



State of Hawai'i

**DISASTER RESPONSE
MANUAL
For Managers**



Prepared by the
Department of Human Resources Development
April 2004

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INTRODUCTION

PURPOSE

When a disaster strikes, we know that program managers need to have certain **personnel-related** information at their fingertips. So this reference manual was developed to help you make quick, important personnel decisions to meet the needs of your employees and help provide ready answers to common questions.

In cases of an emergency, the State Civil Defense will alert all Departmental Civil Defense Coordinators about the emergency situation and brief them about appropriate actions that need to be taken to prevent or remove an immediate threat to life and property; including instructions to provide for recovery assistance.

This manual applies to the Executive Branch civil service system and is not intended to serve as your department's disaster response plan, as required under the State of Hawai'i Plan for Emergency Preparedness issued by the State Civil Defense.

Important Disclaimer: This manual has been prepared for your convenience. It is intended as a reference guide and contains general descriptions and summaries of various policies, benefits, procedures, and rules. This manual is not a contract or binding agreement. It does not supersede laws, rules, collective bargaining agreements, policies and procedures, and benefit plan documents pertaining to the various subject matters covered. Pay provisions and benefits vary by type of employment appointment and collective bargaining agreement, and are subject to change.

Please note that if the circumstances following any disaster require appropriate action, pursuant to Chapter 128, Hawaii Revised Statutes (HRS), the Governor is authorized to proclaim that a disaster has occurred and, if necessary, suspend any law, which impedes or tends to impede or is detrimental to the expeditious and efficient execution of, or to conflict with, disaster relief or other emergency functions. This authority to suspend any law includes, but is not limited to, laws relating to procurement and civil service.

You should also be aware that pursuant to Chapter 128, HRS, the Governor may also order and direct government agencies, officers, and employees, state or local, to take such action and employ such measures for law enforcement, medical, health, fire fighting, traffic control, warnings and signals, engineering, rescue, construction, emergency housing, and other welfare, hospitalization,

transportation, water supply, public information, training, and other civil defense and emergency functions as may be necessary, and utilize the services, materials, and facilities of the agencies and officers. All such agencies and officers are required to cooperate with and extend their services, materials, and facilities to the Governor as the Governor may request. Therefore, you should be prepared, should you be called upon, to provide civil defense and emergency functions outside of your normal employment duties. Of course, pursuant to Chapter 128, HRS, you will retain your salary and all of your employment benefits while engaged in civil defense function.

For further information, please contact your Departmental Personnel Office or refer to the applicable laws, rules, collective bargaining agreements, policies and procedures, or benefit plan documents.

DEFINITIONS

DISASTER

A disaster is any destructive event resulting in significant physical damage, loss or destruction, and social disruption caused by natural or human-caused hazards.

... *Natural hazards* include storms, high winds, flash floods, high surf, hurricanes, tornadoes, droughts, earthquakes, tsunamis, volcanic eruptions, landslides, mudslides, and fires.

... *Human-caused hazards* include, but are not limited to, explosions, massive transportation or industrial accidents, utility failures, hazardous materials incidents, terrorist incidents and health, or other disruptive domestic crises.

DISASTER RESPONSE WORKERS

Disaster response workers are generally pre-identified State Civil Service employees whose services are critical to continuing vital operations and for responding to various emergencies (e.g., road crews when roads might become impassable). Disaster response workers need to report to work in accordance with their disaster response plan such as: (1) Prior to or at the height of a disaster (e.g., impending hurricane or tsunami), even if others are told to stay at home; (2) Immediately following a disaster; and/or, (3) During the recovery period. Depending on the severity of the disaster, extent of damage or magnitude of response or recovery requirements, additional employees may be designated as Disaster Response Workers.

