

**EXECUTIVE ORDER NO. 25-05**  
(Civil Service and Exempt Employees Excluded from Bargaining Units 2, 3, 4, 9, and 13)

WHEREAS, under chapter 89C of the Hawaii Revised Statutes (HRS), the Governor is granted the authority to make adjustments to the wages, hours, benefits, and other terms and conditions of employment for elected and appointed officials, and employees in the executive branch who are excluded from collective bargaining coverage; and

WHEREAS, for excluded employees who are civil service employees under the same classification systems as employees within collective bargaining units, HRS chapter 89C requires that the adjustments be "not less than" those provided under the collective bargaining agreements for employees hired on a comparable basis; and

WHEREAS, HRS chapter 89C also requires that the adjustments for excluded civil service employees result in compensation and benefit packages that are "at least equal to" the compensation and benefit packages provided under collective bargaining agreements for counterparts and subordinates within the Employer's jurisdiction; and

WHEREAS, HRS chapter 89C provides that each appropriate authority shall determine the adjustments that are relevant for their respective excluded employees who are exempt from civil service in consideration of the compensation and benefit packages provided for other employees in comparable agencies; and

WHEREAS, the State, Judiciary, Hawai'i Health Systems Corporation, City and County of Honolulu, and counties of Hawai'i, Maui and Kauai have entered into tentative agreements with the Hawaii Government Employees Association (HGEA), as the exclusive representative for Bargaining Units (BUs) 2, 3, 4, 9, and 13 for the

collective bargaining agreement covering July 1, 2025 through June 30, 2029; and which terms and conditions have been accepted and ratified by the respective bargaining units; and

WHEREAS, consistent with the agreed-upon terms and conditions, the Director of Human Resources Development has recommended to the Governor the adjustments specified in this executive order for civil service and exempt employees within the executive branch who are excluded from BUs 2, 3, 4, 9, and 13.

NOW, THEREFORE, I, Josh Green, M.D., Governor of Hawai'i, pursuant to my executive authority under articles V and VII of the Constitution of the State of Hawai'i, the provisions of chapters 37 and 89C of the Hawaii Revised Statutes, and all other applicable authority, do hereby order effective July 1, 2025 through June 30, 2029, the following for elected and appointed officials; civil service and exempt employees excluded from BUs 2, 3, 4, 9, and 13; and Excluded Managerial Compensation Plan (EMCP) employees excluded from BUs 2, 4, 9, and 13.

A. Salaries

1. Adjustments for non-EMCP civil service and exempt employees excluded from BU 2 ([Attachment A](#)).
2. Adjustments for non-EMCP civil service and exempt employees excluded from BU 3 ([Attachment B](#)).
3. Adjustments for non-EMCP civil service and exempt employees excluded from BU 4 ([Attachment C](#)).
4. Adjustments for non-EMCP civil service and exempt employees excluded from BU 9 ([Attachment D](#)).
5. Adjustments for non-EMCP civil service and exempt employees excluded from BU 13 ([Attachment E](#)).

B. Working Condition Differential

1. This adjustment is applicable to civil service and exempt employees excluded from BU 2 and EMCP employees excluded from BU 2 ([Attachment F](#)).
2. This adjustment is applicable to civil service and exempt employees excluded from BU 3 ([Attachment G](#)).

C. Travel

1. This adjustment is applicable to civil service and exempt employees excluded from BU 2 and EMCP employees excluded from BU 2 ([Attachment H](#)).
2. This adjustment is applicable to civil service and exempt employees excluded from BU 3 ([Attachment I](#)).
3. This adjustment is applicable to civil service and exempt employees excluded from BU 4 and EMCP employees excluded from BU 4 ([Attachment J](#)).
4. This adjustment is applicable to civil service and exempt employees excluded from BU 9 and EMCP employees excluded from BU 9 ([Attachment K](#)).
5. This adjustment is applicable to elected and appointed officials, civil service and exempt employees excluded from BU 13, and EMCP employees excluded from BU 13 ([Attachment L](#)).

D. Uniforms and Equipment

This adjustment is applicable to civil service and exempt employees excluded from BU 3 ([Attachment M](#)).

E. Meals

This adjustment is applicable to civil service and exempt employees excluded from BU 3 ([Attachment N](#)).

F. Hawai'i Employer-Union Health Benefits Trust Fund (EUTF)

This adjustment is applicable to elected and appointed officials; civil service and exempt employees excluded from BUs 2, 3, 4, 9, 13; and EMCP employees excluded from BUs 2, 4, 9, 13 ([Attachment O](#)).

G. Duration – EUTF Reopener

1. Adjustments for civil service and exempt employees excluded from BU 2 and EMCP employees excluded from BU 2 ([Attachment P](#)).

2. Adjustments for civil service and exempt employees excluded from BU 3 ([Attachment Q](#)).
3. Adjustments for civil service and exempt employees excluded from BU 4 and EMCP employees excluded from BU 4 ([Attachment R](#)).
4. Adjustments for civil service and exempt employees excluded from BU 9 and EMCP employees excluded from BU 9 ([Attachment S](#)).
5. Adjustments for civil service and exempt employees excluded from BU 13 and EMCP employees excluded from BU 13 ([Attachment T](#)).

IT IS FURTHER ORDERED that this executive order does not apply to:

(1) employees of public charter schools, the Department of Education and the University of Hawai'i; (2) 89-day non-civil service appointments and exempt appointments less than or equal to 89 days; and (3) those executive branch employees whom I later determine shall not receive the aforementioned adjustments; and

IT IS FURTHER ORDERED that this executive order is not intended to create, and does not create, any rights or benefits, whether substantive or procedural, or enforceable at law or in equity, against the State of Hawai'i or its agencies, departments, entities, employees, or any other person; and

IT IS FURTHER ORDERED that these provisions are subject to amendment by executive order.

The Director of Human Resources Development shall be responsible for the uniform administration of this executive order and is authorized to make any interpretations concerning the applicability of these adjustments to the employees of the State government executive branch who are excluded from collective bargaining coverage.

DONE at the State Capitol, Honolulu,  
State of Hawai'i, this 18<sup>th</sup> day of  
December, 2025.



JOSH GREEN, M.D.  
Governor

APPROVED AS TO FORM:

Anne E. Lopez

ANNE E. LOPEZ  
Attorney General

This adjustment is applicable to non-EMCP civil service and exempt employees excluded from BU 2.

Bargaining Unit 02  
TENTATIVE AGREEMENT  
Employer ✓  
Union CP  
Date 10/21/25

## ARTICLE 51 – SALARIES

*Delete the existing language in its entirety and replace with the following:*

**A. The salary schedule in effect on June 30, 2025 shall be designated as Exhibit A.**

**B. Subject to the approval of the respective legislative bodies and effective July 1, 2025:**

**1. The salary schedule designated as Exhibit A shall be amended to reflect a three and five-tenths percent (3.5%) increase and such amended schedule shall be designated as Exhibit B.**

**2. Following B.1. above, Employees shall be placed on the corresponding pay range and step of Exhibit B.**

**3. Employees who were on Steps B1 and C1 as of June 30, 2020, shall receive a three and five-tenths percent (3.5%) pay increase.**

**4. Employees who were on Step L5 as of June 30, 2015, shall receive a three and five-tenths percent (3.5%) pay increase.**

**5. Employees not administratively assigned to the salary schedule shall receive a three and five-tenths percent (3.5%) pay increase.**

**C. Subject to the approval of the respective legislative bodies and effective July 1, 2026:**

1        1. The salary schedule designated as Exhibit B shall be amended to  
2        reflect a three and seventy-nine hundredths percent (3.79%) increase and such  
3        amended schedule shall be designated as Exhibit C.

4

5        2. Following C.1. above, Employees shall be placed on the  
6        corresponding pay range and step of Exhibit C.

7

8        3. Employees who were on Steps B1 and C1 as of June 30, 2020, shall  
9        receive a three and seventy-nine hundredths percent (3.79%) pay increase.

10

11        4. Employees who were on Step L5 as of June 30, 2015, shall receive a  
12        three and seventy-nine hundredths percent (3.79%) pay increase.

13

14        5. Employees not administratively assigned to the salary schedule shall  
15        receive a three and seventy-nine hundredths percent (3.79%) pay increase.

16

17        D. Subject to the approval of the respective legislative bodies and  
18        effective July 1, 2027:

19

20        1. The salary schedule designated as Exhibit C shall be amended to  
21        reflect a four percent (4%) increase and such amended schedule shall be  
22        designated as Exhibit D.

23

24        2. Following D.1. above, Employees shall be placed on the  
25        corresponding pay range and step of Exhibit D.

26

27        3. Employees who were on Steps B1 and C1 as of June 30, 2020, shall  
28        receive a four percent (4%) pay increase.

29

30        4. Employees who were on Step L5 as of June 30, 2015, shall receive a  
31        four percent (4%) pay increase.

1        **5. Employees not administratively assigned to the salary schedule shall**  
2        **receive a four percent (4%) pay increase.**

4        **E. Subject to the approval of the respective legislative bodies and**  
5        **effective July 1, 2028:**

7        **1. The salary schedule designated as Exhibit D shall be amended to**  
8        **reflect a four percent (4%) increase and such amended schedule shall be**  
9        **designated as Exhibit E.**

11        **2. Following E.1. above, Employees shall be placed on the**  
12        **corresponding pay range and step of Exhibit E.**

14        **3. Employees who were on Steps B1 and C1 as of June 30, 2020, shall**  
15        **receive a four percent (4%) pay increase.**

17        **4. Employees who were on Step L5 as of June 30, 2015, shall receive a**  
18        **four percent (4%) pay increase.**

20        **5. Employees not administratively assigned to the salary schedule shall**  
21        **receive a four percent (4%) pay increase.**

23        **F. Employees on Step L5 as of June 30, 2015, and Steps B1 and C1 as**  
24        **of June 30, 2020, shall have their compensation administered in a separate**  
25        **Memorandum of Agreement.**

This adjustment is applicable to non-EMCP civil service and exempt employees excluded from BU 3.

