



NEWSLETTER

Bringing personnel news to our City workforce.

Mufi Hannemann, Mayor
City & County of Honolulu

July 2007, No. 07-3

Ken Y. Nakamatsu, Director
Department of Human Resources

Is retirement on your mind within the next 3 years? Attend the Seminar on Pre-Retirement Planning for General Employees



The seminar on Pre-Retirement Planning is designed for employees who plan to retire **within the next three years**. This all-day seminar brings together speakers from the State of Hawaii Employees' Retirement System (contributory, noncontributory and hybrid plans), Employer Union Trust Fund (health benefits), Estate Planning, ING (our deferred compensation provider), and the Social Security Administration. The next seminar is scheduled for **Thursday, September 6, 2007** from **8:00 a.m. - 4:00 p.m.** at the Mabel Smyth Auditorium (located on the Queen's Medical Center campus). Seating is limited. No parking validation. Carpooling is encouraged.

Contact your Department Training Coordinator if you are interested in attending this all-day seminar. ■

“ATTABOY!”

Congratulations Thomas Eaton of the Department of Facility Maintenance!



A representative from the Health Care Association of Hawaii who was participating in the Makani Pahili Hurricane Exercise made it a point to comment on how pleased she was with Thomas Eaton's customer assistance at the Fasi Municipal Building's (FMB) Motor Pool. She said that he was most helpful, cheerful and very professional. He accommodated her well as she is disabled, and he really made her time in FMB over the few days much more pleasant.

And also...the Street Lighting Division, Department of Facilities Maintenance recently received a letter of commendation from a grateful senior citizen for reinstalling a street light.

YES THIS COLUMN IS NEW! If you would like to feature an employee or a group of employees for going the extra-mile, please submit the information directly to the employee's department head. All information must be first reviewed by the department head. ■

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 Mayor's 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.

A shuttle Trolley will also be available to transport employees to the Neal Blaisdell Concert Hall. More information later.

OPEN ENROLLMENT CHANGES

If you made changes to your health plans during the open enrollment period, check your confirmation statements for the correct changes. If you did not receive a confirmation statement, contact your departmental personnel office. ■

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

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

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

SICK LEAVE CREDITS

Protect yourself from loss of income by saving your sick leave credits and using it only when it's really needed.

Save it. Use it when you're sick or injured. Under current law, accumulated sick leave credits may be applied to your retirement pension. **SAVE IT!**

Visit the Employees' Retirement System of the State of Hawaii web site at www4.hawaii.gov/ers for an example. ■



*Division of Elderly Affairs Presents:
Educational Session for Caregivers*

Advance Care Planning

The end of life can often be a stressful time for families and friends. They are called on to make difficult decisions concerning the final weeks and days of a loved one's life. Knowing the type of care someone would like can make these decisions easier and give people peace of mind during a stressful time. The speaker from **Kokua Mau** will cover:

- What is an *Advance Directive* and why is it important?
- Do I need to pay a lawyer? (The answer is NO!!)
- How can I ensure that my wishes for end of life care are honored?
- How can I help family and friends with their advanced care planning?
- Where can I find more resources and answers to my questions?

To reserve a space, please call the Elderly Affairs Division, Senior Hotline at 768-7700. Open to all employees.

Friday, July 13, 2007
11:45 a.m. to 12:45 p.m.
Fasi Municipal Building
10th Floor
DHR Conference Room

Friday, July 27, 2007
11:45 a.m. to 12:45 p.m.
Kapolei Hale, 2nd Floor
Department of Facility Maintenance
Room 215



HAVE YOU SIGNED-UP FOR THE COMMUTER CHOICE PRE-TAX OPTION?

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. ■



Donate Your Excess Vacation Leaves

If you have 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 3, 2007.

For further information or donor forms, contact your department personnel officer. ■

Update Your Personal Information

If you have a new mailing address, complete a "**Notification of Address Change**" form. The form is available via the City's intranet **eforms** under "BFS FORMS". Complete the form and submit it to your department personnel office. If you do not have access to the City's intranet, contact your department personnel office for a form. ■

