

DAVID Y. IGE  
GOVERNOR



RYKER WADA  
INTERIM DIRECTOR

DEPUTY DIRECTOR

**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
235 S. BERETANIA STREET  
HONOLULU, HAWAII 96813-2437

**SENATE COMMITTEE ON WAYS AND MEANS**  
**SENATE COMMITTEE ON LABOR**  
**SUPPLEMENTAL BUDGET REQUEST FOR FISCAL YEAR 2019**  
**JANUARY 8, 2018**

**TESTIMONY BY RYKER WADA, INTERIM DIRECTOR**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**

Honorable Chair Dela Cruz, Chair Tokuda, Members of the Senate Committee on Ways and Means, and Members of the Senate Committee on Labor:

I am Ryker Wada, Interim Director for the Department of Human Resources Development (DHRD). I am here today to present the Department's supplemental budget request for fiscal year 2019.

**Mission Statement**

The Department's mission is to attract and maintain a qualified and high performing workforce within applicable fiscal and operational constraints. This includes recruitment activities for civil service positions; providing support for personnel actions that are necessary as a result of the State's fiscal status; classifying positions based on the duties and responsibilities; identifying and coordinating employee training and development opportunities; compensating employees at proper pay levels; assuring effective employee-employer relations; administering a variety of voluntary employee benefits; administering the State's self-insured workers' compensation program for State employees; and ensuring a safe and healthy work environment.

**Impact of Current State-Wide Conditions**

The impact of current state-wide conditions on operations has been:

- ◆ Continued efforts to improve service delivery to achieve efficiencies and improve effectiveness of program operations.
- ◆ Renewed emphasis on providing employees and supervisors with training opportunities to enhance their skills and for career development.

**Federal Funds**

The Department has no programs that receive federal funds.

## **Budget Request**

The Department has one supplemental budget request for fiscal year 2019:

1. HRD102 – Addition of \$101,080 to continue the learning management system (LMS) and self-directed learning library. The LMS and self-directed learning library makes it possible for DHRD to offer all employees of the Executive Branch (except the DOE, UH, and HHSC) access to hundreds of training topics (e.g., leadership, customer service, EEO, safety and workplace violence, Microsoft Office, etc.) from their desktops, making training for performance improvement and career development available at any time.

Department programs were asked to be prudent and focused in their fiscal planning. Requests for additional resources were limited to those critical to improving program operations. The proposed operating budget adjustment will increase the Department's fiscal year 2019 general fund appropriation by \$101,080.

We are aware of the challenges ahead and remain committed to work with the Legislature to seek solutions that effectively balance short-and long-term priorities.

## **Attachments**

- Table 1: Department Functions
- Table 2: Department-Wide Totals
- Table 3: Program ID Totals
- Table 4: Budget Decisions
- Table 5: Proposed Budget Reductions
- Table 6: Proposed Budget Additions
- Table 7: FY18 Restrictions
- Table 8: Emergency Appropriation Requests
- Table 9: Expenditures Exceeding or Anticipated to Exceed Appropriation Ceilings in FY17 and FY18
- Table 10: Intradepartmental Transfers in FY17 and FY18
- Table 11: Vacancy Report as of November 30, 2017
- Table 12: Positions Authorized or Established by Acts Other than the State Budget Acts
- Table 13: Overtime Expenditure Summary
- Table 14: Active Contracts as of December 1, 2017
- Table 15: Capital Improvement Program (CIP) Requests
- Table 16: CIP Lapses
- Table 17: Program ID Sub-Organizations
- Table 18: Organization Changes

**NON-GENERAL FUND REPORT:**

<http://budget.hawaii.gov/budget/reports-to-the-legislature/1983-2/fiscal-years-2014-2020-submitted-2018/>

Department of Human Resources Development  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Employee Staffing	Develops and administers a civil service system consistent with the application of the Merit Principle.	Develops and administers a statewide staffing program for civil service employment in the Executive Branch, within applicable fiscal and operational constraints. This includes competitive recruitment; competitive examination development (education and experience) and administration; and jurisdictional placement searches for employees affected by reduction in force, and work related and non-work related disabilities.	HRD102PA	Hawaii Constitution, Article XVI. Chapter 76, HRS. Chapter 78, HRS. Section 89-9(d), HRS. Chapter 378, HRS. Chapter 386, HRS. Chapter 831, HRS. Chapter 92F, HRS.

Department of Human Resources Development  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Labor Relations	Administers and enforces the State's labor-management agreements and employee performance appraisal system for Executive Branch departments, and provides staff services in the negotiation of labor contracts.	<ul style="list-style-type: none"> <li>a. Participates in negotiations with the employee unions on collective bargaining agreements and mutual agreements, which includes serving as spokespersons for the State and County Employers;</li> <li>b. Administers the uniform interpretation and application of provisions in collective bargaining agreements, dispute settlements, and related determinations of labor-management relationships (i.e. Hawaii Labor Relations Board rulings);</li> <li>c. Provides advisory guidance and assistance to management representatives in the application of contractual provisions and handling of employees with performance problems, in consideration of past arbitration decisions, court decisions, and contract interpretations;</li> <li>d. Develops policies, procedures, and operating guidelines on various labor relations and performance evaluation matters;</li> <li>e. Processes grievances which may have statewide impact; and</li> <li>f. Tracks legislation involving labor relations matters and prepares testimonies for the DHRD Director.</li> </ul>	HRD102QA	Chapter 89, HRS <i>Collective Bargaining Law</i> . Section 76-41, HRS <i>Performance appraisal systems; failure to meet performance requirements</i> .

Department of Human Resources Development  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Employee Relations	(Employee Assistance) Develops, implements, and administers various statewide no-cost/low-cost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees.	<ul style="list-style-type: none"> <li>a. Administers various pre-tax benefit programs, such as the Deferred Compensation Plan; PTS Deferred Compensation Plan for Part-Time, Temporary, and Seasonal or Casual Employees; Premium Conversion Plan; Island Flex Flexible Spending Accounts Plan; Flex Park; and Pre-Tax Transportation Benefits Program; which produce more than \$10.3 million in tax savings annually to the State.</li> <li>b. Administers other employee benefit programs that are required by federal laws, State laws, and the collective bargaining agreements.</li> <li>c. Provides staff support to the Deferred Compensation Plan Board of Trustees.</li> <li>d. Develops, conducts, and coordinates communication on various employee benefit programs, including pre-retirement workshops and new employee orientations.</li> <li>e. Develops policies, procedures, and guidelines on the benefit programs; ensures compliance with the IRS regulations which authorize the benefit programs.</li> <li>f. Provides advisory guidance to line departments on benefit programs.</li> <li>g. Tracks legislation involving employee benefit programs and training and development matters, and prepares testimonies for the DHRD Director.</li> </ul>	HRD102QA	Section 125, Internal Revenue Code (IRC); Section 78-30, HRS <i>Cafeteria plans</i> . Chapter 88E, HRS <i>Deferred Compensation Plan</i> . Chapter 88F, HRS <i>Deferred Compensation Retirement Plan for Part-Time, Temporary, and Seasonal or Casual Employees</i> . Section 132(f), IRC; Section 78-53, HRS <i>Pre-tax Transportation Benefit Programs</i> . Chapter 398, HRS <i>Family Leave</i> . Federal Regulations, Part 825, <i>Family &amp; Medical Leave Act</i> . Section 78-28, HRS <i>In-service training programs</i> . Section 78-29, HRS <i>Incentive &amp; Service Awards</i> .

