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

September 2014
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.

The University is governed by UH Board of Regents Policies, UH Executive Policies, UH Administrative Procedures and UH Administrative Rules, which may be viewed at: http://www.hawaii.edu/svpa/

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.

Employee Assistance Program

The University recognizes that families may face crises and problems that may impact work performance. The Employee Assistance Program (EAP) provides confidential, short-term professional counseling services to employees who may be experiencing personal problems that are affecting job performance. Employees may attend up to three (3) hours of professional
counseling services at no cost. WorkLife Hawai'i has been contracted to provide EAP services through a voluntary program that permits employees to seek help on their own. To set up an appointment, call the WorkLife Hawai'i central office at 543-8445 or at 1-800-994-3571 (toll-free for the neighbor islands). Office Hours: Monday - Friday, 8 a.m. - 5 p.m. Appointments are also available evenings and Saturday. A copy of your current pay stub will be required at the initial counseling session.

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.

Pay Checks and Pay Statements

Employees receive their pay check on the 5th and 20th of each month. If the 5th or 20th falls on a weekend or holiday, employees will be paid on the business day prior to the weekend or holiday. Direct deposit of the pay check is required by State of Hawai'i Law (Section 40-53, salary and pension payments).

Pay check statements may be viewed at http://www.fmo.hawaii.edu/payroll/paystub.html

Employees hired prior to 07/01/1998 and faculty and lecturers are paid five (5) days after the pay period ends. E.g., faculty and lecturers shall be paid on August 20 for work performed August 1 through August 15.

Non-faculty employees hired on or after July 1, 1998 are paid one (1) pay period and five (5) days after the work has been performed. E.g., employee shall be paid on September 5 for work performed August 1 through August 15 (known as “after-the-fact”).

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

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 salary schedule in the “I” classification 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 Family Leave Law (HFLL), 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 HFLL 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 HFLL, 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.

HFLL 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 HFLL 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.

If the leave entitlement qualifies for both HFLL and FMLA, both leave periods will run concurrently.


**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. Additional information is available in Administrative Procedure A9.470 at: 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.

On-line Leave System

The University of Hawai‘i on-line leave system allows employees to view and request to take accrued leave such as vacation leave (if applicable), sick leave and compensatory time. Employees shall record all leaves of absence in the on-line leave system, (i.e., vacation, sick, jury duty, family leave, blood bank donation, parent teacher conference, etc.), by logging in the system at http://www.hawaii.edu/ohr/leave. Instructions on how to use the system is available in the “User Guides” section on the leave system’s homepage.

Holidays

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

New Year’s Day
Dr. Martin Luther King Day
Independence Day
Statehood Day
President's Day  Labor Day
Prince Jonah Kuhio Kalanianaole 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 Employees’ Retirement System of Hawai‘i (ERS) was established in 1925 to provide retirement allowances and other benefits to State and county government employees. The ERS is directed by a Board of Trustees with certain administrative areas controlled by the State of Hawai‘i Department of Budget and Finance.

You are eligible to become a member of the ERS if you are a full-time, part-time (50% Full-Time Equivalent (FTE) or more), permanent or temporary (more than 3 months) employee of the University. Hawai‘i law requires you to become a member of the ERS as a condition of your employment. 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 to provide you with an estimated retirement benefit.

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.


Hybrid Retirement Plan - Employees with ERS membership date after June 30, 2012:

Under this Hybrid Retirement Plan, the employee contributes 8% of the monthly base salary to the retirement fund. The State will also be contributing to this fund. The employee contributions will earn an interest rate of 2% compounded annually and may be withdrawn when the employee retires or leaves government service.

The employee may retire and receive full benefits at age 65 with 10 years of service or age 60 with 30 years of service. Should the employee leave government service before age 65 with at least 10 years of service (vested) and contributions left with ERS, retirement benefits will be payable at age 65.
Upon retirement, the employee will receive a pension for life. The benefit is based on the years of service multiplied by 1.75% of the average final compensation (AFC). The AFC is the average of the employee’s five highest years of base pay earnings excluding any lump sum vacation pay.

