

**VSE PACIFIC INC.**

**WESTIN PRINCEVILLE OCEAN RESORT: 3838 Wyllie Road, Princeville, HI 96722**

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September 25, 2020

**RECEIVED**

*By Jan Kusakabe at 1:33 pm, Sep 25, 2020*

**Via Email (David.M.Morihara@hawaii.gov) and FedEx**

David Morihara

WIOA Specialist / Statewide Rapid Response Coordinator

Workforce Development Council

830 Punchbowl Street, Room 417

Honolulu, HI 96813

**Via Email (mayor@kauai.gov) and U.S. Mail**

Kauai County

Mayor Derek S. K. Kawakami

4444 Rice Street, Suite 235

Lihue, Hawaii 96766

**Re: WARN Notice — Permanent Layoffs & Extended Furloughs**

Dear Mr. Morihara and Mayor Kawakami:

This notice is an update to the WARN Notice sent to you on September 2, 2020. It is being provided because one additional employee will be impacted as a result of furlough extension until January 22, 2021; however, the overall number of associates to be impacted remains unchanged.

These impacts remain due to the sudden, dramatic, and, unfortunately, continuing effects of the COVID-19 pandemic, HV VSE PACIFIC INC. (“the Company”) has experienced unforeseen business circumstances, including enormous and unexpected financial losses. As a result, pursuant to the Worker Adjustment and Retraining Notification Act (“WARN”), we are writing to notify you that the Company will be conducting permanent layoffs and furlough extensions at its facility located at 3838 Wyllie Road, Princeville, HI 96722.

The Company will layoff affected employees on November 13, 2020, and one employee will remain on extended furlough until January 22, 2021. At this time, we anticipate that 54 employees will be affected by this layoff and extended furlough, and we expect these layoffs to be permanent, and if furloughed employees are not recalled by January 22, 2021, their layoff will also be considered permanent. An updated list of the job titles of positions to be affected and the number of affected employees in each job classification is attached hereto (newly impacted are highlighted). The original list provided with the September 2, 2020 letter is also attached. No bumping rights exist, and no employees are represented by a union.

The vast reach of the coronavirus outbreak, including the travel restrictions imposed by the State of Hawaii beginning with the March 23, 2020 Stay at Home Order and the April 1, 2020 Interisland Travel Restrictions, as well as the August 29, 2020 announcement that travel restrictions will remain in effect through September 30, 2020 and the September 16, 2020 announcement that Pre-Travel Testing Options will begin October 15, 2020, was unforeseeable and caused, and will continue to cause, among other things, a drastic impact on our business. After reviewing our staffing and business needs, we are providing this notice to you at the earliest possible time.

**VSE PACIFIC INC.**

**WESTIN PRINCEVILLE OCEAN RESORT: 3838 Wylle Road, Princeville, HI 96722**

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If you have any questions, please contact Justin Taylor, Area Director Human Resources at 808-662-2611 or via email at [Justin.Taylor@vacationclub.com](mailto:Justin.Taylor@vacationclub.com) for more information.

Sincerely,

Anthony Vazquez  
Vice President Human Resources  
On behalf of VSE PACIFIC INC.

Enclosure

**List of Job Titles of the Affected Positions**  
**(September 25, 2020)**

<b>Job Title of the Affected Position:</b>	<b>Number of Affected Employees in this Position:</b>
Administrative Assistant MS	1
Concierge MS	4
Coordinator Customer Relations	5
Coordinator Marketing Encore	4
Coordinator Marketing In House	7
Coordinator Marketing Specialist	1
Director Marketing 18	1
Document Processor	3
Manager Marketing 13	1
Manager Sales 12	1
Manager Sales Admin NOA 14	1
Quality Assurance Executive	1
Sales Executive (January 22, 2021 Extended Furlough)	1
Sales Executive	10
Sales Executive Team Leader	2
Sales Executive Trainee NE	2
Sales Executive Trainee NE FTB	1
Senior Director Marketing	1
Senior Manager Sales 18	1
Specialist Sales Front Desk	3
Supervisor Document Processing NE	1
Supervisor Sales Front Desk	1
Vacation Planner	1
<b>Grand Total</b>	<b>54</b>

**List of Job Titles of the Affected Positions**  
**(September 2, 2020)**

<b>Job Title of the Affected Position:</b>	<b>Number of Affected Employees in this Position:</b>
FA1133 - Supervisor Document Processing NE	1
FA1152 - Document Processor	3
FA5227 - Manager Sales Admin NOA 14	1
MS1003 - Sales Executive Trainee NE	2
MS1004 - Sales Executive	11
MS1008 - Sales Executive Trainee NE FTB	1
MS1024 - Sales Executive Team Leader	2

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MS1036 - Specialist Sales Front Desk	3
MS1041 - Supervisor Sales Front Desk	1
MS1050 - Coordinator Marketing Specialist	1
MS1052 - Coordinator Marketing Encore	4
MS1053 - Coordinator Marketing In House	7
MS1090 - Coordinator Customer Relations	5
MS1098 - Quality Assurance Executive	1
MS1103 - Vacation Planner	1
MS1199 - Administrative Assistant MS	1
MS1223 - Concierge MS	4
MS5012 - Senior Director Marketing	1
MS5018 - Director Marketing 18	1
MS5019 - Senior Manager Sales 18	1
MS5020 - Manager Sales 12	1
MS5023 - Manager Marketing 13	1
<b>TOTAL</b>	<b>54</b>