



UNIVERSITY  
*of* HAWAI'I®  
SYSTEM

Summary of  
Employee Benefits  
for  
Faculty and Staff  
of the  
University of Hawai'i

For employees hired before July 1, 2012

December 2011

## **DISCLAIMER**

**IMPORTANT DISCLAIMER:** *This booklet has been prepared for your convenience and contains a general and brief summary of some of the benefits for which you may be eligible. As a general reference guide, this booklet does not contain all details concerning eligibility and/or benefit conditions. Benefits vary by type of employment, appointment and collective bargaining agreement, and are subject to change. For further information, please contact your campus, school or program human resources representative or refer to the applicable rules, laws, collective bargaining agreements, policies and procedures, or benefit plan documents.*

*Please note this booklet is **not** a legal document, binding agreement or contract. It does not supersede laws, rules, collective bargaining agreements, policies and procedures, or benefit plan documents pertaining to the various subject matters covered. Nothing in this document is intended to be a promise of employment or an unconditional right to receive all of the benefits described. This booklet supersedes, replaces and cancels all prior versions of the Summary of Employee Benefits for Faculty and Staff of the University of Hawai'i.*

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## About the University

The University of Hawai'i was founded on March 25, 1907, as the College of Agriculture and Mechanic Arts of the Territory of Hawai'i, an educational, non-sectarian, Land Grant institution of higher learning. It became the College of Hawai'i in 1911. The College was officially established as the University of Hawai'i on July 1, 1920.

The missions of the University of Hawai'i are education, training, research, and public service. The University is governed by the Board of Regents (BOR), which is composed of 15 regents, nominated by the Regents Candidate Advisory Council, appointed by the Governor, and confirmed by the legislature. The BOR appoints the President, Vice Presidents, and other executives.

The University system is composed of the University of Hawai'i at Mānoa; University of Hawai'i at Hilo; University of Hawai'i – West O'ahu; and seven Community Colleges – four campuses on O'ahu (Honolulu, Kapi'olani, Leeward, and Windward) and one each on the islands of Kaua'i, Hawai'i, and Maui.

## Public Service

The staff at the University of Hawai'i includes executive, managerial, faculty, administrative, professional and technical (APT), and civil service employees, all working together and dedicated to higher education and public service. The combined efforts of the University community contribute to the growth and development of Hawai'i to make this state a better place in which to work and live.

## Compensation

The compensation, which most University employees receive, is comprised of two major parts: a monthly salary and employee benefits.

The monthly salary is determined by University policies and negotiated collective bargaining agreements.

In addition to a monthly salary, faculty and staff of the University of Hawai'i are eligible for a broad range of valuable benefits, including comprehensive health plans, life insurance, retirement plan, paid and unpaid leaves, paid holidays, and benefits unique to University employees.

## Family Time and Values

Vital concerns to University employees are the work environment and the preservation and promotion of family time and values. Programs such as family medical leave, time off for blood and bone marrow donations, parent-teacher conferences, foster parent leave, vacation, and leave sharing contribute to the quality of family time and values.

## Work Hours

Faculty members follow the traditional academic regime of instructional, research, and public service activities. APT and civil service personnel follow the standard 40-hour workweek. Normal business hours are 7:45 a.m. – 4:30 p.m. Staff may arrange with their supervisors earlier or later start and end times as programmatic needs permit. Flexible working hours or alternative workweek programs are also available for APT and civil service employees. For more information, refer to your collective bargaining agreement or contact your human resources representative.

## Training and Continuing Education

The University understands the importance of professional growth and encourages and supports developmental activities related to work. Employees may have the opportunity to attend training, professional conferences, or seminars. Eligible employees may, after six years of continuous full-time service, apply for up to one year of paid sabbatical or professional improvement leave.

The University's Office of Human Resources (OHR) and the State Department of Human Resources Development (DHRD) offer various staff development and training programs. Registration information for both OHR and DHRD sponsored training is available on the OHR website, at the following address:

OHR Website: [www.hawaii.edu/ohr/training](http://www.hawaii.edu/ohr/training)

## Leaves

### Vacation Leave:

Eligible employees earn vacation leave at the rate of 14 hours per month for each full month of qualifying service (or 1 3/4 days per month, 21 working days per year), and may accumulate up to a total of 720 hours (or 90 working days) of vacation. Vacation hours in excess of 720 hours are forfeited annually. Employees who will forfeit unused vacation leave at the end of the calendar year have the option of donating their unused vacation leave to assist co-workers who are suffering from a serious health condition, illness, or injury or caring for a family member who is incapable of self-care due to a serious injury or illness.