DISASTER PREPARATION CHECKLIST

BEFORE a disaster strikes, do a "Quick-Check":

- ✓ Review your department's responsibilities outlined in the State of Hawai'i Plan for Emergency Preparedness manual. Contact your departmental civil defense coordinator for information.
- ✓ Identify the disaster response workers within your office. (See page 5 for more information.)
- ✓ Meet with identified disaster response workers to discuss their disaster response duties. Solicit suggestions.
- ✓ Know your facility's emergency evacuation plan and regularly review the plan with your employees. Inform your new employees of the emergency evacuation plan.
- ✓ When orienting new employees, inform them as to whether or not they are considered disaster response workers and explain your office's disaster response plan.
- ✓ Review telephone trees at least twice a year. Update whenever you have new hires and when employees' phone numbers change.
- ✓ Inform your employees to listen to instructions from the Emergency Alert System (EAS) and wait for word through your telephone tree as to whether or not to report to work.
- ✓ If you anticipate that a disaster would require additional personnel, you should plan how you will obtain those workers, in advance, and discuss the options with your Departmental Personnel Office. (Also see Part II, Recruitment Procedures.)



Reminder:

- State departments and agencies shall assist the State Civil Defense, as requested, in the event of an emergency.
- Each department and agency shall prepare plans necessary to carry out its assigned responsibilities under the State of Hawai'i Plan for Emergency Preparedness and provide public protection to the maximum extent possible.
- All State employees are considered as an extension of the civil defense system. (See Page 5, Q1 & A1)

Part I: EXISTING EMPLOYEES



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IDENTIFICATION OF DISASTER RESPONSE WORKERS

When a disaster occurs, it is vital that relief services are provided to the disaster victims, and that clean-up services are provided to ensure the public's health and safety. It takes special people to meet these challenges.

Disaster response workers must be designated by each department and should be promptly notified where, when, how and to whom they should report in the event of a disaster. ***Designate alternate workers too, in case your primary disaster response workers are sick, out-of-state, etc., when you need them.***

Q1: What if an employee refuses to be a disaster response worker?

A1: Under the State of Hawai'i Plan for Emergency Preparedness, each department is charged with certain emergency duties and responsibilities. Each department must prepare plans necessary to carry out these assigned responsibilities. Chapter 128, HRS, provides that all State employees are considered as an extension of the civil defense system. Therefore, each department head has the authority to take appropriate action to ensure that these responsibilities are carried out. In such cases, confer with your Departmental Personnel Officer.

Note: To avoid having to deal with a situation like this in the midst of an emergency, where you have no time to waste, try to determine beforehand if any employee is reluctant to be a disaster response worker. Respond to the employee's concerns. If the employee remains reluctant, decide whether you should designate another employee to be a disaster response worker, who would be willing and able to help and who can carry out the necessary civil defense responsibilities.



PAY PROVISIONS

For requirements on overtime, stand-by pay, temporary hazard pay, etc., refer to the applicable collective bargaining agreements for employees in Bargaining Units 01, 02, 03, 04, 09, 10, 11, and 13.

For employees who are excluded from collective bargaining, refer to the Executive Orders.

Be sure to keep detailed records of overtime, per diem, and any other disaster-related expenses incurred in case you can seek partial reimbursement from the Federal Emergency Management Agency (FEMA).

OVERTIME

Q1: Are there special overtime provisions for disaster situations?

A1: Overtime provisions shall be applied in the same manner as in any other normal situation.¹

Q2: What if I don't have enough monies in my budget to cover payment of overtime that's necessary due to an unexpected disaster?

A2: Employees² have the option of electing either cash or Compensatory Time Off (CTO) for overtime work performed,³ as provided by collective bargaining agreements or executive order. Therefore, explain the budget situation with your employees and ask if any of them would be willing to work overtime for CTO only. If you have any budget concerns, discuss the matter with your supervisor.

¹ However, as noted on page 1 of this manual, the Governor may suspend any State law pursuant to Chapter 128, HRS, in certain disaster situations.

² For BU 13, this choice is limited to "regular" employees. "Regular" employees are those employees who have passed their probationary period in a permanent appointment.

³ However, as noted on page 1 of this manual, the Governor may suspend any law pursuant to Chapter 128, HRS, in certain disaster situations.

