NEW HIRE ORIENTATION

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(Welcome!)
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DISCLAIMER: State benefit programs, costs, and general employer/employee policies can be affected by changes in state of federal laws, state regulations, and/or state benefit programs. Mānoa Human Resources disclaims responsibility for conveying employer benefit program and cost information or employer policies that may change without notice.

Revised April 2016
ALOHA!

Welcome to the University of Hawai‘i at Mānoa (UHM), the flagship campus of the University of Hawai‘i 10 campus system.

We do noble work at this University. What each employee does results in students earning college degrees and the discovery of research that makes this world a better place. So I hope that we strive daily toward the same united goals — to achieve excellence in each of our respective jobs, and to foster a spirit of teamwork and aloha as we fulfill our duties.

This short orientation program will provide basic information, as well as important guidelines on the operations of the campus, procedures to follow, and other materials to assist in your endeavors.

We look forward to a productive and successful association.

Chancellor Robert Bley-Vroman
UH MĀNOA DISTINCTIONS

➢ ACADEMIC EXCELLENCE

➢ LEADER IN RESEARCH
  • National Science Foundation ranks UH Mānoa in the top 30 public universities in federal research funding for engineering and science, and 49th overall.
  • One of 32 institutions in the US to hold the unique distinction of being a land-, sea-, and space grant institution.

➢ FIRST-STATE SCIENCE
  • Hawai‘i Institute of Marine Biology is the world’s only coral reef research center and marine biology lab built on a coral reef.
  • Institute for Astronomy is involved in three major next-step generation telescope projects; Pan-STARRS project to detect killer asteroids threatening Earth, etc.

➢ TOP LAW SCHOOL
  • William S. Richardson School of Law is ranked in the top 20 law schools in the country for environmental law, diversity and low faculty/student ratio.

➢ EXCELLENCE IN MEDICINE & BUSINESS
  • U.S. News & World Report 2011
    - John A. Burns School of Medicine (JABSOM) Geriatric Medicine program ranked 18th in the nation and Rural Medicine program ranked 22nd.
    - Shidler College of Business graduate program in international business ranked 21st.

➢ DIVERSITY
  • JABSOM is the most multi-ethnic in the nation.
  • School of Law consistently ranks among the most diverse in the nation.
CAMPUS ADMINISTRATION

OFFICE OF THE CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA
Org Code: MACHINC
(CHART I-A)

MANOA EXECUTIVE TEAM

MANOA FACULTY SENATE
Org Code: MAFS
(CHART I-A)

GRADUATE STUDENT ORGANIZATION

ASSOCIATED STUDENTS OF THE UH M

ATHLETIC ADVISORY BOARD

KUALI'I COUNCIL

OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
Org Code: MAVCAA
(Chart II)
Undergraduate Education
International & Exchange Programs
Academic Personnel Office
Manoa Institutional Research
Assessment Office
Office of Faculty Development and
Academic Support
General Education Office
Graduate Education
Manoa Writing Program
Schools and Colleges
UH Press
Library Services

OFFICE OF THE VICE CHANCELLOR
FOR RESEARCH
Org Code: MAVCRG
(Chart III)
School of Ocean and Earth Science
and Technology
UH Cancer Center
Waikiki Aquarium
Lyon Arboretum
Institute for Astronomy
Water Resources Research Center
Environmental Health & Safety Office
Center on Aging
Office of Research Compliance

OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
Org Code: MAVCS
(Chart IV)
Administrative Services Office
Office of the Dean of Students
Student Equity, Excellence, and Diversity
Enrollment Management

OFFICE OF THE VICE CHANCELLOR
FOR ADMINISTRATION, FINANCE,
AND OPERATIONS
Org Code: MAVCAF
(Chart V)
Office of Financial Resources
Management
Office of Human Resources
Office of Planning and Facilities
Office of Campus Services

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Dotted lines denote advisory relationships

Reed Dasenbrook
Michael Bruno
Lori Ideta
Kathy Cutshaw

John A. Burns School of Medicine
Org Code: MADNMD
Richardson School of Law
Org Code: MADNLW
Basic Principles
The University of Hawai‘i expects all employees to demonstrate the highest degree of integrity, responsibility and professional conduct at all times.
The Equal Employment Opportunity and Affirmative Action (EEO/AA) Office promotes the University's commitment to diversity. The office oversees the development and implementation of policies and procedures for the UH System.

The office also provides services including:
- Advising departments and search committees on recruiting and retaining a diverse workforce;
- Auditing personnel practices;
- Preparing annual affirmative action plan reports;
- Investigating and resolving complaints; and,
- Sponsoring educational programs to ensure an environment free from discrimination and harassment.

UH Mānoa is proud of its diverse, multi-ethnic heritage. Located at the crossroads of the Pacific, the campus is home to students, faculty and staff from Hawai‘i, the US mainland, and more than 100 countries around the world. Our programs consistently rank among the nation’s most diverse.

Mānoa Campus Coordinator
Ms. Mie Watanabe
EEO/AA Office
2442 Campus Road
Administrative Services Building 1-102
Honolulu, HI 96822
Phone: 956-7077 (voice/text)
Email: eeo@hawaii.edu

Regent Policy RP 1.205
http://www.hawaii.edu/policy/?action=viewPolicy&policySection=rp&policyChapter=1&policyNumber=205&menuView=closed
Promotes a safe and respectful campus environment free from sex discrimination and gender-based violence that includes:

- Sex discrimination;
- Sexual harassment;
- Gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression;
- Sexual exploitation;
- Sexual assault
- Domestic violence;
- Dating violence; and
- Stalking

Sanctions may imposed on members of the UHM community who violate this policy.
NEW HIRES ARE ENCOURAGED TO COMPLETE THE ONLINE SEXUAL HARASSMENT EXERCISE

http://training.newmedialearning.com/psh/uhawaii/index.htm

* * Print out your completion certificate and submit to your HR representative * *
The University of Hawai‘i promotes civility, respect and integrity among all members of its community and is committed to providing a healthy and safe environment that is free from violence or threat of violence.