Part-time employees earn vacation on a prorated basis.

Employees on 9-month salary schedules and 11-month instructional faculty are not eligible to earn vacation leave.

### Sick Leave:

Eligible employees accrue sick leave at the rate of 14 hours per month for each full month of qualifying service (or 1 3/4 days per month, 21 working days per year). Employees on the 9-month salary schedule accrue 126 hours of sick leave annually. Part-time employees accrue sick leave credits on a prorated basis.

Faculty members of the Community Colleges have a separate sick leave program as set forth in the policies of the Board of Regents in effect on October 10, 1978, which provide 18 days of sick leave per year.

There is no limit on the accumulation of sick leave. Upon retirement, unused sick leave credits may be used to enhance retirement benefits (20 days of sick leave credits = 1 additional month of service credit).

## Family Leave:

Under the **Hawai'i Medical Leave Law (State Family Leave Law)**, the employee may be eligible for family leave for up to four (4) weeks of unpaid job-protected leave for one or more of the following reasons:

- Birth of the employee's child
- Adoption of a child by the employee
- Care for the employee's child, spouse, or reciprocal beneficiary, or parent with a serious health condition

Note: does not include employee's own serious health condition.

To be eligible for State Family Leave benefits, the employee must have worked for at least six (6) consecutive months and the employee's appointment must be at least 50% full-time equivalency (FTE).

Under State Family Leave, vacation, sick, or compensatory time off may be substituted for unpaid leave. However, only the accrued and available sick leave in excess of the fifteen (15) days required under the State's self-insured Temporary Disability Benefits Plan, can be applied toward family leave purposes.

Under State Family Leave, the leave entitlement is counted towards the employee's leave entitlement under FMLA.

State Family Leave entitlement for birth or adoption expires 12 months after the child's birth or placement of the child for adoption. The entitlement is not by calendar year.

The definition of parent under State Family Leave is a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, a grandparent or a grandparent-in-law.

Under the Federal **Family and Medical Leave Act (FMLA)** of 1993, employees may be eligible for up to 12 weeks of unpaid job-protected leave during any 12-month period, which is defined as a calendar year for State employees. Employees may be eligible for the FMLA leave for one or more of the following reasons:

- Birth and care of a newborn child of the employee
- Placement of a child with the employee for adoption or foster care
- Care for the employee's child, spouse, or parent with a serious health condition
- Employee suffers from a serious health condition that makes the employee unable to perform his/her job duties
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on or has been notified of an impending call to "covered active duty" in the Armed Forces may use 12 weeks of unpaid FMLA leave entitlement to address certain qualifying exigencies.
- "Military Caregiver Leave" - Eligible employees may take up to 26 weeks of unpaid FMLA leave to care for a covered servicemember with a serious injury or illness during a single 12-month period. A covered servicemember is a member of the Armed Forces, veterans, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

To be eligible for FMLA benefits, the employee must have worked for the State for at least 12 months (need not be consecutive) and at least 1,250 hours over the 12-month period immediately preceding the employee's leave. The employee may be required to provide:

- Thirty (30) days advance notice of the need to take FMLA leave
- Medical certification and recertification
- A second or third medical opinion
- Periodic reports regarding the employee's status and intent to return to work
- Notice of an impending call or order to active duty

If the leave is due to the employee's own personal illness, the employee may be required to provide medical certification of fitness for duty before returning to work.

Under FMLA, only vacation leave may be substituted for unpaid leave. However, sick leave may be substituted for an employee's own illness. The employee should submit the request for family medical leave to his/her human resources representative with prior notice of the intended leave.