**Benefit Formula:**

\[ 1.75\% \times \text{years of service} \times \text{Average Final Compensation (AFC)} \]

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

\[ 1.75\% \times 30 \text{ years} \times $3,000 = $1,575.00 \]

Member can receive a monthly pension up to $1,575.00

**Hybrid Retirement Plan** - Employees with ERS membership date prior to July 1, 2012:

Under the Hybrid Retirement Plan, the employee contributes 6% of the monthly gross salary to the retirement fund. The State will also be contributing to this fund. The employee contributions will earn an interest rate of 4.5% (2% for employees hired on or after July 1, 2011) compounded annually and may be withdrawn when the employee retire or leave government service.

The employee may retire and receive full benefits at age 62 with 5 years of service or age 55 with 30 years of service. Should the employee leave government service before age 62 with at least 5 years of service (vested) and contributions left with ERS, retirement benefits will be payable at age 62.

Upon retirement, the employee will receive a pension for life. The 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.

**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

Under the Contributory plan and Hybrid plan, the State contributions are not credited to the employee’s account and are not refundable to the employee. The State contributions along with ERS’ investment earnings are used to pay retirement benefits to retirees and beneficiaries.

**Non-Contributory Retirement Plan**

Applicable to eligible employees employed prior to July 1, 2006. The State contributes 100% to a retirement plan for all eligible employees. There are no employee contributions.

The employee 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 (vested), retirement benefits are payable at age 65.

Upon retirement, the employee will receive a pension for life. The 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.
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).

**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. The employee contributions will earn an interest rate of 4.5% compounded annually and may be withdrawn when the employee retire or leave government service.

The employee 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 (vested) and contributions left with ERS, retirement benefits are payable at age 55.

Upon retirement, the employee will receive a pension for life. The 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.

**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

**ERS Service Credit:**

ERS service credit is the length of time the employee works for the State or County government while a member of the ERS. The service credit determines not only the amount of retirement benefits, but also when the employee will be eligible for retirement. Service is credited on a monthly basis. If the employee is employed for 15 or more calendar days in any month (14 calendar days in February), the employee will receive one month of service credit.

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

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

If the employee has 60 or more days of unused sick leave when the employee retires and leaves government service in good standing, the employee will receive an additional month of service credit for every 20 days of unused sick leave. Service credit provided by unused sick leave is used
to increase the amount of the retirement benefit but cannot be used to meet eligibility requirements for retirement.

In addition to regular service benefits, all retirement 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.

**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.

Information regarding the ERS plans and various retirement options may be found on the ERS website [ers.ehawaii.gov](http://ers.ehawaii.gov).

**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

Affordable Care Act (ACA) Employee Notice:
http://www.hawaii.edu/ohr/benefits/ACA%20final%20notice.pdf (see page 16)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Notice of Privacy Rules:

**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)

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<tr>
<th>Number of Years of Credited Service (excludes sick leave at Retirement)</th>
<th>State’s Base Monthly Contributions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>You were Hired before 7/1/96</td>
<td>You were hired 7/1/96 – 6/30/01</td>
</tr>
<tr>
<td>5 but less than 10 years</td>
<td>50%</td>
</tr>
<tr>
<td>10 but less than 15 years</td>
<td>100%</td>
</tr>
<tr>
<td>15 but less than 25 years</td>
<td>100%</td>
</tr>
<tr>
<td>25 or more years</td>
<td>100%</td>
</tr>
</tbody>
</table>

* 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.

**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
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: [http://www.hawaii.edu/svpa/apm/pers/a9761.pdf](http://www.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 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.

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.compfinplan.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.prudential.com/islandsavings.

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 or visit 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 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.