Any work related or workplace violence against its students, faculty, staff and visitors is prohibited.

Violent acts include, but are not limited to:

• Physical attack – hitting, pushing, shoving, throwing/breaking objects
• Property damage
• Verbal statements that express or suggest the intent to cause physical or mental harm to another person
• Shouting or yelling
• Threatening gestures or remarks
• Disruptive or hostile actions
• Abusive or belligerent language
• Sabotage of equipment
• Making or sending harassing or threatening telephone calls, letters or other forms of written or electronic communications
• Use of weapons

Contact the Office of Emergency Management for an emergency response plan and your HR representative.

Executive Policy EP 9.210
http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=9&policyNumber=210&menuView=open
No person in the U.S. shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.

- Applies to everyone; not only female students, but all faculty and staff.
- Ensures campus is free of sex discrimination.
- Procedures for handling complaints of sexual discrimination, harassment, or violence.
- Ensures reporting party doesn’t have to share spaces with responding party (i.e., residence hall room, classes, campus job, etc.).
- No retaliation against someone filing a complaint.
- Keep complainant/victim safe from other retaliatory harassment.
- “No Contact” directive available to prevent accused person from approaching/interacting with complainant.
- In cases of sexual violence, schools are prohibited from encouraging or allowing mediation of the complaint.
- Schools cannot discourage the continuation of pursuing an education.

For more information, visit **Know Your IX** at: [http://knowyourix.org/title-ix/title-ix-the-basics/](http://knowyourix.org/title-ix/title-ix-the-basics/)

To report a violation or seek additional information, contact the UH Mānoa Title IX Coordinator
Dr. Dee Uwono  
Hawai’i Hall 124  
Phone: (808)-956-2299  
Email: t9uhm@hawaii.edu  
Website: [http://manoa.hawaii.edu/titleix](http://manoa.hawaii.edu/titleix)
• Federal legislation that investigates and prosecutes violent crimes against women, imposes automatic and mandatory restitution on those convicted and allows civil redress in cases prosecutors chose to leave un-prosecuted.

• Ensures victims and their families have access to the services they need to achieve safety and rebuild their lives.

• Positive change from VAWA:
  - Ensures that victims and their families have access to the services they need to achieve safety and rebuild their lives.
  - Fewer people experiencing domestic violence.
  - Victims reporting domestic and sexual violence resulting in more arrests.
  - States have reformed laws to take violence against women more seriously.

• Violence Against Women Reauthorization Act of 2013
  - New obligations on colleges and university on reporting requirements on domestic violence, dating violence, sexual assault and stalking, beyond crime categories already mandated by the Clery Act.
  - Newly added categories include hate crimes based on gender identity or national origin.
  - New requirement to educate faculty, staff and students on sexual violence.
VAWA RESOURCES

• ALA KUOLA
  Phone: 545-1880
  Website: http://www.alakuolahawaii.com/

• DOMESTIC VIOLENCE ACTION CENTER
  Legal Helpline: 531-3771
  Website: http://www.stoptheviolence.org/

• FAMILY PEACE CENTER – PUUHONUA VICTIM/SURVIVOR COMPONENT
  Crisis Counseling Line: 585-7944
  Website: http://www.pac.thawaii.org/oahu_peace_center.html

• HAWAI’I IMMIGRANT JUSTICE CENTER
  Phone: 536-8826
  Website: http://www.kukuicenter.org/hawaii-immigrant-justice-center/

• LEGAL AID SOCIETY OF HAWAI’I
  Phone: 536-4302
  Website: http://www.legalaidhawaii.org/index.html

• SEX ABUSE TREATMENT CENTER
  Phone: 524-7273
  Website: http://satchawaii.org/

• TEMPORARY RESTRAINING ORDER HOTLINE (FAMILY COURT)
  Phone: 954-8090

• VOLUNTEER LEGAL SERVICES HAWAI’I
  Phone: 528-7046
  Website: http://www.vlsh.org/home/

• UNIVERSITY OF HI COUNSELING & STUDENT DEVELOPMENT CENTER
  QLCSS Room 312
  Phone: 956-7927
  Website: http://manoa.hawaii.edu/counseling/

• UNIVERSITY OF HI HEALTH SERVICES MĀNOA
  1771 East-West Road
  Phone: 956-8965
  Website: http://www.hawaii.edu/shs/

• UNIVERSITY OF HI WOMEN’S CENTER
  QLCSS Room 211
  Phone: 956-8059
  Website: http://www.hawaii.edu/womenscenter/
WHAT IS IT?
• Students, faculty and staff are expected to perform their duties free to intoxication by any illegal drugs or alcohol.
• Students, faculty and staff are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs.

WHY?
• To maintain compliance with the requirements of the federal Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Workplace Act of 1988.
• The University is a federal contractor, and requires that all employees will abide by this policy as a condition of their employment.

WHERE?
• On University property including buildings used for education, research or recreational programs.
• During University-sponsored or approved activities.

CONSEQUENCES?
• Violators will be encouraged to seek help for their drug abuse or alcohol problems. Individuals may also be subject to disciplinary action including termination.

RESOURCES
• If you are struggling with an issue, free confidential help is just a phone call away. Contact your HR representative for information on the Employee Assistance Program.

Executive Policy EP 9.210
http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=11&policyNumber=201&menuView=open
The University of Hawai‘i strives to promote a safe and healthy learning and working environment for its employees, students and visitors, and protect its community from second-hand smoke.

Beginning August 17, 2015, we encourage all persons, including students, faculty, staff, contractors and visitors, to refrain from smoking while on property owned or operated by the University of Hawai‘i at Manoa for a healthier environment.

