

## 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

### ***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 on the 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 activities 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. ■



### ***New Personnel & Payroll System, Advantage HRM is coming!***

The target date for the City's conversion to the new personnel and payroll system, Advantage HRM, is May 2009! In addition to this new system, we are also converting to an "after the fact" payroll process. This allows for an employee's time worked, sick and vacation leave taken, and premium pay earned to be processed for the same pay period. In general, salaried employees on board at the time of conversion will continue to receive their salaries as paid in the payroll prior to conversion. These amounts will be considered advanced salaries and will be adjusted from the employee's final paycheck processed after they leave the City. After conversion, all newly hired employees will be paid for the period actually worked on the following semi-monthly pay period.

Stay tuned for more information. Or, visit our website at: <http://c2herps/> for additional information regarding the C2HERPS project.

### ***Flexible Work Hours Program***

Each department based on operational requirements can administer a **Flexible Work Hours Program**\*. This program provides eligible employees the opportunity to establish work hours within specified parameters. (\*This is not the same as an alternate work week schedule or alternate work week program. If you have internet access, you may visit the City's website to view the policy under Chapter VIII-1 at <http://www.honolulu.gov/hr/personnel/>.)

Flexible work hours can improve employee working conditions; help ease peak hour traffic; and accommodate an employee's work and family needs.

While each department head has the authority to implement the program, there are certain situations

which may preclude participation in a flexible work hours program including:

- Employees who work on a pre-scheduled shift work basis;
- Employees who must report at a pre-set time and place for transportation to work sites;
- Employees who work in a crew situation where all members of the crew must necessarily start and end work at the same time; and
- Other employees whose work circumstances do not permit deviation from pre-set working hours.

If you need more information regarding the program and your eligibility, please check with your personnel officer.

earn over **\$2,500** this summer!!!

If you complete at least one year of college (24 credits) by June 2009 and intend to continue towards a degree in the Fall 2009, apply online at

[www.honoluluparks.com](http://www.honoluluparks.com)

**BE A CITY SUMMER RECREATION AIDE!**

Starting pay \$9.00 per hour; returning DPR Summer Recreation Aides \$10.50 per hour. Apply online at [www.honoluluparks.com](http://www.honoluluparks.com). For further information, call 768-3044.



CITY AND COUNTY OF HONOLULU  
An Equal Opportunity Employer

## **PLANNING FOR A COMFORTABLE AND SECURE RETIREMENT SEMINAR**

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
- planning for a comfortable retirement by having enough income.

The next **all-day seminar** is scheduled for:

**Thursday, June 18, 2009**  
**Fasi Municipal Building, 10th Floor**  
**DHR Large Conference Room**  
**650 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. ■

## **EMPLOYEE ID NUMBER**

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. ■

## **USE DIRECT DEPOSIT & SAVE TIME**

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 eforms, 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.) ■

## **COMMUTER CHOICE PRE-TAX BENEFIT IS AVAILABLE**



The federal **Commuter Choice Pre-Tax Benefit** is available to all City employees. **What is it?** You may designate as a pre-tax item your monthly City parking fee, bus pass or mass transit fees via payroll deduction. The monthly cost is deducted from your gross salary in advance and transmitted to the respective transit company. Mass transit alternatives include: TheBUS, LOTMA, Vanpool Hawaii, and TheHANDI-VAN. Other transit alternatives may be added as they become available. You must complete the appropriate forms.

Since pre-tax deductions will decrease total taxable income, you may want to consult with your tax advisor to determine the impact the pre-tax approach may have on your social security benefits and deferred compensation contributions.

**How can I enroll or cancel?** Contact your department personnel office.

**What if your parking fees are already deducted through payroll deduction?** Complete the pre-tax election form that you can obtain from your department personnel office. ■