The FMLA allows 12 weeks of leave for qualifying reasons listed above. An employee shall not be entitled to a total of 16 weeks of family leave, e.g., 12 weeks FMLA + 4 weeks of State Family Leave. Exception: State of Hawaii Family Leave Law (HFLL) provides 4 weeks of leave to care for a reciprocal beneficiary, parent-in-law, grandparent or grandparent-in-law with a serious health condition. These family members are not covered under FMLA. If leave is used to care for family members that are not covered by FMLA, the employee is still entitled to his/her full FMLA leave entitlement. However, if FMLA leave is used first for a purpose also provided under HFLL, and HFLL has therefore been exhausted, the employee would not be entitled to additional leave to care for a reciprocal beneficiary, etc.

For more information on the FMLA, visit the U.S. Department of Labor's website at [www.dol.gov/whd/fmla/index.htm](http://www.dol.gov/whd/fmla/index.htm).

### Leave Sharing Program:

You may be eligible to give and receive donated leave credits within the University. The purpose of the program is to ease the financial burden of fellow employees who have exhausted all paid leave and would otherwise need to take time off from work without pay to recover from a serious personal illness or injury or to care for a family member who is incapable of self care due to a serious personal injury or illness. If you are interested in donating any of your leave credits, or wish to request leave sharing, please contact your human resources representative for more information. Information that is more detailed is available by viewing Administrative Procedure A9.470 at: [www.hawaii.edu/svpa/apm/pers/a9470.pdf](http://www.hawaii.edu/svpa/apm/pers/a9470.pdf).

### Other Leaves:

Employees shall review their respective collective bargaining agreements for detailed information on eligibility or for additional information on the following contractual/statutory leaves:

- Bereavement – 3 days leave for death in the immediate family
- Jury Duty – Paid leave for witness or juror
- Active Military Duty – Leave for active duty & annual training for reserves
- Sabbatical / Professional Improvement Leave –Refer to the Union contract for eligibility and contractual criteria
- Leave Without Pay – Reasons defined in the Union contract

Time off for the following events may also be allowed in accordance with statutory requirements, Executive Orders and Directives:

- Parent-Teacher Conferences – Up to 2 hours of paid leave including travel time. Not to exceed 2 conferences per child in a calendar year.
- Foster Parent Leave – Up to 8 hours of paid leave including travel time. Licensed foster parents are limited to 8 hours per calendar year regardless of the number of children involved.
- Bone Marrow Testing – Reasonable amount of administrative time off with pay including travel time
- Organ Donation Testing – Reasonable amount of administrative time off with pay including travel time
- Blood Bank Donations – Reasonable amount of administrative time off with pay including travel time
- Bone Marrow Donor Leave – Up to 7 calendar days of paid leave
- Organ Donor Leave – Up to 30 calendar days of paid leave
- Disaster Relief – Up to 30 calendar days of paid leave of absence for American Red Cross
- Victims Leave – Up to 30 calendar days of unpaid leave

For more information on leaves of absence, refer to your collective bargaining agreement or contact your human resources representative.

## Holidays

The University observes 13 holidays per year and 14 during an election year.

New Year's Day	Independence Day
Dr. Martin Luther King Day	Statehood Day
President's Day	Labor Day
Prince Jonah Kuhio Kalaniana'ole Day	Election Day (during an election year)
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
King Kamehameha I Day	Christmas Day

Please refer to your collective bargaining agreement or contact your human resources representative regarding your eligibility for holiday pay and for information on the observance of holidays.

## Employees' Retirement System

The State of Hawaii Employees' Retirement System (ERS) was established in 1926 to provide retirement allowance and other benefits to State and county government employees. The general administration of the ERS is under the direction of a Board of Trustees, with certain areas of administrative control with the Department of Budget and Finance.

You are eligible to become a member of the ERS if you are a full-time, part-time (50% FTE or more), permanent or temporary (more than 3 months) employee of the University. The ERS offers three defined benefit plans—Contributory, Non-Contributory and Hybrid.

Generally, all eligible employees hired after June 30, 2006, are required to enroll in the hybrid plan.

The retirement plans provide a lifetime retirement benefit if age and service requirements are met. The formula takes into account years of creditable service and average salary over a specified period of time. If an employee has service comprised of periods including both part-time and full-

time employment, the part-time service will be converted to full-time equivalent service or vice-versa, for the purpose of determining average final compensation and the retirement allowable payable. Whatever method of conversion is used, the part-time or full-time service shall conform to the same basis of part-time or full-time salary used to determine average final compensation. There are different retirement options with various features. Retirement benefits will not be reduced in the event of eligibility for Social Security. The ERS also provides an automatic pension increase each year. An online retirement Benefits Calculator is available at [ers.ehawaii.gov](http://ers.ehawaii.gov) to provide you with an estimated retirement benefit.

