



UNIVERSITY  
*of* HAWAI'I®  
SYSTEM

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

February 2008

## **DISCLAIMER**

**IMPORTANT DISCLAIMER:** *This booklet has been prepared for your convenience and contains a general and brief summary of some of the benefits for which you may be eligible. As a general reference guide, this booklet does not contain all details concerning eligibility and/or benefit conditions. Benefits vary by type of employment, appointment and collective bargaining agreement, and are subject to change. For further information, please contact your school, college or program Personnel Officer 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 a 12-member Board of Regents (BOR). The Governor, with the consent of the Senate, appoints each Regent for four-year terms. The BOR appoints the President, Vice Presidents, other executives and managers.

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

## Public Service

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

## Compensation

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

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

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

## Family Time and Values

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

## Work Hours

Faculty follow the traditional academic regime of instructional, research, and public service activities. APT and civil service personnel follow the standard 40-hour work week. 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.

## Training and Continuing Education

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

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

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

## Leaves

### Vacation Leave:

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

Part-time employees earn vacation on a prorated basis.

Employees on 9-month salary schedules are not eligible to earn vacation leave.

### Sick Leave:

Eligible full-time employees accrue sick leave at the rate of 14 hours per month for each full month of full-time 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. Unused sick leave credits may be used to enhance retirement benefits. Employees not covered by the above sick leave programs may be eligible for partial wage replacement under the Temporary Disability Benefits Plan (see page 12).

## Family Leave:

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

- 1) birth of a child
- 2) placement of a child with the employee for adoption or foster care
- 3) care for a child, spouse, or parent with a serious health condition
- 4) if employee suffers from a serious health condition that is affecting his/her job duties
- 5) any qualifying exigency arising out of an impending call to active duty status or order to active duty in the Armed Forces in support of a contingency operation.

Eligible employee who is the spouse, son, daughter, parent, or next of kin of a member of the Armed Forces, including a member of the National Guard or Reserves, who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled up to 26 weeks of unpaid FMLA leave in a single 12 month period to care for the servicemember.

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:

- 1) twenty (20) days advance notice of the need to take FMLA leave
- 2) medical certifications and recertifications
- 3) a second or third medical opinion
- 4) periodic reports regarding the employee's status and intent to return to work
- 5) 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 the **State Family Leave Law**, the employee may be eligible for family leave for up to four (4) weeks for the birth or adoption of a child or to care for the employee's child, spouse, or parent with a serious health condition.

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

Under State Family Leave, vacation, sick, or compensatory time off may be substituted for unpaid leave.

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 personnel representative with prior notice of the intended leave.

## Leave Sharing Program:

You may be eligible to give and receive donated vacation leave credits within the University. The purpose of the program is to ease the burden of fellow co-workers, who would otherwise need to take time off without pay to recover from a serious illness or injury or to care for a family member who is incapable of self care due to a serious injury or illness. If you are interested in donating any of your vacation leave credits, or wish to request leave sharing, contact your personnel representative.

## 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
- Leave Without Pay - Reasons defined in the CBA
- Victims Leave - Up to 30 calendar days of unpaid leave

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 - Up to 2 hours of paid leave including travel time
- Blood Bank Donations - Up to 2 hours of paid leave including travel time
- Disaster Relief - Up to 30 days of leave of absence for American Red Cross

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

## Holidays

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

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

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

## Employees' Retirement System

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

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

The three 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 [www4.hawaii.gov/ers](http://www4.hawaii.gov/ers) to provide you with an estimated retirement benefit.

Further, the ERS provides a mortgage loan program for its members. Contact ERS at 586-1735 for more information on its mortgage program.

### Hybrid Retirement Plan

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

Upon retirement, a normal benefit is based on the years of service multiplied by 2% of the average final compensation (AFC), based on the employee's three highest years of compensation. Note: Federal tax law limits the amount of compensation that may be taken into account in calculating tax-qualified pension benefits paid by the ERS. If an employee earns in excess of the federal tax limit in a 12-month period, the federal tax cap will apply in two ways: (1) to limit any employee contributions to the ERS and (2) to limit the benefits payable from the ERS.

### Service Credit:

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

Certain leaves without pay, such as professional improvement leave, and industrial injury leave,



may be credited, provided the member makes contributions for those periods of eligible leave.