Department of Human Resources Development  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Employee Relations	(Personnel Transactions) Processes, audits, and advises on various pay and personnel transactions for employees of the Executive Branch; develops and implements update/processing requirements to effect new employment actions; and generates routine and special workforce reports.	<ul style="list-style-type: none"> <li>a. Develops instructions for all Executive Branch departments to guide them in implementing negotiated pay adjustments, arbitration decisions, and settlement agreements;</li> <li>b. Processes mass pay adjustments negotiated for Bargaining Units 1, 2, 3, 4, 9, 10, 11, and 13, for all departments, and various pay actions for identified groups of positions;</li> <li>c. Prints and distributes Employee Personnel Action Report forms to record all personnel transactions which are generated en masse, e.g., pay adjustments for all 8 Bargaining Units, pay adjustments by Bargaining Unit due to varying effective dates and/or agreement terms, job title changes due to changes in a class or class series, and coordinates set up of print files when departments elect to print their EPAR forms;</li> <li>d. Provides advisory guidance and assistance to line Departmental Personnel Office (DPO) staff in the interpretation and application of laws, policies, collective bargaining agreements, and Executive Orders provisions relating to compensation, leaves (vacation and sick leave and leaves of absence without pay), leave record-keeping, transfers, separations, Uniformed Services Employment and Reemployment Rights Act compliance and Leave Sharing program, and other personnel transactions related issues;</li> <li>e. Selectively audits the line departments' personnel transactions to ensure accurate reporting and processing;</li> <li>f. Generates routine and special workforce reports to provide data requested by the Office of the Governor, DHRD Director, Department of Budget and Finance, Office of Collective Bargaining Chief Negotiator, Legislators, Unions, and others; and</li> <li>g. Tracks legislation involving matters related to compensation and leaves, and prepares testimonies for the DHRD Director.</li> </ul>	HRD102QA	<p>Section 76-13(1), HRS <i>Establish and maintain roster of all persons in the civil service.</i></p> <p>Section 26-5(b), HRS <i>Pay administration.</i></p> <p>Section 76-28, HRS <i>Forms required of appointing authorities.</i></p> <p>Section 76-30, HRS <i>Tenure; resignations.</i></p> <p>Section 78-16.5, HRS <i>Pay of Officers and employees on active military service.</i></p> <p>Section 78-23, HRS <i>Leaves of absence.</i></p> <p>Section 78-26, HRS <i>Leave sharing program.</i></p> <p>Section 78-27, HRS <i>Temporary inter-and intra-governmental assignments and exchanges.</i></p>
Employee Relations	(Training) Develops, conducts, and coordinates statewide training for managerial and non-managerial employees of the Executive Branch.	<ul style="list-style-type: none"> <li>a. Assesses statewide training needs and priorities;</li> <li>b. Develops, conducts, and coordinates employee training programs using online, virtual, and traditional deliveries;</li> <li>c. Assists departments in identifying area-specific training needs, developing and implementing programs;</li> <li>d. Hosts on-demand learning library, creating and maintaining relevant content;</li> <li>e. Provides consultative services to the line departments on training-related matters, including facilitating management/leadership meetings, retreats, etc.;</li> <li>f. Develops policies, procedures, and operating guidelines on training-related matters; and</li> <li>g. Tracks legislation involving training and employee development-related matters and prepares testimonies for the DHRD Director.</li> </ul>	HRD102QA	<p>Section 78-28, HRS <i>In-service training programs</i></p>

Department of Human Resources Development  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Employee Classification and Compensation	(Classification) Develops and administers the position classification system for civil service positions, including the establishment and maintenance of classes and their experience and training requirements; and the assignment of positions to classes, bargaining units and other administrative units.	Civil Service Position Classification 1. Position actions (i.e., establish, reallocate, abolish, extend, etc.). 2. Class specifications (i.e., establish, amend, and abolish) and selective certification requirements.	HRD102RA	Section 76-13.5, HRS
Employee Classification and Compensation	(Compensation) Develops and maintains the civil service compensation system, including the pricing/repricing of classes; and establishing special rates for shortage occupations.	Compensation 1. Pricing and repricing of civil service classes (i.e., determine and review). 2. Wage analysis. 3. Providing collective bargaining support (primarily on wages). 4. Shortage category determinations and rate setting. 5. Developing and implementing pay programs to attract and retain quality employees.	HRD102RA	Section 76-1, HRS. Section 89-9(f)(2), HRS. Section 89-11(f), HRS.
Employee Classification and Compensation	(Exempt Positions and Employees) Development and administration of programs covering exempt positions and employees.	Exemptions from Civil Service 1. Review requests to approve and extend projects (authority to approve delegated by Governor to DHRD Director). 2. Review requests for approval and extensions of exempt positions (other than project exemptions). 3. Review exemption checklists from departments used to determine exemptions in order to contract for services.	HRD102RA	Section 76-16, HRS.



Department of Human Resources Development  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Employee Claims	(Employee Claims) The delivery of statutory benefits to all injured employees within the Executive Branch (excluding DOE, UH, and HHSC) of government, Charter Schools, Hawaii Public Housing Authority, and the Legislature in accordance with the Hawaii Workers' Compensation Law (Chapter 386) and its related rules and regulations.	<ol style="list-style-type: none"> <li>1. Investigating questionable claims which includes, but is not limited to securing recorded statements of injured employees and witnesses, taking photographs of accident scenes, conducting discovery, and researching precedent cases.</li> <li>2. Attending administrative hearings on contested claims, denied treatment plans, and where the parties can't reach an agreement as to the extent of the injured employee's disability.</li> <li>3. Authorizing accurate and appropriate benefits, such as: calculating and authorizing temporary total disability benefits within 10 days after notification of the disability; insuring payment of benefits ordered pursuant to a final decision or settlement agreement within 31 days after they become due; and authorizing or denying bills for medical care, services, and supplies within 60 days of their receipt.</li> <li>4. Monitoring treatment plans to insure that the treatment being provided is reasonable, necessary, curative and related to the nature of the compensable injury or illness.</li> <li>5. Arranging for evaluations by medical experts if there is a question regarding causation or reasonableness of medical care.</li> <li>6. Maintaining, monitoring, and updating the State's Return to Work Priority Program which assists injured employees who become unable to perform their usual and customary jobs to return to suitable gainful employment.</li> <li>7. Identifying light duty work for those injured employees who cannot return to their usual and customary jobs on a temporary or permanent basis.</li> <li>8. Identifying those injured employees who are capable of performing their usual and customary jobs but are restricted from returning to a particular environment and maintaining the policy that governs their placement in an alternate work site.</li> <li>9. Providing financial and reserve data to DAGS for inclusion in the State's financial statement as well as separate financial and reserve data to all Executive Branch departments as part of their financial audits.</li> </ol>	HRD102SA	Act 285, Section 71A, SLH 1984. Section 26-5, HRS. Chapter 386, HRS. Chapter 10, Title 12. Chapter 14, Title 12. Chapter 15, Title 12. All collective bargaining agreements. Americans with Disabilities Act. Americans with Disabilities Act Amendments Act. Administrative Directive 94-02. State of Hawaii, Accommodations for Employees With Disabilities Manual.