STAND-BY PAY

Stand-by pay is to be given when employees are required to remain at home or at any other designated place for a specific period, for the purpose of responding to calls for immediate service after the employees' normal hours of work, on the employees' scheduled day off, or on holidays. Employees shall be paid in accordance with applicable collective bargaining agreements or Executive Orders.

Q1: Are there any special provisions for stand-by pay, which would be applicable during disaster situations, other than in the collective bargaining agreements and Executive Orders?

A1: No.

PER DIEM

Employees who are required to travel on official business to another island, or who are required to work on the same island in locations which make it impracticable and undesirable to return home after more than 24 hours shall be paid in accordance with applicable collective bargaining agreements or Executive Orders.

TEMPORARY HAZARD PAY

Employees may be eligible for temporary hazard pay differential if they are temporarily exposed to unusually hazardous conditions, provided that the unusually hazardous working conditions have not already been considered in the pricing of the class. Temporary hazard pay requests require approval from the Department of Human Resources Development (HRD) and will be reviewed on a case-by-case basis. All temporary hazard pay requests should be processed through regular departmental channels to the Departmental Personnel Office, before submittal to HRD.

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LEAVE ISSUES

General guidelines on leaves are provided below. Additional special guidelines on leaves and other personnel matters for a disaster-related incident will be issued by HRD after the disaster, which may need to be determined on a case-by-case basis.

ADMINISTRATIVE LEAVE

Administrative leave can only be granted by the Governor.

In the event the Governor authorizes administrative leave, State employees, including disaster response workers, will receive their straight pay. The decision on whether disaster response workers shall be granted equivalent administrative time off for hours actually worked on the day of the disaster can only be made by the Governor on a disaster-by-disaster basis.

Employees who were on approved leaves such as sick leave or scheduled vacation leave on a day the Governor grants administrative leave shall be continued on leave status and shall *not* have their leave records adjusted nor be given equivalent time off at later dates.

Administrative leave for hourly paid workers shall be determined on a disaster-by-disaster basis by the Governor.

MILITARY LEAVE WITH PAY

An employee who is called to active duty to assist with disaster relief efforts is entitled to fifteen (15) working days of Military Leave⁴, with pay, provided he/she is:

- In a State civil service or exempt position and the appointment is for at least six (6) months, and
- Serving in the Hawai'i National Guard or other Reserve component under call of the President of the United States or the Governor of Hawai'i.

The Military Leave with pay shall not exceed fifteen (15) working days in any calendar year, unless the employee is called to active duty a second time within a calendar year.

If called to active duty a second time within the same calendar year, he/she is permitted to use advance Military Leave with pay from the next calendar year.

- To be eligible for advance leave, the employee must have exhausted the fifteen (15) working days for the current year.
- Any advance leave shall not exceed fifteen (15) working days. Any advanced leave days "borrowed" will be cancelled from the succeeding calendar year and must be agreed to by the employee, in writing. Should the employee leave State service before December 31 of the succeeding year, he/she will be required to reimburse the State for the entire amount of the advance leave taken.
- The request for Military Leave with pay should be submitted on an Application for Leave of Absence, Form G-1, and be accompanied by an official military order for active duty. If this is not possible, the employee must verbally inform his/her supervisor and Departmental Personnel Office of the Military Leave plans, and follow up by submitting the necessary documents and forms.

For more information regarding Military Leave, please contact your Departmental Personnel Office.

⁴ See §78-16.5, HRS (Act 109, SLH 2003); collective bargaining agreements; or Executive Orders, as applicable.

MILITARY LEAVE WITHOUT PAY

If an employee who is called to active duty:

- Is not eligible for paid leave benefits (e.g., Military Leave, Vacation Leave), or
- Is eligible for paid leave benefits but chooses not to use such paid leave benefits,

he/she may be placed on Military Leave without pay⁵. The duration of the Military Leave without pay shall be for no more than five (5) years. Upon conclusion of the Military Leave without pay, the employees shall have reemployment rights in accordance with Chapter 43 of Title 38 of the United States Code and any applicable collective bargaining agreements or Executive Orders.

