










Text Only Version



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Find Your UH Number	Latest Information from the Office of Human Resources
Employee EUTF Rept	 Links marked with this symbol  require Adobe Acrobat Reader which can be downloaded for free by clicking on the "Get Acrobat Reader" button.
Employee Leave Report	
<b>Employment</b>	 <b>2012 Island Flex Open Enrollment (02/15/12)</b>
<b>Policies &amp; Procedures</b>	The 2012 Island Flex open enrollment period is March 5 – April 20, 2012. Information Workshops will be conducted throughout the State. Island Flex is a flexible spending program that allows employees to pay for eligible health care and dependent care expenses with TAX FREE money.
<b>HR Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Comprehensive Financial Planning</a></li> <li>• <a href="#">Island Flex Open Enrollment Flyer</a></li> <li>• <a href="#">Island Flex Open Enrollment Poster</a></li> </ul>
Workplace Non-Violence	
Drug Free Workplace	
UH Form 1 (Leave)	
On-Line Leave	 <b>Settlement of the 2011 - 2013 UPW Unit 1 collective bargaining agreement (12/05/11)</b>
HRD-1 Form	The following documents related to the settlement of the 2011 - 2013 UPW Unit 1 collective bargaining agreement are now available. It is uncertain whether UPW will be printing new collective bargaining agreements so please refer to these documents.
APT Broadband Sys	<ul style="list-style-type: none"> <li>• <a href="#">FAQs for AO/POs</a></li> <li>• <a href="#">FAQs for BU 1 employees</a></li> <li>• <a href="#">MOA Implementing Tentative Agreements</a></li> <li>• <a href="#">MOA Implementing DLWOP</a></li> </ul>
Collective Bargaining	
Employee Benefits	
HR Forms	
Salary Schedules	 <b>2012 403(b) Contribution Limits (10/25/11)</b>
<b>Training</b>	
<b>TDA (403b)</b>	The IRS recently announced increased contribution limits for the 403(b) tax deferred annuity plan. The new limit applies to contributions in the 2012 calendar year. Information and instructions to change a participant's contributions is available in this document.
TDA Summary	
<b>HR Info Systems</b>	
<b>OHR Contact Info</b>	 <b>Executive Summary for HGEA Bargaining Units (09/12/11)</b>
<b>OHR Vision Statement</b>	Executive Summaries of recently ratified HGEA collective bargaining agreements for units 2, 3, 4, 8 and their excluded counterparts.
<b>Search OHR</b>	<ul style="list-style-type: none"> <li>• <a href="#">Executive Summary for BU 8</a></li> <li>• <a href="#">Executive Summary for BUs 2, 3 and 4</a></li> </ul>
	 <b>2011 - 2013 Collective Bargaining Documents (09/12/11)</b>
	The following documents related to the settlement of the 2011 - 2013 HGEA collective bargaining agreement are now available. It is unlikely that HGEA will be printing new collective bargaining agreements so please refer to these documents.
	<ul style="list-style-type: none"> <li>• <a href="#">BU 8, EUTF &amp; Duration</a></li> <li>• <a href="#">BU 8, SUP - "A" Articles</a></li> <li>• <a href="#">BU 8, SUP - Early Vacation Payout</a></li> <li>• <a href="#">BU 8, MOA - Alternative Work Week</a></li> <li>• <a href="#">BU 8, MOU - Telework</a></li> <li>• <a href="#">BU 8, SUP - Temporary Salary Reduction and Supplemental Time Off</a></li> <li>• <a href="#">BU 2, 3 and 4, TA - EUTF</a></li> <li>• <a href="#">BU 2, 3 and 4, SUP - Temporary Salary Reduction and Supplemental Time Off</a></li> </ul>
	 <b>Tracking Faculty Salary Adjustments (08/02/10)</b>
	Procedures to track faculty members who had their salary adjusted during

the temporary pay reduction period due to promotions, special salary adjustments, changes from 9 to 11 or 11 to 9 months, transfers, etc. or for any new faculty who were hired effective on or after January 1, 2010.

#### 2009-11 Collective Bargaining Documents (12/03/09)

The following documents related to the settlement of the 2009 – 2011 HGEA collective bargaining agreements are now available. It is unlikely that HGEA will be printing new collective bargaining agreements so please refer to these documents.

- [BU 8. New Article - Family Leave](#)
- [BU 8. SUP - Early Vacation Payout](#)
- [BU 8. SUP - "A" Articles](#)
- [BU 8. MOA - Alternative Work Week](#)
- [BU 8. Article 35 - Travel](#)
- [BU 8. Article 42 - Duration](#)
- [BU 8. SUP - Temporary Salary Reduction & Leave with Pay](#)
- [BU 2, 3, 4 & 9. SUP - Temporary Salary Reduction & Leave With Pay](#)

#### Executive Summary for HGEA Bargaining Units (10/20/09)

Summary of recently ratified HGEA collective bargaining agreements for units 2, 3, 4, 8 and 9 and their excluded counterparts.