Bargaining Unit 03  
TENTATIVE AGREEMENT  
Employer CP  
Union CP  
Date 10/21/25

1

## ARTICLE 53 – SALARIES

2

3 *Delete the existing language in its entirety and replace with the following:*

4

5 **A. The salary schedule in effect on June 30, 2025 shall be designated as**  
6 **Exhibit A.**

7

8 **B. Subject to the approval of the respective legislative bodies and**  
9 **effective July 1, 2025:**

10

11 **1. The salary schedule designated as Exhibit A shall be amended to**  
12 **reflect a three and five-tenths percent (3.5%) increase and such amended**  
13 **schedule shall be designated as Exhibit B.**

14

15 **2. Following B.1. above, Employees shall be placed on the**  
16 **corresponding pay range and step of Exhibit B.**

17

18 **3. Employees not administratively assigned to the salary schedule shall**  
19 **receive a three and five-tenths percent (3.5%) pay increase.**

20

21 **C. Subject to the approval of the respective legislative bodies and**  
22 **effective July 1, 2026:**

23

24 **1. Employees on Step C to Step L as of June 30, 2026, shall be placed**  
25 **on the next step of the corresponding pay range.**

26

1           2. Lump Sum Payment. The following Employees shall receive a one-  
2 time lump sum payment; provided that Employees who are less than full-time  
3 shall receive a prorated amount of the lump sum payment:

5           a. Employees on Step M as of June 30, 2026, shall receive a one-  
6 time lump sum payment equal to four percent (4%) of the employee's  
7 annual basic rate of pay as of June 30, 2026.

9           b. Employees not administratively assigned to the salary  
10 schedule shall receive a one-time lump sum payment equal to four percent  
11 (4%) of the employee's annual basic rate of pay as of June 30, 2026.

12           D. Subject to the approval of the respective legislative bodies and  
13 effective July 1, 2027:

16           1. The salary schedule designated as Exhibit B shall be amended to  
17 reflect a four percent (4%) increase and such amended schedule shall be  
18 designated as Exhibit C.

20           2. Following D.1. above, Employees shall be placed on the  
21 corresponding pay range and step of Exhibit C.

23           3. Employees not administratively assigned to the salary schedule shall  
24 receive a four percent (4%) pay increase.

26           E. Subject to the approval of the respective legislative bodies and  
27 effective July 1, 2028:

29           1. Employees on Step C to Step L as of June 30, 2028, shall be placed  
30 on the next step of the corresponding pay range.

1           **2. The salary schedule designated as Exhibit C shall be amended to**  
2           **reflect a thirty-seven one-hundredths percent (0.37%) increase and such**  
3           **amended schedule shall be designated as Exhibit D.**

4

5           **3. Following E.2. above, Employees shall be placed on the**  
6           **corresponding pay range and step of Exhibit D.**

7

8           **4. Employees not administratively assigned to the salary schedule shall**  
9           **receive a thirty-seven one-hundredths percent (0.37%) pay increase.**

10

11           **5. Lump Sum Payment. The following Employees shall receive a one-**  
12           **time lump sum payment; provided that Employees who are less than full-time**  
13           **shall receive a prorated amount of the lump sum payment:**

14

15           **a. Employees on Step M as of June 30, 2028, shall receive a one-**  
16           **time lump sum payment equal to four percent (4%) of the employee's**  
17           **annual basic rate of pay as of June 30, 2028.**

18

19           **b. Employees not administratively assigned to the salary**  
20           **schedule shall receive a one-time lump sum payment equal to four percent**  
21           **(4%) of the employee's annual basic rate of pay as of June 30, 2028.**

This adjustment is applicable to non-EMCP civil service and exempt employees excluded from BU 4.

Bargaining Unit 04  
TENTATIVE AGREEMENT  
Employer ✓  
Union PP  
Date 10/21/25

## ARTICLE 51 – SALARIES

*Delete the existing language in its entirety and replace with the following:*

**A. The salary schedule in effect on June 30, 2025 shall be designated as Exhibit A.**

**B. Subject to the approval of the respective legislative bodies and effective July 1, 2025:**

**1. The salary schedule designated as Exhibit A shall be amended to reflect a three and five-tenths percent (3.5%) increase and such amended schedule shall be designated as Exhibit B.**

**2. Following B.1. above, Employees shall be placed on the corresponding pay range and step of Exhibit B.**

**3. Employees not administratively assigned to the salary schedule shall receive a three and five-tenths percent (3.5%) pay increase.**

**C. Subject to the approval of the respective legislative bodies and effective July 1, 2026:**

**1. The salary schedule designated as Exhibit B shall be amended to reflect a three and seventy-nine hundredths percent (3.79%) increase and such amended schedule shall be designated as Exhibit C.**

**2. Following C.1. above, Employees shall be placed on the corresponding pay range and step of Exhibit C.**

1           3. Employees not administratively assigned to the salary schedule shall  
2           receive a three and seventy-nine hundredths percent (3.79%) pay increase.

3  
4           D. Subject to the approval of the respective legislative bodies and  
5           effective July 1, 2027:

6  
7           1. The salary schedule designated as Exhibit C shall be amended to  
8           reflect a four percent (4%) increase and such amended schedule shall be  
9           designated as Exhibit D.

10  
11           2. Following D.1. above, Employees shall be placed on the  
12           corresponding pay range and step of Exhibit D.

13  
14           3. Employees not administratively assigned to the salary schedule shall  
15           receive a four percent (4%) pay increase.

16  
17           E. Subject to the approval of the respective legislative bodies and  
18           effective July 1, 2028:

19  
20           1. The salary schedule designated as Exhibit D shall be amended to  
21           reflect a four percent (4%) increase and such amended schedule shall be  
22           designated as Exhibit E.

23  
24           2. Following E.1. above, Employees shall be placed on the  
25           corresponding pay range and step of Exhibit E.

26  
27           3. Employees not administratively assigned to the salary schedule shall  
28           receive a four percent (4%) pay increase.

This adjustment is applicable to non-EMCP civil service and exempt employees excluded from BU 9.

Bargaining Unit 09  
TENTATIVE AGREEMENT  
Employer ✓  
Union RP  
Date 10/21/25

## ARTICLE 56 – SALARIES

*Delete the existing language in its entirety and replace with the following:*

**A. The salary schedule in effect on June 30, 2025 shall be designated as Exhibit A.**

**B. Subject to the approval of the respective legislative bodies and effective July 1, 2025:**

**1. Step Movement:**

**a. For the period July 1, 2025 through June 30, 2026, Employees who become eligible for step movements shall receive their step movements on their step movement dates. Step movements shall occur as provided in F. below.**

**2. Salary Schedule:**

**a. The salary schedule designated as Exhibit A shall be amended to reflect a two and seven tenths percent (2.7%) pay increase and such amended schedule shall be designated as Exhibit B.**

**b. Following B.2.a. above, Employees shall be placed on the corresponding pay range and step of Exhibit B.**

**c. Employees not administratively assigned to the salary schedule shall receive a two and seven tenths percent (2.7%) pay increase.**

1       3. **Lump Sum Payment:**

2

3       **Employees on Step L5 or not administratively assigned to the salary**

4       **schedule as of June 30, 2025, shall receive a one-time lump sum payment of one**

5       **thousand five hundred dollars (\$1500). Employees who are less than full-time**

6       **shall receive a prorated amount of this lump sum payment.**

7

8       **C. Subject to the approval of the respective legislative bodies and**

9       **effective July 1, 2026:**

10

11       1. **Step Movement:**

12

13       a. **For the period July 1, 2026 through June 30, 2027, Employees**

14       **who become eligible for step movements shall receive their step**

15       **movements on their step movement dates. Step movements shall occur as**

16       **provided in F. below.**

17

18       2. **Salary Schedule:**

19

20       a. **The salary schedule designated as Exhibit B shall be amended**

21       **to reflect a three and twenty-nine hundredths percent (3.29%) increase and**

22       **such amended schedule shall be designated as Exhibit C.**

23

24       b. **Following C.2.a. above, Employees shall be placed on the**

25       **corresponding pay range and step of Exhibit C.**

26

27       c. **Employees not administratively assigned to the salary**

28       **schedule shall receive a three and twenty-nine hundredths percent (3.29%)**

29       **pay increase.**

1           **D. Subject to the approval of the respective legislative bodies and**  
2           **effective July 1, 2027:**

4           **1. Step Movement:**

6           **a. For the period July 1, 2027 through June 30, 2028, Employees**  
7           **who become eligible for step movements shall receive their step**  
8           **movements on their step movement dates. Step movements shall occur as**  
9           **provided in F. below,**

11           **2. Salary Schedule:**

13           **a. The salary schedule designated as Exhibit C shall be amended**  
14           **to reflect a three and forty-two hundredths percent (3.42%) increase and**  
15           **such amended schedule shall be designated as Exhibit D.**

17           **b. Following D.2.a. above, Employees shall be placed on the**  
18           **corresponding pay range and step of Exhibit D.**

20           **c. Employees not administratively assigned to the salary**  
21           **schedule shall receive a three and forty-two hundredths percent (3.42%)**  
22           **pay increase.**

24           **E. Subject to the approval of the respective legislative bodies and**  
25           **effective July 1, 2028:**

27           **1. Step Movement:**

29           **a. For the period July 1, 2028 through June 30, 2029, Employees**  
30           **who become eligible for step movements shall receive their step**

1           **movements on their step movement dates. Step movements shall occur as**  
2           **provided in F. below.**

3

4           **2. Salary Schedule:**

5

6           **a. The salary schedule designated as Exhibit D shall be amended**  
7           **to reflect a three and forty-three hundredths percent (3.43%) increase and**  
8           **such amended schedule shall be designated as Exhibit E.**

9

10           **b. Following E.2.a. above, Employees shall be placed on the**  
11           **corresponding pay range and step of Exhibit E.**

12

13           **c. Employees not administratively assigned to the salary**  
14           **schedule shall receive a three and forty-three hundredths percent (3.43%)**  
15           **pay increase.**

16

17           **F. Step Movement Plan: Following B.1, C.1, D.1. and E.1. above,**  
18           **Employees shall move to their appropriate step on the salary schedule in**  
19           **accordance with the following step movement plan:**

20

21           **1. All Employees at SR 18 B shall remain at that range and step until**  
22           **their positions are reallocated.**