### Hybrid Retirement Plan (for employees hired before July 1, 2012)

Under the Hybrid Retirement Plan, the employee will contribute 6% of the monthly gross salary to the retirement fund. The State will also be contributing to this fund. Under this plan, one may retire and receive full benefits at age 62 with 5 years of service or age 55 with 30 years of service. Should you leave government service before age 62 with at least 5 years of service, retirement benefits are payable at age 62.

Upon retirement, a normal benefit is based on the years of service multiplied by 2% of the average final compensation (AFC). The AFC is the average of the employee's three highest years of earnings excluding any lump sum vacation pay if the employee began employment on January 1, 1971, or thereafter. If employment began before January 1, 1971, the AFC will be the average of the three highest years of service or the five highest years of earnings including any lump sum vacation pay, whichever is greater. Note: Federal tax law limits the amount of compensation that may be taken into account in calculating tax-qualified pension benefits paid by the ERS. If an employee earns in excess of the federal tax limit in a 12-month period, the federal tax cap will apply in two ways: (1) to limit any employee contributions to the ERS and (2) to limit the benefits payable from the ERS.

#### Service Credit:

Service credit is based upon employment with the State or Counties and is credited on a monthly basis. A member, who works half a month or more and makes the required contribution to the ERS as specified above, will be credited with one month of service credit.

Certain types of approved leaves of absence without pay, such as professional improvement leave and industrial injury leave, may be credited, provided that the member makes contributions for those periods of eligible leave.

Active military service may be credited, subject to certain provisions and limitations.

#### Benefit Formula:

$$2\% \times \text{years of service} \times \text{Average Final Compensation (AFC)}$$

Example: Member with 30 years of service and monthly AFC of \$3,000

$$2\% \times 30 \text{ years} \times \$3,000 = \$1,800$$

Member can receive a monthly pension up to \$1,800

### Non-Contributory Retirement Plan

Applicable to eligible employees employed prior to July 1, 2006. Employees hired after June 30, 2006 are required to participate in the ERS Hybrid Plan. The State contributes 100% to a retirement plan for all eligible employees. There are no employee contributions. Under this plan, one may retire and receive full benefits at age 62 with 10 years of service or at age 55 with 30 years of service. Should you leave government service before age 62 with at least 10 years of service, retirement benefits are payable at age 65.

Upon retirement, a normal benefit is based on years of service multiplied by 1.25 % of the average final compensation (AFC). The AFC is the average of the employee's three highest years of earnings excluding any lump sum vacation pay if the employee began employment on January 1, 1971, or thereafter. If employment began before January 1, 1971, the AFC will be the average of the three highest years of service or the five highest years of earnings including any lump sum vacation pay, whichever is greater. Note: Federal tax law limits the amount of compensation that may be taken into account in calculating tax-qualified pension benefits paid by the ERS. If an employee earns in excess of the federal tax limit in a 12-month period, the federal tax cap will limit the benefits payable from the ERS.

Since there are no employee contributions, there is more money available to employees to fund voluntary individual retirement savings plans, such as the 457 "Island Savings Plan" or the 403(b) Tax-Deferred Annuity (TDA) Program offered by the University (see page 11).

#### Service Credit:

Service credit is based upon employment with the State or Counties and is credited on a monthly basis. A member who works half a month or more will be credited with one month of service credit.

Certain types of approved leaves of absences without pay, such as professional improvement leave and industrial injury leave, may also be credited.

Active military service may be credited, subject to certain provisions and limitations.

Unlike the Contributory & Hybrid Plans, service credit in the Non-Contributory Plan is not based upon employee contributions.

#### Benefit Formula:

$1.25\% \times \text{years of service} \times \text{Average Final Compensation (AFC)}$

Example: Member with 30 years of service and monthly AFC of \$3,000

$1.25\% \times 30 \text{ years} \times \$3,000 = \$1,125$

Member can receive a monthly pension up to \$1,125

#### Contributory Retirement Plan

Applicable to those employees vested in the Plan prior to July 1, 1984. Employees hired after June 30, 1984 are required to participate in the ERS Non-Contributory or Hybrid Plans.

