



WARN NO.
7332

September 30th, 2020

SENT VIA FIRST-CLASS CERTIFIED MAIL AND ELECTRONIC MAIL

John Asher, Rapid Response Coordinator
Oregon Dislocated Worker Unit
Oregon HECC – Office of Workforce Investments
875 Union Street NE, Third Floor
Salem, OR 97311
Email: john.e.asher@oregon.gov

Mayor Ted Wheeler
City of Portland
1221 SW Fourth Avenue, Room 340
Portland, OR 97204
Email: mayorwheeler@portlandoregon.gov

Farshad Mayelzadeh
General Manager
DoubleTree by Hilton Portland
1000 NE Multnomah
Portland, Oregon 97232

Dear Mr. Asher:

I am writing on behalf of WMK Management, LLC, with retrospect to the DoubleTree by Hilton Portland (the "Hotel") located at 1000 NE Multnomah, Portland, OR.

As a business that caters to national and international travelers, and that hosts meetings for those travelers, the pandemic has had an immense impact on our business. We placed many of our employees on unpaid furloughs beginning April 3, 2020. We anticipated that those furloughs would last less than six months. Unfortunately, as the pandemic has lingered, our business has continued to suffer. We realized in early September 2020 that we needed to quickly take dramatic action to counter the pandemic's ongoing influence. Therefore, on or about September 15, 2020, we notified approximately 50 of our furloughed employees (who had not worked since April 3, 2020) that the Hotel had to eliminate their positions as of September 30, 2020.



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We provided each of those employees with advance notice of that decision, both by telephone and in writing (a copy of which is attached).

The Hotel's focus over the last several weeks, despite being understaffed, has been to professionally and humanely implement the position eliminations. Having now done so, this is the Hotel's notice to you of those position eliminations.

I have enclosed a list of the job titles affected by this permanent layoff, which specifies the number of affected employees in each job title. None of the affected employees had bumping rights (this is, the right to claim another job at the Hotel), and no union represents any of the affected employees.

Please contact me at 503.331.4914 or at Farshad@portlanddoubletree.com if you have any questions about this notice.

Sincerely,

A handwritten signature in black ink, consisting of several overlapping horizontal strokes.

Farshad Mayelzadeh
General Manager
DoubleTree by Hilton Portland



September 23, 2020

Name
Address
Address

Dear Name,

This is to inform you that effective September 30, 2020, your employment with DoubleTree Portland will end due to a permanent position elimination. The decision to eliminate your position was based exclusively upon a reorganization necessitated by the unprecedented business interruption to the travel and tourism industry. Unfortunately, our business requirements no longer demand the need for your position and, at this time, we do not have any other opportunities that would complement your background and experience. In addition, bumping rights do not exist in this scenario.

As you know, we are experiencing an unprecedented pandemic due to the worldwide COVID-19 outbreak. Stateside operational restrictions put in place by our Governor have resulted in a dramatic loss of business, and these impacts are being felt particularly by the hospitality industry. Due to this pandemic, it is currently unknown when business will resume to normal. Therefore, more notice as to this position elimination could not be provided.

Enclosed is your final check for any hours worked between September 16 and September 30, 2020 and any earned vacation, if applicable. If you have not done so already, we encourage you to visit www.oregon.gov/employ.

Attached to this letter you will find important separation documents. Please read the separation documents carefully. Should you have any questions, you may contact [Company Representative].

We thank you for your contributions in the past and wish you well in your future endeavors.

Sincerely,

[Company Representative]

Enclosures: Final Check (if applicable), Separation Documents

DoubleTree by Hilton, Portland: Position Eliminations, 2020

Job Title	Number Eliminated
Baker, Lead	1
Banquet Captain	1
Banquet Porter	3
Banquet Server	15
Bartender	1
Cook, First	2
Cook, Lead	2
Cook, Prep	1
Dishwasher	3
Front Desk Agent	6
Guest Services Agent	1
Housekeeping, Houseperson	3
Housekeeping, Inspector	1
Housekeeping, Room Attendant	6
Kitchen Supervisor	1
Landscaper	1
Restaurant Busser	1
Restaurant Server	6
Restaurant, Room Service	3
Security Agent	1
Total	59