



NEWSLETTER

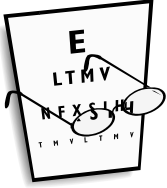
Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

March 16, 2007, No. 07-1

Ken Y. Nakamatsu, Director
Department of Human Resources

2007 OPEN ENROLLMENT IS APRIL 16 - May 18 WATCH FOR CHANGES...



Each year eligible employees have an opportunity to review their health care (medical, drug, dental, vision) and life insurance coverage and assess whether the coverage satisfactorily meets their needs. It is also an opportunity to review new plans and understand changes to existing plans. This period is called **OPEN ENROLLMENT**.

This year, the open enrollment period is **April 16, 2007 through May 18, 2007**. There are changes to the health and life insurance plans and employees are encouraged to review the "Health Benefit Brochure 2007 Reference Guide for Active Employees" for changes. The brochure will be available in mid-April. ■

Premium Conversion Plan

During **Open Enrollment**, eligible employees are also given an opportunity to determine whether they want to continue, discontinue or begin their participation in the City's Premium Conversion Plan. Employees will be provided a pre-filled "**Annual Benefit Reelection Form**" from their respective department personnel office to complete. Each eligible employee must complete the reelection form.

Update Your Personal Information



If you have a new mailing address, complete a "**Notification of Address Change**" eform. The form is available via the **City's intranet eforms** under "**BFS FORMS**". Complete the form and submit it to your department personnel office. If you do not have access to the City's intranet, contact your department personnel office for a form.


WHISTLEBLOWERS ARE PROTECTED FROM RETALIATION

The Whistleblowers' Protection Act (HRS Chapter 378, Part V) protects employees who:

- Report a violation or suspected violation of law, rule, ordinance, regulation, or contract, to the employer or a public body;
- Participate in an investigation, hearing, or inquiry requested and held by a public body or court action.

This means that an employee cannot be terminated, threatened, or otherwise discriminated against because that employee has made a report, either verbally or in writing, of a violation or suspected violation of law or a contract executed by the government. Retaliation against whistleblowers is prohibited. Any employee who feels that retaliatory employment action has been taken in violation of the Whistleblowers' Protection Act should report such conduct immediately. Reports may be made to the immediate supervisor, a higher level supervisor, department head, the department's designated personnel or administrative services officer, the City's Equal Opportunity Officer or the Director of Human Resources. ■

Are you enrolled in deferred compensation?

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 \$15,000 if you are under 50 years of age and \$20,000, 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 change their salary reduction amount, start or close an account.



Employees' Retirement System of the State of Hawaii

www4.hawaii.gov/ers



Visit the State Employees' Retirement System website for information regarding retirement.

The **2007 schedule for Group Briefing and Individual/Filing Sessions** for employees retiring from May 1, June 1, July 1, August 1, September 1, October 1, and November 1 is available on-line. For more information, contact the Employees' Retirement System at 586-1736.




Respectful Workplace Free of Discrimination and Harassment

Federal, state and local laws protect us from discrimination in the workplace. Discrimination can sometimes take the form of harassment. Sexual harassment is a form of sex discrimination and is defined as: unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct 1) explicitly or implicitly affects an individual's employment, 2) unreasonably interferes with an individual's work performance, or 3) creates an intimidating, hostile or offensive work environment.

Discriminatory conduct, even if not intended to offend, is prohibited in the workplace. All employees are expected to refrain from conduct that is discriminatory. All of us have the right to work free of unlawful discrimination and harassment. Each of us has the responsibility to help create a workplace that is respectful for all. Examples of conduct that is disrespectful and inappropriate for the workplace include (not an all inclusive list):

- ✓ Ethnic/racial slurs, teasing and jokes
- ✓ Racist profanity and sexually abusive language
- ✓ Religious humor or derogatory comments about a person's beliefs
- ✓ Sexually suggestive conversation, gestures and emails
- ✓ Remarks about a person's disability or perceived disability
- ✓ Differential treatment based on an individual's color, race, religion, disability, sex, national origin, etc.
- ✓ Physical contact of a sexual nature
- ✓ Retaliation for reporting harassment or discrimination



NOTE: Complaints of discrimination can be made to any supervisor or manager, departmental EEO Coordinator or the City's Equal Opportunity Officer at 768-8505.

Employment discrimination based on any of the following factors is prohibited:

race, color, religion, national origin, sex (including sexual harassment), disability, age, ancestry, arrest and court record, breastfeeding, child support obligation, marital status, national guard, politics, sexual orientation. Retaliation for complaining of discrimination is also prohibited and considered a separate violation. ■




www.CityCountyHonoluluTM.org

**You're invited to a
City & County of Honolulu
Toastmaster Club #4079
Open House**

**Tuesday, March 20, 2007
12:00 p.m. to 1:00 pm.**

(Please plan to arrive at 11:45 a.m. for check-in and seating)

**Mission Memorial Auditorium
550 South King Street (Red Brick Building)**

Metered parking on King Street and Civic
Center Parking Garage

Refreshments

*The City & County of Honolulu Toastmasters Club #4079 is
officially recognized by the City & County of Honolulu and
listed in the DHR Training and Development Catalog.
Please see your department training coordinator if interested
in attending this open house.*



CAREGIVER EDUCATION/ SUPPORT GROUP

KAPOLEI HALE
Friday, April 13, 2007
11:30 – 12:30
2nd Floor

*Department of Environmental Services
Conference Room*

FASI MUNICIPAL BUILDING
*Monday, April 16, 2007**
11:30 – 12:30
10th Floor

*Department of Human Resources
Conference Room*

**Date change from Training Catalog*



Employee ID Numbers are on your pay stub

You can find your employee ID number on the top left side of your pay stub. All employees have been issued an employee ID number and this number is being used in lieu of your social security number. You may want to keep this number readily available for personnel purposes. ■

PRE-RETIREMENT PLANNING SEMINAR



The Pre-Retirement Planning Seminar is designed for employees who plan to retire within the **next three years**. This one-day seminar brings together speakers from the State Employees' Retirement System, Employer Union Trust Fund, ING (our deferred compensation provider), and the Social Security Administration. The seminar schedule is provided below:

Contact your department training coordinator if you are interested in attending this all day seminar. Carpooling is encouraged.

Uniformed Fire Personnel only:

March 20, 2007, Tuesday
Fire Training Center
890 Valkenburgh Street

General Employees:

April 5, 2007, Thursday
Mabel Smyth Auditorium
(No parking validation)
510 South Beretania Street