



NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

May 15, 2007, No. 07-2

Ken Y. Nakamatsu, Director
Department of Human Resources

A DRUG-FREE WORKPLACE

All City employees should be concerned about the effects of drugs in the workplace and on society. In 1990, the City established a Drug-Free Workplace Policy for City Employees. It is one part of an overall effort by the City to establish and maintain a drug-free workplace. Employees in federally-funded programs covered by the Drug-Free Workplace Act are also covered by the Drug-Free Workplace Policy for Federally-Funded Worksites.

The policies emphasize the City's prohibition of unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on City premises or on City time. In addition, the policies encourage employees who have problems or concerns that may affect their ability to comply with the prohibitions to seek assistance before the activity leads to disciplinary action and/or conviction.

The Drug-Free Workplace Policy for Federally-Funded Worksites also requires that an employee report, in writing, to his/her department any conviction for the prohibited activity listed above. The report must be made within five calendar days of the conviction.

All City employees should familiarize themselves with the policy or policies applicable to them. You can obtain a copy of the policy from your departmental personnel office. ■



Are You Taking Advantage of All Your Opportunities?

The recent investment, expense, and service enhancements to the City and County of Honolulu 457 Deferred Compensation Plan make it the ideal time for you to review your progress towards your retirement objectives.

Attend an Educational Group Meeting or Seminar

Take advantage of an opportunity to learn more about the Plan, asset allocation concepts, retirement investment strategies, and a variety of other educational topics.

Meet Individually With an ING Representative

If you prefer an individual meeting rather than a group session, ING representatives can meet with you one-on-one. Call ING's Honolulu Customer Service Center at 597-8213 to schedule a personal meeting.

Review your Account Information

Periodically review and update your personal account information. Is your designated beneficiary current? Have you recently changed addresses and need to update your contact information?

Identify any Investment Changes

When was the last time you reviewed your investment allocations and aligned them with your risk profile? A current review of your financial objectives and how your investment style fits with your choices in the new investment menu may be appropriate. You can access your account on the Plan's custom web site at ingretirementplans.com/custom/Honolulu. In addition, ING's Honolulu representatives are available to meet with you individually to help you chart your course.

Stay Informed

Take charge ... it's your future! Take advantage of the variety of services ING makes available to help you better plan for your tomorrow.

You should consider the investment objectives, risks, and charges and expenses of the variable product and its underlying fund options carefully before investing. Fund prospectuses containing this and other information can be obtained by calling 597-8213. Please read the information carefully before investing. Group annuity contracts are intended as long-term investments designed for retirement purposes. Money distributed will be taxed as ordinary income in the year the money is distributed. Account values fluctuate with market conditions, and when surrendered, the principal may be worth more or less than the original amount invested. An annuity does not provide any additional tax-deferral benefit; tax deferral is provided by the plan. Annuities may be subject to additional fees and expenses to which other tax-qualified funding vehicles may not be. However, an annuity does offer other features and benefits, such as lifetime-income payments and death benefits, which may be valuable to you. ING Life Insurance and Annuity Company (ILIAC) issues life insurance products. Seminars and securities are offered through ING Financial Advisers, LLC (Member SIPC) or other broker-dealers with which ING has selling agreements C07-0330-001R (04/07).

Correction...

The 2007 maximum contribution for deferred compensation is **\$15,500** if you are under 50 years of age, and **\$20,500** if you are 50 years of age and older.

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

DO THE RIGHT THING

When is Using Your City Computer a Violation of the Ethics Code?

Every morning thousands of City employees log on to their computers at work. Computers are an integral part of efficient government operations. However, sometimes, employees use their City computers for more than official government business.



City resources, including computers, may not be used for non-city purposes under the "Fair and Equal Treatment" section of the Charter (Section 11-104, Revised Charter of Honolulu). Here are *some examples* of **prohibited** use of City computers:

- Using City computers *to do work for a private business*, such as creating mailing lists, spreadsheets, or reports, or using City e-mail to communicate with clients or employers regarding private business purposes.
- Using City computers *for political campaign activities*, such as creating campaign newsletters, or using City e-mail to plan or coordinate campaign fundraisers, sign waving or other campaign events.
- Using City e-mail *to advertise or sell private goods or services*.
- Using City e-mail *for private fund raising*, such as selling fund raiser tickets to other employees to benefit private clubs, charities, religious organizations, etc.
- Using City computers *to access the internet for private business purposes*, such as visiting internet auction sites in order to sell goods or to access web sites in order to conduct private business activities.

In addition to the ethics laws, there may be other laws or agency policies in place governing the use of your City computer. You are advised to check with your agency about any other restrictions that may apply.

Have a question or complaint about the use of City resources or a conflict of interest? Contact Chuck Totto at 768-7786 or ctotto@honolulu.gov. Remember, it's confidential.

Employee ID Numbers

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. ■

2007 Mayor's Awards Program

Thursday, August 30, 2007

9:00 a.m. to 11:00 a.m.

Neal Blaisdell Concert Hall

All employees are invited to attend the 2007 Employees Awards Program on Thursday, August 30th at 9:00 a.m., Neal Blaisdell Concert Hall. This program recognizes the Departmental Employee of the Year nominees, Manager of the Year nominees, Service Award (25, 35 and 45 years) honorees, Exceptional Achievement Award honorees, and Valor Award honorees. **Mark your calendar to be there!**

Carpooling is encouraged.

SEMINAR ON PLANNING FOR A COMFORTABLE AND SECURE RETIREMENT

The Planning for a Comfortable Secure Retirement seminar (previously called "Successful Planning for Tomorrow" and "Mid-Career Seminar") is designed for employees who are **10 to 20 years away** from retirement. Among the topics covered are: defining your financial goals, managing your cash flow and debt, and planning for a comfortable retirement by having enough income. The next **all-day seminar** is scheduled for:



Thursday, August 2, 2007
Mission Memorial Auditorium
550 South King Street
8:30 a.m. to 4:00 p.m.



Contact your department's training coordinator if you are interested in attending this all-day seminar. Parking is limited. Carpooling is encouraged.

Employees' Retirement System of the State of Hawaii

www4.hawaii.gov/ers

Most employees are earning credits in the Employees' Retirement System (ERS) while working for the City. Generally, if you are eligible for health-insurance benefits from the City, you are earning ERS credits. If you are one of these employees, you may be interested in the web site the ERS established for its members. Some of the areas covered by the web site are: general information for hybrid, contributory, and noncontributory members, information for prospective retirees, a benefits calculator, forms, and reports. The web site can be a useful tool; however, **if you are making any life-altering decisions based on the information provided on this site, you must confirm that information with the ERS (586-1735) to avoid any problems.** ■

Department of Human Resources • Job Information Center • 650 South King Street, 10th Floor

Hours: 7:45 A.M. To 4:30 P.M. • 24-Hour Job Information Line: 768-8522

Visit our web site at: www.honolulu.gov/hr