



◆◆◆ An Informational Fact Sheet of the CTAHR-Office of Administrative Services, Personnel Office ◆◆◆

VOLUME 11

January 2002

ISSUE NO. 1

## NEW CIVIL SERVICE EMPLOYEES VACATION AND SICK LEAVE ACCRUAL

The State has entered into Memorandums of Agreement (MOA) with the Hawai'i Government Employees Association (HGEA) regarding vacation and sick leave benefits for employees hired on or after **July 2, 2001**.

All new employees (Units 2, 3, and 4) hired on or after July 2, 2001, shall earn and accumulate vacation leave but *shall not* be entitled to use any of their leave benefits during their initial probationary period. If an employee fails to complete their initial probationary period and is released from employment, the employee shall forfeit all vacation leave accumulated. Vacation leave shall be earned at a reduced rate as follows:

<u>Vacation Leave Hrs Earned per Month</u>	<u>Years of Service</u>
8 hours	Less than 5 yrs.
10 hours	5 yrs or more but less than 10 yrs
14 hours	10 yrs or more but less than 20 yrs
16 hours	20 yrs or more

As with vacation, employees shall earn and accumulate sick leave but shall not be entitled to use any of their leave benefits during their initial probationary period. They shall, however, be entitled to apply for temporary disability benefits. The waiting period (7 calendar days) and benefits shall be in accordance with applicable state statutes. After completion of the initial probationary period, the sick leave earned minus the temporary disability benefits used shall be credited to the affected employees. Sick leave shall be earned at the reduced rate as follows:

<u>Sick Leave Hrs Earned per Month</u>	<u>Years of Service</u>
10 hours	Less than 10 years
14 hours	10 yrs or more

If you have any further questions, please contact the CTAHR Personnel Office.

## WORKFORCE INVESTMENT ACT (WIA)

The state of Hawaii will be a sponsor of the Workforce Investment Act program administered by the State Department of Labor and Industrial Relations (DLIR), effective January 1, 2002.

The WIA is a federally funded training program that provides participants a chance to gain on-the-job experience to enable them to further their careers while providing employers an opportunity to increase services without additional costs.

The State's participation in the WIA program will not affect the status of current employees. Departments/sponsors must sign an agreement that states they will not assign participants to work stations that would adversely affect regular employees.

The DLIR will be responsible for wage payments, workers' compensation, and unemployment benefits, as participants will be considered DLIR employees.

If anyone is interested in participating in this program, please contact Peggy Hong at 956-8988 or email [peggy@mail.pers.hawaii.edu](mailto:peggy@mail.pers.hawaii.edu). Specific information relative to the employment agreements, etc. can be provided at that time.

## HOLIDAYS FOR 2002

Tuesday, January 1	New Year's Day
Monday, January 21	Martin Luther King Day
Monday February 18	President's Day
Tuesday, March 26	Prince Kuhio Day
Friday, March 29	Good Friday
Monday, May 27	Memorial Day
Tuesday, June 11	Kamehameha Day
Thursday, July 4	Independence Day
Friday, August 16	Statehood Day
Monday, September 2	Labor Day
Tuesday, November 5	General Election Day
Monday, November 11	Veterans' Day
Thursday, November 28	Thanksgiving
Wednesday, December 25	Christmas

## UH LEAVE SHARING PROGRAM

As we approach the close of the year 2001, employees are reminded of the maximum carry over of unused vacation leave balances. Those with leave balances in excess of this maximum may face forfeiture. If you have accrued the first 42 days (336.00 hours) of vacation, you must take no less than 6 days during the year and each year thereafter. In addition, if your balance exceeds 720 hours as of December 31, 2001, you will forfeit those hours in excess of 720.00.

The University of Hawai'i Leave Sharing Program welcomes all donations of vacation hours that will be otherwise forfeited. Vacation leave donations to the Central Leave Bank will be utilized to assist qualified fellow University employees with critical illnesses who exhaust their own leave balances. The UH form 68, UH Leave Sharing Donation Form is available on the Office of Human Resources Home page at:

<http://www.hawaii.edu/ohr/bor/forms/uh68.pdf>

If you have any further questions, please contact the CTAHR Personnel Office.