23

24           **2. Step movements. All Employees at SR 20 and above, shall move as**  
25           **follows:**

26

27           **a. Step B to Step C upon completion of three (3) or more months**  
28           **of satisfactory service with the Employer to equal at least twelve (12)**  
29           **months of registered professional nurse experience, including the three (3)**  
30           **months with the Employer; provided that the previous registered**

1                   **professional nurse experience was gained within the preceding five (5)**  
2                   **years.**

3  
4                   **b. Step B to Step D upon completion of three (3) or more months**  
5                   **of satisfactory service with the Employer to equal at least eighteen (18)**  
6                   **months registered professional nurse experience, including the three (3)**  
7                   **months with the Employer; provided that the previous registered**  
8                   **professional nurse experience was gained within the preceding five (5)**  
9                   **years.**

10  
11                  **c. Step B to Step E upon completion of three (3) or more months**  
12                  **of satisfactory service with the Employer to equal at least twenty-four (24)**  
13                  **months registered professional nurse experience; provided that the**  
14                  **previous registered professional nurse experience was gained within the**  
15                  **preceding five (5) years.**

16  
17                  **d. Step C to Step D upon completion of the required months of**  
18                  **satisfactory service with the Employer to equal to at least eighteen (18)**  
19                  **months registered professional nurse experience, including time with the**  
20                  **Employer; provided that the previous registered professional nurse**  
21                  **experience was gained within the preceding five (5) years.**

22  
23                  **e. Step C or Step D to Step E upon completion of the required**  
24                  **months of satisfactory service with the Employer to equal to at least**  
25                  **twenty-four (24) months of registered professional nurse experience,**  
26                  **including time with the Employer; provided the previous registered**  
27                  **professional nurse experience was gained within the preceding five (5)**  
28                  **years.**

29  
30                  **f. Longevity (5 years). All Employees with at least five (5) years**  
31                  **of creditable service but less than ten (10) years of creditable service as a**

1                   registered professional nurse with the Employer, and who are on Step D or  
2                   Step E, shall move to Step L-1 of their respective salary ranges.

4                   g. Longevity (10 years). All Employees with at least ten (10)  
5                   years of creditable service but less than fifteen (15) years of creditable  
6                   service as a registered professional nurse with the Employer, and who are  
7                   on Step E or Step L-1, shall move to Step L-2 of their respective salary  
8                   ranges.

10                   h. Longevity (15 years). All Employees with at least fifteen (15)  
11                   years of creditable service but less than twenty (20) years of creditable  
12                   service as a registered professional nurse with the Employer, and who are  
13                   on Step L-1 or Step L-2, shall move to Step L-3 of their respective salary  
14                   ranges.

16                   i. Longevity (20 years). All Employees with at least twenty (20)  
17                   years of creditable service but less than twenty-five (25) years of creditable  
18                   service as a registered professional nurse with the Employer, and who are  
19                   on Step L-1, Step L-2 or Step L-3, shall move to Step L-4 of their respective  
20                   salary ranges.

22                   j. Longevity (25 years). All Employees with at least twenty-five  
23                   (25) years of creditable service as a registered professional nurse with the  
24                   Employer, and who are on Step L-1, Step L-2, Step L-3 or Step L-4, shall  
25                   move to Step L-5 of their respective salary ranges.

27                   G. For purposes of this Article, satisfactory service is defined as  
28                   receiving a satisfactory or meets expectations rating in the Employees'  
29                   performance evaluations made by the respective Employer. Creditable service  
30                   shall include service in all Employer jurisdictions and incorporates all leaves of  
31                   absences with pay and the following authorized leaves without pay (LWOP).

1

2       1. **LWOP to pursue a course of instruction relating to the Employee's**

3       **work;**

4

5       2. **LWOP to engage in research, relating to the Employee's work;**

6

7       3. **LWOP to render service at the State Legislature;**

8

9       4. **LWOP to serve on loan by contract to other governments;**

10

11       5. **Sabbatical Leave;**

12

13       6. **Military Leave;**

14

15       7. **LWOP to recuperate from an injury for which weekly workers' compensation payments are made;**

16

17       8. **LWOP to work in an exempt position.**

18

This adjustment is applicable to non-EMCP civil service and exempt employees excluded from BU 13

Bargaining Unit 13  
TENTATIVE AGREEMENT  
Employer \_\_\_\_\_  
Union \_\_\_\_\_  
Date \_\_\_\_\_

1 ARTICLE 51 – SALARIES

2. Delete the existing language in its entirety and replace with the following:

A. The salary schedule in effect on June 30, 2025 shall be designated as  
**Exhibit A.**

**B. Subject to the approval of the respective legislative bodies and effective July 1, 2025:**

## 1. Step Movement:

a. Employees eligible for step movements from July 1, 2025 through June 30, 2026 in accordance with Paragraph P. of Article 14, Compensation Adjustment, shall receive their step movements on their step movement dates.

## 2. Salary Schedule:

a. The salary schedule designated as Exhibit A shall be amended to reflect a two and twelve hundredths percent (2.12%) increase and such amended schedule shall be designated as Exhibit B.

**b. Following B.2.a. above, Employees shall be placed on the corresponding pay range and step of Exhibit B.**

**c. Employees not administratively assigned to the salary schedule shall receive a two and twelve hundredths percent (2.12%) pay**

1                   increase; or be adjusted at the discretion of the appointing authority from  
2                   funds allowed for this purpose, provided that the pay increase shall be no  
3                   less than two and twelve hundredths percent (2.12%). Discretionary  
4                   adjustments shall apply only to base pay adjustments and not lump sum  
5                   payments.

6

7                   **3. Lump Sum Payment:**

8

9                   Employees who are not eligible for step movements for the duration of the  
10                   contract period or not administratively assigned to the salary schedule as  
11                   of June 30, 2025, shall receive a one-time lump sum payment of two  
12                   thousand dollars (\$2000). Employees who are less than full-time shall  
13                   receive a prorated amount of this lump sum payment.

14

15                   **C. Subject to the approval of the respective legislative bodies and**  
16                   **effective July 1, 2026:**

17

18                   **1. Step Movement:**

19

20                   a. Employees eligible for step movements from July 1, 2026  
21                   through June 30, 2027 in accordance with Paragraph P. of Article 14,  
22                   Compensation Adjustment, shall receive their step movements on their  
23                   step movement dates.

24

25                   **2. Salary Schedule:**

26

27                   a. The salary schedule designated as Exhibit B shall be amended  
28                   to reflect a two and ninety-five hundredths percent (2.95%) increase and  
29                   such amended schedule shall be designated as Exhibit C.

1                   **b. Following C.2.a. above, Employees shall be placed on the**  
2                   **corresponding pay range and step of Exhibit C.**

3  
4                   **c. Employees not administratively assigned to the salary**  
5                   **schedule shall receive a two and ninety-five hundredths percent (2.95%)**  
6                   **pay increase; or be adjusted at the discretion of the appointing authority**  
7                   **from funds allowed for this purpose, provided that the pay increase shall**  
8                   **be no less than two and ninety-five hundredths percent (2.95%).**  
9                   **Discretionary adjustments shall apply only to base pay adjustments and**  
10                  **not lump sum payments.**

11  
12                  **D. Subject to the approval of the respective legislative bodies and**  
13                  **effective July 1, 2027:**

14  
15                  **1. Step Movement:**

16  
17                  **a. Employees eligible for step movements from July 1, 2027**  
18                  **through June 30, 2028 in accordance with Paragraph P. of Article 14,**  
19                  **Compensation Adjustment, shall receive their step movements on their**  
20                  **step movement dates.**

21  
22                  **2. Salary Schedule:**

23  
24                  **a. The salary schedule designated as Exhibit C shall be amended**  
25                  **to reflect a two and seventy-seven hundredths percent (2.77%) increase**  
26                  **and such amended schedule shall be designated as Exhibit D.**

27  
28                  **b. Following D.2.a. above, Employees shall be placed on the**  
29                  **corresponding pay range and step of Exhibit D.**

1                   c. Employees not administratively assigned to the salary  
2 schedule shall receive a two and seventy-seven hundredths percent  
3 (2.77%) pay increase; or be adjusted at the discretion of the appointing  
4 authority from funds allowed for this purpose, provided that the pay  
5 increase shall be no less than two and seventy-seven hundredths percent  
6 (2.77%). Discretionary adjustments shall apply only to base pay  
7 adjustments and not lump sum payments.

8

9                   E. Subject to the approval of the respective legislative bodies and  
10 effective July 1, 2028:

11

12                   1. Step Movement:

13

14                   a. Employees eligible for step movements from July 1, 2028  
15 through June 30, 2029 in accordance with Paragraph P. of Article 14,  
16 Compensation Adjustment, shall receive their step movements on their  
17 step movement dates.

18

19                   2. Salary Schedule:

20                   a. The salary schedule designated as Exhibit D shall be amended  
21 to reflect a three and seventeen hundredths percent (3.17%) increase and  
22 such amended schedule shall be designated as Exhibit E.

23

24                   b. Following E.2.a. above, Employees shall be placed on the  
25 corresponding pay range and step of Exhibit E.

26

27                   c. Employees not administratively assigned to the salary  
28 schedule shall receive a three and seventeen hundredths percent (3.17%)  
29 pay increase; or be adjusted at the discretion of the appointing authority  
30 from funds allowed for this purpose, provided that the pay increase shall  
31 be no less than three and seventeen hundredths percent (3.17%).

1      **Discretionary adjustments shall apply only to base pay adjustments and**  
2      **not lump sum payments.**

3

This adjustment is applicable to civil service and exempt employees excluded from BU 2 and EMCP employees excluded from BU 2.

Bargaining Unit 02  
 TENTATIVE AGREEMENT  
 Employer h  
 Union 2P  
 Date 10/21/25

1

## 2 ARTICLE 31 - WORKING CONDITION DIFFERENTIAL

3

4       A. All Employees at Hawai'i State Hospital will be entitled to a differential  
 5 because of unusual or unique working conditions in having contact with patients who  
 6 are ordered by the courts pursuant to Chapters 704 and 706, HRS, to be in the custody  
 7 of the Director of Health or who are adult inmates who were transferred from a  
 8 correctional institution under Chapter 334, HRS. Employees shall be paid in addition to  
 9 their basic compensation, a differential of ~~fifty cents (\$.50)~~ one dollar (\$1.00) per hour  
 10 for each hour of work performed.