Department of Human Resources Development  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Employee Claims	(Employee Safety) Administration of safety and health workplace laws, rules, and regulations consistent with State and federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration.	<ol style="list-style-type: none"> <li>1. Developing and conducting safety and health seminars, workshops, and conferences.</li> <li>2. Developing and maintaining the human resources component of the State's Civil Defense Plan for emergency disaster management.</li> <li>3. Developing and maintaining the State's Alcohol and Drug Testing Program which includes all educational materials and training sessions for employees required to attend.</li> <li>4. Maintaining the State's program for safety toed shoes and safety glasses.</li> <li>5. Conducting temporary hazard surveys in response to temporary hazard pay requests.</li> <li>6. Providing accident statistics to all departments on a regular basis to pinpoint injury trends; and whenever possible, developing training programs to address those injuries which were preventable.</li> <li>7. Conducting worksite inspections post accident and ergonomic evaluations to prevent future injuries.</li> <li>8. Conducting employee workshops for Drug and Alcohol Testing, Violence in the Workplace, ergonomics, and driver education.</li> <li>9. Administering the accidental injury leave provision in the collective bargaining agreements.</li> </ol>	HRD102SA	<p>40 CFR.            49 CFR Parts 382-384, 390-397.            49 CFR Part 40.            29 CFR Part 1910.            Chapter 396, HRS.            All collective bargaining agreements.            Act 111, SLH 2014.            Title 11, HAR.            Title 12, HAR.</p>

Department of Human Resources Development  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Admin	(General Administration) Administers the State personnel program, provides administrative support services, and represents the State on commissions and committees.	<ol style="list-style-type: none"> <li>1. Advises the Governor on policies and issues concerning the administration of the State personnel management system.</li> <li>2. Provides long-range and overall policy-setting direction for the State's personnel management system.</li> <li>3. Provides policies, training, and guidance to departments and agencies to assure and maintain a workplace free of discrimination, harassment and retaliation in personnel practices.</li> <li>4. Directs and coordinates DHRD operations; and program and financial plans.</li> <li>5. Provides administrative and technical support services relating to information technology (IT), fiscal, budget, procurement, and personnel management to department programs.</li> <li>6. Administers and maintains the State's centralized Human Resources Management System (HRMS) that is used by state agencies, ERS, and EUTF.</li> </ol>	HRD191	Section 26-5, HRS Chapter 76, HRS Chapter 78, HRS Chapter 89, HRS Chapter 89C, HRS State and federal non-discrimination laws
Admin	(Attached Agency) Provides technical assistance to the Merit Appeals Boards (MAB). MAB decides appeals from actions taken by the chief executive, the director, an appointing authority or a designee acting on behalf of one of these individuals on issues such as: any person suffering a legal wrong by a recruitment and examination for a civil service position; an employee serving an initial probationary appointment who alleges wrongful termination for failure to successfully complete the initial probation period; for a classification and reclassification of a civil service position which is occupied by a civil service employee, an incumbent of a position in a new class may file an appeal if the employee has suffered a legal wrong by that action. Employees who aren't covered by a collective bargaining agreement under section 89-6, HRS may file an appeal on disciplinary actions, adverse actions for failure to meet performance requirements, or other employment actions if the employee suffers a legal wrong by the action.	<ol style="list-style-type: none"> <li>1. Recommending rule revisions.</li> <li>2. Coordinating/running public hearings.</li> <li>3. Providing administrative support to the Board.</li> </ol>	HRD102SA HRD102OA HRD191	Chapter 76, HRS. Section 26-5, HRS. HAR, Title 14, DHRD.
Admin	(Unemployment Insurance Benefits) Administers the unemployment insurance benefit fund for the Executive Branch (excluding DOE, UH and RCUH), OHA, the Legislature, and Judiciary.	<ol style="list-style-type: none"> <li>1. Prepares and processes payment to DLIR for quarterly estimated unemployment insurance (UI) benefits for former State employees.</li> <li>2. Prepares and processes fiscal documents (journal vouchers, bill for collections, treasury deposits) for the accounting of UI benefits paid by general funds, assessed accounts, and non-assessed accounts.</li> <li>3. Distributes monthly statement of UI benefits charges to all State agencies.</li> </ol>	HRD191 HRD102KA	Section 383-62, HRS

Department of Human Resources Development  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Statutory Reference
Employee Claims	(Temporary Disability Benefits) Provides oversight for the State's Temporary Disability Benefits Program	<ol style="list-style-type: none"> <li>1. Responding to inquiries regarding the interpretation of the program, and its applicability to bargaining unit and non-bargaining unit employees.</li> <li>2. Insuring that the State's program retains its equivalency with the statute.</li> <li>3. Updating the provisions of the program to insure compliance with the statute.</li> </ol>	HRD102SA	Chapter 392, HRS. State of Hawaii Temporary Disability Benefits Plan for Bargaining Unit Employees. State of Hawaii Temporary Disability Benefits Plan for Non- Bargaining Unit Employees.

Department of Human Resources Development  
Department-Wide Totals

Table 2

Fiscal Year 2018				
Act 49/17 Appropriation	Restriction	Emergency Appropriations	Total FY18	MOF
\$ 19,528,497.00	\$ (433,600.00)		\$ 19,094,897.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 5,061,281.00			\$ 5,061,281.00	U
\$ 25,289,778.00	\$ (433,600.00)	\$ -	\$ 24,856,178.00	Total
Fiscal Year 2019				
Act 49/17 Appropriation	Reductions	Additions	Total FY19	MOF
\$ 19,677,417.00		\$ 101,080.00	\$ 19,778,497.00	A
\$ 700,000.00			\$ 700,000.00	B
\$ 5,061,281.00			\$ 5,061,281.00	U
\$ 25,438,698.00	\$ -	\$ 101,080.00	\$ 25,539,778.00	Total

Department of Human Resources Development  
 Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted in Act 49/17 (FY19)			Governor's Submittal (FY19)			Percent Change of \$\$\$\$
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	
HRD102	Workforce Attraction, Selection, Classification	A	88.00	-	\$ 18,245,253	88.00	-	\$ 18,346,333	0.6%
HRD102	Workforce Attraction, Selection, Classification	B		-	\$ 700,000		-	\$ 700,000	0.0%
HRD102	Workforce Attraction, Selection, Classification	U	1.00	-	\$ 5,061,281	1.00	-	\$ 5,061,281	0.0%
HRD191	Supporting Services - Human Resources Devel	A	9.00	-	\$ 1,432,164	9.00	-	\$ 1,432,164	0.0%

Department of Human Resources Development  
Budget Decisions

Table 4

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests			Budget and Finance Recommendations			Governor's Decisions		
				FY19			FY19			FY19		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
HRD102	QA	Request funds for learning management system and self-directed learning library	A			\$ 101,080			\$ 101,080			\$ 101,080

Department of Human Resources Development  
Proposed Budget Reductions

Table 5

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>MOF</u>	<u>FY18</u>			<u>FY19</u>			<u>FY18</u>
					<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$\$</u>	<u>Restriction</u>
		None									



Department of Human Resources Development  
Proposed Budget Additions

Table 6

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Addition Type</u>	<u>Prog ID Priority</u>	<u>Dept-Wide Priority</u>	<u>Description of Addition</u>	<u>Justification</u>	<u>MOF</u>	<u>FY19</u>		
								<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
HRD102	QA	AR	1	1	Request funds for learning management system and self-directed learning library content (Second Year Funding)	The learning management system (LMS) is the essential vehicle that delivers our on-demand, self-directed learning library that allows Executive Branch employees access to on-demand training, free of charge to the departments. This makes it possible for employees to access hundreds of training offers from their desktops, making training for performance improvement and career development available at all times.	A			\$ 101,080

Department of Human Resources Development  
 FY18 Restrictions

Table 7

<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOF</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted &amp; Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
HRD102		A	\$ 6,481,591	\$ 433,600	\$ 6,047,991	93.3%	The department has delayed the filling of vacant positions. The restriction impacts our ability to provide timely services to the line departments.

