



NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

August 16, 2007, No. 07-5

Ken Y. Nakamatsu, Director
Department of Human Resources

2007 Employees Recognition Program Neal Blaisdell Concert Hall August 30 from 9:00 a.m. to 11:00 a.m.

All employees are invited to attend the **2007 Employees Recognition Program** on August 30, 2007, 9:00 a.m. at the Neal Blaisdell Concert Hall. Mayor Hannemann will recognize Departmental Employee and Manager of the Year nominees, the Outstanding Deputy Corporation Counsel, the Outstanding Deputy Prosecuting Attorney, recipients of the Exceptional Achievement Award, the Valor Award recipient, and the 25, 35 and 45 Years Service Award honorees. On behalf of our City workforce, we congratulate all employees who will be recognized! (Carpooling is encouraged. If you are located near the Honolulu Civic Center, you may want to ride the free trolley to the Neal Blaisdell Concert Hall. Trolley pick-up is on Punchbowl Street.)



35 & 25 YEARS SERVICE AWARD

Congratulations to the following employees who also completed 35 and 25 years of dedicated service to the City & County of Honolulu.

35 Years of Service

Board of Water Supply
Sheldon W.K. Ganeau

Honolulu Fire
Lawrence L.T. Sukanuma, Jr.
(inadvertently listed as a 25 Years of Service honoree)

Honolulu Police
Alan F. Fujimoto
Robert A. Quinn



25 Years of Service

Board of Water Supply
Calvin C. Koseki

Budget & Fiscal Services
Annette N. Kabasawa

Customer Services
Shirley S. Nishida

25 Years of Service (continued)

Honolulu Police
Alexander C.K. Ahlo
Douglas J. Beerman
Kent C.K. Chu
Laura M.Z. Chun
Tracy G. Dantsuka
Frederick R. Denault, Jr.
Aaron C. Farias
Wayne A. Fernandez
Scott M. Headle
Herman B. Hose, III
Bryan K. Iwane
Emerick K. LaMontagne
Gary K. Lahens
William M. Luat
Victor C. Muniz
Laura L. Natividad
Kevin K. Nishida
Corbett O. Roy Jr.
Timothy T. Slovak

FREE TROLLEY RIDE



to the
Neal Blaisdell Concert Hall
on August 30th
trolley leaves every 20 minutes
(7:30, 7:50, 8:10, 8:50, 9:10 and 9:30)
one way only

**Pick-up on Punchbowl Street across
from Honolulu Hale between the Hawaii State
Library and the State Capitol**



2007 Employees Recognition Program Special Entertainment

Royal Hawaiian Band & Glee Club

featuring

Misty Kelai

&

Karen Keawehawaii



Flexible Work Hours Program



Each department based on operational requirements can administer a **Flexible Work Hours Program***. This program provides eligible employees the opportunity to establish work hours within specified parameters. (*This is not the same as an alternate work week schedule or alternate work week program.)

Flexible work hours can improve employee working conditions; help ease peak hour traffic; and accommodate employees work and family needs.

While each department head has the authority to implement the program, there are certain situations which may preclude participation in a flexible work hours program including:

- Employees who work on a pre-scheduled shift work basis;
- Employees who must report at a pre-set time and place for transportation to work sites;
- Employees who work in a crew situation where all members of the crew must necessarily start and end work at the same time; and
- Other employees whose work circumstances do not permit deviation from pre-set working hours.

If you need more information regarding the program and your eligibility, please check with your personnel officer.

WHEN DO YOU NEED ETHICS ADVICE?



You've heard it before - call the City Ethics Commission at **768-7786** if you have a question about ethics. They provide confidential ethics advice to all City employees and officials. But do you really know when to call for advice? Can you recognize situations that are likely to raise questions about ethics? Here are some suggested times to contact the ethics office for advice.

~ **Gifts**. If you receive a gift (including prizes and awards) from a person or business that has dealings with your City office or is subject to City action that you take.

~ **Trips**. If any person or business offers to pay for your travel expenses for a City business trip.

~ **Extra compensation**. If you are offered an honorarium, extra compensation, or anything of value (other than your regular City salary) for performing your official duties.

~ **Use of City resources for a non-City purpose**. If you are using City time, equipment, facilities, personnel, the City seal, stationery, or other City resources for private business purposes, political activities, or any other non-City project or purpose.

~ **Fundraising**. If you are planning to engage in fund raising activities for your City office.

~ **Soliciting donations**. If you are planning to solicit private donations on behalf of your City agency.

~ **Substantial financial transactions with subordinates**. If you are planning to engage in a substantial financial transaction with your supervisor or with one of your subordinates, or with persons or businesses that you inspect or supervise.

~ **Conflicts of interests involving your own financial interests**. If you may be taking official action affecting your own financial interests or a business in which you have a financial interest. Note that a "financial interest" includes an employment, ownership or stock ownership, and a directorship or officership in a business.

~ **Conflicts of interests involving your family's financial interests**. If you may be taking official action affecting your spouse's or children's financial interests or a business in which your spouse or children have a financial interest.

~ **Outside employment and other new financial interests**. If you are planning to acquire a new financial interest (such as an employment) in a business that may be subject to official action by you.

~ **Representing others before any City agency**. If you are planning to assist or represent a person or business, for pay, before any City department or agency.

~ **Representing others on matters you have worked on**. If you are planning to assist or represent a person or business, for pay, on a matter in which you have been officially involved, or will be officially involved.

~ **City contracts**. If you plan to contract with the City or have a significant interest in a company that contracts with the City.

~ **Termination of City service**. If you will be leaving (or have left) City service and plan to obtain other employment, particularly in a field related to the type of work you did for the City.

If you find yourself in any of these situations, do not hesitate to contact the City Ethics Commission at **768-7786** or by email at ctotto@honolulu.gov for advice. And of course, if at any other time you have an ethics question, call the ethics office!



Who gets your \$36,225 life insurance?



City employees who receive health benefits are eligible for a free group life insurance policy (if under age 65). Effective July 1, 2007 the benefit was increased to \$36,225 for employees under age 65. In the event of your unforeseen death as an employee, the person or persons identified, as beneficiary(ies) is eligible to receive the \$36,225. Who did you name as beneficiary? If you can't remember, you may want to complete a new beneficiary document. Please call your department personnel officer and they will be glad to provide you with a new form. ■

What is deferred compensation?

ING  Call **ING** at **597-8213**

Deferred compensation is a program that allows you to defer a portion of your salary until you retire or leave the City. This is done automatically through payroll deduction.

Participation in the Hybrid Plan does not affect the maximum contribution for deferred contribution. The maximum contribution for deferred compensation is \$15,500 if you are under 50 years of age and \$20,500, if you are 50 years old and older.

Eligible employees should call **ING** at **597-8213**, the City's plan administrator directly if they want to start, change their salary reduction amount or close an account.

SOCIAL SECURITY ADMINISTRATION



The Social Security Administration Office is promoting use of their on-line services via this website:

<http://www.socialsecurity.gov/hrm/>

This on-line service can help you:

- Apply for benefits.
- Replace your stolen, lost or damaged Medicare card.
- Request a Proof of Income letter.
- Change of address and phone numbers.