11

12       B. Employees of the Hawai'i Health Systems Corporation (HHSC) shall be  
 13 entitled to a differential because of unusual or unique working conditions whenever  
 14 working with a patient who is sent to an HHSC facility because of an order by the courts  
 15 pursuant to Chapters 704 and 706, HRS, to be in the custody of the Director of Health;  
 16 or when an adult inmate is transferred from a correctional institution under Chapter 334,  
 17 HRS, to an HHSC facility; or when a patient that has been recommended for placement  
 18 into the Hawai'i State Hospital is placed temporarily in the HHSC facility. All Employees  
 19 assigned to such patient care unit shall be entitled to a differential of ~~fifty cents (\$.50)~~  
 20 one dollar (\$1.00) per hour for each hour of work performed while on such assignment.  
 21 The differential will remain until such time as the patient is removed from the location or  
 22 is released from said custody into regular patient status.

23

24       C. For the purpose of granting differential pay for a portion of an hour in  
 25 paragraphs A and B above, the Employee will be paid ~~twenty-five cents (\$.25)~~ fifty  
 26 cents (\$.50) for one-half (1/2) hour or less of work and ~~fifty cents (\$.50)~~ one dollar  
 27 (\$1.00) for more than one-half (1/2) hour of work.

28

1           D. Employees assigned to correctional facilities shall be entitled to a  
2 differential because of unusual or unique working conditions. Such Employees shall be  
3 paid, in addition to their basic compensation, a differential of ~~fifty cents (\$.50)~~ one  
4 dollar (\$1.00) per hour for each hour of work performed at such location.

5

6           E. In administering paragraph D above, and for purposes of granting  
7 differential pay for a portion of an hour, the Employee will be paid ~~twenty-five cents~~  
8 ~~(\$.25)~~ fifty cents (\$.50) for one-half (1/2) hour or less of work and ~~fifty cents (\$.50)~~  
9 one dollar (\$1.00) for more than one-half (1/2) hour of work.

10

11          F. The Employer, in consultation with the Union, may terminate the  
12 differentials provided by this section upon reclassification of an affected Employee's  
13 position to a higher classification because of the unusual or unique working conditions  
14 which qualified the Employee for the differential or because such conditions cease to  
15 exist.

This adjustment is applicable to civil service and exempt employees excluded from BU 3.

Bargaining Unit 03  
TENTATIVE AGREEMENT  
Employer HP  
Union HP  
Date 10/21/25

## 1 ARTICLE 31 - WORKING CONDITION DIFFERENTIAL

2

3       A. All Employees at the Hawai'i State Hospital will be entitled to a differential  
4 because of unusual or unique working conditions in having contact with patients who  
5 are ordered by the courts pursuant to Chapters 704 and 706, HRS, to be in the custody  
6 of the Director of Health or who are adult inmates who are transferred from a  
7 correctional institution under Chapter 334, HRS. Employees shall be paid in addition to  
8 their basic compensation, a differential of ~~fifty cents (\$.50)~~ **one dollar (\$1.00)** per hour  
9 for each hour of work performed.

10

11       B. Employees of the Hawai'i Health Systems Corporation (HHSC) shall be  
12 entitled to a differential because of unusual or unique working conditions whenever  
13 working with a patient who is sent to an HHSC facility because of an order by the courts  
14 pursuant to Chapters 704 and 706, HRS, to be in the custody of the Director of Health;  
15 or when an adult inmate is transferred from a correctional institution under Chapter 334,  
16 HRS, to an HHSC facility; or when a patient that has been recommended for placement  
17 into the Hawai'i State Hospital is placed temporarily in the HHSC facility. All Employees  
18 assigned to such patient care unit shall be entitled to a differential of ~~fifty cents (\$.50)~~  
19 **one dollar (\$1.00)** per hour for each hour of work performed while on such assignment.  
20 The differential will remain until such time as the patient is removed from the location or  
21 is released from said custody into regular patient status.

22

23       C. For the purpose of granting differential pay for a portion of an hour for an  
24 Employee covered by paragraph A or B, the Employee will be paid ~~twenty-five cents~~  
25 ~~(\$.25)~~ **fifty cents (\$0.50)** for one-half (1/2) hour or less of work and ~~fifty cents (\$.50)~~  
26 **one dollar (\$1.00)** for more than one-half (1/2) hour of work.

27

1           D. Employees assigned to correctional facilities shall be entitled to a  
2 differential because of unusual or unique working conditions. Such Employees shall be  
3 paid, in addition to their basic compensation, a differential of ~~fifty cents (\$.50)~~ one  
4 dollar (\$1.00) per hour for each hour of work performed at such location.

5

6           E. In administering paragraph D above, and for purposes of granting  
7 differential pay for a portion of an hour, the Employee will be paid ~~twenty-five cents~~  
8 ~~(\$.25)~~ fifty cents (\$.50) for one-half (1/2) hour or less of work and ~~fifty cents (\$.50)~~  
9 one dollar (\$1.00) for more than one-half (1/2) hour of work.

10

11           F. The Employer, in consultation with the Union, may terminate the  
12 differentials provided by this section upon reclassification of an affected Employee's  
13 position to a higher classification because of the unusual or unique working conditions  
14 which qualified the Employee for the differential or because such conditions cease to  
15 exist.

This adjustment is applicable to civil service and exempt employees excluded from BU 2 and EMCP employees excluded from BU 2.

Bargaining Unit 02  
TENTATIVE AGREEMENT  
Employer RP  
Union \_\_\_\_\_  
Date 10/21/25

1

## ARTICLE 41 – TRAVEL

2

3           A.     Applicable rules, ordinance, and policies. Except as modified by this Article,  
4     Chapter 3-10, Hawai'i Administrative Rules, in the case of the State, and applicable rules,  
5     regulations, ordinances, or policies, in the case of the county jurisdictions, shall remain  
6     applicable for the duration of this Agreement.

7

8           B.     Travel occurring on same island. When an Employee is required to work in  
9     locations which make it impracticable and undesirable to return home at the end of a  
10    workday, with prior approval one of the following shall apply:

11

12           1.     If commercial lodging is utilized, the Employee shall be paid a travel  
13     allowance pursuant to Paragraph D.

14

15           2.     If commercial lodging is not available, such as in mountainous or other  
16     remote areas, the Employer shall provide cabins or tentage and needed camping supplies  
17     and equipment. At the Employee's option, the Employer shall also provide adequate  
18     stores of food or pay the Employee twenty dollars (\$20.00) per day in lieu thereof. The  
19     twenty dollars (\$20.00) per day shall be applicable for each twenty-four (24) hour period  
20     or portion thereof, calculated from the beginning of the Employee's work day until the  
21     Employee's return to the Employee's permanent workplace from the mountainous or  
22     other remote area.

23

24           3.     If non-commercial lodging is available, the Employer shall have the option  
25     to select such lodging for the Employee's use. At the Employee's option, the Employer  
26     shall also provide adequate stores of food or pay the Employee twenty dollars (\$20.00)  
27     per day in lieu thereof. The twenty dollars (\$20.00) per day shall be applicable for each  
28     twenty-four (24) hour period or portion thereof, calculated from the beginning of the

1 Employee's work day until the Employee's return to the Employee's permanent  
2 workplace from the non-commercial lodging.

3

4 C. Off-island travel to mountainous or other remote areas.

5

6 1. Whenever an Employee is required to travel on official business to  
7 mountainous or other remote areas where no commercial lodging is available, the  
8 Employer shall provide cabins, tentage, or shall arrange for lodging within available  
9 facilities, and shall provide adequate stores of food or pay the Employee twenty dollars  
10 (\$20.00) per day in lieu thereof.

11

12 2. Notwithstanding the provisions of this paragraph, a mutual agreement may  
13 be arranged among Employees with the Employer to provide for per diem expenses  
14 pursuant to Paragraph D in lieu of this paragraph.

15

16 D. Intra-state travel.

17

18 1. When an Employee is required to travel on official business to another island  
19 the Employee shall be provided with a per diem of ninety dollars (\$90.00) per twenty-four  
20 (24) hour day.

21

22 2. In the case of official travel time involving a fraction of a day, the allowable  
23 claim shall be in terms of quarter-day periods, with the quarter-day periods measured from  
24 midnight. In computing the amount of per diem, the official travel time shall begin one (1)  
25 hour before the scheduled flight departure time and shall end upon the Employee's return  
26 to the Employee's home airport. This computation shall be applicable to all trips, except  
27 one-day trips (leaving and returning on the same day). In the case of one-day trips, the  
28 Employee shall be entitled to a meal allowance of twenty dollars (\$20.00) in lieu of per  
29 diem.

1           3.     When an authorized leave is added before or after the official travel, the per  
2     diem amount shall be the same as that which would have been allowed if the authorized  
3     leave had not been taken.

4

5           E.     Out-of-state travel.

6

7           1.     When an Employee is required to travel on official business to areas outside  
8     the State of Hawai'i, the Employee shall be provided a per diem of one hundred forty-five  
9     dollars (\$145.00) per twenty-four (24) hour day.

10

11          2.     In the case of official travel time involving a fraction of a day, the allowable  
12     claim shall be in terms of quarter-day periods, with the quarter-day periods measured from  
13     midnight. In computing the amount of per diem, the official travel time shall begin no later  
14     than twenty-four (24) hours prior to the time the Employee is to be at work at the  
15     out-of-state destination. The Employee shall be scheduled to arrive at the out-of-state  
16     destination (applicable airport) at least ten (10) hours before reporting for duty. The official  
17     travel time shall end upon the Employee's return to the Employee's home airport. All  
18     calculations will be based on Hawaiian Standard Time.

19

20          3.     When an authorized leave is added before or after the official travel, the per  
21     diem amount shall be the same as that which would have been allowed if the authorized  
22     leave had not been taken.