Department of Human Resources Development  
Emergency Appropriation Requests

Table 8

<u>Prog ID</u>	<u>Description of Request</u>	<u>Explanation of Request</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
	None					

Department of Human Resources Development  
Expenditures Exceeding Appropriation Ceilings in FY17 and FY18

Table 9

<u>Prog ID</u>	<u>MOF</u>	<u>Date</u>	<u>Appropriation</u>	<u>Amount Exceeding Appropriation</u>	<u>Percent Exceeded</u>	<u>Reason for Exceeding Ceiling</u>	<u>Legal Authority</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
				None					

Department of Human Resources Development  
 Intradepartmental Transfers in FY17 and FY18

Table 10

<u>Actual or Anticipated Date of Transfer</u>	<u>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>From Prog ID</u>	<u>Percent of Program ID Appropriation Transferred From</u>	<u>To Prog ID</u>	<u>Percent of Receiving Program ID Appropriation</u>	<u>Reason for Transfer</u>	<u>Recurring (Y/N)</u>
None										

Department of Human Resources Development  
 Vacancy Report as of November 30, 2017

Table 11

Prog ID	Sub-Org	Date of Vacancy	Expected Fill Date	Position Number	Position Title	Exempt (Y/N)	SR Level	BU Code	Perm Temp (P/T)	FTE	MOF	Budgeted Amount	Actual Salary Last Paid	Authority to Hire (Y/N)	Occupied by 89 Day Hire (Y/N)	# of 89 Hire Appts	Describe if Filled by other Means	Priority # to Retain
HRD102		10/17/2016	3/1/2018	121079	Human Res Spclt V	N	SR24	73	P	1.00	A	\$ 66,864	\$ 66,864	Y				3
HRD102		12/16/2016	1/1/2018	3298	Pers Prog Admin	N	EM08	35	P	1.00	A	\$ 130,212	\$ 111,528	Y			Temp Assign	1
HRD102		1/17/2017	3/1/2018	31713	Human Res Spclt V	N	SR24	73	P	1.00	A	\$ 61,824	\$ 54,960	Y				7
HRD102		3/4/2017	4/1/2018	13138	Human Res Tech VI	N	SR15	63	P	1.00	A	\$ 38,592	\$ 32,976	Y				8
HRD102		5/1/2017	3/1/2018	9000	Pers Prog Manager	N	EM05	35	P	1.00	A	\$ 109,212	\$ 109,212	Y			Temp Assign	4
HRD102		6/1/2017	4/1/2018	21824	Human Res Spclt V	N	SR24	73	P	1.00	A	\$ 64,284	\$ 57,168	Y				9
HRD102		2/1/2016	3/1/2018	12547	Human Res Spclt V	N	SR24	73	P	1.00	A	\$ 62,949	\$ 62,949	Y	Y	1		6
HRD102		New	6/1/2018	121386	Human Res Spclt V	N	SR24	73	P	1.00	A	\$ 60,024	New	Y				11
HRD102		9/15/2017	7/1/2018	11824	Human Res Spclt V	N	SR24	73	P	1.00	A	\$ 79,788	\$ 79,788	Y				14
HRD102		9/28/2016	4/1/2018	47381	Office Assistant III	N	SR08	63	P	1.00	A	\$ 38,556	\$ 38,556	Y				10
HRD102		3/7/2017	7/1/2018	31107	Voc Rehab Spec V	N	SR24	73	P	1.00	A	\$ 78,228	\$ 78,228	Y				13
HRD102		9/30/2017	7/1/2018	40354	Office Assistant III	N	SR08	63	P	1.00	A	\$ 34,944	\$ 34,944	Y	Y	1		12
HRD102		11/1/2017	3/1/2018	38030	Pers Prog Admin	N	EM08	35	P	1.00	A	\$ 133,236	\$ 133,236	Y				2
HRD102		11/1/2017	2/1/2018	41478	Human Res Spclt V	N	SR24	73	P	1.00	A	\$ 76,692	\$ 76,692	Y				5

Positions Established by Acts other than the State Budget as of November 30, 2017

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Date Established</u>	<u>Legal Authority</u>	<u>Position Number</u>	<u>Position Title</u>	<u>Exempt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>T/P</u>	<u>MOF</u>	<u>FTE</u>	<u>Annual Salary</u>	<u>Filled (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>
		None												

Department of Human Resources Development  
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY17 (actual)			FY18 (estimated)			FY19 (budgeted)		
				<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent	<u>Base Salary</u> \$\$\$\$	<u>Overtime</u> \$\$\$\$	<u>Overtime</u> Percent
HRD102	PA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 1,753,270	\$ 11,227	0.6%	\$ 1,804,096	\$ 2,914	0.2%	\$ 1,804,096	\$ 2,914	0.2%
HRD102	QA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 1,884,115	\$ -	0.0%	\$ 1,912,476	\$ 4,905	0.3%	\$ 1,912,476	\$ 4,905	0.3%
HRD102	RA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 959,085	\$ -	0.0%	\$ 989,128	\$ 1,380	0.1%	\$ 989,128	\$ 1,380	0.1%
HRD102	SA	Workforce Attraction, Selection, Classification and Effectiveness	A	\$ 1,694,117	\$ -	0.0%	\$ 1,749,654	\$ 3,600	0.2%	\$ 1,749,654	\$ 3,600	0.2%
HRD191	AA	Supporting Services - Human Resources Development	A	\$ 994,927	\$ -	0.0%	\$ 870,855	\$ 2,500	0.3%	\$ 870,855	\$ 2,500	0.3%



Department of Human Resources Development  
Active Contracts as of December 1, 2017

Table 14

Prog ID	MOF	Amount	Frequency (M/A/O)	Max Value	Outstanding Balance	Term of Contract			Entity	Contract Description	Explanation of How Contract is Monitored	POS Y/N	Category E/L/P/C/G/S
						Date Executed	From	To					
HRD102	A	\$ 82,696	A	\$ 82,696	\$ -	3/21/2017	4/1/2017	3/31/2018	governmentjobs.com , Inc. dba NEOGOV	Internet-based integrated e- Recruitment software subscription license	The Department participates in quarterly on-line performance measurement surveys. The surveys enable the Department to monitor and provide feedback on the performance of the e- Recruitment software; and assists the contractor in better serving the public sector customers.	N	G/S
HRD102	A	\$ 35,000	M	\$ 35,000	\$ 5,925.00	2/14/2012	1/1/2017	12/31/2017	Child and Family Service	Confidential, short-term professional counseling services to eligible employees of the Executive Branch who may be experiencing personal problems that are affecting their job performance through the REACH Program.	Employees who utilize the services of the REACH provider are given a questionnaire at their final appointment for completion. DHRD also receives monthly and quarterly reports from the contractor that summarize the professional counseling services provided.	N	S

Department of Human Resources Development  
 Capital Improvements Program (CIP) Requests

