



**WARN NOTICE FOR RON TONKIN TOYOTA AND MAZDA
(Temporary Furlough/Layoff/Reduction in Hours/RIF)**

WARN NO.
3933

March 27, 2020

John Asher, Rapid Response Coordinator
Oregon Dislocated Worker Unit
Oregon HECC – Office of Workforce Investments
875 Union Street NE
Salem, OR 97311

Mayor Ted Wheeler
City of Portland, Oregon
City Hall
1221 SW 4th Avenue
Portland, OR 97204
808 W. Spokane Falls Blvd
Spokane, WA 99201
Also via email to: cityinfo@portlandoregon.gov

Gentlemen/Ladies:

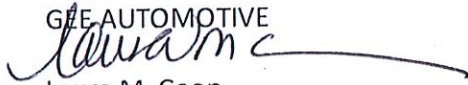
We are writing this letter to provide required notice under the WARN (Worker Adjustment and Retraining Notification) Act. These are very challenging times for our company. *Due to the unforeseen business circumstances caused by the Coronavirus outbreak*, we have had to take unfortunate immediate personnel actions. While we would have preferred to provide our employees with 60 days' notice, an unexpected rapid decline in volume and revenues arising from Oregon Governor Brown's Stay Home Order, as well as Washington Governor Inslee's Stay at Home Order and the closure of non-essential businesses - including Automotive Sales, have left us no alternative but to immediately temporarily reduce our workforce. We are doing this through a combination of Reductions in Force (RIF/Terminations), temporary furloughs/layoffs, and reductions in hours. The temporary furloughs and reductions in hours will be in place from March 25, 2020 through approximately April 30, 2020, but could potentially last longer based on current conditions at that time. These personnel actions are not permanent and this does not include a plant closure.

Below is required WARN information:

- Company: Gee Automotive Portland I, LLC dba Ron Tonkin Toyota and Gee Automotive Portland II, LLC dba Ron Tonkin Mazda
- Worksite Address: 750 SE 122nd Avenue, Portland, OR 97223
- Worksite Telephone: 503.255.0177 Worksite Representative: Jason Jellison, General Manager
- WARN type: Temporary, Layoff Expected Layoff Dates: 3/25/20 - 4/7/20 or longer
- Total number of employees affected by this notice: 51 currently
- Job titles of positions and number of affected employees in each category (see attached list)
- Union: No Bumping Rights: None

If you should require further information, please contact me at 503.261.5109.

Very truly yours,


Laura M. Coon
Director of People/HR

Gee Automotive Portland I, LLC dba Ron Tonkin Toyota and Gee Automotive Portland II, LLC dba Ron Tonkin Mazda