23

24          F.     Reimbursement for commercial lodging expenses in excess of the lodging  
25     allowance.

26

27          Included in the per diem rate designated in paragraphs D. and E. shall be a daily  
28     allowance for commercial lodging except for one-day trips. For intra-state travel, this  
29     lodging allowance shall be fifty dollars (\$50.00) per twenty-four (24) hour day. For  
30     out-of-state travel, this allowance shall be eighty-five dollars (\$85.00) per twenty-four (24)  
31     hour day.

1            Whenever an Employee's commercial lodging cost exceeds the applicable lodging  
2 allowance, the Employee shall be entitled to an additional amount added to the  
3 Employee's per diem. This amount shall be equal to the difference of the actual daily cost  
4 of commercial lodging and the applicable allowance provided herein, multiplied by the  
5 number of days spent on commercial lodging. Unless otherwise waived by the Employer,  
6 request for commercial lodging expenses in excess of the lodging allowance shall be  
7 made in advance of the Employee's trip.

8

9            G. Advanced per diem and reimbursements.

10

11            Whenever possible, an Employee shall receive advanced per diem for official  
12 travel. The Employer shall reimburse Employees who request reimbursement for excess  
13 lodging expenses as soon as possible.

14

15            H. Furnished meals and lodging.

16

17            When lodging or meals are provided at no cost to the Employees, the Employer  
18 shall continue its existing practices in adjusting the per diem amounts. However, the per  
19 diem allowance provided herein shall not be adjusted when meals are included in  
20 conference programs.

21

22            I. Mileage Reimbursement.

23

24            1. The term "vehicles" as used in this paragraph only applies to automobiles,  
25 trucks, vans, or buses.

26

27            2. Employees who are authorized to use their private vehicles to carry out their  
28 duties and responsibilities shall be reimbursed at the standard mileage rate prescribed by  
29 the Internal Revenue Service for each mile traveled for business purposes.

30

31

1           3. Employees who are presently being provided automobile allowance for the  
2 required use of their private vehicles in the performance of their official duties shall  
3 continue receiving such allowances, provided that the amount of the allowance may be  
4 modified through a separate memorandum of agreement mutually agreed to by the Union  
5 and the Employer concerned. However, allowances shall be terminated when the  
6 Employer no longer requires the Employees to use their private vehicles in the  
7 performance of their official duties.

8

9           4. Mileage reimbursement to and from home to work site shall be allowed for  
10 all call back work and for overtime work on scheduled days off and holidays, except for  
11 Employees whose normal work hours include the holiday.

12

13 **Effective July 1, 2026, all of the above shall be replaced in its entirety with the**  
14 **following:**

15

16           **A. Professional Meetings/Trainings.**

17

18           **In recognition of the value in Employees attending professional**  
19 **meetings/trainings as part of their normal professional activity and their**  
20 **professional development, the Employer will endeavor to facilitate the travel of**  
21 **Employees to professional meetings/trainings, as determined by the Employer**  
22 **insofar as is possible without interfering with maintaining the efficiency of**  
23 **operations within available funds.**

24

25           **B. Applicable rules, ordinances, and policies. Except as modified by**  
26 **this Article, Chapter 3-10, Hawai'i Administrative Rules, in the case of the State,**  
27 **and applicable rules, regulations, ordinances, or policies, in the case of the**  
28 **county jurisdictions, shall remain applicable for the duration of this Agreement.**

29

30

31

32

1        **C.      Overnight Travel On-Island, Inter-Island and Out-of-State.**

2

3        **The Employer's present rules and regulations on Travel Policies and**

4        **Procedures shall be amended to provide for the following:**

5

6        **1.      When Employees are required to travel on official business and such**

7        **travel requires an overnight stay, they shall be provided with a travel allowance**

8        **consisting of: (1) the applicable federal (U.S. General Services Administration)**

9        **allowance for meals and incidental expenses (M&IE); plus (2) reimbursement of**

10        **actual lodging expenses, which shall not exceed the federal (U.S. General**

11        **Services Administration) lodging allowance. Lodging expenses in excess of the**

12        **federal lodging allowance may be requested on an exception basis. Such**

13        **requests for lodging expenses in excess of the applicable federal rate shall be**

14        **reasonable, shall be approved in advance of the Employee's trip, and shall**

15        **require submittal of receipts prior to reimbursement.**

16

17        **2.      Nothing in this paragraph shall preclude Employees from accepting**

18        **M&IE and reimbursement for actual lodging expenses which are less than the**

19        **federal allowable rates.**

20

21        **3.      In the case of official travel time involving a fraction of a day, the**

22        **allowable claim for M&IE shall be prorated in terms of quarter-day periods**

23        **measured from midnight. In computing the amount of per diem, the official travel**

24        **time shall begin ninety (90) minutes before the scheduled flight departure time**

25        **and shall end thirty (30) minutes after the return to the Employee's home airport.**

26        **Unless otherwise authorized by the Employer, allowable travel time is the time**

27        **necessary to travel by the most direct route to and from the points specified in**

28        **the approved travel plan or request, plus the time necessary to conduct the**

29        **required official business.**

1           D. Inter-Island Travel not involving an Overnight Stay.

2  
3           For inter-island travel not involving an overnight stay, the Employer will  
4           provide the Employee with an allowance of thirty dollars (\$30.00).

5  
6           E. Travel to mountainous or other remote areas.

7  
8           1. Whenever an Employee is required to travel on official business to  
9           mountainous or other remote areas where no commercial lodging is available, the  
10           Employer shall provide cabins, tentage, or shall arrange for lodging within  
11           available facilities, and shall provide adequate stores of food or pay the Employee  
12           thirty dollars (\$30.00) per day in lieu thereof.

13  
14           2. Notwithstanding the provisions of this paragraph, a mutual  
15           agreement may be arranged among Employees with the Employer to provide for  
16           M&IE expenses in lieu of this paragraph.

17  
18           F. Advanced M&IE and Reimbursements.

19  
20           Whenever possible, an Employee shall receive advanced M&IE for official  
21           travel. The Employer shall reimburse Employees who request reimbursement for  
22           lodging expenses as soon as possible.

23  
24           G. Furnished Meals and Lodging.

25  
26           When lodging or meals are provided at no cost to the Employees, the  
27           Employer shall continue its existing practices in adjusting the M&IE amounts.  
28           However, the M&IE allowance provided herein shall not be adjusted when meals  
29           are included in conference programs.

1           **H. Mileage Reimbursement.**

2

3           **1. The term "vehicles" as used in this paragraph only applies to**

4           **automobiles, trucks, vans, or buses.**

5

6           **2. Employees who are authorized to use their private vehicles to carry**

7           **out their duties and responsibilities shall be reimbursed at the standard mileage**

8           **rate prescribed by the Internal Revenue Service for each mile traveled for**

9           **business purposes.**

10

11           **3. Employees who are presently being provided with automobile**

12           **allowance for the required use of their private vehicles in the performance of their**

13           **official duties shall continue receiving such allowances, provided that the amount**

14           **of the allowance may be modified through a separate memorandum of agreement**

15           **mutually agreed to by the Union and the Employer concerned. However,**

16           **allowances shall be terminated when the Employer no longer requires the**

17           **Employees to use their private vehicles in the performance of their official duties.**

18

19           **4. Mileage reimbursement to and from home to work site shall be**

20           **allowed for all call back work and for overtime work on scheduled days off and**

21           **holidays, except for Employees whose normal work hours include the holiday.**

This adjustment is applicable to civil service and exempt employees excluded from BU 3.

Bargaining Unit 03  
TENTATIVE AGREEMENT  
Employer W  
Union PP  
Date 10/21/25

1

## ARTICLE 44 – TRAVEL

2

3           A.     Applicable rules, ordinance, and policies. Except as modified by this Article,  
4     Chapter 3-10, Hawai'i Administrative Rules, in the case of the State, and applicable rules,  
5     regulations, ordinances, or policies, in the case of the county jurisdictions, shall remain  
6     applicable for the duration of this Agreement.

7

8           B.     Travel occurring on same island. When an Employee is required to work in  
9     locations which make it impracticable and undesirable to return home at the end of a  
10    workday, with prior approval one (1) of the following shall apply:

11

12           1.     If commercial lodging is utilized, the Employee shall be paid a travel  
13     allowance pursuant to Paragraph D.

14

15           2.     If commercial lodging is not available, such as in mountainous or other  
16     remote areas, the Employer shall provide cabins or tentage and needed camping supplies  
17     and equipment. At the Employee's option, the Employer shall also provide adequate  
18     stores of food or pay the Employee twenty dollars (\$20.00) per day in lieu thereof. The  
19     twenty dollars (\$20.00) per day shall be applicable for each twenty-four (24) hour period  
20     or portion thereof, calculated from the beginning of the Employee's work day until the  
21     Employee's return to the Employee's permanent workplace from the mountainous or  
22     other remote area.

23

24           3.     If non-commercial lodging is available, the Employer shall have the option  
25     to select such lodging for the Employee's use. At the Employee's option, the Employer  
26     shall also provide adequate stores of food or pay the Employee twenty dollars (\$20.00)  
27     per day in lieu thereof. The twenty dollars (\$20.00) per day shall be applicable for each  
28     twenty-four (24) hour period or portion thereof, calculated from the beginning of the

1 Employee's work day until the Employee's return to the Employee's permanent  
2 workplace from the non-commercial lodging.

3

4 C. Off-island travel to mountainous or other remote areas.

5

6 1. Whenever an Employee is required to travel on official business to  
7 mountainous or other remote areas where no commercial lodging is available, the  
8 Employer shall provide cabins, tentage, or shall arrange for lodging within available  
9 facilities, and shall provide adequate stores of food or pay the Employee twenty dollars  
10 (\$20.00) per day in lieu thereof.

11

12 2. Notwithstanding the provisions of this paragraph, a mutual agreement may  
13 be arranged among Employees with the Employer to provide for per diem expenses  
14 pursuant to Paragraph D in lieu of this paragraph.

15

16 D. Intra-state travel.

17

18 1. When an Employee is required to travel on official business to another  
19 island, the Employee shall be provided with a per diem of ninety dollars (\$90.00) per  
20 twenty-four (24) hour day.