Under the Contributory Retirement Plan, the employee contributes 7.8% of the monthly gross salary to the retirement fund. The State also contributes to this fund. Note: Federal tax law limits the amount of compensation that may be taken into account in calculating tax-qualified pension benefits paid by the ERS. If an employee earns in excess of the federal tax limit in a 12-month period, the federal tax cap will apply in two ways: (1) to limit any employee contributions to the ERS and (2) to limit the benefits payable from the ERS.

Under this plan, one may retire and receive full benefits at age 55 with 5 years of service. Should you leave government service before age 55 with at least 5 years of service, retirement benefits are payable at age 55. Upon retirement, a normal benefit is based on the years of service multiplied by 2% of the average final compensation (AFC). The AFC is the average of the employee's three highest years of earnings excluding any lump sum vacation pay if the employee began employment on January 1, 1971, or thereafter. If employment began before January 1, 1971, the AFC will be the average of the three highest years of service or the five highest years of earnings including any lump sum vacation pay, whichever is greater.

### Service Credit:

Service credit is based upon employment with the State or Counties and is credited on a monthly basis. A member, who works half a month or more and makes the required contribution to the ERS as specified above, will be credited with one month of service credit.

Certain types of approved leaves of absence without pay, such as professional improvement leave and industrial injury leave, may be credited, provided that the member makes contributions for those periods of eligible leave.

Active military service may be credited, subject to certain provisions and limitations.

### Benefit Formula:

$2\% \times \text{years of service} \times \text{Average Final Compensation (AFC)}$

Example: Member with 30 years of service and monthly AFC of \$3,000

$2\% \times 30 \text{ years} \times \$3,000 = \$1,800$

Member can receive a monthly pension up to \$1,800

In addition to regular service benefits, all plans offer:

### Disability retirement

- Member must have a permanently disabling condition
- Condition is the result of natural causes or on-the-job injury
- Benefit formula is different based on ordinary or job-related disability retirement.
- Determination process involves a review by the ERS Medical Board and the ERS Board of Trustees

### Death in service benefit

Survivor benefits are defined by the Hawai'i Revised Statutes 88-286.

Death in service benefit (Contributory & Hybrid Plans)--it is very important that the beneficiary designation form be current; designation is null and void if there is a change in marital status, or if the beneficiary predeceases the member.

The law enables the surviving spouse, civil union partner, reciprocal beneficiary, or dependent children to receive benefits when the designation of beneficiary is not updated when either of these situations occurs.

### Post Retirement Allowance

Employees will receive a post retirement allowance, which is an automatic annual increase of your basic pension beginning July 1 of the calendar year following your retirement and on each July 1 thereafter.

### Vesting

Allows an employee to leave employment after a minimum number of years and be eligible to receive retirement benefits at a specified age.

- Contributory Plan - 5 years of service and contributions left with ERS at termination of employment
- Non-Contributory Plan - 10 years of credited service
- Hybrid Plan - 5 years of service and contributions left with ERS at termination of employment

## Purchase of Military Service

Any member who rendered honorable active military service in the armed forces of the United States can acquire up to 4 years of ERS membership service for the military service effective July 1, 1989 as follows:

- A member with 8 years of credited service with the ERS can acquire up to 2 years of military service if hired before June 18, 1996 (§88-132.5, H.R.S.)
- A member with 10 years of credited service with the ERS can acquire up to 2 years of military service if hired after June 17, 1996.
- A member with 20 years of credited service with the ERS can acquire up to 3 years of military service.
- A member with 25 years of credited service with the ERS can acquire up to 4 years of military service.

## Health Benefits

The University offers eligible employees a choice of health insurance plans, including medical/prescription drug, dental and vision care plans, through the Hawaii Employer-Union Health Benefits Trust Fund (EUTF). The University's contribution towards the cost of your health care plans is negotiated through the collective bargaining process. Employees have the option of paying their health premiums on a pre-tax or post-tax basis through payroll deduction. There is no waiting period; employees, their civil union partner or domestic partner and families are covered immediately upon appointment, contingent on enrollment. Please be aware that your enrollment may not be processed immediately, but if you or your family requires health services, please contact the EUTF for assistance.

