



July 29th 2020

Steven Gustafson  
State Trade and Rapid Response Coordinator  
Department of Economic Opportunity  
107 E. Madison Street  
Caldwell Building, MSC G-229  
Tallahassee, FL, 32399-4137

Jerry L. Demings  
Mayor of Orange County  
201 S. Rosalind Avenue, 5<sup>th</sup> Floor  
Orlando, FL 32801

Buddy Dyer  
Mayor of Orlando  
400 Sount Orange Avenue  
Orlando FL 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 the Hilton Orlando, 6001 Destination Parkway, Orlando, FL, 32819.

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 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 407 313 4300.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Mueller", written in a cursive style.

Chris Mueller  
General Manager

Enclosure (Schedule of Job Actions)



## **SCHEDULE OF JOB ACTIONS**

**Location Address: 6001 Destination Parkway, Orlando, FL  
As of July 29<sup>th</sup> 2020**

### **Temporary Furloughs:**

The Company first made changes to employment at this hotel in response to the COVID-19 pandemic on March 21<sup>st</sup> 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 605 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  
 6001 Destination Parkway  
 Orlando, Florida 32819

There are no unions and there are no bumping rights.

The temporary furloughs of the following count of employees are now expected to exceed six months.

<b>Position</b>	<b>Number</b>
<b>Front Desk, Reservations, PBX &amp; Bell, Revenue</b>	
Director of Rooms	1
Assistant Director of Rooms	1
Asst. Manager Front Desk	1
Night Manager	1
Asst. Dir of Revenue Mgmt.	1
FT Reservations Coordinator	4
FT Guest Service Agent	12
FT Bell Captain	1
FT Bell Person	7
FT Communications Operator	7
PT Communications Operator	1
<b>TOTAL</b>	<b>37</b>
<b>Housekeeping &amp; Laundry</b>	
FT Cart Supply Attendant	2
FT Room Attendant	39
FT Attendant Uniform Room	1
FT Attendant Lobby	16
FT Deep Clean Attendant	5
FT House Person	3
FT Project Specialist	1
FT Seamstress	2
FT Housekeeping Supervisor	6
FT Housekeeping Mgr. - Public Space	1
FT Manager Housekeeping	4
PT Coordinator Housekeeping	1
FT Supervisor Laundry	3
FT Laundry Attendant	20
FT Laundry Mechanic	1
FT Laundry Sorter	5

FT Laundry Wash Person	2
<b>TOTAL</b>	<b>112</b>
<b>Spa</b>	
Mgr. Spa Sales	1
FT Spa Front Desk Supervisor	1
PT Spa Front Desk Supervisor	1
FT Spa Attendant (Female)	2
FT Spa Attendant (Male)	1
FT Hair Stylist	3
FT Massage Therapist	7
FT Nail Technician	1
FT Receptionist	2
PT Hair Stylist	1
PT Massage Therapist	6
TMP PT Spa Attendant Female	1
TMP PT Massage Therapist	8
TMP PT Receptionist	1
<b>TOTAL</b>	<b>36</b>
<b>Bistro Restaurant</b>	
Asst. Mgr. - Restaurant	1
Supervisor - Restaurant	1
FT Server	7
PT Server	3
FT Host	2
PT Host	3
TMP On Call Host	1
PT Bus person	3
FT Cook	5
FT Cook Pantry	1
PT Cook	1
<b>TOTAL</b>	<b>28</b>
<b>Scratch Market Grab &amp; Go</b>	
FT Counter Person	6
PT Counter Person	2
<b>TOTAL</b>	<b>8</b>
<b>Spencer's Restaurant</b>	
Mgr. Speciality Restaurant	1
Mgr. - Food & Beverage	1
FT Bar Tender	1
PT Bar Tender	2

FT Food Server	5
PT Food Server	6
PT Food Runner	1
PT Bus Person	1
PT Host	6
Restaurant Chef	1
FT Cook 1	1
FT Cook	2
<b>TOTAL</b>	<b>28</b>
<b>David's Restaurant</b>	
Chef Restaurant	1
Restaurant Chef Supervisor	1
FT Cook	3
FT Cook 1	1
FT Bartender	2
PT Bartender	6
TMP FT Bar tender	1
TMP PT Bar Tender	1
FT Bar Back	1
PT Bar Back	1
FT Server	1
PT Server	14
FT Food Runner	1
PT Food Runner	3
FT Host	1
PT Host	3
TMP On Call Server	3
<b>TOTAL</b>	<b>44</b>
<b>Lobby Bar</b>	
PT Bartender	1
PT Server	2
<b>TOTAL</b>	<b>3</b>
<b>Tropics - Pool Bar &amp; Restaurant</b>	
FT Bar Tender	1
PT Bartender	2
PT Seasonal Bartender	2
TMP On Call Bartender	1
PT Bar Back	2
TMP PT Seasonal Bar Back	1
FT Server	2