### **NEW FACES AT CTAHR**

Martha Ah Yee, UH Educational Specialist, Hawai'i County  
Jeffrey Aurelio, Agricultural Research Aid, Hawaii County  
Stephanie Cadelinia, Secretary, Associate Dean-Extension  
Marlene Cairas-Apuna, Agricultural Research Aid, Maui County  
Jingyu Chen, Assistant Researcher, MBBE  
Irineo Gappe Jr., UH Environmental Safety Spec, Assoc Dean  
Arlene Garcia, Clerk Typist, Dean's Office  
Susan Garner, UH Research Associate, PEPS  
Sarah Hashimoto, Clerk Typist, Hawai'i County  
Dan Horiuchi, Agricultural Research Aid, Hawaii County  
Kurtis Kataoka, Agricultural Research Aid, Hawaii County  
Xue Lu, UH Information Technology Spec, Publications & Info  
Kenneth Marcum, Assistant Specialist, TPSS  
Debra Moreno, Clerk Typist, Maui County  
Lonn Ohigashi, Agricultural Research Tech, Hawai'i County  
Kerry Ogawa, Clerk Typist, Hawai'i County  
Erica Oshiro, UH Educ & Acad Supt Spec, Assc Dean Acad Aff  
Wen-Hao Sun, Assistant Researcher, MBBE  
Marisa Toma, UH Research Associate, MBBE  
Mark Wright, Assistant Specialist, PEPS

### **ALOHA FROM CTAHR**

Clifton Abe, Kauai County  
Richard Early, HNFAS  
Sharleen Fujimoto, PEPS  
M. Lee Goff, PEPS  
Dorothy Higashi, Associate Dean-Extension  
Elodia Hoa, TPSS  
Bernadette Leialoha, HNFAS  
Wai-Kit Nip, MBBE  
Lois Nitta, Administrative Services  
Trinidad Raval, Kauai County  
Khem Raj Sharma, MBBE  
Thomas Shelton, PEPS  
Roland Wong, MBBE

## REVISIONS TO TAX DEFERRED ANNUITY PROGRAM GUIDELINES

The Economic Growth and Tax Relief Reconciliation Act (EGTRRA) of 2001, also known as the pension reform act, which was signed into law by the President on June 7, 2001, resulted in significant and exciting changes in allowable contribution levels for the years 2002 – 2010.

On January 23 and 24, Bill Reimers of Plan Compliance Group, the third party administrator of the University's 403(b) Tax Deferred Annuity (TDA) program, will discuss the impact of the pension reform changes and its effect on UH 403(b) TDA program participants. Significant discussion points will include: increases to the maximum contribution limits, removal of the disincentive for concurrent participation in the TDA and the State's Deferred Compensation programs, additional deferral amounts for eligible employees over 50, etc.

Registration for the following sessions is required and can be done by going to the OHR website:

<http://www.pers.hawaii.edu/training/course.asp?CRN=78>

January 23, 2002      9:00 a.m. – 11:00 a.m.  
                                 1:30 p.m. – 3:30 p.m.  
                                 Campus Center

January 24, 2002      1:30 p.m. – 3:30 p.m.  
                                 Campus Center

Any session with low registration will be cancelled, therefore, it is imperative to provide the requested contact information. These sessions are scheduled for the Manoa Campus only as the HITS sites are unavailable due to system upgrades in progress. Future sessions are being scheduled for March/April 2002 and hopefully will be available on HITS.

### **ANNOUNCEMENTS**

- ✓ All 2001 vacation and sick leave forms should be submitted to the CTAHR Personnel Office as soon as possible, but no later than January 23, 2002.
- ✓ If you are ending your employment with CTAHR, please make sure the department/unit/county has a forwarding address to send your 2001 W2.
- ✓ **All** verifications of employment should be referred to the CTAHR Personnel Office for handling.

**CTAHR Personnel Office**

**3050 Maile Way Gilmore 207 Honolulu, Hawaii 96822**

**Phone: 956-6184, 956-4152 or 956-4289**

**The following are available on the Web:**

FEDERAL TAX FORM (W-4):

<http://www.irs.ustreas.gov>

STATE OF HAWAII TAX FORM (HW-4):

<http://www.state.hi.us/tax/taxforms.html>

PERSONNEL SCOOP (Available for viewing at):

<http://www2.ctahr.hawaii.edu>

Civil Service (BU 03 & 04) pay scale effective July 2, 2001:

<http://www.hawaii.edu/ohr/download/unit3.pdf>

UPW (BU 01) pay scale effective July 2, 2001:

<http://www.hawaii.edu/ohr/download/unit1.pdf>

APT (BU 08) pay scale effective July 2, 2001:

<http://www.hawaii.edu/ohr/download/11070201.pdf>

- ✓ New Civil Service (BU 03 & 04) pay scale effective July 2, 2001, can be found on the OHR Homepage at:  
<http://www.hawaii.edu/ohr/download/unit3.pdf>
- ✓ New UPW (BU 01) pay scale effective July 2, 2001, can be found on the OHR Homepage at:  
<http://www.hawaii.edu/ohr/download/unit1.pdf>
- ✓ New APT (BU 08) pay scale effective July 2, 2001 can be found on the OHR Homepage at:  
<http://www.hawaii.edu/ohr/download/11070201.pdf>