Employees may change coverage outside of open enrollment period due to birth, adoption, marriage, death, divorce, and other qualifying events. Employees wishing to make changes to their coverage due to a qualifying event must submit the Form EC-1 to their human resources representative within 30 days from the date of the qualifying event. Information that is more detailed may be found in the EUTF booklet, available on the EUTF website at [www.hawaii.gov/budget/eutf](http://www.hawaii.gov/budget/eutf).

## Health Benefits for Retirees

When you retire from the State, health insurance benefits may be available depending upon when you were hired and the number of years of credited service you have at the time of your retirement (see chart below)

Number of Years of Credited Service (excludes sick leave at Retirement)	State's Base Monthly Contributions*		
	You were Hired before 7/1/96	You were hired 7/1/96 – 6/30/01	You were hired on or after 7/1/01**
5 but less than 10 years	50%	0%	0%
10 but less than 15 years	100%	50%	50%
15 but less than 25 years	100%	75%	75%
25 or more years	100%	100%	100%

\* The Base Monthly Contributions is applied to the statutory cap or actual premiums, whichever is lower. The retiree will pay any difference between the base monthly contribution and actual premiums.

\*\* If you were hired on or after 7/1/01, the State's base monthly contributions will be only for you. (i.e., no contributions will be made for your dependents). If you were hired before 7/1/01, the State's base monthly contributions will be for both you and your dependents.

You are eligible to enroll in any available plans at the time of your retirement regardless of what plans, if any, you were enrolled in just prior to retirement.

For more information on the health care plans offered by EUTF, contact your human resources representative or the EUTF office at 586-7390 or toll-free at 1-800-295-0089. You may also visit the EUTF website at [www.hawaii.gov/budget/eutf](http://www.hawaii.gov/budget/eutf).

## Group Life Insurance Plan

Currently the State pays 100% of the monthly premium for group life insurance coverage. The current maximum benefit ranges from \$38,361 - \$7,672 depending on age. For more information, contact the Royal State National Insurance Co. Ltd at 539-1621, toll free 1-888-942-2447 or visit the Royal State Insurance website at [www.royalstate.com/EUTF.html](http://www.royalstate.com/EUTF.html).

## Workers' Compensation Benefits

If an employee incurs a compensable work-related injury or illness, benefits will be available to cover eligible medical expenses and to replace a portion of the employee's lost wages while the employee is unable to work after a three-day wait period. The employee will also have the option of using any available sick leave or vacation leave to supplement the workers' compensation benefits to realize full pay.

## Temporary Disability Benefits

If an employee suffers a non-work related injury or illness, he/she may be eligible to receive benefits, which cover a portion of wages while disabled. There is a seven-day waiting period, and all sick leave must be exhausted. The number of weeks of available benefits depends on eligibility under the State's Temporary Disability Benefits Plan. The maximum duration of benefits is 26 weeks.

## Pre-Tax Programs

Eligible employees may have a pre-tax payroll deduction before FICA, Federal and State taxes are computed. These programs will not affect your State Employees' Retirement System (ERS) Plan benefits. It may slightly reduce your Social Security benefits because Social Security benefits and taxes will be calculated on your reduced salary amount. It may affect your Deferred Compensation Plan and/or Tax-Sheltered Annuity (TSA) Plan contributions, if your contributions are based on a percentage of your salary.

### Premium Conversion Plan:

The State's Premium Conversion Plan (PCP) provides an opportunity to most health care plan participants to save some tax dollars and make the most of their paychecks. If you are an employee of the State and enrolled in any health care plan offered through the EUTF that qualifies under the PCP Rules, your income will be taxed after your health care plan contributions are deducted, so your take-home pay should be greater than if you do not enroll in PCP.