*SMOKING includes, but not limited to, cigarettes, cigars, pipes, and smoking tobacco.*

**LEARN MORE ...**

Health Mānoa Smoke-Free Campus

http://manoa.hawaii.edu/smokefree/

University Health Services – Health Promotion Resource Center
QLCSS 313-D
Phone: 956-3574 • Fax: 956-6371 • Email: nosmoke@hawaii.edu
The University of Hawai‘i is committed to ensuring a safe, civil, learning and working environment in which the dignity of every individual is recognized and respected. All members of the University share equal responsibility in this regard. All relationships between University employees and its students adhere to principles of professionalism, integrity, mutual trust and respect. Any relationship that calls these principles into question jeopardizes the University’s ability to effectively carry out its mission and maintain public trust.

Therefore, the University prohibits initiating or engaging in a new consensual relationship between employees and between employees and students when in a power and control differential exists, including, but not limited to situations in which one member has an evaluative and/or supervisory responsibility for the other. The University views these consensual relationships where a power and/or control differential exists as inadvisable and fraught with risk, especially when students are involved. It is important to note that the potential for sexual harassment exists in consensual relationships where this is a power and/or control differential.
The State Ethics Commission is charged to promote high standards of ethical conduct in state government. The office (1) prescribes a code of ethics for elected officers and public employee of the State as mandated by the people of the State of Hawai‘i in the Hawai‘i Constitution, Article XIV; (2) educates the citizenry with respect to ethics in government; and (3) establishes an ethics commission which will administer the codes of ethics adopted by the constitutional convention and by the Legislature and render advisory opinions and enforce the provisions of the law so that public confidence in public servants will be preserved.

Most common subject matters include:

- Reporting of Gifts
- Political Campaigning
- Financial Disclosure
- Fundraising
- Conflicts of Interest
- Legislators and Elected Officials
- Lobbying
- Travel Expenses
- Other

"The people of Hawai‘i believe that public officers and employees must exhibit the highest standards of ethical conduct and that these standards come from the personal integrity of each individual in government."

Article XIV, Hawai‘i State Constitution

**NOTE**
- State/UH business address should not be used for the delivery of personal mail of any kind. Any items that are obviously personal in nature may not be delivered.
- Solicitation of any third party literature, merchandise (i.e., fundraising for soccer, Girl Scout’s, etc.), etc. on its premises is prohibited during working hours and on the University property.
The University of Hawai‘i is committed to handling all sensitive and confidential information carefully and responsibly. Personally Identifiable Information (PII) which is sensitive and confidential in nature is protected by Chapter 92F (Uniform Information Practices Act) of the Hawai‘i Revised Statues (HRS), the Federal Privacy Act of 1974, Federal Family Educational Rights and Privacy Act (FERPA) and other applicable state and federal laws and UH policies.

- UH ID numbers are used as identifiers in lieu of social security numbers.
- Individuals may be granted access to sensitive information as required to perform their professional responsibilities.
- Sensitive information is only collected and stored when essential to the functions and operations of the UH.
- Sensitive information shall be strongly encrypted whenever transmitted over public networks or carriers in digital form including email, file transfers and web transactions, etc.
- UH prepares and submits an annual report describing all information systems containing personal information, per HRS §487N-7.

Use the UH FILE DROP which allows a limited form of large file sharing between UH faculty and staff, along with affiliated non-UH users. Files are encrypted during transmission. Total upload size is 800MB.

https://www.hawaii.edu/filedrop/
In an effort to protect sensitive information, Executive Policy EP2.214 requires mandatory information security training for users who access sensitive information. The UH Information Security Awareness Initiative was developed to educate the UH community on the proper handling of sensitive information and UH policies and procedures related to protecting sensitive information and any applicable state, federal laws and regulations. To access the Information Security Awareness Training Program, visit the Laulima training login page at http://laulima.hawaii.edu. If you have NOT taken this training before, use the Self Registration link on Laulima. Once you have self-registered, the "SYS Information Security Awareness" training tab will be available for future visits without having to re-register (just login to Laulima with your UH username and password and the "SYS Information Security Awareness" tab will already be available).
DEPARTMENT OF PUBLIC SAFETY

Charles Noffsinger
Chief

Alberta Pukahi
Captain

Security Escort Service
Emergency Call Boxes
Personal Safety/Protecting Property
Preventing Bike Theft

Sexual Assault
Drinking on Campus
Emergency Preparedness
Identity Theft

956-6911
Campus Security

911
Honolulu Police / Ambulance / Fire

Website:  http://www.hawaii.edu/security/staff.html
Provides procedures for managing and responding to major emergencies that may threaten the health and safety of the campus community or disrupt programs and activities.

Sign up for UH ALERTS (email and text) at https://www.hawaii.edu/alert/
EHSO works to promote safe campus environments through the development and administration of health and safety programs. *Ho'oponopono Laulima* (Managing Safety through Cooperation) is the motto and group’s mission. Further details are available at: [http://www.hawaii.edu/ehso/](http://www.hawaii.edu/ehso/)
Hawai‘i, the 50th state is a unique place like no other. Nicknamed the “melting pot,” Hawai‘i consists of people from around the world with various cultures who bring their own traditions and values and share with one another.

The people of Hawai‘i promote “cultural awareness;” the act of being aware that cultural differences and similarities exist and have an effect on values, learning and behavior, including working together. As a result, there is a greater sense of tolerance and understanding for people with different backgrounds.

Working, teaching and learning in an environment with diverse cultural backgrounds adds value to an organization, strengthens relationships within the community and brings new perspectives to all.
The University of Hawai‘i prohibits retaliation against anyone under the aforementioned policies.

Retaliation is defined as adverse action or hostile treatment against any individual because he or she has engaged in any of the following activities:

- Seeking advice or assistance;
- Reporting an incident;
- Filing an informal or formal complaint; or,
- Assisting or participating in a complaint resolution process or investigation.

Retaliation is a separate complaint and will be investigated accordingly. Persons who commit retaliation in violation of these policies are subject to appropriate disciplinary action in accordance with the appropriate collective bargaining agreement, if applicable.
Welcome to the UH ‘Ohana!