Child Care Centers

The following campuses have on-campus childcare centers which may accommodate faculty and staff, pending space availability: University of Hawai‘i at Mānoa, Honolulu Community College, Kapi‘olani Community College, Leeward Community College, Hawai‘i Community College and Kaua‘i Community College. Note: 75% of childcare spaces are allocated to students (pursuant to Executive Policy E10.401). Please contact the center directly for current information regarding availability, eligibility and cost.

UH Faculty and Staff Identification Card

All faculty and staff are eligible to apply for identification cards. The identification card may entitle employees and not limited to library services, discounts on selected items at the University Bookstores, Warrior football season tickets, and tickets for show/special events at the various campus theaters. The card may also be used as debit 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.
Employee Benefits Contact 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:

Employee Assistance Program (WorkLife Hawai'i) 543-8445
Neighbor Islands may call toll-free at: 1-800-994-3571

Employer-Union Trust Fund (EUTF) 586-7390
Neighbor Islands may call toll-free at: 1-800-295-0089 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

Tax Deferred Annuity – 403(b) 1-800-274-0503 ext 240
National Benefit Services, LLC www.nbsbenefits.com/uh403b

Deferred Compensation Plan - 457 1-888-712-5642 press 2
Island Savings Plan, Prudential Retirement Insurance and Annuity Company www.prudential.com/islandsavings

Island Flex Plan 596-7006

HI529 – Hawai‘i College Savings Program 1-866-529-3343 www.hi529.com

University of Hawai‘i at Mānoa Children’s Center 956-7963
Hawai‘i Community College Children’s Center 933-0569 (Manono) 934-2630 (Kawili)
Honolulu Community College - Keiki Hau‘oli Children’s Center 845-9466, 845-9461
Kapi‘olani Community College - Alani Children’s Center 845-9466, 734-9394
Kaua‘i Community College Children’s Center 245-8356
Leeward Community College Children’s Center 845-9466, 455-0488
Maui College Children’s Center 242-1057, 249-2988

University of Hawaii Federal Credit Union 983-5500 or 1-800-927-3397 www.uhfcu.com

The University of Hawai‘i System website: www.hawaii.edu
Office of Human Resources Website: www.hawaii.edu/ohr
Basic Leave Entitlement
FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements
Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service-member is:

1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, or otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Unlawful Acts by Employers
FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.
New Health Insurance Marketplace
Coverage Options and Your Health Coverage

Distribution of this notice to all employees is required under the federal Patient Protection and Affordable Care Act (sometimes referred to as “Obamacare”). This notice does not reflect any changes to employee eligibility for EUTF coverage, the terms of the EUTF plans, or the premium payments for any of the EUTF plans.

General Information
When key parts of the Patient Protection and Affordable Care Act (“Affordable Care Act”) health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace (“Marketplace”), which in Hawaii is called the Hawaii Health Connector or Hawaii Health Insurance Exchange. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?
The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers “one-stop shopping” to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?
You may qualify to save money and lower your monthly premium, but only if your employer does not offer you coverage, or offers coverage that doesn’t meet certain standards. Eligibility for premium savings depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?
Yes. If your employer offers you health coverage that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing, if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a health plan offered by your employer that would cover you (and not any other members of your family) is more than 9.5% of your annual household income, or if the offered coverage does not meet the “minimum value” standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Please note that if you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution - as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?
The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov or the Hawaii Health Connector at HawaiiHealthConnector.com for more information. You can also contact the Hawaii Health Connector by email (answers@hawaiihealthconnector.com) or telephone (877-628-5076).

For more information about coverage offered by your employer, please check your summary plan description / reference booklet on the Hawaii Employer-Union Health Benefits Trust Fund (EUTF) website at www.eutf.hawaii.gov. If you have any questions about this notice, you can also contact your Departmental Personnel Office.

For general information about your employee benefits, please visit www.dhrd.hawaii.gov.

¹ Please note that all of the EUTF-sponsored PPO and HMO health plans meet the “minimum value standard”, with the exception of the Supplemental Plans.