



NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

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Ken Y. Nakamatsu, Director
Department of Human Resources

Harassment – Is No Joking Matter!

We all like to have fun and sometimes we may joke around with our co-workers, but did you know that certain jokes and humor may lead to disciplinary action even if you did not intend to offend? What may seem like harmless fun could be considered harassment if it insults, humiliates, or embarrasses a person because of his or her national origin, ethnicity, age, gender, color, race, religion, disability, or sexual orientation. Harassment at work is prohibited because it can affect productivity, work performance, working relationships, and morale. It is also considered a form of discrimination and is against the law.

Workplace harassment can take different forms. **VERBAL HARASSMENT** can include speech, written words, and even sounds. **PHYSICAL HARASSMENT** can include unwelcome touching, purposely brushing up against someone, impeding or blocking another person's movement, hitting, pushing, assaulting, or any physical interference of work activity. Harassment can even occur without any words or actions. **VISUAL HARASSMENT** can include computer generated messages or images. Be aware that offensive e-mail messages, jokes, or pictures are inappropriate in the workplace and can be a serious violation of City policy.

If you feel you are being harassed at work, you can tell the harasser to stop. If the harassment continues, report it immediately to your supervisor. You may also report harassment to your Department or Agency Head, Departmental EEO Coordinator or to the City's Equal Opportunity Office (EOO) at 768-8505.

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



All employees have the right to a harassment-free workplace including the right to report any incidents of harassment without fear of retaliation. ■

Reporting Unethical Activities

Question: *What should I do if I think someone is misusing City resources or has a conflict of interest?*



Answer: Speak up. It's up to all of us to take care of our workplace. That includes preventing misconduct. There are many options to bring attention to possible ethics violations. Consider reporting your concern to your supervisor.

Sometimes, you may not feel comfortable talking to someone in your department about wrongdoing. If so, you should contact the Ethics Commission. We will discuss your concerns with you. The Commission will investigate reports of misuse of City resources or conflicts of interest if you provide sufficient facts – the "who, what, when, where, why and how."

Question: *What about retaliation against me for reporting the problem?*

Answer: Retaliation is a real concern for many who are thinking about reporting suspected misconduct. In making your decision, you should know that there are safeguards to protect those who report possible misconduct. It is illegal under Federal and State law to retaliate against someone who contacts their supervisor or another agency about misconduct. Also, the Commission is prohibited by law from revealing the identity of those who contact it. Finally, the Commission may take anonymous complaints, but only if the details of the suspected misconduct are clearly stated.

If you have questions or concerns about ethics issues, contact the Commission at 768-7786 or ctotto@honolulu.gov. It's free, fast and confidential. For more information, check out our web site at www.honolulu.gov/ethics.

Do you know about 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 compensation. 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, the City's plan administrator, at 597-8213 if they want to make changes to their salary reduction amount or start an account.



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. ■

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.

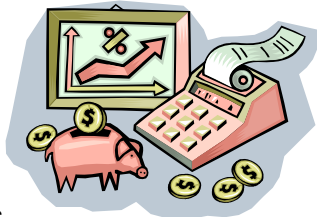
The policies emphasize the City's prohibition of unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on City premises or on City time. In addition, the policies encourage employees who have problems or concerns that may affect their ability to comply with the 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. ■

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, June 26, 2008
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. ■

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. ■

USE DIRECT DEPOSIT

Do you have your paycheck directly deposited into your financial institution on payday? With direct deposit, whether you're on vacation, sick leave or traveling out of town, your pay will be deposited into your account.

Direct deposit is the safest, most convenient way to get your money into your checking or savings account. You will still receive a statement from the City and a monthly account statement from your financial institution. The City payroll office will honor direct deposit forms from any participating financial institution.

Direct deposit authorization forms are available via the City's intranet eforms under "BFS FORMS". Complete the form and submit it to your department's personnel office. If you do not have access to the City's intranet, contact your department personnel office for an authorization form.

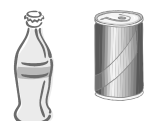
(When you are on industrial leave and have exhausted your sick and vacation leaves, check with your supervisor or department personnel office regarding your paycheck.) ■



REYNOLDS RECYLCE REDEMPTION CENTER (MACHINES)

IN THE FMB LOBBY

Monday-Friday 8 a.m. to 5 p.m.
Closed on Saturday & Sunday



Visit our website at: www.honolulu.gov/hr

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