‘ohana - the Hawaiian concept of family

The concept conveys the common mission of the campus, striving for the same purpose and supporting one another, as well as fulfilling your responsibilities and obligations.
All employees are paid on a semi-monthly basis. Paydays are on the 5th and 20th of each month. Paychecks are processed by the State Department of Accounting and General Services.

Pay periods are defined as the 1st through the 15th, and the 16th through the last day of each month.

The state payroll operates two (2) types of payroll cycles:
- "Lag" cycle: payment of payroll is delayed five (5) calendar days after the end of the pay period. For example, work performed for the July 16th – 31st pay period will be paid on August 5.
- "After-the-Fact" cycle: payment of payroll is delayed twenty (20) calendar days after the end of the pay period. For example, work performed for the July 16th – 31st pay period will be paid on August 20th.

Questions on which pay cycle you are on or other payroll questions may be directed to your department HR Specialist.

When the payday falls on a weekend or holiday, pay checks are issued on the business day prior.

Direct deposit is required for all state employees (Act 110, SLH 1998). Your paycheck will be electronically deposited at a local bank (checking or savings) of your choice. Please allow approximately two (2) pay periods for the direct deposit to take effect. New employees typically receive one or two paper check(s) before their direct deposit takes effect.

Pay statements are available online at https://www.hawaii.edu/payroll/paystub/gate and can be accessed from 7:00 a.m. on each pay date.

Year-end W-2 forms in hard copy form are issued on January 31st of each calendar year.
#1: Your payroll number.

#2: Warrant distribution code (department identification code).

#3: Your bank code for electronic deposit.

#4: Lag payroll: This date reflects the pay period which you are being paid. After-the-Fact payroll: This date is not applicable to you as it does not reflect the actual pay period you are being paid for.

#5: Current pay date.

$6: Reflects earnings only. Rate and hours are not displayed. Codes are defined in #8.

#7: Voluntary pre-tax and post-tax deductions. Codes are defined in #8.
STANDARD PAID STATE/FEDERAL HOLIDAYS

New Year’s Day .................................................. First (1st) day in January
Dr. Martin Luther King, Jr. Day ....................... Third (3rd) Monday in January
Presidents’ Day ................................................ Third (3rd) Monday in February
Prince Jonah Kuhio Kalanianaole Day .............. Twenty-sixth (26th) day in March
Good Friday ...................................................... Friday preceding Easter Sunday
Memorial Day .................................................. Last Monday in May
King Kamehameha Day ..................................... Eleventh (11th) day in June
Independence Day ........................................... Fourth (4th) day in July
Statehood Day ............................................... Third (3rd) Friday in August
Labor Day ...................................................... First (1st) Monday in September
General Election Day ....................................... First (1st) Tuesday in November
(Veterans’ Day ............................................... Eleventh (11th) day in November
Thanksgiving Day ........................................... Fourth (4th) Thursday in November
Christmas .................................................... Twenty-fifth (25th) day in December

Hawai‘i Revised Statutes, Section 8-1
MĀNOA ONE CARD

The Mānoa One Card is the official identification card for the University of Hawai‘i at Mānoa. The card may be used for the following:

- Hamilton & Sinclair Libraries
- Campus Center Computer Lab
- Dining Services
- Athletic Complex
- Student Event Access Privileges
- Discounts on Leisure Center Program and Activities
- Discounts on services at the Ticket, Information & ID Office

Faculty/staff obtain their card after they have been entered as an employee by Human Resources, established a UH email account, and have been verified by the UH Identity Management Services. Card will be issued at no cost; however, there is a non-refundable $25 fee for replacing a lost or damaged card.

One of the following forms of identification is required to obtain a Mānoa One Card:

- Valid state-issued driver’s license with photo
- Valid state-issued photo ID card
- Valid passport with photo
- Valid military ID card
Your **UH USERNAME** is your electronic key to gaining access to the university’s online services:

- Email through Google@UH
- Internet Access
- Campus Wireless
- Software Downloads
- Registration for Classes
- Student Employment
- Personal Webpages
- Mailing Lists
- Various Other Services

Establish your UH USERNAME at: https://myuh.hawaii.edu:8888/sessionid=nobody/am-sso-check-status

For assistance, contact the ITS Help Desk at 956-2108 or help@hawaii.edu
WHY BIKE?

• Healthy Option
• Efficient and Economical
• Saves on Parking Fee and Space
• Saves on Fuel Cost
• Saves on Auto Maintenance
• **Green** Alternative
• Fun!

GREAT ALTERNATIVE TO DRIVING TO CAMPUS!

Bike parking is free!

More than 50 bike rack locations.

Closer access to buildings than parking lots.
http://www.hawaii.edu/parking/resources/MapFiles/bikerackmap.pdf
Convenient and Economical.

Recognized as one of “America’s Best Transit System” by the American Public Transportation Association.

Special University Pricing.
  - U-Pass for Students.
  - Pre-Tax Transportation Benefits for Employees.

All buses are equipped with bicycle racks for 2-3 bikes.

Accessible and offers to assist those with mobility devices as well as discounted disability passes.
TheBus Route and Timetable Information
*Brochures are also available at the QLCSS and the Ticket/Info/ID Office at Campus Center
http://www.thebus.org/route/routes.asp

TheBus System Map with the University of Hawai‘i at Mānoa
http://www.thebus.org/systemmap/Map-B.htm

TheBus-HEA (Honolulu Estimated Arrival) Application
http://hea.thebus.org/

Park and Ride Locations
http://www.thebus.org/CS/parkride.asp

DaBus App
http://www1.honolulu.gov/mobile/

Pre-Tax Transportation Benefit Pilot Program
A Program for Eligible Employees of the State Executive Branch
This is a tax savings benefit program which is authorized under the Federal Transportation Equity Act for the 21st Century, Section 132(f) of the Internal Revenue Code. This act allows employees to pay for qualified transportation expenses before federal, state and FICA taxes are computed. Information is available at:
http://www.hawaii.edu/ohr/buspass/forms/UH-PTBP.pdf
COMMUTER SERVICES