For more information regarding Military Leave without pay, please contact your Departmental Personnel Office.

⁵ See §78-16.5, HRS (Act 109, SLH 2003); collective bargaining agreements; or Executive Orders, as applicable.

DISASTER LEAVE

Up to thirty (30) days of Disaster Leave⁶, with pay, may be granted to a State employee to perform disaster relief services for the American Red Cross.

To receive Disaster Leave:

- The employee must be a certified American Red Cross disaster volunteer,
- The employee must receive prior authorization, utilizing the Application for Leave to Provide Disaster Relief Services Form (See Attachment 1), and
- The leave of absence must not impose hardship on State operations.

In addition, the disaster must be:

- Designated as level III or higher by American Red Cross regulations,
- Officially declared by the President of the United States, or
- Declared a state of emergency by the Governor.

⁶ See §78-23.5, HRS (Act 24, SLH 2003).

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SAFETY/WORKERS' COMPENSATION

SAFETY

Health and safety requirements under Hawai'i Occupational Safety and Health (HIOSH) standards are not suspended because of a disaster. Employers are still bound by law to ensure workers' protection.

Q1: What kinds of precautions can be taken to protect disaster response workers or staff deployed to disaster-affected areas?

A1: If practicable, a planned disaster preparation training and exercise should be conducted by your department's civil defense coordinator so that disaster response workers are prepared mentally and physically to perform tasks safely.

Employees required to engage in civil defense functions should also be properly attired for the work they will be engaging in. This includes wearing appropriate clothing such as pants, jackets, and footwear if needed to provide appropriate protection.

WORKERS' COMPENSATION BENEFITS

State employees who are on duty and are injured during or after a disaster will be covered in one of two ways, depending on their work status at the time of injury. In general, if an employee was receiving salary payment **for the work being performed** at the time of the injury, then the employee would be entitled to all benefits provided under the workers' compensation law (Chapter 386, HRS), in the event of injury.

If the employee, while on a leave of absence (e.g., vacation leave), **volunteers** to assist in the State's preparedness or clean-up efforts, he/she would be entitled to medical benefits only, pursuant to the volunteer provision under the workers' compensation law (Chapter 386-171, HRS). These benefits are secondary to the individual's private medical insurance and are limited to reimbursement for related, out-of-pocket expenses. In the unlikely event that the volunteer does not have medical insurance, the employing agency may pay for related medical expenses only.

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OTHER BENEFITS AND SUPPORT PROGRAMS

It can be traumatic for an employee after a disaster to "pick up the pieces" at his/her home and cope with special family and financial needs. Here are some benefits that can help your employees.

EMPLOYEE COUNSELING

Employee counseling is a way to help employees cope with any post-traumatic feelings that can result from such a stressful situation as a disaster, and help return their lives to normalcy.

RESOURCE FOR EMPLOYEE ASSISTANCE AND COUNSELING HELP (REACH)

REACH is a program which provides diagnostic assessment, information, referral, and short-term counseling services for State employees. The services are free, up to three one-hour visits, for a total of three hours, subject to available funds. Attachment 2 provides phone number and location information for the organization contracted by the State to provide REACH services.

CRITICAL INCIDENT STRESS DEBRIEFINGS (CISD's)

CISD's are group debriefing sessions that are provided after stressful, traumatic incidents. They give employees a chance to sit together and talk about their experiences.

In the event of a presidential-declared disaster or a larger scale state-declared disaster, the Department of Health (DOH) may be able to deploy State mental health disaster response personnel for CISD's when REACH services alone are not sufficient to take care of immediate needs. In such case, the DOH will coordinate additional crisis counseling services or CISD's with appropriate county, State, Federal, and private agencies, to help employees, supervisors, and managers manage their emotional conflicts.

ISLAND SAVINGS PLAN (DEFERRED COMPENSATION PLAN)

Employees who are participants in the Island Savings Plan and who suffer serious financial loss due to a disaster can apply for an emergency withdrawal of funds through the unforeseeable emergency (UE) withdrawal provision; or may choose to reduce/stop their contributions to free up some money from their paychecks. UEs must be pre-approved by the Deferred Compensation Plan Board of Trustees. Attachment 3 provides phone number and location information for the plan administrator contracted by the State to oversee the Island Savings Plan.