### Pre-Tax Qualified Parking Benefit Plan:

Eligible employees who qualify to park in areas under the jurisdiction of the University of Hawai'i and are assessed a semi-monthly parking fee via payroll deduction may voluntarily participate in

this plan, in accordance with the University parking policies and procedures. Parking fees are deducted on a pre-tax basis. Information that is more detailed is available by viewing Administrative Procedure A9.761 at: [www.svpa.hawaii.edu/svpa/apm/pers/a9761.pdf](http://www.svpa.hawaii.edu/svpa/apm/pers/a9761.pdf)

### Pre-Tax Transportation Benefit Program:

To participate in this program, employees must meet the following criteria:

- Eligible to participate in the State of Hawai'i Employees Retirement System;
- Live and work on O'ahu;
- Do not have a pre-tax parking payroll deduction in a university-controlled lot.

### TheBus:

Eligible employees may purchase a monthly bus pass or a disability or senior (65 and older) annual bus pass for their personal use through payroll deduction on a pre-tax basis. Employees may choose to participate within 60 days of their hire date or during the annual open enrollment period.

### Handi-Van and Vanpool Hawai'i:

Eligible employees may purchase monthly Handi-Van fare coupons or a monthly Vanpool voucher for their personal use through payroll deduction on a pre-tax basis. Eligible employees may enroll any time during the year.

Additional information is available at [www.hawaii.edu/ohr/buspass/buspass.htm](http://www.hawaii.edu/ohr/buspass/buspass.htm).

### Flexible Spending Accounts:

"Island Flex", the State's flexible spending account benefits program, allows an employee to set aside pre-tax dollars to pay for eligible health care expenses and dependent care expenses with tax-free money. Applications and detailed information on the program are available from the program administrator, Comprehensive Financial Planning, Inc., at 596-7006. Neighbor Island employees may call toll-free at 1-877-550-5552 or visit [www.compfplan.com](http://www.compfplan.com).

## **457 State of Hawai'i Deferred Compensation Plan and 403(b) Tax Deferred Annuity (TDA) Programs**

The University understands the importance of individualized retirement planning. In addition to the pension from the State Employees' Retirement System (ERS), other retirement savings plans are available to assist the employee in making the most of current income and to prepare for retirement.

Eligible employees may elect to have a portion of his/her salary set aside through a salary reduction agreement to be contributed to a retirement income investment option of his/her choice. The maximum amount an employee is allowed to contribute is governed by applicable Internal Revenue Code regulations and should be monitored by the employee, TDA agents or plan consultants.

Contributions to 457 and 403(b) plans are made before taxes are withheld, thus enabling the employee to build a retirement nest egg and save on withholding taxes with each paycheck. The State's 457 "Island Savings Plan" is available to employees who are members of the Employees' Retirement System. All University employees may participate in the University's 403(b) Tax Deferred Annuity Program. Both programs comply with Section 457 and 403(b), respectively, of the Internal Revenue Code, by which identified portions of salaries are contributed to an individual supplemental retirement savings account.

For information on the State's 457 plan, please contact Island Savings Plan toll-free at 1-888-712-5642, press 2 for the Honolulu Office or additional information is available at [www.islandsavings.inqplans.com](http://www.islandsavings.inqplans.com).

For information on the University's 403(b) Tax-Deferred Annuity Program, please contact National Benefit Services, LLC toll-free at 1-800-274-0503 ext. 240, email [uh403b@nbsbenefits.com](mailto:uh403b@nbsbenefits.com) or visit [www.nbsbenefits.com/uh403b](http://www.nbsbenefits.com/uh403b).

## HI529 – Hawai'i College Savings Program

HI529 is a voluntary program designed to assist families in saving for college. Administered by the State Department of Budget and Finance, HI529 offers valuable tax benefits. Contributions are made with after-tax dollars, the earnings on the account grow tax-deferred, and distributions used for qualified higher education expenses are tax-free (Hawai'i State and federal taxes).

To obtain more information on the HI529 program, enroll in the program, and/or set up the payroll deduction, please visit [www.hi529.com](http://www.hi529.com) on the OHR website or call toll-free 1-866-529-3343

## Tuition Waivers

Faculty and staff may be eligible for tuition waivers for credit courses, in accordance with Board of Regents Policy, Chapter 6, Section 6-13. Employees must be employed on a half-time basis or more to be eligible for tuition waivers at any campus for a maximum of six credits per semester. A spouse, civil union partner, or domestic partner of a bargaining unit 07, 08, 78, 87 and 88 member may also be eligible for tuition waivers. The value of the tuition waiver may be taxable to the employee. Those seeking tuition waivers shall register after the normal student registration period. Employees must secure the authorization of their respective supervisors for any adjustments to work schedules. See your respective human resources representative for your campus, school, or program's procedures. Additional information is available at [www.hawaii.edu/ohr/docs/forms/waiver.htm](http://www.hawaii.edu/ohr/docs/forms/waiver.htm).