21

22 2. In the case of official travel time involving a fraction of a day, the allowable  
23 claim shall be in terms of quarter-day periods, with the quarter-day periods measured from  
24 midnight. In computing the amount of per diem, the official travel time shall begin one (1)  
25 hour before the scheduled flight departure time and shall end upon the Employee's return  
26 to the Employee's home airport. This computation shall be applicable to all trips, except  
27 one-day trips (leaving and returning on the same day). In the case of one-day trips, the  
28 Employee shall be entitled to a meal allowance of twenty dollars (\$20.00) in lieu of per  
29 diem.

30

1           3. When an authorized leave is added before or after the official travel, the per  
2 diem amount shall be the same as that which would have been allowed if the authorized  
3 leave had not been taken.

4

5           E. Out-of-state travel.

6

7           1. When an Employee is required to travel on official business to areas outside  
8 the State of Hawai`i, the Employee shall be provided a per diem of one hundred forty-five  
9 dollars (\$145.00) per twenty-four (24) hour day.

10

11           2. In the case of official travel time involving a fraction of a day, the allowable  
12 claim shall be in terms of quarter-day periods, with the quarter-day periods measured from  
13 midnight. In computing the amount of per diem, the official travel time shall begin no later  
14 than twenty-four (24) hours prior to the time the Employee is to be at work at the  
15 out-of-state destination. The Employee shall be scheduled to arrive at the out-of-state  
16 destination (applicable airport) at least ten (10) hours before reporting for duty. The official  
17 travel time shall end upon the Employee's return to the Employee's home airport. All  
18 calculations will be based on Hawaiian Standard Time.

19

20           3. When an authorized leave is added before or after the official travel, the per  
21 diem amount shall be the same as that which would have been allowed if the authorized  
22 leave had not been taken.

23

24           F. Reimbursement for commercial lodging expenses in excess of the lodging  
25 allowance.

26

27           Included in the per diem rate designated in paragraphs D and E shall be a daily  
28 allowance for commercial lodging except for one-day trips. For intra-state travel, this  
29 lodging allowance shall be fifty dollars (\$50.00) per twenty-four (24) hour day. For  
30 out-of-state travel, this allowance shall be eighty-five dollars (\$85.00) per twenty-four (24)  
31 hour day.

1            Whenever an Employee's commercial lodging cost exceeds the applicable lodging  
2    allowance, the Employee shall be entitled to an additional amount added to the  
3    Employee's per diem. This amount shall be equal to the difference of the actual daily cost  
4    of commercial lodging and the applicable allowance provided herein, multiplied by the  
5    number of days spent on commercial lodging. Unless otherwise waived by the Employer,  
6    request for commercial lodging expenses in excess of the lodging allowance shall be  
7    made in advance of the Employee's trip.

8

9            G.      Advanced per diem and reimbursements.

10

11           Whenever possible, an Employee shall receive advanced per diem for official  
12    travel. The Employer shall reimburse Employees who request reimbursement for excess  
13    lodging expenses as soon as possible.

14

15           H.      Furnished meals and lodging.

16

17           When lodging or meals are provided at no cost to the Employees, the Employer  
18    shall continue its existing practices in adjusting the per diem amounts. However, the per  
19    diem allowance provided herein shall not be adjusted when meals are included in  
20    conference programs.

21

22           I.        Mileage Reimbursement.

23

24           1.        The term "vehicles" as used in this paragraph only applies to automobiles,  
25    trucks, vans, or buses.

26

27           2.        Employees who are authorized to use their private vehicles to carry out their  
28    duties and responsibilities shall be reimbursed at the standard mileage rate prescribed by  
29    the Internal Revenue Service for each mile traveled for business purposes.

30

1           3. Employees who are presently being provided automobile allowance for the  
2 required use of their private vehicles in the performance of their official duties shall  
3 continue receiving such allowances, provided that the amount of the allowance may be  
4 modified through a separate memorandum of agreement mutually agreed to by the Union  
5 and the Employer concerned. However, the allowance shall be terminated when the  
6 Employer no longer requires the Employees to use their private vehicles in the  
7 performance of their official duties.

8  
9           4. Mileage reimbursement to and from home to work site shall be allowed for  
10 all call back work and for overtime work on scheduled days off and holidays, except for  
11 Employees whose normal work hours include the holiday.

12  
13 **Effective July 1, 2026, all of the above shall be replaced in its entirety with the**  
14 **following:**

15  
16           **A. Professional Meetings/Trainings.**

17  
18           **In recognition of the value in Employees attending professional**  
19 **meetings/trainings as part of their normal professional activity and their**  
20 **professional development, the Employer will endeavor to facilitate the travel of**  
21 **Employees to professional meetings/trainings, as determined by the Employer**  
22 **insofar as is possible without interfering with maintaining the efficiency of**  
23 **operations within available funds.**

24  
25           **B. Applicable rules, ordinances, and policies. Except as modified by**  
26 **this Article, Chapter 3-10, Hawai'i Administrative Rules, in the case of the State,**  
27 **and applicable rules, regulations, ordinances, or policies, in the case of the**  
28 **county jurisdictions, shall remain applicable for the duration of this Agreement.**

1        **C.      Overnight Travel On-Island, Inter-Island and Out-of-State.**

2

3        **The Employer's present rules and regulations on Travel Policies and**

4        **Procedures shall be amended to provide for the following:**

5

6        **1.      When Employees are required to travel on official business and such**

7        **travel requires an overnight stay, they shall be provided with a travel allowance**

8        **consisting of: (1) the applicable federal (U.S. General Services Administration)**

9        **allowance for meals and incidental expenses (M&IE); plus (2) reimbursement of**

10        **actual lodging expenses, which shall not exceed the federal (U.S. General**

11        **Services Administration) lodging allowance. Lodging expenses in excess of the**

12        **federal lodging allowance may be requested on an exception basis. Such**

13        **requests for lodging expenses in excess of the applicable federal rate shall be**

14        **reasonable, shall be approved in advance of the Employee's trip, and shall**

15        **require submittal of receipts prior to reimbursement.**

16

17        **2.      Nothing in this paragraph shall preclude Employees from accepting**

18        **M&IE and reimbursement for actual lodging expenses which are less than the**

19        **federal allowable rates.**

20

21        **3.      In the case of official travel time involving a fraction of a day, the**

22        **allowable claim for M&IE shall be prorated in terms of quarter-day periods**

23        **measured from midnight. In computing the amount of per diem, the official travel**

24        **time shall begin ninety (90) minutes before the scheduled flight departure time**

25        **and shall end thirty (30) minutes after the return to the Employee's home airport.**

26        **Unless otherwise authorized by the Employer, allowable travel time is the time**

27        **necessary to travel by the most direct route to and from the points specified in**

28        **the approved travel plan or request, plus the time necessary to conduct the**

29        **required official business.**

30

31

1           D. Inter-Island Travel not involving an Overnight Stay.

2  
3           For inter-island travel not involving an overnight stay, the Employer will  
4           provide the Employee with an allowance of thirty dollars (\$30.00).

5  
6           E. Travel to mountainous or other remote areas.

7  
8           1. Whenever an Employee is required to travel on official business to  
9           mountainous or other remote areas where no commercial lodging is available, the  
10           Employer shall provide cabins, tentage, or shall arrange for lodging within  
11           available facilities, and shall provide adequate stores of food or pay the Employee  
12           thirty dollars (\$30.00) per day in lieu thereof.

13  
14           2. Notwithstanding the provisions of this paragraph, a mutual  
15           agreement may be arranged among Employees with the Employer to provide for  
16           M&IE expenses in lieu of this paragraph.

17  
18           F. Advanced M&IE and Reimbursements.

19  
20           Whenever possible, an Employee shall receive advanced M&IE for official  
21           travel. The Employer shall reimburse Employees who request reimbursement for  
22           lodging expenses as soon as possible.

23  
24           G. Furnished Meals and Lodging.

25  
26           When lodging or meals are provided at no cost to the Employees, the  
27           Employer shall continue its existing practices in adjusting the M&IE amounts.  
28           However, the M&IE allowance provided herein shall not be adjusted when meals  
29           are included in conference programs.

1                   **H. Mileage Reimbursement.**

2

3                   **1. The term "vehicles" as used in this paragraph only applies to**

4                   **automobiles, trucks, vans, or buses.**

5

6                   **2. Employees who are authorized to use their private vehicles to carry**

7                   **out their duties and responsibilities shall be reimbursed at the standard mileage**

8                   **rate prescribed by the Internal Revenue Service for each mile traveled for**

9                   **business purposes.**

10

11                   **3. Employees who are presently being provided with automobile**

12                   **allowance for the required use of their private vehicles in the performance of their**

13                   **official duties shall continue receiving such allowances, provided that the amount**

14                   **of the allowance may be modified through a separate memorandum of agreement**

15                   **mutually agreed to by the Union and the Employer concerned. However,**

16                   **allowances shall be terminated when the Employer no longer requires the**

17                   **Employees to use their private vehicles in the performance of their official duties.**

18

19                   **4. Mileage reimbursement to and from home to work site shall be**

20                   **allowed for all call back work and for overtime work on scheduled days off and**

21                   **holidays, except for Employees whose normal work hours include the holiday.**

This adjustment is applicable to civil service and exempt employees excluded from BU 4 and EMCP employees excluded from BU 4.

Bargaining Unit 04  
 TENTATIVE AGREEMENT  
 Employer U  
 Union RP  
 Date 10/21/25

1

## ARTICLE 44 – TRAVEL

2

3           A.     Applicable rules, ordinances, and policies. Except as modified by this  
 4 Article, Chapter 3-10, Hawai`i Administrative Rules, in the case of the State, and  
 5 applicable rules, regulations, ordinances, or policies, in the case of the county  
 6 jurisdictions, shall remain applicable for the duration of this Agreement.

7

8           B.     Travel occurring on same island. When an Employee is required to work  
 9 in locations which make it impracticable and undesirable to return home at the end of a  
 10 workday, with prior approval, one of the following shall apply:

11

12           1.     If commercial lodging is utilized, the Employee shall be paid a travel  
 13 allowance pursuant to Paragraph D.