Table 15

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept-</u> <u>Wide</u> <u>Priority</u>	<u>Senate</u> <u>District</u>	<u>Rep.</u> <u>District</u>	<u>Project Title</u>	<u>MOF</u>	<u>FY18 \$\$\$</u>	<u>FY19 \$\$\$</u>
None								

Department of Human Resources Development  
CIP Lapses

Table 16

<u>Prog ID</u>	<u>Act/Year of Appropriation</u>	<u>Project Title</u>	<u>MOF</u>	<u>Lapse Amount</u> \$\$\$\$	<u>Reason</u>
None					

Department of Human Resources Development  
Program ID Sub-Organizations

Table 17

<u>Program ID</u>	<u>Sub-Org Code</u>	<u>Name</u>	<u>Objective</u>
HRD102	PA	Employee Staffing	Develop and administer a civil service system consistent with the application of the Merit Principle.
HRD102	QA	Employee Relations	<p>Administer and enforce the State’s labor-management agreements and employee performance appraisal system for Executive Branch departments, and provide staff services in the negotiation of labor contracts.</p> <p>Develop, implement, and administer various statewide no-cost/low-cost employee benefit and training and development programs. Benefit programs include those which provide significant tax savings to the State, and other activities to help attract and retain employees. Process, audit, and advise on various pay and personnel transactions for employees of the Executive Branch; develop and implement update/processing requirements to effect new employment actions; and generate routine and special workforce reports.</p> <p>Develops, conducts, and coordinates statewide training for managerial and non-managerial employees of the Executive Branch.</p>
HRD102	RA	Employee Classification and Compensation	<p>Develop and administer the position classification system for civil service positions, including the establishment and maintenance of classes and their experience and training requirements; and the assignment of positions to classes, bargaining units and other administrative units.</p> <p>Develop and maintain the civil service compensation system, including the pricing/repricing of classes; and establishing special rates for shortage occupations.</p> <p>Develop and administer programs covering exempt positions and employees.</p>

Department of Human Resources Development  
 Program ID Sub-Organizations

Table 17

HRD102	SA	Employee Claims	<p>The delivery of statutory benefits to all injured employees within the Executive Branch (excluding DOE, UH, and HHSC) of government, Charter Schools, Hawaii Public Housing Authority, and the Legislature in accordance with the Hawaii Workers' Compensation Law (Chapter 386) and its related rules and regulations.</p> <p>Administration of safety and health workplace laws, rules, and regulations consistent with State and federal mandates in accordance with the Occupational Safety and Health Administration, Environmental Protection Administration, and Federal Motor Carrier Safety Administration.</p>
HRD191	AA	Support Services	<p>Administer the State personnel program, provide administrative support services, and represent the State on commissions and committees.</p> <p>Administer the unemployment insurance benefit fund for the Executive Branch (excluding DOE, UH and RCUH), OHA, the Legislature, and Judiciary.</p>

Department of Human Resources Development  
Organization Changes

Table 18

<u>Year of Change</u> FY18/FY19	<u>Description of Change</u>
	None

Department of Human Resources Development  
 FY17 Appropriation Status

Table A

Act/YR	ProgID	Seq No.	Description	Comments	MOF	FY17 Appropriation			Amount used as of June 30, 2017			Comments
						Perm. Pos.	Temp. Pos.	Amount	Perm. Pos.	Temp. Pos.	Amount	
124/2016	HRD102	100001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR WORKERS' COMPENSATION CLAIMS (HRD102/SA).	LEGISLATURE DOES NOT CONCUR.  ADDS \$166,000 IN GENERAL FUNDS FOR WORKERS' COMPENSATION CLAIMS AND DESIGNATE AS NON-RECURRING.  DETAIL OF ADJUSTED GOVERNOR'S REQUEST: WORKERS' COMPENSATION CLAIMS (666,000)  \$666,000 NON-RECURRING.	A	0	0	\$ 666,000			666,000	\$666,000 was expended in FY17 for increased workers' compensation costs.
124/2016	HRD102	101001	SUPPLEMENTAL REQUEST: ADD FUNDS FOR EQUAL EMPLOYMENT OPPORTUNITY PROGRAM STAFF (HRD102/QA).	LEGISLATURE CONCURS.  DETAIL OF GOVERNOR'S REQUEST: PERSONAL SERVICES FOR PERSONNEL MANAGEMENT SPECIALIST V SR24 (#121386; 30,012)  6-MONTH DELAY IN HIRE.	A	0	0	\$ 30,012			-	Our EEO Program Manager transferred to another jurisdiction. We have delayed the filling of the PMS position until we fill the EEO Program Manager position. Funds authorized were lapsed to the general fund at the end of FY17.

Department of Human Resources Development  
FY18 Appropriation Status

Table A

Act/YR	ProgID	Seq No.	Description	Comments	MOF	FY18 Appropriation			Amount used as of November 30			Comments
						Perm. Pos.	Temp Pos.	Amount	Temp Pos.	Perm. Pos.	Amount	
49/2017	HRD102	100001	EXECUTIVE REQUEST: ADD FUNDS FOR WORKERS' COMPENSATION CLAIMS (HRD102/SA).	LEGISLATURE DOES NOT CONCUR.  ADD \$878,000 IN FY18 AND \$900,000 IN FY19 IN GENERAL FUNDS FOR WORKERS' COMPENSATION CLAIMS.  DETAIL OF ADJUSTED GOVERNOR'S REQUEST: WORKERS' COMPENSATION CLAIMS (FY18: 3,274,000; FY19: 3,524,000)	A	0	0	\$ 3,274,000			3,274,000	Current projections indicate the \$3,274,000 will be expended in FY18 for increased workers' compensation costs.
49/2017	HRD102	101001	EXECUTIVE REQUEST: ADD FUNDS FOR LEARNING MANAGEMENT SYSTEM AND SELF-DIRECTED LEARNING LIBRARY (HRD102/QA).	LEGISLATURE DOES NOT CONCUR.  REDUCE \$101,080 IN FY19 IN GENERAL FUNDS.  DETAIL OF ADJUSTED GOVERNOR'S REQUEST: LEARNING MANAGEMENT SYSTEM (26,580) SELF-DIRECTED LEARNING LIBRARY (74,500)	A	0	0	\$ 101,080			25,568	\$25,568 was used for the annual hosting, maintenance and concurrent learner licenses for the Learning Management System. Procurement for the self-directed learning library is scheduled for the 3rd quarter.



