



NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

December 2007, No. 07-7

Ken Y. Nakamatsu, Director
Department of Human Resources



Is retirement on your mind within the next 3 years? 2008 Pre-Retirement Planning Seminars

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 (contributory, non-contributory and hybrid plans), Employer Union Trust Fund (health benefits), ING (deferred compensation administrator), and the Social Security Administration.

General Employees

**Thursday, February 28, 2008
Mabel Smyth Auditorium
510 South Beretania Street
8:00 a.m. to 4:00 p.m.**

Uniformed Fire & Sworn Police Personnel only

**Thursday, March 6, 2008
Mission Memorial Auditorium
550 South King Street
8:30 a.m. to 3:30 p.m.**

Contact your Department Training Coordinator if you are interested in attending this **all day** class in 2008. Parking is limited. Employees are encouraged to carpool. ■

Who did you name as beneficiary to 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 beneficiaries, are eligible to receive the \$36,225. Who did you name as your beneficiary? If you can't



remember or if your beneficiary has a new address, 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. ■

Donate Your Excess Vacation Leave

If you have over 90 days of vacation leave credits and cannot use your vacation leave credits by Monday, December 31, 2007, you may donate the excess to an employee in the City's Leave Sharing Program or to the City's Leave Share Bank. Employees with forfeitable vacation leaves must submit their donations by **December 9, 2007** to your department's personnel office.



The Leave Sharing Donor form is available on-line at <http://cityfyi/hr/eps/leavesharing.doc>. Leave sharing donor forms must be submitted to the appropriate authority for approval. For further information contact your department personnel officer. ■

REYNOLDS RECYLCE REDEMPTION CENTER (MACHINES)

IN THE FMB LOBBY

Monday-Friday 8 a.m. to 5 p.m.

Closed on Saturday & Sunday



Do you know someone who...

- Wants a job where he/she can make a difference every day.
- Likes challenges—he/she doesn't want to do the same thing day after day.
- Wants on-the-job training—where he/she gets paid while in training.
- Wants great benefits.
- **Wants to save lives.**

If this sounds like someone you know (or it sounds like you), act quickly to tell the person to apply for:

EMT I (Trainee Position)

Pay: \$2,917 per month

Find out details about the program and apply at:

www.honolulu.gov/hr

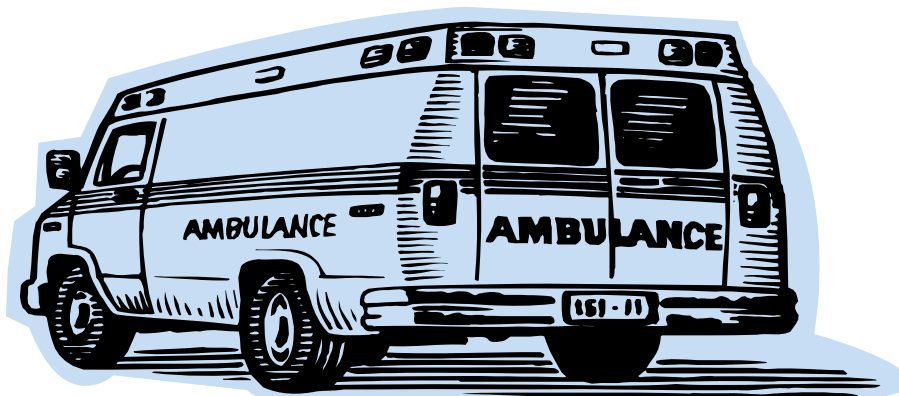
Deadline to apply: **Thursday, December 6, 2007**

Minimum Qualification Requirements:

- Graduation from High School or Equivalent
- Valid Driver's License (Type 3)*
- CPR Certificate (Cardio-Pulmonary Resuscitation Certificate issued by a nationally recognized organization such as the American Heart Association, American Red Cross or National Safety Council)*

*Submit a copy within 7 days of filing the application.

A written test will be administered to qualified applicants and trainees will be selected from those passing the test.



For more information call—768-8536.