PT Server	8
TMP PT Seasonal Server	11
PT Food Runner	1
TMP PT Seasonal Food Runner	5
On Call Tropics Server	1
FT Cook	4
PT Cook	1
<b>TOTAL</b>	<b>42</b>
<b>In Room Dining</b>	
FT Captain Room Service	2
FT Cashier Room Service	3
PT Cashier Room Service	2
TMP PT On call Cashier Room Service	1
FT Food Server	11
PT Food Server	1
FT Cook	1
PT Cook	1
<b>TOTAL</b>	<b>22</b>
<b>Banquets</b>	
Director of Banquets	1
Asst. Director of Banquets	1
Mgr. Banquet Setup	1
Asst. Mgr. Facilities - Banquet Set up	1
FT Admin Assistant	1
FT Banquet Captain	7
FT Food Server	19
PT Food Server	9
FT Bartender	2
PT Bar Tender	3
FT Supervisor House Person	4
FT House Person Banquets	24
FT House Person Facilities	1
PT House Person Banquets	6
FT Supervisor Cook	2
FT Cook	20
FT Cook 1	1
FT Cook Pantry	1
PT Cook	2
<b>TOTAL</b>	<b>106</b>
<b>Kitchen</b>	

Exec Sous Chef	1
Asst. Mgr. F&B	1
FT Cook Pastry Specialist	1
FT Overnight Pastry Cook	1
FT Pastry Cook	2
PT Pastry Cook	1
<b>TOTAL</b>	<b>7</b>
<b>F&amp;B Admin</b>	
Dir of Food & Beverage	1
Asst. Director of Food & Beverage	1
Manager - Beverage	1
FT Admin Asst. F&B	1
<b>TOTAL</b>	<b>4</b>
<b>Purchasing</b>	
Billing Clerk	1
Receiving Clerk	2
<b>TOTAL</b>	<b>3</b>
<b>Stewarding</b>	
FT Executive Steward	1
FT Stewards	14
Stewarding Food Runner	3
<b>TOTAL</b>	<b>18</b>
<b>Human Resources</b>	
Asst. Dir. Of Human Resources	1
FT Admin coordinator	2
FT HR Generalist	1
<b>TOTAL</b>	<b>4</b>
<b>G&amp;A</b>	
Hotel Manager	1
<b>TOTAL</b>	<b>1</b>
<b>Finance</b>	
Operations Analyst	1
FT Accounting Clerk	4
<b>TOTAL</b>	<b>5</b>
<b>Security</b>	
Asst. Director of Security	1
Locksmith	1
FT Security Supervisor	1
FT Security Officer	8
<b>TOTAL</b>	<b>11</b>



<b>Sales &amp; Marketing</b>	
Asst. Dir of Events	1
Director Social Catering	1
Asst. Dir. Of Sales	1
Director Group Optimizations	1
Catering coordinator	1
FT Asst. Admin Sales	6
FT Coordinator Delphi	1
FT Coordinator Marketing	1
FT Lead Sales Analyst	1
Mgr. Conference Sales	3
Mgr. Events	3
Mgr. Event Services	3
Sales Mgr.	2
Snr Manager Catering & Events	1
Snr Event Manager	5
Snr Sales Manager	3
<b>TOTAL</b>	<b>34</b>
<b>Property Operations</b>	
Manager Property Operations	1
FT Asst. Admin Property Operations	1
FT Electrician	1
FT Carpenter	1
FT Painter	5
FT General Maintenance	3
FT Lead Kitchen Mechanic	1
FT Maintenance General Maintenance	6
FT Mechanic	1
PT General Maintenance	1
<b>TOTAL</b>	<b>1</b>
	<b>22</b>
<b>Recreation</b>	
PT Pool Attendant	3
PT Seasonal Pool Attendant	4
TMP PT Recreation Attendant	2
<b>TOTAL</b>	<b>9</b>
<b>Employee Cafeteria</b>	
Supervisor Cafeteria	2
Cafeteria Attendant	4
<b>TOTAL</b>	<b>6</b>

Please do not hesitate to contact me should you have any questions.

Thanks

Jill

**JILL MILLER**

Area Director of Human Resources

**HILTON ORLANDO**

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