



## PERSONNEL QUESTIONS

Q: I am a part time employee working 45% FTE, how should I be completing my vacation/sick leave cards?

A: At 45% FTE which is equal to 18 hours per week, you should be signing out 3.60 hours per day. Even if you work 3 days a week, 6 hours per day, when it comes to signing out for vacation/sick leave, you need to sign out on a day to day basis.

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

## WILLARD WILSON DISTINGUISHED SERVICE AWARD

Nominations for the Willard Wilson Distinguished Service Award are now being accepted. Nominees must be University employees and can be from any campus and any occupational classification. The Willard Wilson Distinguished Service Award was established by the Board of Regents in 1969, in honor of retiring Board Secretary Willard Wilson.

The recipient will receive a Regents' medal, a \$1,000 award and recognition at an awards ceremony. The nomination should make a strong case for the nominee and include as much supporting material as necessary to clearly demonstrate the quality and length of time service provided to the University of Hawai'i. To submit a nomination, please write a letter to the Willard Wilson Award Committee, c/o the Executive Assistant to the President, Bachman Hall 202. Three to five letters of support addressing the nominee's record of distinguished service to the University may be included. The deadline for nominations is March 31, 2003.

## FILING SESSIONS

The Employees' Retirement System (ERS) has scheduled group retirement briefings and individual counseling sessions for employees retiring on June 1, July 1, August 1 or September 1, 2003. The staff will counsel employees individually on their retirement benefits and assist them with the completion of retirement applications.

If you wish to schedule an appointment, please select an appointment date and time and return the registration form at least **2 weeks** prior to your session date. Your appointment must be at least 30 days prior to and no earlier than 150 days prior to your retirement date. If you are married, your spouse may also attend. A written confirmation of your appointment will be sent to you. All sessions will be held at the Ala Wai Golf Course Clubhouse and session times are 8 a.m., 10 a.m. and 1 p.m.

<u>Session Date</u>	<u>Retirement Date</u>
March 27	June 1, July 1, August 1, September 1
April 3	June 1, July 1, August 1, September 1
April 24	June 1, July 1, August 1, September 1
May 8	July 1, August 1, September 1
May 29	July 1, August 1, September 1
June 5	August 1, September 1
June 26	August 1, September 1

Registration form is available on the OHR Homepage:  
<http://www.hawaii.edu/ohr/download/ersreg.pdf>

Nominations are being requested for the 2003 outstanding civil service employee and APT employee. Awardees will receive \$1,000 and a certificate of recognition at a special awards ceremony in September. They will also be automatically nominated for the 2003 Governor's Award for Distinguished State Service in October.

Nominations are due Monday, April 14 to the Office of the UHM Chancellor, Hawai'i Hall 202, attention Jack Katahira. For nomination forms and more information call (808) 956-8420 or e-mail jackk@hawaii.edu.

Last year's first recipients were CTAHR's own Eunice Domingo, Secretary from Hawai'i County and Sonia Campell, Research Support from the Department of Molecular Biosciences and Bioengineering.

#### **NEW FACES AT CTAHR**

Sarah Caccamise, Junior Researcher, MBBE  
Stacey Chun, Research Support, PEPS  
Earl Fujitani, Research Support, PEPS  
Kialani, Hinson, Academic Support, PEPS  
Ekhllass Jarjees, Junior Researcher, PEPS  
Su Yeong Kim, Assistant Specialist, COF  
Nicholle Konanui, Research Support, PEPS  
Janice Lai, Junior Researcher, PEPS  
Enrico Neri, Junior Researcher, TPSS  
Kristie Okazaki, Research Support, MBBE  
Debra Sasaki, Info Events & Publications, PIO  
Confeng Song, Junior Researcher, PEPS  
Merrissa Uchimura, Info Events & Publications, PIO  
Kathleen Vickers, Info Events & Publications, PIO  
Benjamin Vine, Junior Researcher, MBBE  
Xingeng Wang, Junior Researcher, PEPS  
Tembra Way, Media Design & Production, HNFAS  
Sahar Zaghloul, Assistant Professor, HNFAS

#### **ALOHA FROM CTAHR**

Kristine Chang, NREM  
Arlene Garcia, Dean's Office  
Ling Hong, MBBE  
Thomas Leopoldino, Hawai'i County  
Melissa Naguwa, PEPS  
Gayle Nakagawara, NREM  
Kerry Ogawa, Hawai'i County  
Verna Young, HNFAS

CTAHR Personnel Office  
3050 Maile Way Gilmore 207 Honolulu, Hawaii 96822  
Phone: 956-6184, 956-4152 or 956-4289

## **HAWAI'I EMPLOYER-UNION** **BENEFITS TRUST FUND**

The Hawai'i Employer-Union Benefits Trust Fund replaces the existing Hawai'i Public Employees Health Fund and is scheduled for implementation July 1, 2003. Please be on the lookout for further details.

## **ISLAND FLEX** **OPEN ENROLLMENT**

Island Flex, the State's flexible spending accounts benefit program offers two ways to reduce employees' income taxes and help pay for uncovered medical and eligible dependent care expenses. Open enrollment will be held from *March 17 through April 30, 2003*. Open enrollment flyers have been distributed announcing the Informational Sessions that will be held on all islands.

## **CONSOLIDATED UNIVERSITY** **VACANCY ANNOUNCEMENTS**

The University of Hawai'i consolidated vacancy announcements made its first appearance on Sunday, March 9 in the Honolulu Star Bulletin. The cost of a 5 line ad is \$57.29 and the information is extracted from the Work at UH Website position announcement. When you submit the paperwork for an ad on the Work At UH Website, we will contact you regarding an account code to charge. If you have any further questions or want more information, please contact the CTAHR Personnel Office.

## **UNIVERSITY CIVIL SERVICE** **EXPERIMENTAL MODERNIZATION** **PROJECT**

In May 2002, the Office of Human Resources (OHR) embarked on the development of new civil service classification and compensation systems based on broadbanding for white collar non-professional, blue-collar supervisory and nursing positions, and job enrichment for blue-collar non-supervisory positions. The target date of completion was February 2004.

Although the Civil Service Technical Advisory Committee and the Development Work Group have made significant progress on the development of the new systems, the project has been "put on hold" due to staff vacancies within OHR. It is with hope that one day the project can be resurrected.