We Are HOSPITALITY**

**HILTON ORLANDO BUENA VISTA PALACE**

P: 407-827-3250 | E: [Barbara.Fraga@Hilton.com](mailto:Barbara.Fraga@Hilton.com)

1900 East Buena Vista Drive, Lake Buena Vista, FL 32830

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