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

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 will receive a monthly pension of \$1,800

### Non-Contributory Retirement Plan

Applicable to eligible employees employed prior to July 1, 2006. Employees hired after June 30, 2006 are required to participate in the ERS Hybrid Plan.

The State contributes 100% to a retirement plan for all eligible employees. There are no employee contributions. Under this plan, one may retire and receive full benefits at age 62 with 10 years of service or at age 55 with 30 years of service. Should you leave government service before age 62 with at least 10 years of service, retirement benefits are payable at age 65.

Upon retirement, a normal benefit is based on years of service multiplied by 1.25 % of the average final compensation (AFC), based on the employee's three highest years of compensation. Note: Federal tax law limits the amount of compensation that may be taken into account in calculating tax-qualified pension benefits paid by the ERS. If an employee earns in excess of the federal tax limit in a 12-month period, the federal tax cap will limit the benefits payable from the ERS.

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

Service Credit:

Service credit is based upon employment with the State or Counties and is credited on a monthly basis.

A member who works half a month or more will be credited with one month of service credit. Certain types of approved leaves of absences without pay, such as professional improvement leave and industrial injury leave, may also be credited.

Other types of leaves that may be credited are maternity leaves prior to July 1, 1973, and active military service, subject to certain provisions and limitations.

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

Benefit Formula:

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

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

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

Member will receive a monthly pension of \$1,125

#### Contributory Retirement Plan

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

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

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

#### Service Credit:

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

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

Other types of leave that may be credited are maternity leave prior to July 1, 1973, and active military service, subject to certain provisions and limitations.

#### Benefit Formula:

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

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

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

Member will receive a monthly pension of \$1,800

In addition to regular service benefits, all plans offer:

#### Disability retirement

- member must have a permanently disabling condition
- condition is the result of natural causes or on-the-job injury
- benefit formula is different, depending on the type of disability
- determination process involves a review by the System's Medical Board and the 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, reciprocal beneficiary, or dependent children to receive benefits when the designation of beneficiary is not updated when either of these situations occurs.

### Vesting

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

Contributory Plan - 5 years of service and contributions left with ERS at termination of employment

Non-Contributory Plan - 10 years of credited service

Hybrid Plan - 5 years of service and contributions left with ERS at termination of employment

### Purchase of Military Service

Any member who rendered honorable active military service in the armed forces of the United States can acquire up to 4 years of 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.

## 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.

## Health Benefits

The University offers eligible employees and domestic partners 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 domestic partners and families are covered immediately upon appointment, contingent on enrollment.

Changes in enrollment due to birth, adoption, death, divorce, and other qualifying events, may be effected outside the annual open enrollment period. Information that is more detailed may be found in the EUTF booklet, which is provided by the respective personnel representative at the time of the employee’s hire or during the annual open enrollment period.

## Health Benefits for Retirees

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

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

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

\*\* 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.

\*\*\* Applies to Contributory and Hybrid members only.

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 Departmental Personnel Office or the EUTF office at 586-7390 or toll-free at 1-800-295-0081. You may also visit the EUTF website at [www.eutf.hawaii.gov](http://www.eutf.hawaii.gov).

## Group Life Insurance Plan

Currently the State pays 100% of the monthly premium for group life insurance coverage. The current maximum benefit ranges from \$36,225 - \$7,245 depending on age. For more information contact the local representative at 888-408-2298 or visit the Standard Insurance website at: [www.standard.com/mybenefits/hawaiiutf](http://www.standard.com/mybenefits/hawaiiutf)

## 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 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. More detailed information is available by viewing Administrative Procedure A9.761 at: [www.svpa.hawaii.edu/svpa/apm/pers/a9761.pdf](http://www.svpa.hawaii.edu/svpa/apm/pers/a9761.pdf)

## Pre-Tax Bus Pass Pilot Program

Eligible employees may purchase a monthly bus pass for their personal use through payroll deduction on a pre-tax basis, thereby saving on FICA, Federal and State income taxes. To participate in the program, employees must meet the following criteria: eligible to participate in the State of Hawai'i Employees Retirement System, live and work on Oahu, and not have parking in a university-controlled lot with a payroll deduction. Employees may choose to participate within 60 days of their hire date or during the annual open enrollment period. Additional information is available at: [www.hawaii.edu/ohr/buspass/buspass.htm](http://www.hawaii.edu/ohr/buspass/buspass.htm)

## Flexible Spending Accounts

"Island Flex", the State's flexible spending account benefits program, allows employees to set aside pre-tax dollars to pay for medical and eligible dependent care expenses on a reimbursement basis. 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 go to: [www.compfinplan.com](http://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 options of his/her choice.

