



POLYNESIAN CULTURAL CENTER  
55-370 Kamehameha Highway Laie, Hawaii 96762  
Phone: 808-293-3000 Fax: 808-293-3022 www.polynesia.com

July 24, 2020

State Department of Labor & Industrial Relations  
Director's Office  
830 Punchbowl Street, Room 321  
Honolulu, HI 96813  
Phone: (808) 586-8844  
Fax: (808) 586-9099

Re: Announcement of Planned Action

Dear Director:

Due to the COVID-19 pandemic, the Polynesian Cultural Center (the "PCC"), located at 55-370 Kamehameha Hwy, La'ie, Hawai'i 96762, has been closed for business since March 16, 2020. This occurred as a result of the significant decrease in tourist arrivals due to the COVID-19 pandemic generally and Governor David Ige's Second Supplementary Emergency Proclamation (and all other subsequent related orders and proclamations) instituting quarantine periods for travelers arriving to Hawai'i.

Due to the imposed shutdown, quarantine periods, and the resulting and ongoing significant losses of business, PCC now needs to proceed with a reduction in force affecting a number of full-time employees (approximately 30% of the 260 full-time employee workforce) as described further on the attached Schedule A. As of September 26, 2020, approximately 75-80 employees are expected to be end their employment with the PCC.

We anticipate that these changes will be permanent as the Hawaii Tourism Authority has predicted that tourism levels are not expected to return to anything resembling 2019 levels until 2025. Nonetheless, it is possible that some employees could be contacted or invited to return to employment with the PCC if operational needs dictate that their particular skills, experience, and training render them qualified for positions that are needed due to significant increases in visitor traffic and the PCC's guest attendance numbers.

PCC has provided all employees with at least sixty (60) days' written notice of the pending reduction in force. The attached Schedule A lists the departments and positions that have been selected thus far for the reduction in force. The expected last day of work for affected employees is set for September 26, 2020.

State Department of Labor & Industrial Relations  
Director's Office  
July 24, 2020  
Page 2

#### SCHEDULE A

Job titles of positions to be affected and number of employees in each job classification subject to the Reduction in Force:

**Dept. A**

Environmental Services Associate	36
Facilities Associate (Carpenter)	1
Facilities Associate (General)	3
Facilities Associate (HVAC)	2
Facilities Associate (Painter)	2

**Dept. B.**

Grounds Associate	4
Lead Security Officer	1
Security Officer	13

**Dept. C.**

Supervisor, Environmental Services	1
Supervisor, Staffing	1
Manager, Diagnostic Imaging	1