



## **EMPLOYMENT BENEFITS WITH THE HAWAII HEALTH SYSTEMS CORPORATION**

**Hawaii Health Systems Corporation (HHSC) offers its employees a range of benefits. The following is a summary of benefits generally offered to full-time employees; benefits may vary depending upon the type of employment and collective bargaining agreement.**  
**These benefits are subject to change.**

### **HOLIDAYS**

Thirteen (13) paid holidays each year; 14 during election year

New Years Day	Independence Day
Martin Luther King Jr. Day	Statehood Day (3 <sup>rd</sup> Friday in August)
Presidents' Day	Labor Day
Kuhio Day (March 26)	General Election Day
Good Friday	Veterans' Day
Memorial Day	Thanksgiving Day
King Kamehameha Day (June 11)	Christmas Day

### **VACATION**

Vacation is earned at a rate of 14 hours per month (21 days per year) according to the number of hours worked with an accumulation to 720 hours (90 days). All employees are required to take a minimum of 6 days per calendar year or forfeit any vacation in excess of 15 days.

### **SICK LEAVE**

Credited at a rate of 14 hours per month (21 days per year) according to number of hours worked with no limit on accumulation. Accumulated credits may be used toward calculating additional retirement service time.

### **SHARED LEAVE**

Under the State's Leave Sharing Program, you may be eligible to give and receive donated vacation credits. The purpose of this program is to ease the burden of fellow employees who would otherwise need to take time off from work without pay to recover from a serious personal illness/injury or to care for a family member who has a serious illness/injury and is incapable of self care.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Eligible employees may take up to 12 weeks of leave with or without pay per calendar year for approved absences due to the following:

- Birth of the employee's child
- Placement of a child with the employee for adoption or foster care
- To care for the employee's child, spouse or parent with a serious health condition
- The employee's inability to perform his or her job because of a serious health condition.

State Leave: An employee is entitled to a total of four weeks of family leave (with or without pay) each calendar year.

Federal Leave: An employee is limited to a total of 12 work weeks of leave during a calendar year.

Forms may be picked up and returned to Human Resources.

### **OTHER LEAVES**

Reasonable time off with pay may be provided for jury or witness duty, a death in the family, some military duty, and donation to the Blood Bank. Various leaves without pay may also be granted with full re-employment rights.

### **HEALTH CARE INSURANCE**

HHSC offers eligible employees a variety of health care programs and pays a part of the premium for these plans.

#### **-Medical:**

Qualified employees may select a plan from the following- Hawaii Medical Services Association (HMSA), Kaiser Permanente or HMA (a Supplemental Medical & Prescription Drug Plan).

<b>-Prescription Drug:</b>	Coverage is available to qualified employees and their dependents under a plan administered by CVS Caremark.
<b>-Vision:</b>	Coverage is available to qualified employees and their dependents under a plan administered by Vision Service Plan (VSP).
<b>-Dental:</b>	Coverage is available to qualified employees and their dependents under a plan administered by Hawaii Dental Service (HDS).
<b>-Life Insurance:</b>	Term life insurance coverage is available to eligible employees at no cost. HHSC pays the full monthly premium for this benefit.

All new employees are required to complete your enrollment process within 30 days of your hire date. Please refer to your booklet for more information. Additional information can be found at <http://eutf.hawaii.gov/>

## **PREMIUM CONVERSION PLAN**

Under this program, participating employees can increase their take home pay by having your health care premiums deducted before payroll taxes are withheld. Additional information can be found at <http://dhrd.hawaii.gov/state-employees/employee-benefits/tax-savings-plan-benefits/>

## **FLEXIBLE SPENDING ACCOUNTS PROGRAM**

The State offers Island Flex FSA (flexible spending accounts) that provides ways to pay for eligible health care expenses and dependent care expenses on a before-tax basis. For more information, please visit the Island Flex Plan website at: <http://www.nbsbenefits.com/islandflex/>.