Department of Human Resources Development  
Overpayments as of November 30, 2017

Table B

<u>Position Title</u>	<u>Date of Over-payment</u>	<u>Gross Amount Overpaid</u>	<u>Amount Recovered</u>	<u>Balance</u>	<u>Category</u>				<u>Reason for Overpayment</u>	<u>Referred to Attorney General</u>	<u>Department policy to recover overpayments</u>
					<u>Employed Occurred &gt; 2 Years</u>	<u>Employed Occurred &lt; 2 Years</u>	<u>Not Employed Occurred &gt; 2 Years</u>	<u>Not Employed Occurred &lt; 2 Years</u>			
None											

Department of Human Resources Development  
Incentive and Service Awards for FY16-18

Table C

<u>Position Title</u>	<u>Date of Award</u>	<u>Incentive Award Amount</u>	<u>Reason for Award</u>	<u>How many times has this person received this award?</u>	<u>Department policy/standards for giving awards</u>
Pers Prog Officer	FY16	4 x 6 koa box (\$55)	10 Years of Service	1	ISAP policy
Pers Prog Admin	FY16	4 x 8 koa box (\$65)	20 Years of Service	1	ISAP policy
Admin Service Officer	FY16	5 x 9 koa box (\$70)	30 Years of Service	1	ISAP policy
Human Res Spclt	FY16	4 x 6 koa box (\$55)	10 Years of Service	1	ISAP policy
Human Res Assistant	FY16	4 x 6 koa box (\$55)	10 Years of Service	1	ISAP policy
Human Res Spclt	FY16	4 x 6 koa box (\$55)	10 Years of Service	1	ISAP policy
Human Res Tech	FY16	4 x 6 koa box (\$55)	10 Years of Service	1	ISAP policy
Human Res Spclt	FY16	4 x 8 koa box (\$58)	20 Years of Service	1	ISAP policy
Human Res Tech	FY16	5 x 9 koa box (\$70)	30 Years of Service	1	ISAP policy
Human Res Spclt	FY16	5 x 9 koa box (\$70)	30 Years of Service	1	ISAP policy
Human Res Spclt	FY16	5 x 9 koa box (\$70)	30 Years of Service	1	ISAP policy
Human Res Spclt	FY16	\$ 100.00	Sustained Superior Performance	1	ISAP policy
Pers Prog Officer	FY16	\$ 100.00	Sustained Superior Performance	1	ISAP policy
Pers Prog Manager	FY16	\$ 100.00	Sustained Superior Performance	2	ISAP policy
Pers Prog Officer	FY16	\$ 300.00	Distinguished State Service	1	ISAP policy
Pers Prog Admin	FY16	\$ 300.00	Manager of the Year	1	ISAP policy
Human Res Spclt	FY16	\$ 300.00	Team of the Year	1	ISAP policy
Human Res Spclt	FY16		Team of the Year	1	ISAP policy
Human Res Spclt	FY16		Team of the Year	1	ISAP policy
Pers Prog Manager	FY16		Team of the Year	1	ISAP policy
IT Specialist	FY16		Team of the Year	1	ISAP policy
IT Specialist	FY16		Team of the Year	1	ISAP policy
IT Specialist	FY16		Team of the Year	1	ISAP policy
IT Specialist	FY16		Team of the Year	1	ISAP policy
Pers Prog Officer	FY17	4 x 6 koa box (\$45)	10 Years of Service	1	ISAP policy
Human Res Spclt	FY17	4 x 6 koa box (\$45)	10 Years of Service	1	ISAP policy
Pers Prog Officer	FY17	5 x 9 koa box (\$70)	30 Years of Service	1	ISAP policy
Voc Rehab Spec	FY17	4 x 6 koa box (\$45)	10 Years of Service	1	ISAP policy
Director	FY17	5 x 9 koa box (\$70)	40 Years of Service	1	ISAP policy
Human Res Spclt	FY17	\$ 100.00	Sustained Superior Performance	1	ISAP policy

Department of Human Resources Development  
Incentive and Service Awards for FY16-18

Table C

<u>Position Title</u>	<u>Date of Award</u>	<u>Incentive Award Amount</u>	<u>Reason for Award</u>	<u>How many times has this person received this award?</u>	<u>Department policy/standards for giving awards</u>
Voc Rehab Spec	FY17	\$ 300.00	Distinguished State Service	1	ISAP policy
Pers Prog Manager	FY17	\$ 300.00	Manager of the Year	1	ISAP policy
Employee Staffing Div	FY17	\$ 300.00	Team of the Year	2	ISAP policy
Human Res Spclt	FY18	5 x 9 koa box (\$70)	30 Years of Service	1	ISAP policy
Human Res Tech	FY18	5 x 9 koa box (\$70)	30 Years of Service	1	ISAP policy
Human Res Spclt	FY18	4 x 8 koa box (\$58)	20 Years of Service	1	ISAP policy
Acct Clerk	FY18	4 x 8 koa box (\$58)	20 Years of Service	1	ISAP policy

7.0 TYPES OF PROGRAMS, ELIGIBILITY, RELATED AWARDS

<u>Types of Programs</u>	<u>Eligibility</u>	<u>Procedures</u>	<u>Awards</u>
7.1 PERFORMANCE			
7.1.1 SUPERIOR ACCOMPLISHMENT AND EXCEPTIONAL ACHIEVEMENT	<p>1. Superior performance:</p> <p>Distinguished service through consistent superior work performance of not less than 12 consecutive months of the current contest year.</p> <p>Recommendations must indicate specific performance excellence and should not be limited to annual or periodic performance reviews.</p> <p>Superior accomplishment may include:</p> <ul style="list-style-type: none"> <li>...significant improvements in public service or substantial financial savings to the State.</li> <li>...significant contributions to social or technological progress.</li> <li>...development of a scientific or technological project of considerable importance or impact.</li> <li>...imaginative or creative solutions to difficult government problems.</li> <li>...active interest and participation in professional and community affairs.</li> <li>...demonstration of integrity and dedication to public service.</li> <li>...a record of competence; other evidence of sustained efficiency and promotions.</li> </ul>	<ol style="list-style-type: none"> <li>1. Nominations may be made by any State employee in writing on Form ISAP-1 to the Department Head, his/her designated representative, or the Department's Incentive and Service Awards Committee.</li> <li>2. Complete factual and proper documentation reviewed by Department Head or designated representative.</li> <li>3. Departments may develop their own forms and procedures for selecting recipients of this award. The Department Head will have final approval of selections.</li> <li>4. Department award presentations are at the discretion of the Department Head in accordance with policy guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>1. ALL NOMINEES: Appropriate certificate: ACHIEVEMENT MERIT SUSTAINED SUPERIOR PERFORMANCE with holder or frame.</li> <li>2. No less than \$100 cash award to each of the Department's employees selected for sustained superior performance.</li> <li>3. Expenditures: Reference Section 6.0.</li> </ol>

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INCENTIVE AND SERVICE AWARDS PROGRAM			
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Types of Programs

Eligibility

Procedures

Awards

7.1.2 SPECIAL ACT or SERVICE

An extraordinary non-recurring contribution related to or associated with official employment, performed in the public interest and/or contributing to the extraordinary provision of government services (e.g., an act of valor or heroism, unusual coverage or competence in an emergency while on duty, sustained provision of public services during a crisis or disaster.)

1. Procedures under SUPERIOR ACCOMPLISHMENT AND EXCEPTIONAL ACHIEVEMENT will apply.

- 1. A Certificate of Special Service in a holder or frame will be awarded by the Department Head.
- 2. Cash award in accordance with Awards Scales, Section 6.5 for intangible benefits.
- 3. Expenditures: Reference Section 6.0.

7.1.3 DEPARTMENT EMPLOYEE OF THE YEAR AWARD

- 1. Any employee in the department recognized for outstanding performance or achievement.
- 2. Department Employee of the Year Award recipients are automatic nominees for Governor's Award for Distinguished State Service.

- 1. Highest award bestowed upon the employee of a Department.
- 2. Departments may develop their own procedure for selecting the recipient of this award. Department Head will have final approval of selection.

- 1. Department Employee of the Year Certificate in a holder or frame will be awarded by the Department Head.
- 2. No less than \$200 cash award.
- 3. A Department reception or lunch may be held.
- 4. Expenditures: Reference Section 6.0.

7.1.4 GOVERNOR'S AWARD FOR DISTINGUISHED STATE SERVICE

- 1. All employees selected as Department Employee of the Year.
- 2. Granted once a year to only one employee.