## Child Care Centers

Child Care centers are available at the following campuses: Mānoa, Honolulu Community College, Kapi'olani Community College, Leeward Community College, Hawai'i Community College, Kaua'i Community College and Maui College. The centers provide quality day-care for children of faculty, staff and students of the University. Eligibility and cost varies by program.

## UH Faculty and Staff Identification Card

All faculty and staff are eligible to apply for identification cards. The identification card entitles employees to library services, use of the campus fitness centers, discounts on selected items at the University Bookstores, movie tickets at the Mānoa Campus Center, Warrior football season tickets, tickets for show/special events at the various campus theaters. The card may also be used as debt card at UH dining services locations.

## University of Hawai'i Federal Credit Union

Faculty, staff, and students of the University, their spouses and household members, are eligible to become members of the University of Hawai'i Federal Credit Union. Members may enjoy free traveler's checks and special interest rates on savings, loans, draft (checking) and charge accounts. For further assistance, call the UH Federal Credit Union at 983-5500, option 0, toll-free at 800-927-3397 or visit [www.uhfcu.com](http://www.uhfcu.com).

## For More Information:

If additional benefit plan information is needed, please review the respective collective bargaining agreement or contact one of the following offices:

Respective campus/school/program human resources representative may call the Office of Human Resources (OHR) at 956-8643 or may contact the following O'ahu Offices at:

Employer-Union Trust Fund (EUTF)  
Neighbor Islands may call toll-free at:

586-7390  
1-800-295-0089  
[www.hawaii.gov/budget/eutf](http://www.hawaii.gov/budget/eutf)

Employees' Retirement System (ERS)

Hawai'i 974-4077  
Maui 984-8181  
Kaua'i 274-3010  
O'ahu 586-1735

Neighbor Islands may also call the ERS O'ahu Office toll-free at:

Hawai'i 974-4000 ext 61735  
Maui 984-2400 ext 61735  
Kaua'i 274-3141 ext 61735  
Moloka'i/Lāna'i 1-800-468-4644 ext 61735

ERS members residing on the continental United States may call toll-free at 1-888-659-0708  
[ers.ehawaii.gov](http://ers.ehawaii.gov)

Tax Deferred Annuity – 403(b)  
National Benefit Services, LLC

1-800-274-0503 ext 240  
[www.nbsbenefits.com/uh403b](http://www.nbsbenefits.com/uh403b)

Deferred Compensation Plan - 457  
Island Savings Plan, ING

1-888-712-5642 press 2  
[www.islandsavings.ingplans.com](http://www.islandsavings.ingplans.com)

Island Flex Plan  
Comprehensive Financial Planning, Inc.

596-7006  
1-877-550-5552 (Neighbor Islands)  
[www.compfinplan.com/](http://www.compfinplan.com/)

HI529 – Hawai'i College Savings Program

1-866-529-3343  
[www.hi529.com](http://www.hi529.com)

University of Hawai'i at Mānoa Children's Center  
Hawai'i Community College Children's Center  
Honolulu Community College - Keiki Hau'oli Children's Center  
Kapi'olani Community College - Alani Children's Center  
Kaua'i Community College Children's Center  
Leeward Community College Children's Center  
Maui College Children's Center

956-7963  
933-0569  
845-9466, 845-9461  
845-9466, 734-9394  
245-8356  
845-9466, 455-0488  
242-1057

University of Hawaii Federal Credit Union

983-5500 or 1-800-927-3397  
[www.uhfcu.com](http://www.uhfcu.com)

The University of Hawai'i System website:

[www.hawaii.edu](http://www.hawaii.edu)

Office of Human Resources Website:

[www.hawaii.edu/ohr](http://www.hawaii.edu/ohr)

Summary of Employee Benefits for Faculty and Staff of the University of Hawai'i:  
[www.hawaii.edu/ohr/benefits/hdbook.pdf](http://www.hawaii.edu/ohr/benefits/hdbook.pdf).