

Prepared by the Personnel Management Office.  
This is a new Administrative Procedure.

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CLASSIFICATION AND COMPENSATION

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A9.190 UNIVERSITY EMPLOYEE PERQUISITES

1. Purpose. To promulgate University policy on employee perquisites in accordance with Section 77-16 HRS, Perquisites and Executive Memorandum 1974-24, concerning personal use of government motor vehicles.
2. Objective. To provide procedures and guidelines for the administration of employee perquisites.
3. Definition of Perquisites. Perquisites are those items furnished as services rendered an employee which have the effect of reducing his personal expenses. Examples are living quarters, meals and government vehicles.
4. Applicability/Responsibility. Policy herein applies to all University employees unless it conflicts with collective bargaining agreements in which case the latter will prevail.
  - a. President of the University. The President of the University is responsible for the consistent and equitable administration of perquisites.
  - b. Chancellors. Chancellors are authorized to approve perquisites which are in accordance with this policy. Exceptions are to be forwarded to the Vice President for Administration for approval.
  - c. Director of Auxiliary Services (UHM). The Director of Auxiliary Services (UHM) is authorized to approve the assignment of government vehicles to administrators and employees for official use.
5. General Policy. Perquisites must be justified as being in the best interest of the University and directly related to the duties and responsibilities of the employee.
6. Guidelines on Perquisites
  - a. Living Quarters. Living quarters may be provided under the following conditions:

- (1) When necessary because of geographic isolation and extreme inadequacy of private facilities; or
- (2) when necessary because the nature of employment may require service at any hour of the day or night; or
- (3) When necessary to meet emergencies involving the care and preservation of government property.

A perquisite rental agreement form must be completed whenever living quarters are provided. At UHM, these forms may be obtained from Auxiliary Services.

- b. Telephones. Telephones installed for official use in government quarters should be paid for by the University and listed in the City Directory. Employees must pay for personal long distance calls.
- c. Meals. Meals may be provided for employees who are not regularly scheduled for a meal period. Moreover, supervisory personnel at student dormitories may continue to receive meal provisions.
- d. Assignment of Government Vehicles to Individuals.
  - (1) Government vehicles may be assigned to individuals for official use under the following conditions:
    - (a) When an employee is required to respond at any hour of the day or night to emergencies requiring a vehicle; or
    - (b) When an employee's job requires a vehicle after normal working hours on a regular and sustained basis; or
    - (c) When it is impractical to require an employee who resides in the district in which he works to travel daily to a central garage for a vehicle.
  - (2) Personal use of a government vehicle is restricted to direct travel between an employee's home and his place of work, and to such travel as would be incidental to this; e.g., stopping at a store on the way home, dropping a fellow employee off at his home, etc.

7. Exemptions. The following exemptions are to continue:
  - a. The faculty housing program may operate under current policy.
  - b. Housing provisions for the President of the University may be continued.
8. Procedure.
  - a. Perquisites Other Than Assignment of Government Vehicles. To request perquisites other than the assignment of a vehicle, one must submit a memorandum to the Chancellor's Office. Included in this request should be the fair market value of the perquisites as determined by the respective campuses. Upon approval, perquisites, including their value, are to be reported in Section 33 of the employee's SF-5B with a copy of the Chancellor approval attached. In the case of civil service employees, a copy of the Chancellor's approval is to be sent to the University Personnel Office, Civil Service Section for recording on the SF-5. Perquisites which are not covered by this instruction or which are exceptions to it must be approved by the Vice President for Administration.
  - b. Assignment of Government Vehicles (All Campuses). To request the personal use of a government vehicle, submit a memorandum to the Director of Auxiliary Services (UHM) via the Chancellor's Office.