- Completely free to ride!
- Air-conditioned and seats 28 passengers
- ADA compliant
- Travels through the campus and neighboring vicinity
- Available 7:00 a.m. - 11:15 p.m., depending on the route
- Shuttle System Map
  [http://manoa.hawaii.edu/commuter/resources/MapFiles/Shuttles/ALL.pdf](http://manoa.hawaii.edu/commuter/resources/MapFiles/Shuttles/ALL.pdf)
- Day Shuttle Schedule
- Evening Shuttle Schedule
- Special schedule during the summer months

Download Rainbow Shuttle Tracker App: [www.UHMshuttle.com](http://www.UHMshuttle.com)
• 5,700 parking spaces on campus for faculty, staff and students
• Campus divided into parking zones. See parking maps at: [http://manoa.hawaii.edu/commuter/resources/MapFiles/permitzones.pdf](http://manoa.hawaii.edu/commuter/resources/MapFiles/permitzones.pdf)
• Permits allow parking in the designated zone stated on the permit.
• Permits valid only when properly displayed on your vehicle.
• Parking Regulations [http://manoa.hawaii.edu/commuter/parkingregulations.html](http://manoa.hawaii.edu/commuter/parkingregulations.html)
• Permit Fee Schedule [http://manoa.hawaii.edu/commuter/parkingpermits.php](http://manoa.hawaii.edu/commuter/parkingpermits.php)
• Off-Campus Parking Locations [http://manoa.hawaii.edu/commuter/offcampusparking.html](http://manoa.hawaii.edu/commuter/offcampusparking.html)

• Government issued electric vehicles (EV) license plate are allowed to utilize designated spaces on campus for charging and parking.
• EV Parking Policy [http://manoa.hawaii.edu/commuter/evpolicy.html](http://manoa.hawaii.edu/commuter/evpolicy.html)
• Parking Locations and Charging [http://manoa.hawaii.edu/commuter/ev.html](http://manoa.hawaii.edu/commuter/ev.html)

Please inquire with your department for further eligibility requirements and details.
COMMUTER SERVICES

- Reserve a car by the hour for one, all-inclusive price
- Allows you to use alternative transportation to get to work and use the CarShare program during work.
- Variety of Vehicles
  - Chevy Volt
  - Ford Focus
  - Toyota Prius
  - Jeep Compass
- Includes Fuel
- Includes Damage and Liability Protection
- 24/7 Member Service
CAMPUS COMMUNICATION

Website:  http://www.hawaii.edu/news/

CA
MPUS
ALERTS

UH has a comprehensive system of emergency messaging called “UH Alerts.” The system alerts the university community in the event of a natural, health or civil emergency. Current capabilities include email and text messaging to faculty, staff and students. More information and subscription sign-up can be found at: https://www.hawaii.edu/alert/

announce@hawaii.edu is a mass messaging broadcast to everyone with an @hawaii.edu email address. General administrative announcements are sent to UH users across the US system of at the campus level.

Keep up to date with the latest news and highlights of the University of Hawai‘i as well as quick access through social media!
CAMPUS COMMUNICATION

An independent student newspaper produced by the students at the University of Hawai‘i at Mānoa. The Ka Leo has a circulation of 10,000 and is printed once a week on Mondays.

The newspaper seeks to foster informed involvement throughout the University of Hawai‘i community and its endeavors become the cornerstone of intellectual exchange on campus. Ka Leo strives to be inclusive and balanced in their reporting, while sustaining the values of journalistic integrity and reliability.

Serving the community since 1969, KTUH is a student-run, non-commercial radio station broadcasting from the University of Hawai‘i Mānoa campus. KTUH was granted a license as a non-commercial educational FM station by the Federal Communications Commission on June 28, 1985.

KTUH’s mission is to provide the people of Honolulu with alternative programming for cultural and educational enrichment of the student of the University and the community. They provide a variety of programming including public announcements, equipment for community events, and a practical chance to learn about radio broadcasting.
CAMPUS MAIL SERVICES
Phone: 956-8598
Fax: 956-9204
Email: mailsvcs@hawaii.edu

The University of Hawai‘i Mānoa campus offers outgoing, inter-campus, state messenger and U.S. Postal Service mail services.

CAMPUS MAIL
Pick-up and delivery to designated Mānoa campus locations. Postage not required.

INTER-CAMPUS MAIL
Delivery to other UH campuses on Oahu. Postage not required.
• Honolulu Community College
• Kapi‘olani Community College
• Leeward Community College
• Windward Community College
• University of Hawai‘i West Oahu

STATE MESSENGER
Delivery to Hawai‘i state government offices. Postage not required.

USPS MAIL
Items destined for UH campuses on the neighbor islands, as well as non-UH (local, national, and international) addresses will be sent through USPS. All USPS mail requires a complete delivery and return address, as well as metered postage. Please refer to your department for advisement.

REMINDER: State/UH business address should not be used for the delivery of personal mail of any kind. Any items that are obviously personal in nature may not be delivered.
MIXED RECYCLING BARRELS AND CARTS are for recyclable glass bottles, plastic bottles and aluminum cans. No food or other waste refuse in allowed.

PAPER RECYCLING CARTS are for newspaper, colored paper and white paper. Shredded paper may be recycled as long as it is bagged. Commercial and government office buildings are required by law to recycle office paper.

CARDBOARD RECYCLING DUMPSTERS are for flattened, corrugated boxes only. Single layer chipboard such as cereal boxes, detergent boxes, tissue boxes, etc. are not allowed.

E-WASTE is a free quarterly recycling program for university-owned e-waste equipment, compliments of Apple. To deliver E-waste, call 956-4626 and provide the following info: what you’re dropping off & anticipated date.

For pick-up, submit an AIM request online http://hawaii.edu/efacilities/
The landscaping at the University of Hawai'i Mānoa is like no other in the world. The collection consists of over 600 kinds of plants and trees, endangered native specimens and one of the largest Baobab trees in the United States.