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 individual supplemental retirement savings account.

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

To obtain further information about the University's 403(b) Tax-Deferred Annuity Program, you may visit the University of Hawai'i Office of Human Resources website at [www.hawaii.edu/ohr](http://www.hawaii.edu/ohr) and click on "TDA (403b)" or call 956-8643, or email [uh-tda-l@hawaii.edu](mailto:uh-tda-l@hawaii.edu).

## Tuition Waivers

Faculty, staff and their domestic partners may be eligible for tuition waivers, in accordance with Board of Regents Policy, Chapter 6, Section 6-10. 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. 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 college's procedures.

## REACH Program

The University also recognizes that families may face crises and problems that may impact work performance. The State of Hawai'i Resource for Employee Assistance and Counseling Help (REACH) program is available to University Employees. REACH is administered through a contract with the Hawai'i Employee Assistance Services (a division of Child and Family Services) and utilizes only certified counselors. Employees may self-refer and attend up to three (3) visits at no cost. The service is confidential and available 24 hours a day.

To set up an appointment call the HEAS office on your island and ask for an EAP 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.

O'ahu: 543-8445

West O'ahu: 543-8445

Hilo: 935-2188

Kona: 323-2664

Kaua'i: 245-5914

Maui: 877-6888

Moloka'i or Lāna'i: 1-800-994-3571

[www.heas.org](http://www.heas.org)

## Child Care Centers

A child care center at Mānoa, providing quality care for children 2-5 years of age, is available to children of faculty, staff, and students. Cost is dependent on family size and income. Please call 956-7963 for hours of operation. The child care center at Mānoa is located at Castle Memorial Hall, 1776 University Avenue, #105-A, Honolulu, Hawai'i 96822.

Child care centers are also available on the campuses of Honolulu, Kapi'olani, Leeward, Kaua'i, and Hawai'i Community Colleges. Eligible ages may vary by program, and cost is dependent on family size and income.

## UH Faculty and Staff Identification Card

All faculty and staff are eligible to apply for identification cards. The identification card entitles employees to library services, discounts on selected merchandise at University Bookstores, such as personal computers, discounted movie tickets obtained at the Mānoa Campus Center, use of the fax machine for a nominal fee, and discounted staff tickets at Campus Theaters. The identification card also entitles employees to use athletic facilities on a space-available basis.

## University of Hawai'i Employee 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's 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, toll-free at 800-927-3397 or go to [www.uhfcu.com](http://www.uhfcu.com).

## For More Information:

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

Respective college/school/office personnel representatives may call the Office of Human Resources (OHR) at 956-8643, or may contact the following O'ahu Offices at:

Employer-Union Trust Fund (EUTF) 586-7390  
[www.eutf.hawaii.gov/](http://www.eutf.hawaii.gov/)

Employees' Retirement System (ERS)

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

For Neighbor Islands, you 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  
[www4.hawaii.gov/ers](http://www4.hawaii.gov/ers)

Tax Deferred Annuity (403(b)) 956-8643 or [uh-tda-l@hawaii.edu](mailto:uh-tda-l@hawaii.edu)  
UH Office of Human Resources [www.hawaii.edu/ohr](http://www.hawaii.edu/ohr)

Deferred Compensation Plan (457) 1-888-712-5642  
Island Savings Plan, CitiStreet [www.islandsavings.csplans.com](http://www.islandsavings.csplans.com)

Island Flex Plan 596-7006  
Comprehensive Financial Planning, Inc. 1-877-550-5552 (Neighbor Islands)  
[www.compfinplan.com/](http://www.compfinplan.com/)

Child Care Center 956-7963

UH Federal Employees Credit Union 983-5500  
1-800-927-3397  
[www.uhfcu.com](http://www.uhfcu.com)

The University of Hawai'i System website: [www.hawaii.edu](http://www.hawaii.edu)

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

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

February 2008

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