ASSISTANCE TO CO-WORKERS

Because of the extremely difficult times and circumstances for families during the aftermath of a disaster, assistance from fellow employees provides welcome relief.

Leave Donation Program

When a disaster has been declared by the Governor, a leave donation program such as “Give-A-Day,” established by HRD following Hurricane Iniki, may be activated by the Governor. Such a program may allow employees to donate their accumulated vacation credits to co-workers to help them deal with personal emergencies and other needs arising from the disaster. HRD will provide further guidance if and when a leave donation program is activated.

Cash and Other Donations

Cash donations and “care packages” can be collected and coordinated by departments to help affected co-workers. If cash donation arrangements are made after a disaster, information will be provided by the Department of Accounting and General Services (DAGS) and HRD for the disposition of the donations.

**Part II:
NEW HIRES FOR
EMERGENCY WORK**



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RECRUITMENT PROCEDURES

Some offices may need additional staff to assist in the clean-up and relief efforts. In addition, some offices may be short-staffed if a number of employees are deployed. Pursuant to Section 128-10(11), HRS, the Governor may authorize the hiring of workers to provide disaster relief assistance and supersede other directives which may have been issued controlling the establishment and filling of positions.

Q1: Recruitment of additional staff usually takes a long time. Is there a faster way to hire?

A1: Short-term positions can be created to speed up the hiring of additional staff. Although the hiring of State personnel for temporary services is normally done through the civil service process, Section 76-16(b)(17), HRS, allows temporary, exempt positions to be established under certain circumstances which will allow for faster recruitment.

Q2: How do I process the new temporary hires so they can get paid?

A2: Use the attached Disaster Hire Form (Attachment 4) to manually process temporary employees being hired for disaster relief work. The form must be sent to your Payroll Office by their payroll processing deadlines, via your personnel office.

Q3: How much should I pay these new hires?

A3: Attachment 5 provides suggested pay rates for persons likely to be hired in emergencies, in various types of occupations.

Q4: Finding enough workers with specialized skills to do essential work in my area would be difficult. Can I contract with a company that provides “fee-for-service” employees?

A4: Generally, yes. However, you should identify the potential sources and discuss the options with your supervisor, Departmental Personnel Office, and Department Fiscal Officer as soon as practical – do not wait until the disaster occurs.

Q5: I know I would need additional workers but I do not have any money in my budget to pay for them. What should I do?

A5: Discuss this issue, in advance, with your supervisor. Note: Following a presidential emergency declaration, FEMA may reimburse 75% of reasonable wages paid to temporary employees who perform eligible emergency and restoration work.

Q6: Individuals may volunteer to assist with the clean-up and recovery efforts. Would we be required to verify their I-9 status to ensure their identity and their eligibility to work in the U.S.?

A6: No. According to the Bureau of Citizenship and Immigration Services (formerly known as the Immigration and Naturalization Service), if the individual is strictly a volunteer and is not compensated, the employer would not be required to have the volunteer complete an I-9 form.

**Part III:
INTERRUPTION OF
USUAL HRD SERVICES**



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CIVIL SERVICE APPLICATIONS AND EXAMINATIONS

The State Recruiting Office will attempt to announce the cancellation of an examination through available means such as the radio or through telephone contact. At all times, however, the applicants must use their own judgment and should not report to an examination if it poses a risk or hazard to themselves. Applicants should contact the State Recruiting Office on the next working day to inquire about re-scheduling an examination.

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CIVIL SERVICE INTERVIEWS

Departmental Personnel Offices shall coordinate the canceling of selection interviews for their own departments as determined by the disaster at hand. Eligibles should contact the interviewing program and/or Departmental Personnel Office on the next working day to reschedule their interviews.

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TRAINING

In the event of a disaster, all HRD-sponsored classes will be cancelled in the areas affected.