An interactive map [http://manoa.hawaii.edu/landscaping/plantmap.html](http://manoa.hawaii.edu/landscaping/plantmap.html) provides an inventory of plantings on this campus. Inventory and mapping plant matter is continuously changing so check back often for updates!
Employee Benefits
The University of Hawai‘i is a unionized employer. Employees belong to a specific union, based on the classification of their position. Statutory dues are calculated by the union and automatically deducted from your paychecks.

Hawai‘i Government Employees Association (Phone: 543-0000)
https://www.hgea.org/
• Unit 2: supervisory employees in blue-collar positions
• Unit 3: non-supervisory employees in white-collar positions
• Unit 4: supervisory employees white-color positions
• Unit 8: APT employees of UH and community colleges
• Unit 9: registered professional nurses

United Public Workers (Phone: 247-2631)
http://www.upwhawaii.org/
• Unit 1: non-supervisory employees in blue-collar positions
• Unit 10: institutional, health and correctional workers

University of Hawai‘i Professional Assembly (Phone: 593-2157)
http://www.uhpa.org/
• Unit 7: faculty employees of UH and community colleges

- Automatically deducted from your paycheck
- Calculated based on a formula based on your monthly salary
• Eligible employees earn vacation leave at the rate of 14 hours per month for each month of full-time service. Accrued hours are earned based on total hours worked per month for less than full-time service.

• Instructional faculty do not earn vacation leave.

• Once the accrued vacation balance reaches 42 days (336 hours), employee may accumulate no more than 15 days (120 hours) per calendar year
  ➢ On December 31 of each year hours in excess of 120 hours earned will be forfeited

• Employee may accumulate up to a total of 720 hours (90 days) per calendar year.
  ➢ On December 31 of each year hours in excess of 720 will be forfeited.
SICK LEAVE

- Eligible employees earn sick leave at the rate of 14 hours per month for each month of full-time service. Accrued hours are earned based on total hours worked per month for less than full-time service.

- Full-time 9-month instructional faculty earn 15.75 days of sick leave per calendar year.

- No limit to number of sick leave that may be accumulated.

- Upon retirement, unused sick leave may be used to enhance retirement benefits (20 days of sick leave credits = one (1) additional month of service credit).

- A licensed physician’s certificate is required for sick leave absences of multiple days. Please refer to your collective bargaining contract for specific details.

<table>
<thead>
<tr>
<th>Month</th>
<th>Hours earn</th>
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<tr>
<td>Jan – Apr</td>
<td>14</td>
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<td>May</td>
<td>7</td>
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<td>Aug</td>
<td>7</td>
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<tr>
<td>Sept – Dec</td>
<td>14</td>
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</tbody>
</table>
LEAVE SHARING

DONORS

• Allows employees to donate unused vacation leave to fellow University employees recovering from a serious illness or injury.

• Leave donations may be made to an individual or the central leave bank.

• Employees who are not eligible to earn vacation may donate sick leave.

RECIPIENTS

• Must be employed at the University for at least six (6) continuous months at a minimum of 50% FTE.

• Has been absent from work for at least thirty (30) consecutive calendar days within the past twelve (12) months to recover from a serious personal illness or injury or to care for a family member suffering from a serious personal illness or injury.

• Must have exhausted all vacation leave, sick leave and compensatory time credits.
FAMILY LEAVE

- Birth of a employee’s child
- Adoption of a child by an employee
- Care of an employee’s child, spouse, or parent with a serious health condition

The Family and Medical Leave Act

Length of family leave:

- Maximum of 4 weeks of leave under State law or collective bargaining (faculty members may be eligible for up to 4 months).
- Maximum of 12 weeks of unpaid family and medical leave.
- Maximum of 26 weeks of unpaid leave under the Service member Family Leave provision.
Other Types of Paid Leave:

- Bereavement – allowed three (3) working days for immediate family
- Jury duty
- Active military duty
- Sabbatical / Professional improvement
- Administrative leave
  - Parent teacher conferences
  - Family court hearings for foster children
  - Disaster relief
  - Blood donation
  - Blood testing for bone marrow and organ donation matches
  - Bone marrow and organ donation

Please see your HR representative for further eligibility requirements and details.
All leave requests must be reported and approved by your supervisor. If not, it may be considered an unauthorized leave without pay.
Eligible employees and dependents may elect to enroll in medical/prescription drug plans, dental and/or vision care plans. Plans are available for self, two-party or family.

- PPO 90/10 Plan
- PPO 80/20 Plan
- PPO 75/25 Plan
- HMO

All plans include CVS Caremark drug plan and RSN Chiropractic

**HMSA**

**Kaiser Permanente**

- HMO Comprehensive Medical
- HMO Standard Medical

All plans include Kaiser Prescription Drug and RSN Chiropractic

Visit the EUTF website for additional information including premium rates and forms [http://eutf.hawaii.gov/](http://eutf.hawaii.gov/). There are strict deadlines when enrolling or making changes to your plans. Please contact your department HR Specialist for specific details.
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND (EUTF)

DEPENDENTS

Who are eligible for coverage?

• Spouse, Domestic Partner (DP) or Civil Union Partner (CUP)
• Employee’s, spouse’s or DP’s/CUP’s children
  • Under age of 26 – eligible for medical/prescription drug plans
  • Under age of 19 and 19 to 26 if full-time student and unmarried – eligible for dental and vision plan
• Unmarried child, regardless of age, who is incapable of self-support due to mental/physical incapacity that existed prior to the child reaching age 19
• Child covered by terms of a Qualified Medical Child Support Order (QMCSO)

There are special eligibility requirements for Domestic Partners and Civil Union Partner dependents. Please see your HR Specialist for more information.
MEMBERSHIP CARDS

After you enroll for the first time, you will receive identification cards from the insurance carriers within 90-calendar days as follows:

- HMSA, Kaiser and CVS Caremark issue an ID card for each enrolled member of a family.