- 1. The Department Head shall submit his/her nomination together with adequate supporting data (Form ISAP-1) by June 30 of each year to the Director of Personnel Services for transmittal to the Governor's ad hoc Selection Committee. The Director of Personnel Services, with the approval or concurrence of the Governor, shall establish an ad hoc Selection Committee to select the recipient of the Governor's Award for Distinguished State Service. The Committee shall have a minimum of five (5) members, one of whom shall be selected as Chairperson. Committee members shall be selected from

- 1. Individual plaque will be awarded all nominees.
- 2. Perpetual plaque to be retained in the Department of the recipient for the ensuing year.
- 3. 5"-6"x14" koa, molo, or monkey-pod wood bowl, with appropriate inscription, to recipient.
- 4. Other honors selected by the Governor (resolution, letter, etc.) in holder or frame.
- 5. Awards may be substituted at the discretion of the Director of Personnel Services.

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7.1.5 SUGGESTIONS

1. Suggestions which contribute to the increased efficiency and/or economy of government operations. For example:
  - a. Improving the quality of a service, method, procedure, equipment, performance of equipment, protection of property, safety and health, working conditions, and/or employee morale.
  - b. Economically combining operations, procedures, methods, records, reports, and/or forms.
  - c. Eliminating unnecessary work, duplication, breakage, waste, fire, health and accident hazards.
  - d. Devising new tools, equipment, machines, methods, processes and application of ideas.
  - e. Saving manpower, money, materials, time and space.
  - f. Reducing the cost of materials and services.
2. An employee whose normal job duties include devising ways to improve the economy and efficiency of operations is not eligible unless such employee makes a contribution beyond the scope of the employee's duties.
3. Where 2 or more employees are involved in a single

members of the community. The Committee shall send their recommendations to the Director of DPS for the Governor's approval.

1. Employees submit suggestions in writing on Form ISAP-2 to immediate supervisor or Department Incentive and Service Awards Committee for initial review.
2. Supervisor or ISA Committee acknowledges receipt of submittal, examines merits and adoption/rejection as applicable within scope of organizational authority.
3. Supervisor/Committee submit significant benefits of suggestions with possible application to Department Head.
4. Department Head or designated representative reviews suggestions adopted for award considerations based on Incentive and Service Awards policy and procedure. The Department Head will be final authority for approval/disapproval of any suggestions and awards.
5. Evaluations to ensure merits and value must be properly documented by the supervisor/committee in the section provided on Form ISAP-2.
6. Suggestion shall be considered adopted and eligible for award upon actual implementation. A suggestion not adopted in original form may be considered for award if it was instrumental in improving any areas listed under "eligibility."
7. Only the first of duplicate recorded suggestions will be considered.

1. CERTIFICATE OF MERIT or CERTIFICATE OF ACHIEVEMENT in holder or frame.
2. Cash awards may be presented. Dollar benefits resulting from employee suggestions shall be computed on the basis of the estimated net savings for the first full year that the contribution is in operation. In determining net savings, only savings involving labor, materials, and/or the cost of services will be included. Pre-determined or prorated overhead or burden costs shall not be included in the computation of savings.

Payment shall be made at the end of the first year of benefits realized, if not earlier.

SEE AWARD SCALE FOR TANGIBLE AND INTANGIBLE BENEFITS, Sections 6.4 and 6.5.

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Types of Programs

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suggestion, only a single award shall be made to be divided by the participants.

Procedures

- 8. A department head who receives a suggestion relating to another departmental operation shall forward a copy of the suggestion to the respective department head for review.
- 9. Approval/disapproval, awards, if any, will be reported back to employee in a timely manner so as to ensure employee confidence in the Department's Incentive Program. Awards to suggester shall be presented through the suggester's department head.
- 10. Awards may be given for tangible and intangible benefits in accordance with Awards provisions of this policy.
- 11. Two-year eligibility period: For suggestion to be eligible for an award, it must be adopted within 2 years after its receipt unless adoption is delayed beyond the 2-year period because of actions such as field trials, tests, experimentations and investigations within and out of the originating department necessary to determine value of suggestion.  
  
In such cases, award eligibility period will continue until evaluation of the suggestion is completed. Also, if management officials who previously reviewed and rejected a suggestion decide to implement the suggestion within the 2-year eligibility period, suggester is entitled to adoption credit and the resulting award.
- 12. Form ISAP-2 will be numbered by Department initials as pre-fix and consecutive numbers thereafter.
- 13. One copy will be submitted to NPS for review by the State Central Review Committee.

Awards

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Types of Programs

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Awards

7.2 SERVICE AWARDS

7.2.1 YEARS OF SERVICE  
(10, 20, 30, 40,  
50 years)

Creditable service determined  
in accordance with Section  
14-11-5 of Administrative Rules,  
DPS.

1. 10, 20, 30, 40, 50 years of creditable service will be recognized with an appropriate certificate and gift from the Department Head.
2. Schedules for presentation of certificates and/or gifts are at the discretion of Department Heads.

Certificate and Employee's  
choice of Cash or  
equivalent Memento.  
Certificate holder optional.

Memento choice(s) shall be  
determined by each  
Department Head provided  
that the cost of awards  
shall not exceed maximum  
amounts specified by the  
Director of Personnel  
Services.

(Rev. 6/91)

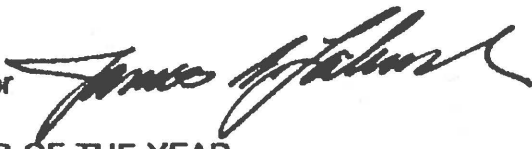
Ceremonial Expenditures:  
Reference Section 6.2.





STATE OF HAWAII  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
235 S. BERETANIA STREET  
HONOLULU, HAWAII 96813-2437

June 28, 1996

TO: All Department Heads  
FROM: James H. Takushi, Director   
SUBJECT: AWARDS FOR MANAGER OF THE YEAR

We received an inquiry from one of the departments on the type and amount of awards that may be given to departmental candidates for the State Manager of the Year Award. To ensure uniformity in the application of the awards program, we are providing this clarification to all departments.

Recognition of a manager candidate within a department who is being nominated for the State Manager of the Year may include a certificate for sustained superior performance or merit, and a cash award, as described in the Incentive and Service Awards Policy, dated July 1, 1984 (see attached page 8 of ISAP policy).

Although the policy simply states that the cash award shall be no less than \$100, we recommend that you give your departmental Manager of the Year candidate the same cash amount given to the departmental Employee of the Year (normally \$300), to afford equitable treatment.

If you should have any further questions or comments, please call me or have your staff call Cynthia Akiyoshi, Employee Assistance Branch, at 587-1076.

Attachment

c: All Departmental Personnel Officers/Representatives

CA/ISAPCORR:moyclert

STATE OF HAWAII  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT

TEAM EXCELLENCE AWARD OF MERIT  
(TEAM)

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1. **Purpose**

To recognize outstanding team achievements.

2. **Definitions**

**Employees**

Mean all officers and employees of the Executive Branch, including those of the exempt service.

**Team**

A group of 2 or more employees in a work unit, or a cross-functional group.