Since there may not be sufficient time to notify departments of cancellations in advance, employees should listen to the EAS communications for notification that non-essential government operations will be shut down.

Departments should assume that classes will resume as scheduled when the disaster is over, unless notified otherwise by HRD or by the training provider.

ATTACHMENTS





STATE OF HAWAII

Application for Leave to Provide Disaster Relief Services

Name: _____ Department: _____

Division: _____ Branch: _____

I request a leave of absence with pay for _____ working days during the following periods to provide disaster assistance to the American Red Cross.

From: _____, 20__ To: _____, 20__

- 1) Attached is a request for my services from the American Red Cross.
- 2) Attached is a copy of my membership card indicating that I am a registered member of the American Red Cross Disaster Services Human Resources System.

_____ Signature	_____ Date
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Division recommendation:

- () Recommend approval. The requested leave of absence imposes no undue hardship on operations. The American Red Cross (739-8112/8114) confirms that the disaster is of the category described under §78-23.5, HRS (Act 024, SLH 2003).
- () Recommend disapproval. This employee's absence during the period requested will impose undue hardship on operations.

Signature (Division Head or representative)

Department action:

- () Approved
- () Disapproved

Director

RESOURCE FOR EMPLOYEE ASSISTANCE AND COUNSELING HELP (REACH)

Hawai'i Employee Assistance Services (HEAS) has been contracted by the State to provide REACH services. Call the HEAS office on your island and ask for an Employee Assistance Program counselor.

Office Hours: Monday-Friday, 8 a.m. - 5 p.m. Appointments are also available evenings and Saturday mornings. After business hours, call 1-800-994-3571. A copy of your current pay stub will be required at the initial counseling session to verify that you are an active State employee.

OAHU

200 N. Vineyard Blvd.,
Bldg. B
Honolulu, HI 96817
543-8445

HILO

460 Kilauea Ave., Ste. 103
Hilo, HI 96720
935-2188

KAUAI

2970 Kele Street #203
Lihue, HI 96766
245-5914

WEST OAHU

91-1841 Ft. Weaver Road
Ewa Beach, HI 96706
543-8445

KONA

81-6587 Mamalahoa Hwy.
Kealahou, HI 96750
323-2664

MAUI

333 Dairy Road, Ste 200
Kahului, HI 96732
877-6888

To schedule an appointment with an HEAS counselor on MOLOKAI or LANAI,
call 1-800-994-3571

Website: heas.org

**ISLAND SAVINGS PLAN
(DEFERRED COMPENSATION PLAN)**

CitiStreet has been contracted by the State to oversee the Island Savings Plan.

FOR MORE INFORMATION, CALL:

1-888-71A-LOHA (1-888-712-5642)

OR WRITE:

**Island Savings Plan
CitiStreet
1001 Bishop Street, Suite 1160
Pauahi Tower
Honolulu, Hawai`i 96813**

Website: islandsavings.csplans.com

Completed by the Hiring Unit:

Employee Information

Department/Division: _____

Birthdate: _____

SSN: _____

Sex: Female Male
Check One:

Last Name: _____

Marital Status: Single Married
Check one: Divorced Widowed

First Name: _____

Middle Name: _____

Island: Oahu Molokai
Check one: Hawaii Maui
 Kauai Niihau
 Lanai

Suffix: _____

Home/Mailing Address: _____
Street Apartment #

Leave the below fields blank ("Federal Exempt" and "State Exempt").
Complete the forms indicated and attach them to the Disaster Hire Form.

_____ City State Zip Code

Phone No: () _____

Federal Exempt: _____
Requires Form W4

HI Residency Date: _____
Date individual claims as date of legal residency.

State Exempt: _____
Requires Form HW4

Form I-9 Verification Date: _____
Leave Blank, your department's personnel office will complete.

Completed by the Department Personnel Office or Payroll Office:

Exempt Position Information

Job Title: _____
Enter the "Title" from the column that is most reflective of the work assigned to the hired disaster response worker. See Attachment 5.