- HDS will issue two identical ID cards showing the name of the subscriber.

- VSP and RSN do not issue ID cards
HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND (EUTF)

CHANGES TO HEALTH BENEFIT PLANS

QUALIFYING EVENT
- Marriage and enrolling spouse and/or newly eligible dependent children.
- Birth of a child or adoption of a child.
- Change in family status involving the loss of eligibility of a family member (e.g. legal separation, divorce, death, child turns age 26).
- Spouse’s or eligible dependent’s employment status changes resulting in a loss of health coverage.
- Move out of plan’s service area.

OPEN ENROLLMENT
Occurs annually during the spring. All changes are effective July 1.
- Add a plan, change from one plan to another, or drop a plan.
- Add a dependent or drop a dependent.
- Change coverage tiers such as changing from single to family or family to 2-party.
PREMIUM CONVERSION PLAN

A voluntary benefit plan, that allows employees to purchase their health benefit plans on a pre-tax basis (pursuant to Section 125 of the Internal Revenue Code).

- If enrolled, your income will be taxed after your health benefits contributions are deducted, so your take-home pay should be greater than if you do not enroll.
- PCP election will be automatically renewed each Plan year.
- You are able to change your PCP election if a change of status occurred (e.g. marital status, birth/adoption of a child, dependent’s loss of employment, etc.) or during Open Enrollment.
- Participation in the PCP may slightly reduce Social Security benefits because Social Security benefits and taxes will be calculated on your reduced salary amount.
All active employees have a life insurance benefit of $41,116. Your benefit will be reduced once you reach age 65 and will continue to reduce, depending on age.

Additional benefits include:
- Conversion to individual whole life policy due to separation or reduced age.
- Portability allows possible continuation of coverage at separation upon meeting eligibility requirements.
- Accelerated benefits allows possible early payment of a portion of your life insurance upon meeting certain criteria.
- Repatriation of Remains assists with possible reimbursement of expenses to transport remains to a mortuary near the primary place of residence if you pass away 200 miles or more away from your home.
The State of Hawai‘i offers a Hybrid Plan for all eligible employees hired after June 30, 2012. With matching contribution by the employer, employees contribute 8% of their pre-tax compensation (through automatic payroll deduction) to supplement their pension benefit.


- Benefit Calculator to project an estimated retirement benefit for you.
- Self Service Assessment of retirement benefit.
- Many more links for specific information.

*Holomua* is a quarter newsletter produced by ERS for their active members. Current and archived copies are available at [http://ers.ehawaii.gov/resources/all-publications#Newsletter](http://ers.ehawaii.gov/resources/all-publications#Newsletter)

Retirement benefits may be subject to change by the ERS Board of Trustees.
Two supplemental retirement savings programs are available to UH employees. Programs allows employees to set aside a portion of their income for retirement and invest it on a pre-tax basis.

Deferred Compensation (IRC 457)
Plan is administered by Prudential Retirement Insurance and Annuity Company
More information is available at: http://islandsavings.preparewithpru.com/

Tax Deferred Annuity Program (IRC 403(b))
Plan is administered by National Benefits Services
More information is available at: http://www.nbsbenefits.com/UH403b/
Employees who incur work-related injury or illness, may be eligible to have their medical expenses covered or may be able to receive a portion of their lost wages while the employee is not able to work.

What do I do if I get injured on the job?

- Report the injury immediately to your supervisor or your Human Resources office.
- Work with your HR Specialist to process the necessary worker’s compensation forms.
- If you seek professional medical attention, inform them that it is an industrial injury.

First Insurance Company of Hawaii, Ltd. is the third party administrator that handles all worker’s compensation cases for the University of Hawaii.
Employees who incur non-work related injury or illness, may be eligible to receive a partial wage replacement benefit if unable to work.

How do I qualify for Temporary Disability Benefits?

- Injury or illness must be non-work related.
- During any part of the 52 weeks immediately prior to the first day of the disability, you must have:
  - work for any covered employer in the State of Hawai‘i for at least 14 calendar weeks;
  - received remuneration in any form for 20 or more hours during each of the 14 weeks; and,
  - earned at least $400.
- Claim must be filed within 90 days from the date of disability.
- Consult your HR Specialist for additional details and eligibility requirements.
Flexible Spending Account Program allows employees to set aside pre-tax dollars to pay for eligible medical and dependent care expenses on a reimbursement basis.

Island Flex
Plan is administered by Comprehensive Financial Planning, Inc.
More information is available at:
A Voluntary Program Designed to Assist Families in Saving for College

https://www.hi529.com/

- You can establish and contribute to a HI529 account no matter how much you earn.
- Anyone-grandparents, aunts and uncles and even friends can open or contribute to an account.
- Beneficiary can be any age and may live in any state.
- You can open a HI529 account with as little as $15.
- Contributions are made with after-tax dollars.
- Earnings on the account grow tax deferred from federal and state income tax.
- Withdrawals for qualified higher education expenses are tax-free.
University employees and students, along with their spouses or household members are eligible for memberships. Members enjoy free traveler’s checks and special rates on loans, as well as savings, checking and charge account services.

New Hire Loan

Available to help until you receive your first paycheck:

- New, permanent UH-System employees
- 0% APR for 60 days
- Credit limit, one month net pay not to exceed $5,000
- Direct Deposit required

Main Branch (McCully): 2019 South King Street
Mānoa Campus Center Branch: 2nd Level, Next to the Campus Center Cafeteria
Mānoa Campus Branch: Across from the Thrift Shop
The University Housing Program is designed to provide available housing resources to new UH Mānoa employees during their initial years at the University. Properties are conveniently located near the Mānoa campus and provide opportunity to interact with other University families.