## **RETIREMENT PLAN**

Upon hire, eligible employees are enrolled in the State's Employees Retirement System (ERS) under the Hybrid Plan. If you are hired after June 30, 2012, under the Hybrid Plan, you must contribute 8% of your monthly gross salary (pre-federal tax) to the retirement plan and you will be vested upon completion of 10 years of creditable service. Employee's retirement benefits are based on the employee's earnings and years of service. Additional information is available through the ERS website at <http://ers.chawaii.gov/>.

## **DEFERRED COMPENSATION (IRC 457)**

The State offers employees a tax deferred (sheltered) retirement investment program. This program is an opportunity to build a retirement nest egg through voluntary payroll deductions. Several investment options are available and are administered by Prudential Retirement. For additional information contact Thomas Kalili at 808-347-0386 or visit [www.prudential.com/islandsavings](http://www.prudential.com/islandsavings).

**PTS (Part-Time, Temporary and Seasonal/Casual) DEFERRED COMPENSATION:** Casual hires, per diem nurses and on call employees are automatically enrolled in the PTS Deferred Compensation Plan where deductions of 7.5% are made in place of Social Security taxes. Once you leave HHSC service or transfer to a benefit earning position, you have 60 days to withdraw your funds, or to transfer your funds to another plan or to Island Savings ([www.prudential.com/islandsavings](http://www.prudential.com/islandsavings).) Toll-free number 1-800-600-7167.

## **SOCIAL SECURITY**

As an employer, the State also contributes to an employee's social security account.

## **TEMPORARY DISABILITY INSURANCE**

The State of Hawaii is self-insured for Temporary Disability Insurance (TDI) and sick leave is considered part of our TDI benefits. Qualified employees may be eligible to receive TDI benefits for a disability caused by a non-work related injury or illness under this program.

## **WORKERS' COMPENSATION**

If you are injured while on the job an Accident Report form must be completed within 24 hours of the injury occurrence. Medical expenses and partial wage support may be available through workers' compensation benefits. By completing a Notification and Election of Compensation for Individual Injury form (NECII), you can elect to use sick and/or vacation to assure a full paycheck.

## **EMPLOYEE ASSISTANCE PROGRAM (Deer Oaks EAP)**

HHSC values our employees and we are concerned about your health, safety, and well-being. We wish to make assistance available to any employee desiring help on a confidential basis. For additional information please email [eap@deeroaks.com](mailto:eap@deeroaks.com), call toll free 888-993-7650, or visit [www.deeroakseap.com](http://www.deeroakseap.com).

## **PROMOTIONS & TRANSFERS**

HHSC offers promotion & transfer opportunities for positions within the system. Additional information is available at Human Resources or on our website at [www.kch.hhsc.org](http://www.kch.hhsc.org).

## **TRAINING & CONTINUING EDUCATION**

HHSC supports developmental activities related to an employee's work. In many departments there are numerous in service training opportunities available.

## **TRAVEL EXPENSES**

HHSC may pay for certain travel expenses including mileage reimbursement for use of a personal car during work, airfare, meals and lodging expenses for approved work related intra/inter island or out of state trips.

## **INCENTIVE & SERVICE AWARDS**

HHSC has an awards program that recognizes employees for years of service and financially rewards suggestions, inventions or superior accomplishments that improves HHSC operations.

## **UNION & COLLECTIVE BARGAINING**

Employees have the right to join the union for the purpose of collective bargaining with the State and employee representation.

Hawaii Government Employees Association (HGEA)	808-935-6841
United Public Workers (UPW)	808-961-424

## **EQUAL EMPLOYMENT OPPORTUNITY**

HHSC provides its employees equal opportunity in employment without regard to race, color, religion, sex, age, ancestry, national origin, citizenship, marital status, veteran status, disability, sexual orientation, or arrest and court record or any other group protected by law.

**Disclaimer:** The information contained in this benefit sheet is strictly for information purposes only. It does not constitute a legal document, a contract or a binding agreement, and it is not intended to take place of any laws, rules, collective bargaining agreements, policies and procedures, and benefits plans. **The rights and benefits described in this benefit sheet are subject to change.** For that reason, if you have any questions concerning your eligibility/applicability for a particular benefit, please address your specific questions to the Human Resources Office 322-4458 or refer to the applicable laws, rules, collective bargaining agreements, policies and procedures, or benefit plan information.