Franchise	Dept	Position	PT/FT	Effective Date	Furlough/Term	# Positions
Mazda	Service	Advisor	FT	3/30/2020	Furlough	
Mazda	Service	Advisor	FT	3/20/2020	Furlough	2
Mazda	Service	Cashier	FT	3/20/2020	Furlough	1
Mazda	Business Office	Deal Administrator	FT	3/20/2020	Furlough	1
Mazda	Sales	Lot Attendant	PT	3/20/2020	Furlough	
Mazda	Sales	Lot Attendant	PT	3/20/2020	Furlough	
Mazda	Service	Lot Attendant	FT	3/26/2020	Termination	
Mazda	Service	Lot Attendant	FT	3/20/2020	Termination	4
Mazda	Business Office	Receptionist	FT	3/20/2020	Furlough	
Mazda	Business Office	Receptionist	PT	3/20/2020	Furlough	2
Mazda	Sales	Sales	FT	3/20/2020	Furlough	
Mazda	Sales	Sales	FT	3/20/2020	Furlough	
Mazda	Sales	Sales	FT	3/20/2020	Furlough	
Mazda	Sales	Sales	FT	3/20/2020	Furlough	
Mazda	Sales	Sales	FT	3/24/2020	Furlough	5
Mazda	Sales	Sales Asst	FT	3/25/2020	Furlough	1
Mazda	Service	Service Manager	FT	3/25/2020	Furlough	1
Mazda	Service	Technician	FT	3/26/2020	Termination	1
Mazda	Service	Advisor	FT	3/20/2020	Furlough	
						18 Mazda
Toyota	Service	Advisor	FT	3/25/2020	Furlough	
Toyota	Service	Advisor	FT	3/25/2020	Furlough	
Toyota	Service	Advisor	FT	3/25/2020	Furlough	
Toyota	Service	Advisor	FT	3/18/2020	Termination	5
Toyota	Service	BDC	FT	3/20/2020	Furlough	
Toyota	Service	BDC	FT	3/20/2020	Furlough	
Toyota	Service	BDC	FT	3/20/2020	Furlough	
Toyota	Service	BDC	FT	3/20/2020	Furlough	4
Toyota	Service	Cashier	PT	3/20/2020	Furlough	
Toyota	Service	Cashier	FT	3/24/2020	Furlough	2
Toyota	Parts	Counter	FT	3/24/2020	Furlough	
Toyota	Parts	Counter	FT	3/23/2020	Furlough	2
Toyota	Service	Detail	FT	3/25/2020	Furlough	1
Toyota	Service	Express Tech	FT	3/20/2020	Furlough	
Toyota	Service	Express Tech	FT	3/20/2020	Furlough	2
Toyota	Business Office	File Clerk	FT	3/20/2020	Furlough	
Toyota	Business Office	File Clerk	PT	3/20/2020	Furlough	2
Toyota	Sales	Finance	FT	3/26/2020	Furlough	1
Toyota	Sales	General Sls Mgr	FT	3/24/2020	Furlough	1
Toyota	Sales	Lot Attendant	FT	3/24/2020	Furlough	
Toyota	Sales	Lot Attendant	FT	3/29/2020	Furlough	
Toyota	Service	Lot Attendant	PT	3/30/2020	Furlough	
Toyota	Service	Lot Attendant	FT	3/20/2020	Furlough	4
Toyota	Service	Lube Tech	FT	3/24/2020	Furlough	
Toyota	Service	Lube Tech	FT	3/24/2020	Furlough	
Toyota	Service	Lube Tech	FT	3/24/2020	Furlough	
Toyota	Service	Lube Tech	FT	3/24/2020	Furlough	
Toyota	Service	Lube Tech	FT	3/24/2020	Furlough	
Toyota	Service	Lube Tech	FT	3/24/2020	Furlough	
Toyota	Service	Lube Tech	FT	3/25/2020	Furlough	
Toyota	Service	Lube Tech	FT	3/24/2020	Furlough	8
Toyota	Business Office	Receptionist	FT	3/28/2020	Furlough	1



**WARN NOTICE TO EMPLOYEES
(Temporary Furlough/Layoff/Reduction in Hours/RIF)**

March 25, 2020

To: All Gee Automotive Toyota and Mazda Employees

- Gee Automotive Portland I dba Ron Tonkin Toyota
- Gee Automotive Portland II dba Ron Tonkin Mazda

From: Laura Coon, Human Resources Director

Subject: Personnel Actions

These are very challenging times for our company. Due to the unforeseen business circumstances caused by the Coronavirus outbreak, we have had to take unfortunate immediate personnel actions. While we would have preferred to provide our employees with ample notice, Oregon Governor Brown's Stay at Home Order and an unexpected rapid decline in volume and revenues have left us no alternative but to immediately reduce our workforce, effective today, March 25, 2020. We are doing this through a combination of Reductions in Force (RIF/Terminations), temporary furloughs/layoffs, and reductions in hours. We expect the temporary furloughs and reduction in hours to end by April 30, 2020, but *could* potentially last longer based on current conditions at that time.

We have discussed with each affected employee that they may use Paid Gee Time Off for missed hours. They are also eligible for Unemployment. Group benefits will continue, as long as the employee share of premiums continue to be paid, as follows:

- Terminations/RIFs: Through end of month in which terminated. There are no bumping rights.
- Furloughed employees: Through end of following month after furloughed (COBRA if longer) and immediately reinstated upon return to work
- Reduced hours: If working at least 30 hours benefits continue. If working less than 30 hours, benefits continue through end of the next month after furlough date; then COBRA eligible, immediate reinstatement upon return to work/end of furlough.

If you are on temporary furlough or reduced hours, please keep in touch with your Manager and be sure to continue to check ADP regularly for important company communications.

Please direct questions to your Manager, or to Human Resources at 503.261.5109, and please stay healthy and safe during these difficult times.

Very truly yours,
GEE AUTOMOTIVE

Laura M. Coon
Director of People/HR