- Waʻahila Apartments
- Kauʻiokahaloa Nui Apartments
- Kauʻiokahaloa Iki Condominiums

Placement into housing units is based on a priority ranking system. Visit [http://www.hawaii.edu/fachousing/](http://www.hawaii.edu/fachousing/) to learn about the housing options and application process.
A Fusion of Cooking and Culture

https://uhm.sodexomyway.com/index.html

Places to Eat: http://manoa.hawaii.edu/food/
PROFESSIONAL DEVELOPMENT

TUITION WAIVERS

- Must be employed on half-time basis (50% FTE) or more
- Maximum 6 credits per semester at any campus
- Spouses and domestic partners of BU 7, 8, 87 and 88 may be eligible
- Register for courses after normal student registration period
- Must secure authorization from supervisor
- Course/lab/professional fees must be paid by employee
- Taxability of waivers is governed by IRC Section 117
- See your HR representative for certification

OTHER RESOURCES

- APT Employee’s Career and Professional Development Program
- Training
- Professional Conferences / Workshops
- Professional Boards / Committees
- UH Alumni Association
An Employee Assistance Program (EAP) is available to all employees to ensure a healthy, happy, productive workforce on campus. UH has partnered with WorkLife Hawai‘i to provide creative solutions/options for employees’ life and work demands. Personal and confidential meetings are conducted by local experts who provide short-term professional counseling services to employees who may be experiencing personal problems that are affecting job performance which may include:

- Marital/family problems
- Grief/loss
- Domestic violence
- Drug/alcohol misuse
- Relationship problems
- Anger problems
- Job-related issues
- Stress and emotional problems
- Other emotional or behavioral problems

Contact WorkLife Hawai‘i at 543-8445 to schedule an appointment.

The University of Hawai‘i has a long-standing tradition to help local communities through the annual Aloha United Way Campaign.

The smallest of donations can make a difference to support pressing needs in early childhood education, poverty prevention and homelessness, health and human services, and much more. All employees are encouraged to participate in the campaign through payroll deduction.

Watch for news and details from your departmental coordinator.
The School of Nursing and Dental Hygiene operates a Dental Hygiene Clinic as part of the curriculum, where students treat patients under the supervision of licensed dentists and dental hygiene faculty members. Treatment may take longer than a private dental practitioner because patient care is provided by the students and monitored and evaluated by the faculty.

Basic services include a thorough oral exam, teeth cleaning and polishing and fluoride treatment. Other dental procedures are also available depending on the needs of the patients.

Services are available to the UH community, as well as the general public. Clinic hours vary by semester due to the students’ schedules.

All first-time patients should stop by the Dental Hygiene Clinic at Hemenway Hall, room 200 for a screening. A medical/dental history evaluation and a clinical screening will be conducted prior to scheduling an appointment.

Please call 956-8229 for information on the processing fee and scheduling of dental hygiene care.

As this is part of the dental hygiene curriculum to provide teaching experiences, the clinic reserves the right to select patients and the type of procedures to be rendered and to refuse individuals who do not meet the teaching criteria.
The University of Hawai‘i Mānoa Children’s Center is a licensed child care facility and accredited by the National Association for the Education of Young Children (NAEYC). They are dedicated to serving the diverse children and families of the University of Hawai‘i at Mānoa and the broader early childhood community.

The Children’s Center supports the instruction, research and service mission of the University of Hawai‘i. A maximum of 150 children, ranging in age from 2-5 year olds are enrolled either full or part-time each semester. As a program of the Office of Student Affairs, 75% of the child care spaces are reserved for full-time classified students while the remaining 25% are for employees of the University of Hawai‘i. The Center operates whenever the University is in session with classes or exams.

The Center is supported by state general funds, donations, gifts, fundraising and parent fees. Tuition is based on a six-step schedule which is based on family size and income.

For more information, contact the Children’s Center.

Children’s Center
Monday – Friday
8:00 a.m. – 5:00 p.m.

Contact – Phone: 956-79643
Fax: 956-4160
Email: uhmcc@hawaii.edu
The Warrior Rec Center is a 66,000 square foot recreation facility on the UH Mānoa Campus. Equipment include:

- Over 120 pieces of cardio machines including treadmills, tread climbers, stair masters, spin bikes, rowers, and total body trainers
- A three lane upstairs indoor running track (1/13 of a mile)
- Two full basketball courts that can also be converted into three volleyball courts or a combination of the two sports
  - Both basketball and volleyball setups are an overhead system that is housed in the ceiling of the gym so no poles are necessary
- 1st floor fitness inclusive of Star Trac and Hoist selectorized machines and two state-of-the-art Skywalls that simulate rock climbing
- Over 100 day use lockers (Digilock and pad lock)
- Men’s and Women’s Lockers with 5 individual (4 regular/1 ADA) shower stalls
- 2nd floor fitness inclusive of various plate loaded equipment, custom WRC UMAX dumbbells, Power Blocks, Kettle Blocks, 4 half racks with Olympic platforms and a 9 station pulley system
- Dumbbells range from 5 lbs to 125 lbs
- Miscellaneous equipment can be rented out with a validated UH ID.

SUSTAINABILITY TRIVIA

The WRC is built with a **GREEN ROOF** and two 8,000 gallon water containers are used for the irrigation system around the facility!
HOURS

Monday – Friday
5:30 a.m. – 10:30 p.m.

Weekends/Holidays
9:00 a.m. – 5:30 a.m.

Reduced hours
during school breaks

ELIGIBLE MEMBERSHIP

• UH Students
• UH Outreach Students
• NICE/HELP Prg.
• SEED Prg.
• UH Faculty/Staff
• UH Emeritus
• East West Ctr
  Faculty/Staff/Student/
  Participants
• RCUH
• UH Foundation
• UHM Affiliate
• UHM Alumni
  (Spring 2008 –
  Spring 2014)

*Fees vary depending on
membership type

Call 956-6468 for more information

http://manoa.hawaii.edu/studentrec/fitnesscenter/about.html

STATE-OF-THE-ART EQUIPMENT
We wish you the very best in your new position and a good long-term collaboration with the University of Hawai‘i.

Mahalo!
(Thank you!)

You can design and create, and build the most wonderful place in the world. But it takes people to make the dream a reality.

- Walt Disney
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