**Team achievement**

An identifiable achievement of a team that works together to perform a specific function or responds to a unique or unusual situation. Through the pooling of skills, talents, energy, and knowledge, they accomplish a common goal that supports the organization's mission and/or vision, which may include, but is not limited to;

- (1) Action/method which has resulted in exceptional customer service and/or customer satisfaction.
- (2) Accomplishment/contribution which has demonstrated a significant improvement in work efficiency (e.g., use of manpower, materials, equipment), safety and health, and/or employee morale, and thereby has encouraged others to seek innovation in government service.
- (3) Completion of a major project, service during an emergency, or any accomplishment, that was performed in an outstanding manner.
- (4) Significant contribution towards the attainment of program objectives.

3. **Who is Eligible**

All employees are included in the Team Excellence Award of Merit Program, except department heads and their deputies.

## **TEAM EXCELLENCE AWARD OF MERIT (TEAM)**

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Revision 1

A former employee or the estate of a deceased employee may be eligible for an award if the contribution was made while serving as an employee.

#### **4. Eligibility Criteria**

Nominations should describe the team achievements clearly and concisely. They shall be evaluated on the details which illustrate or measure the benefits to the State as a direct result of the team's efforts and data which clearly describes the degree to which the team demonstrated any of the following:

- a) Exemplary initiative and leadership;
- b) Outstanding work performance (e.g., customer service);
- c) Creativity and innovation in achieving work efficiency or generating revenues or cost savings;
- d) Significant contribution towards the attainment of program objectives and the department's goal or mission.

Nominations must be for achievements that occurred within the previous 12 months.

### **DEPARTMENTAL RECOGNITION**

#### **5. Nominations**

Nominations may be submitted by any employee, in writing, to the Department Head. A team member may also nominate his/her own team. Departments may develop their own procedures for selecting one recipient of this award. The Department Head will have final approval of selections.

#### **6. Expenses**

Departments or divisions may incur allowable ceremonial expenses as described under Section 6.0 of the Incentive and Service Awards Program (ISAP) Policy and Procedures.

Expenses for awards shall be paid from the funds of the departments for any or all of the following:

- Cash Award comparable to Departmental Employee and Manager of the Year (currently \$300), to be used as determined by the team, e.g., divide equally among team members, apply towards luncheon for the team
- Certificates
- Honorary Mementos, as determined by each Department Head
- Departmental Perpetual Plaque or Trophy

**TEAM EXCELLENCE AWARD OF MERIT  
(TEAM)**

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Revision 1

- Leis or flowers, etc.
- Miscellaneous expenses such as certificate frames, name tags, photo processing

**STATEWIDE RECOGNITION - Governor's TEAM of the Year**

**7. Nominations**

The Department Head shall submit no more than one nomination on Form HRD-ISAP-1A together with the adequate supporting data to the Director of HRD, by a date prescribed each year by HRD.

Nominations will be evaluated by an ad hoc Selection Committee appointed by the Governor. Their recommendation will be sent to the Governor for his final decision.

**8. Expenses**

Expenses will be funded by HRD and/or the Office of the Governor, which may include:

- Cash Award of \$500, to be used as determined by the team
- Certificates
- Perpetual Plaque or Trophy to be retained in the Department of the winning team
- Luncheon or reception
- Leis or flowers, etc.
- Miscellaneous expenses such as certificate frames, name tags, photo processing

**9. Program Amendments**

The State reserves the right at any time to amend, suspend, or terminate the Team Excellence Award of Merit Program, in whole or in part, for any reasons, and to adopt any amendment or modification thereto, without the consent of other persons.

Attachment: Form HRD-ISAP1A

LINDA LINGLE  
GOVERNOR OF HAWAII

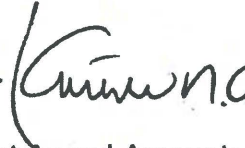


KATHLEEN N. A. WATANABE  
DIRECTOR

JANICE T. KEMP  
DEPUTY DIRECTOR

**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
235 S. BERETANIA STREET  
HONOLULU, HAWAII 96813-2437

May 13, 2005

TO: All Department Heads  
FROM: Kathleen N. A. Watanabe, Director   
SUBJECT: Changes to Service and Retirement Award Amounts

It has been brought to our attention that departments are not able to purchase service and retirement awards comparable to what they have been purchasing in the past, as the maximum dollar limits have not been adjusted for inflation in nearly 15 years.

As such, this is to inform you that we are hereby increasing the maximum dollar limits for service and retirement awards by \$20, due to inflationary rises in memento costs. The dollar limits for the awards are indicated below:

YEARS OF SERVICE	SERVICE AWARDS	RETIREMENT AWARDS
10	\$55.00 maximum	\$57.50 maximum
20	\$65.00 maximum	\$70.00 maximum
30	\$75.00 maximum	\$82.50 maximum
40	\$85.00 maximum	\$95.00 maximum
50	\$95.00 maximum	\$145.00 maximum

We will notify you, via memo, of any future changes to the above stated service and retirement awards dollar limits.

If you should have any questions regarding the Incentive and Service Awards Program, please call my Employee Assistance Office at 587-1070.

c: All Departmental Personnel Officers/Representatives  
Sheila Walters, DAGS/Pre-Audit

LINDA LINGLE  
GOVERNOR OF HAWAII



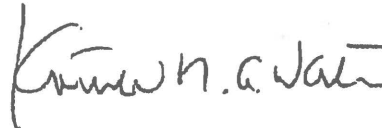
KATHLEEN N. A. WATANABE  
DIRECTOR

JANICE T. KEMP  
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**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
235 S. BERETANIA STREET  
HONOLULU, HAWAII 96813-2437

May 18, 2005

TO: All Department Heads

FROM: Kathleen N. A. Watanabe, Director 

SUBJECT: Amendment to the State Manager of the Year Policy & Procedures

Recently, a department asked that I review the eligibility criteria for the State Manager of the Year Award under the Policy & Procedures, and consider expanding it to include all supervisory personnel, since the department felt the current criteria was too restrictive in limiting candidates to excluded managers in non-bargaining unit positions.

After carefully reviewing the Policy and considering the department's concern, I have decided that for this current contest award year, the eligibility criteria should be revised/expanded to include managers (i.e. branch chief and above) who occupy bargaining unit positions (revised eligibility criteria is shown on Attachment 1). As such, effectively immediately, the Department of Human Resources Development will be applying this revised criteria.

I understand that some of you have already initiated the nomination process and may even be in the final selection stage; therefore, it will be at your discretion whether to re-solicit nominations under the revised criteria for this current award contest year.

For the next contest award year, we would like to explore the idea of expanding the eligibility criteria to include all supervisory personnel. As such, please review the draft of the new eligibility criteria (Attachment 2) and provide your comments/concerns by June 3, 2005 to Doreen Kuroda of my Employee Assistance Office.

If you should have any questions or concerns, I can be reached at 587-1100, or your staff may contact Ms. Kuroda at 587-1076. Thank you for your understanding and cooperation on this matter.

**Attachments**

c: All Departmental Personnel Officers/Representatives

ERD:eao/dk

**STATE MANAGER OF THE YEAR  
POLICY & PROCEDURES**

3.2 Definitions

STATE MANAGER

Means an employee who

- ~~(1) occupies a non-bargaining unit position;~~
  - ~~(2) (1) is assigned responsibility for planning, organizing, and controlling one or more programs which contribute significantly to the overall mission of the agency or department; and,~~
  - ~~(3) (2) is authorized to select and/or effectively recommend alternative strategies for program accomplishment, including the mix and levels of resources (workforce, money, machines, materials and methods) and their utilization,~~
- EXCEPT but does not include officers and employees whose salaries are established by statute, such as heads of departments and their deputies.**

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