14

15           2.     If commercial lodging is not available, such as in mountainous or other  
 16 remote areas, the Employer shall provide cabins or tentage and needed camping  
 17 supplies and equipment. At the Employee's option, the Employer shall also provide  
 18 adequate stores of food or pay the Employee twenty dollars (\$20.00) per day in lieu  
 19 thereof. The twenty dollars (\$20.00) per day shall be applicable for each twenty-four  
 20 (24) hour period or portion thereof, calculated from the beginning of the Employee's  
 21 work day until the Employee's return to the Employee's permanent workplace from the  
 22 mountainous or other remote area.

23

24           3.     If non-commercial lodging is available, the Employer shall have the option  
 25 to select such lodging for the Employee's use. At the Employee's option, the Employer  
 26 shall also provide adequate stores of food or pay the Employee twenty dollars (\$20.00)  
 27 per day in lieu thereof. The twenty dollars (\$20.00) per day shall be applicable for each  
 28 twenty-four (24) hour period or portion thereof, calculated from beginning of the

1 Employee's work day until the Employee's return to the Employee's permanent  
2 workplace from the non-commercial lodging.

3

4 C. Off-island travel to mountainous or other remote areas.

5

6 1. Whenever an Employee is required to travel on official business to  
7 mountainous or other remote areas where no commercial lodging is available, the  
8 Employer shall provide cabins, tentage, or shall arrange for lodging within available  
9 facilities, and shall provide adequate stores of food or pay the Employee twenty dollars  
10 (\$20.00) per day in lieu thereof.

11

12 2. Notwithstanding the provisions of this paragraph, a mutual agreement may  
13 be arranged among Employees with the Employer to provide for per diem expenses  
14 pursuant to Paragraph D in lieu of this paragraph.

15

16 D. Intra-state travel.

17

18 1. When an Employee is required to travel on official business to another  
19 island the Employee shall be provided with a per diem of ninety dollars (\$90.00) per  
20 twenty-four (24) hour day.

21

22 2. In the case of official travel time involving a fraction of a day, the allowable  
23 claim shall be in terms of quarter-day periods with the quarter-day periods measured  
24 from midnight. In computing the amount of per diem, the official travel time shall begin  
25 one (1) hour before the scheduled flight departure time and shall end upon return to the  
26 Employee's home airport. This computation shall be applicable to all trips, except  
27 one-day trips (leaving and returning on the same day). In the case of one-day trips, the  
28 Employee shall be entitled to a meal allowance of twenty dollars (\$20.00) in lieu of per  
29 diem.

30

1           3.    When an authorized leave is added before or after the official travel, the  
2   per diem amount shall be the same as that which would have been allowed if the  
3   authorized leave had not been taken.

4

5           E.    Out-of-state travel.

6

7           1.    When an Employee is required to travel on official business to areas  
8   outside the State of Hawai'i, the Employee shall be provided a per diem of one hundred  
9   forty-five dollars (\$145.00) per twenty-four (24) hour day.

10

11           2.    In the case of official travel time involving a fraction of a day, the allowable  
12   claim shall be in terms of quarter-day periods, with the quarter-day periods measured  
13   from midnight. In computing the amount of per diem, the official travel time shall begin  
14   no later than twenty-four (24) hours prior to the time the Employee is to be at work at  
15   the out-of-state destination. The Employee shall be scheduled to arrive at the  
16   out-of-state destination (applicable airport) at least ten (10) hours before reporting for  
17   duty. The official travel time shall end upon return to the Employee's home airport. All  
18   calculations will be based on Hawaiian Standard Time.

19

20           3.    When an authorized leave is added before or after the official travel, the  
21   per diem amount shall be the same as that which would have been allowed if the  
22   authorized leave had not been taken.

23

24           F.    Reimbursement for commercial lodging expenses in excess of the lodging  
25   allowance.

26

27           Included in the per diem rate designated in paragraphs D and E shall be a daily  
28   allowance for commercial lodging except for one-day trips. For intra-state travel, this  
29   lodging allowance shall be fifty dollars (\$50.00) per twenty-four (24) hour day. For  
30   out-of-state travel, this allowance shall be eighty-five dollars (\$85.00) per twenty-four  
31   (24) hour day.

1            Whenever an Employee's commercial lodging cost exceeds the applicable  
2    lodging allowance, the Employee shall be entitled to an additional amount added to the  
3    Employee's per diem. This amount shall be equal to the difference of the actual daily  
4    cost of commercial lodging and the applicable allowance provided herein, multiplied by  
5    the number of days spent on commercial lodging. Unless otherwise waived by the  
6    Employer request for commercial lodging expenses in excess of the lodging allowance  
7    shall be made in advance of the Employee's trip.

8

9            G.      Advanced per diem and reimbursements.

10

11            Whenever possible, an Employee shall receive advanced per diem for official  
12    travel. The Employer shall reimburse Employees who request reimbursement for  
13    excess lodging expenses as soon as possible.

14

15            H.      Furnished meals and lodging.

16

17            When lodging or meals are provided at no cost to the Employee, the Employer  
18    shall continue its existing practices in adjusting the per diem amounts. However, the  
19    per diem allowance provided herein shall not be adjusted when meals are included in  
20    conference programs.

21

22            I.      Mileage reimbursement.

23

24            1.      The term "vehicles" as used in this paragraph only applies to automobiles,  
25    trucks, vans, or buses.

26

27            2.      Employees who are authorized to use their private vehicles to carry out  
28    their duties and responsibilities shall be reimbursed at the standard mileage rate  
29    prescribed by the Internal Revenue Service for each mile traveled for business  
30    purposes.

31

1           3. Employees who are presently being provided automobile allowance for the  
2 required use of their private vehicles in the performance of their official duties shall  
3 continue receiving such allowance, provided that the amount of the allowance may be  
4 modified through a separate memorandum of agreement mutually agreed to by the  
5 Union and the Employer concerned. However, the allowance shall be terminated when  
6 the Employer no longer requires the Employees to use their private vehicles in the  
7 performance of their official duties.

8

9           4. Mileage reimbursement to and from home to work site shall be allowed for  
10 all call back work and for overtime work on scheduled days off and holidays, except for  
11 Employees whose normal work hours include the holiday.

12

13 **Effective July 1, 2026, all of the above shall be replaced in its entirety with the**  
14 **following:**

15

16           **A. Professional Meetings/Trainings.**

17

18           **In recognition of the value in Employees attending professional**  
19 **meetings/trainings as part of their normal professional activity and their**  
20 **professional development, the Employer will endeavor to facilitate the travel of**  
21 **Employees to professional meetings/trainings, as determined by the Employer**  
22 **insofar as is possible without interfering with maintaining the efficiency of**  
23 **operations within available funds.**

24

25           **B. Applicable rules, ordinances, and policies. Except as modified by**  
26 **this Article, Chapter 3-10, Hawai'i Administrative Rules, in the case of the State,**  
27 **and applicable rules, regulations, ordinances, or policies, in the case of the**  
28 **county jurisdictions, shall remain applicable for the duration of this Agreement.**

29

30

31

1        **C.      Overnight Travel On-Island, Inter-Island and Out-of-State.**

2

3        **The Employer's present rules and regulations on Travel Policies and**

4        **Procedures shall be amended to provide for the following:**

5

6        **1.      When Employees are required to travel on official business and such**

7        **travel requires an overnight stay, they shall be provided with a travel allowance**

8        **consisting of: (1) the applicable federal (U.S. General Services Administration)**

9        **allowance for meals and incidental expenses (M&IE); plus (2) reimbursement of**

10        **actual lodging expenses, which shall not exceed the federal (U.S. General**

11        **Services Administration) lodging allowance. Lodging expenses in excess of the**

12        **federal lodging allowance may be requested on an exception basis. Such**

13        **requests for lodging expenses in excess of the applicable federal rate shall be**

14        **reasonable, shall be approved in advance of the Employee's trip, and shall**

15        **require submittal of receipts prior to reimbursement.**

16

17        **2.      Nothing in this paragraph shall preclude Employees from accepting**

18        **M&IE and reimbursement for actual lodging expenses which are less than the**

19        **federal allowable rates.**

20

21        **3.      In the case of official travel time involving a fraction of a day, the**

22        **allowable claim for M&IE shall be prorated in terms of quarter-day periods**

23        **measured from midnight. In computing the amount of per diem, the official travel**

24        **time shall begin ninety (90) minutes before the scheduled flight departure time**

25        **and shall end thirty (30) minutes after the return to the Employee's home airport.**

26        **Unless otherwise authorized by the Employer, allowable travel time is the time**

27        **necessary to travel by the most direct route to and from the points specified in**

28        **the approved travel plan or request, plus the time necessary to conduct the**

29        **required official business.**

1        **D. Inter-Island Travel not involving an Overnight Stay.**

2

3        **For inter-island travel not involving an overnight stay, the Employer will**

4        **provide the Employee with an allowance of thirty dollars (\$30.00).**

5

6        **E. Travel to mountainous or other remote areas.**

7

8        **1. Whenever an Employee is required to travel on official business to**

9        **mountainous or other remote areas where no commercial lodging is available, the**

10        **Employer shall provide cabins, tentage, or shall arrange for lodging within**

11        **available facilities, and shall provide adequate stores of food or pay the Employee**

12        **thirty dollars (\$30.00) per day in lieu thereof.**

13

14        **2. Notwithstanding the provisions of this paragraph, a mutual**

15        **agreement may be arranged among Employees with the Employer to provide for**

16        **M&IE expenses in lieu of this paragraph.**

17

18        **F. Advanced M&IE and Reimbursements.**

19

20        **Whenever possible, an Employee shall receive advanced M&IE for official**

21        **travel. The Employer shall reimburse Employees who request reimbursement for**

22        **lodging expenses as soon as possible.**

23

24        **G. Furnished Meals and Lodging.**

25

26        **When lodging or meals are provided at no cost to the Employees, the**

27        **Employer shall continue its existing practices in adjusting the M&IE amounts.**

28        **However, the M&IE allowance provided herein shall not be adjusted when meals**

29        **are included in conference programs.**

1           **H. Mileage Reimbursement.**

2

3           **1. The term "vehicles" as used in this paragraph only applies to**

4           **automobiles, trucks, vans, or buses.**

5

6           **2. Employees who are authorized to use their private vehicles to carry**

7           **out their duties and responsibilities shall be reimbursed at the standard mileage**

8           **rate prescribed by the Internal Revenue Service for each mile traveled for**

9           **business purposes.**

10

11           **3. Employees who are presently being provided with automobile**

12           **allowance for the required use of their private vehicles in the performance of their**

13           **official duties shall continue receiving such allowances, provided that the amount**

14           **of the allowance may be modified through a separate memorandum of agreement**

15           **mutually agreed to by the Union and the Employer concerned. However,**

16           **allowances shall be terminated when the Employer no longer requires the**

17           **Employees to use their private vehicles in the performance of their official duties.**

18

19           **4. Mileage reimbursement to and from home to work site shall be**

20           **allowed for all call back work and for overtime work on scheduled days off and**

21           **holidays, except for Employees whose normal work hours include the holiday.**

This adjustment is applicable to civil service and exempt employees excluded from BU 9 and EMCP employees excluded from BU 9.

