

DEPARTMENT OF HUMAN RESOURCES NEWSLETTER

Mufi Hannemann, Mayor
City and County of Honolulu

Bringing Personnel news to our City workforce

Ken Nakamatsu, Director
Department of Human Resources

Preventing Discrimination is Everyone's Responsibility!

As employees, we all have a role to play in making sure that our workplaces are free from discrimination and harassment. The real measure of a healthy workplace is in the way employees treat each other. Policies and training are not enough. Everyone's help is needed to:

- Speak up and report discriminatory or harassing conduct;
- Bring forward concerns in a timely manner;
- Support the right of others to file complaints;
- Refuse to take part in inappropriate conduct;
- Treat others fairly and with dignity and respect;
- Refrain from joking about age, ethnicity, disability, sexual orientation, religion, etc.;
- Stop immediately if someone tells me that my words or actions offend them;
- Cooperate fully with any reviews or investigations.



Is it Fun or is it Harassment?

We all like to have fun, but what may seem like harmless fun to one person 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. Whether or not we intend to offend another, our conduct will be evaluated by how it impacts the other person. We no longer can gauge our conduct on how we would like to be treated, but rather on how the other person would like to be treated! Harassing conduct can be verbal, visual or physical. Be aware that 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. Do not use your City computer, cell phone or other electronic device to send non-work related messages that contain potentially offensive, discriminatory or harassing content.

Filing a Complaint

Anyone who believes they are being discriminated against or harassed in the workplace may file a complaint. Complaints of discrimination, harassment or retaliation may be made to any supervisor or manager, departmental EEO Coordinator, Director/Agency Head, or the City's Equal Opportunity Office at **768-8505**.



2009 Pre-Retirement Seminars

The Pre-Retirement 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. Call your department personnel training office to enroll.

General Employees

Thursday, April 30, 2009
Queen's Conference Center
Mabel Smyth Auditorium
510 South Beretania Street
8:00 a.m. to 4:00 p.m.

Sworn Police Personnel only

Thursday, March 19, 2009
HPD Training Academy
Ke Kula Maka'i
93-093 Waipahu Depot Street
8:30 a.m. to 3:30 p.m.

Uniformed Fire only

Thursday, April 9, 2009
Charles H. Thurston
Training Center,
Classroom 1
890 Valkenburg Street
8:30 a.m. to 3:30 p.m.

Summer Fun Student Aide!



Looking for a rewarding summer experience?

The City and County of Honolulu is seeking to hire enthusiastic, currently enrolled college students for the 2009 Summer Fun Program.

Student Aide II: \$9.00/hr.

Student Aide III: \$10.50/hr. (Returnees)

REQUIREMENTS: Applicants must be enrolled as a student (full/part-time) with 24 college credits earned by June 2009; have genuine liking for children and be able to supervise instruction in arts & crafts, music, dance, Hawaiiana, physical fitness and assist in other games and activities.

- ◆ Employment period will be approx. 8 weeks
- ◆ Work Days: Monday-Friday (excl. holidays)

Online Applications will be accepted from:
December 15, 2008—June 29, 2009

For More Information: <http://www.honolulu.gov/parks/studentemploymentprogram.htm>

To Apply: https://www4.honolulu.gov/cityhallonline/DIT0204/DIT0204_frmStudentAideFormInitiate.asp

Questions???? Phone: 768-3044 EOE

CORRECTION:

We apologize for the incorrect address for the C2HERPS website reflected in our previous issue. It is: <http://c2herps> for additional information.



Deferred Compensation 2009

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.

The maximum contribution for deferred compensation has been increased to **\$16,500** for the 2009 calendar year. If you are 50 years old and older you can contribute **\$22,000** and the 3 year catch up is now **\$33,000**.

Employees need to contact ING, the City's plan administrator directly if they want to make changes to their contributions or start an account. Call **ING at 597-8213**.

Save for Retirement Week —Encore!

Friday, February 20, 2009

Fasi Municipal Building, 10th Fl. Conference Room
(Sessions are on your own time.)

11:00 a.m. New Participant Session

A session for non-participants interested in joining the deferred compensation plan.

Noon

Budgeting

Do you know where your money goes? These budgeting tips can help you make ends meet, and better prepare your future.



Have a question about how the ethics laws apply to you or those you work with? Concerned about misuse of City resources, fraud, waste or conflicts of interest in City government? To help prevent violations, the Honolulu Ethics Commission gives ethics advice. The Commission also investigates allegations of misconduct against City officials and employees. Your request for advice or complaint is kept confidential by law. The Commission accepts anonymous complaints that are based on facts.

Check if you should contact the Commission. Take a minute to read the Ethics Checklist.

ETHICS CHECKLIST

Call the Honolulu Ethics Commission at 768-7786 or email ctotto@honolulu.gov

Before You...

- Accept a gift from someone doing business with the City.
- Work for a person or a firm or own all or part of a firm that does business with the City.
- Take any action as a City officer or employee that will financially help you, a member of your family, a business you own or work for, or anyone with whom you have a business, financial, or close personal relationship.
- Use a City resource for non-City purposes.
- Communicate with a City agency on behalf of a private person or entity.
- Use confidential City information for a non-City purpose or disclose it to a private person or firm.
- Accept anything from anyone other than the City for doing your City job.
- Ask another City officer or employee to work on a political campaign or to make a political contribution.
- Enter into a business or financial relationship with another City officer or employee.
- Act as a lawyer or consultant against the City's interest in any legal matter.
- Discuss possible future employment with a firm you are dealing with in your City job.
- For one year after you stop working for the City, work on a project involving the City.