Payrate: _____

Enter the rate shown in the "Hourly" column. See Attachment 5. Complete D-55 form.

Occupational Group: _____
Code

FICA Code: N

Retirement Code: N

Payroll Number: _____
Code

Warrant Distribution: _____
Code

Program ID: _____
Code

UAC: _____

UAC Percent: _____

UAC: _____

UAC Percent: _____

UAC: _____

UAC Percent: _____

UAC: _____

UAC Percent: _____

UAC: _____

UAC Percent: _____

Completed by the Appointing Authority:

Action / Authorization

Action: New Hire Employee Termination Date (COB) Employee Info Change Exempt Position Info Change
Enter a checkmark next to the desired action.

Effective Date of Action: _____
Date of the action indicated.

End Date (if known): _____

Appointing Authority: _____
Signature

Date: _____
Enter the date the Disaster Hire Form was signed.

Type or Print name

Instructions to Disaster Hire Form

General Instructions

Use this single page Disaster Hire Form to communicate hire information to your Departmental Personnel Office when you receive authorization to hire disaster response workers to provide general and specific disaster mitigation services immediately following the occurrence of a disaster.

Please ensure that all entries are legible and type the information whenever possible. The forms will be used to collect and organize the information before entering it into the HRD HRMS at a later date as knowledgeable personnel authorized to access the HRMS may be impacted by the disaster or the HRD HRMS may not be operational due to affects of the disaster.

If the HRD HRMS is not available and the payroll processing due dates will be missed, the completed Disaster Hire Form is to be forwarded for attachment to the Payroll Change Schedule pursuant to your department's fiscal/payroll office instructions.

Disaster response workers shall be hired as exempt employees pursuant to Hawai'i Revised Statutes, Section 128-10 (11). These exempt employees shall be paid on an hourly basis and their pay periods shall be the same as hourly paid employees.

Specific Instructions

The Disaster Hire Form is divided into three parts and is designed for manual hand-written or type-written entry. All entries must be completed, unless otherwise stated in these instructions. The following specific instructions describes by part, the information that is to be entered.

Part I. Employee Information—to be completed by the Hiring Unit

“Department/Division”	Type or print employee’s department and division.
“Social Security Number”	Type or print employee’s social security number.
“Last Name”	Type or print employee’s last name.
“First Name”	Type or print employee’s first name.
“Middle Name”	Type or print employee’s middle name or initial(s).
“Suffix”	Type or print Jr, Sr, Dr, II, III, if applicable.
“Home/Mailing Address”	Type or print employee’s home or mailing address.
“Phone Number”	Type or print employee’s area code in the parenthesis () then employee’s home or mailing address.
“HI Residency Date”	Type or print the date of legal residency.
“Form I-9 Verification Date”	Leave Blank, the department’s personnel office will complete.

“Birth Date”	Type or print employee’s birth date.
“Sex”	Enter a check mark (√) in the applicable box.
“Island”	Enter a check mark (√) in the applicable box where employee resides.
“Marital Status”	Enter a check mark (√) in the applicable box.
“Federal Exempt”, “Tax Credit”, and “State Exempt”	Leave Blank. Employee to complete Federal Form W-4 and State Form HW-4 and staple to the Disaster Hire Form.

Part II. Exempt Position Information—to be completed by the Personnel Office or Payroll Office, as appropriate.

“Job Title”	See the attached ‘Suggested Pay Rates for Persons Hired in Emergencies’ table (Attachment 5). Enter the “Title” from column two that is most reflective of the work that is assigned to the hired disaster response worker.
“Payrate”	Type or print the rate shown in the “Hourly” column that is located next to the “Title” that was selected for the hired disaster response worker.
“Occupational Group”	Type or print the code shown in the “Code” column that is located before the “Title” that was selected for the hired disaster response worker.
“FICA Code”	“N” is the defaulted FICA code.
“Retirement Code”	“N” is the defaulted Retirement code.
“Payroll Number”	Type or print the appropriate payroll number code assigned by your department.
“Warrant Distribution”	Type or print the appropriate warrant distribution code assigned by your department.
“Program ID”	Type or print the appropriate program ID code assigned by your department.
“UAC”	Type or print the uniform accounting code assigned to your department. There are five UAC fields available for those departments with multiple funding codes.
“UAC Percent”	Type or print the uniform accounting code percent. There are five UAC percent fields available for those departments with multiple funding percents.

Part III. Action/Authorization—to be completed by the Appointing Authority

- “Action” Enter a check mark (✓) next to the action indicated.
- “Effective Date of Action” Type or print the date of the action.
- “End Date” Type or print the end date of the appointment, if known.
- “Appointing Authority” Signature of the individual authorized to take the indicated actions. If there is no one at your location authorized to take such actions, leave blank for follow up by your department’s personnel office. Type or print the appointing authority’s name.
- “Date” Type or print the date the Disaster Hire Form was signed. Leave the field blank if no one is authorized to sign at your location.

NOTE: Submit to Departmental Payroll Office in accordance with department’s payroll deadline dates.

Suggested Pay Rates for Persons Hired in Emergencies

Additional temporary personnel may be needed to provide services during an emergency situation and subsequent recovery efforts. Such temporary employees will be hired through special emergency procedures and, therefore, will not occupy regular positions nor will they receive the pay and benefits available to other state employees.

The titles and pay rates on this page are provided only as guidelines to assist in the recruitment/hiring of individual temporary employees. They are based on average market pay rates, where such data is available. Actual rates to be offered by program managers to individuals may differ, depending on factors such as the availability of qualified persons in the labor market, the urgency of the situation and the fact that these temporary personnel receive no benefits.

Departments may hire other temporary employees with other titles to perform other necessary work.

Departments may also find it necessary to contract for services with companies that provide fee for service employees or contract services in these and other areas. Departments that can anticipate the need for a significant number of specialized workers may wish to identify such sources in advance of the need.

Code	Title	Hourly
21.006	Office Assistant	\$11
21.006	Senior Office Assistant (Claims Exam, etc)	\$14
21.003	IT Technician (Computer Operator, etc.)	\$16
22.002	IT Specialist	\$25
22.002	Administrative Professionals (Fiscal, Procurement, Personnel, Insurance Examination, etc.)	\$19
22.002	Professional Supervisors	(a)
26.005	Health Care Assistant	\$12
26.003	Practical Nurse	\$15
26.002	Register Nurse	\$27
26.002	Pharmacist	\$37
26.002	Dentist	\$40
26.002	Physician	\$50
26.002	Psychiatrist	\$50
26.002	Other Health Care Professional (Physical Therapist, Nutritionist, etc.)	\$24
23.002	Social Worker	\$22
23.005	Caregiver	\$11
23.005	Outreach Worker	\$12
23.002	Psychologist	\$35

(a) Professional Supervisors – pay rates that are 10 to 15% higher than professional employees being supervised are suggested.

Code	Title	Hourly
27.002	Licensed Architect	\$30
27.002	Licensed Engineer	\$30
28.002	Investigator	\$18
28.003	Construction Inspector	\$15
28.004	Firefighter (24-hour Shift)	\$13
28.004	Firefighter (40 hour)	\$16
28.004	Security Officer	\$13
29.008	Janitor	\$11
29.008	Laborer	\$12
29.008	Crew Leader	\$14
29.008	Warehouse Worker	\$13
29.008	Cook	\$13
30.008	Trades Helper	\$13
30.007	Automotive Mechanic	\$18
30.007	Electrician	\$20
30.007	Other Skilled Trades Worker (Carpenter, Plumber, etc.)	\$18
30.008	Truck Driver	\$12
30.008	Equipment Operator	\$13
30.007	Heavy Equipment Operator	\$16

Note: Federal Emergency Management Agency (FEMA) may reimburse 75% of reasonable wages paid to temporary employees who perform eligible emergency and restoration work. Work that may be eligible for FEMA reimbursement includes: Emergency debris removal; emergency protective measures; and permanent restoration.