Bargaining Unit 09  
 TENTATIVE AGREEMENT  
 Employer UH  
 Union RP  
 Date 10/21/25

1

## ARTICLE 36 – TRAVEL

2

3           A.     Applicable rules, ordinances, and policies. Except as modified by this  
 4 Article, Chapter 3-10, Hawai'i Administrative Rules, in the case of the State, and  
 5 applicable rules, regulations, ordinances, or policies, in the case of the county  
 6 jurisdictions, shall remain applicable for the duration of this Agreement.

7

8           B.     Travel occurring on same island. When Employees are required to work  
 9 in locations which make it impracticable and undesirable to return home at the end of a  
 10 workday, with prior approval one (1) of the following shall apply:

11

12           1.     If commercial lodging is utilized, the Employee shall be paid a travel  
 13 allowance pursuant to Paragraph D.

14

15           2.     If commercial lodging is not available, such as in mountainous or other  
 16 remote areas, the Employer shall provide cabins or tentage and needed camping  
 17 supplies and equipment. At the Employee's option, the Employer shall also provide  
 18 adequate stores of food or pay each Employee twenty dollars (\$20) per day in lieu  
 19 thereof.

20

21           C.     Off-island travel to mountainous or other remote areas.

22

23           1.     Whenever Employees are required to travel on official business to  
 24 mountainous or other remote areas where no commercial lodging is available, the  
 25 Employer shall provide cabins, tentage, or shall arrange for lodging within available  
 26 facilities, and shall provide adequate stores of food or pay each Employee twenty  
 27 dollars (\$20) per day in lieu thereof.

28

1           2. Notwithstanding the provisions of this paragraph, a mutual agreement may  
2 be arranged among Employees with the Employer to provide for per diem expenses  
3 pursuant to Paragraph D in lieu of this paragraph.

4

5           D. Intra-state travel.

6

7           1. When an Employee is required to travel on official business to another  
8 island the Employee shall be provided with a per diem of ninety dollars (\$90) per 24-  
9 hour day.

10

11           2. In the case of official travel time involving a fraction of a day, the allowable  
12 claim shall be in terms of quarter-day periods, with the quarter day periods measured  
13 from midnight. In computing the amount of per diem, the official travel time shall begin  
14 one (1) hour before the scheduled flight departure time and shall end upon the  
15 Employee's return to his or her home airport. This computation shall be applicable to all  
16 trips, except one-day trips (leaving and returning on the same day). In the case of one-  
17 day trips, commencing May 1, 1998, the Employee shall be entitled to a meal allowance  
18 of twenty dollars (\$20) in lieu of per diem.

19

20           3. When an authorized leave is added before or after the official travel, the  
21 per diem amount shall be the same as that which would have been allowed if the  
22 authorized leave had not been taken.

23

24           E. Out-of-state travel.

25

26           1. When Employees are required to travel on official business to areas  
27 outside the State of Hawai'i, they shall be provided a per diem of one hundred forty-five  
28 dollars (\$145) per 24-hour day.

29

30           2. In the case of official travel time involving a fraction of a day, the allowable  
31 claim shall be in terms of quarter-day periods, with the quarter-day periods measured

1 from midnight. In computing the amount of per diem, the official travel time shall begin  
2 no later than twenty-four (24) hours prior to the time the Employee is to be at work at  
3 the out-of-state destination. The Employee shall be scheduled to arrive at the out-of-  
4 state destination (applicable airport) at least ten (10) hours before reporting for duty.  
5 The official travel time shall end upon the Employee's return to his or her home airport.  
6 All calculations will be based on Hawaiian Standard Time.

7

8           3. When an authorized leave is added before or after the official travel, the  
9 per diem amount shall be the same as that which would have been allowed if the  
10 authorized leave had not been taken.

11

12           F. Reimbursement for commercial lodging expenses in excess of the lodging  
13 allowance.

14

15           Included in the per diem rate designated in paragraphs D and E shall be a daily  
16 allowance for commercial lodging. For intra-state travel, this lodging allowance shall be  
17 fifty dollars (\$50) per 24-hour day. For out-of-state travel, this allowance shall be eighty-  
18 five dollars (\$85) per 24-hour day.

19

20           Whenever an Employee's commercial lodging cost exceeds the applicable  
21 lodging allowance, the Employee shall be entitled to an additional amount added to her  
22 per diem. This amount shall equal to the difference of the actual daily cost of  
23 commercial lodging and the applicable allowance provided herein, multiplied by the  
24 number of days spent on commercial lodging. Unless otherwise waived by the  
25 Employer, request for commercial lodging expenses in excess of the lodging allowance  
26 shall be made in advance of the Employee's trip.

27

28           G. Advanced per diem and reimbursements.

29

1            Whenever possible, an Employee shall receive advanced per diem for official  
2    travel. The Employer shall reimburse Employees who request reimbursement for  
3    excess lodging expenses as soon as possible.

4

5            H.      Furnished meals and lodging.

6

7            When lodging or meals are provided at no cost to the Employees, the Employer  
8    shall continue its existing practices in adjusting the per diem amounts. However, the  
9    per diem allowance provided herein shall not be adjusted when meals are included in  
10   conference programs.

11

12            I.      Mileage reimbursement.

13

14            1.      The term "vehicles" as used in this paragraph only applies to automobiles,  
15    trucks, vans, or buses.

16

17            2.      Employees who are authorized to use their private vehicles to carry out  
18    their duties and responsibilities shall be reimbursed at the standard mileage rate  
19    prescribed by the Internal Revenue Service for each mile traveled for business  
20   purposes.

21

22            3.      Employees who are presently being provided automobile allowance for the  
23    required use of their private vehicles in the performance of their official duties shall  
24    continue receiving such allowances, provided that the amount of the allowance may be  
25    modified through a separate memorandum of agreement mutually agreed to by the  
26    Union and the Employer concerned. However, allowances shall be terminated when  
27    the Employer no longer requires the Employees to use their private vehicles in the  
28   performance of their official duties.

29

1           4. Mileage reimbursement to and from home to work site shall be allowed for  
2 all call back work and for overtime work on scheduled days off and holidays, except for  
3 Employees whose normal work hours include the holiday.

4  
5 **Effective July 1, 2026, all of the above shall be replaced in its entirety with the**  
6 **following:**

7  
8           **A. Professional Meetings/Trainings.**

9  
10           **In recognition of the value in Employees attending professional**  
11 **meetings/trainings as part of their normal professional activity and their**  
12 **professional development, the Employer will endeavor to facilitate the travel of**  
13 **Employees to professional meetings/trainings, as determined by the Employer**  
14 **insofar as is possible without interfering with maintaining the efficiency of**  
15 **operations within available funds.**

16  
17           **B. Applicable rules, ordinances, and policies. Except as modified by**  
18 **this Article, Chapter 3-10, Hawai`i Administrative Rules, in the case of the State,**  
19 **and applicable rules, regulations, ordinances, or policies, in the case of the**  
20 **county jurisdictions, shall remain applicable for the duration of this Agreement.**

21  
22           **C. Overnight Travel On-Island, Inter-Island and Out-of-State.**

23  
24           **The Employer's present rules and regulations on Travel Policies and**  
25 **Procedures shall be amended to provide for the following:**

26  
27           **1. When Employees are required to travel on official business and such**  
28 **travel requires an overnight stay, they shall be provided with a travel allowance**  
29 **consisting of: (1) the applicable federal (U.S. General Services Administration)**  
30 **allowance for meals and incidental expenses (M&IE); plus (2) reimbursement of**  
31 **actual lodging expenses, which shall not exceed the federal (U.S. General**

1     Services Administration) lodging allowance. Lodging expenses in excess of the  
2     federal lodging allowance may be requested on an exception basis. Such  
3     requests for lodging expenses in excess of the applicable federal rate shall be  
4     reasonable, shall be approved in advance of the Employee's trip, and shall  
5     require submittal of receipts prior to reimbursement.

6

7        2. Nothing in this paragraph shall preclude Employees from accepting  
8        M&IE and reimbursement for actual lodging expenses which are less than the  
9        federal allowable rates.

10

11        3. In the case of official travel time involving a fraction of a day, the  
12        allowable claim for M&IE shall be prorated in terms of quarter-day periods  
13        measured from midnight. In computing the amount of per diem, the official travel  
14        time shall begin ninety (90) minutes before the scheduled flight departure time  
15        and shall end thirty (30) minutes after the return to the Employee's home airport.  
16        Unless otherwise authorized by the Employer, allowable travel time is the time  
17        necessary to travel by the most direct route to and from the points specified in  
18        the approved travel plan or request, plus the time necessary to conduct the  
19        required official business.

20

21        D. Inter-Island Travel not involving an Overnight Stay.

22

23        For inter-island travel not involving an overnight stay, the Employer will  
24        provide the Employee with an allowance of thirty dollars (\$30.00).

25

26        E. Travel to mountainous or other remote areas.

27

28        1. Whenever an Employee is required to travel on official business to  
29        mountainous or other remote areas where no commercial lodging is available, the  
30        Employer shall provide cabins, tentage, or shall arrange for lodging within

1     available facilities, and shall provide adequate stores of food or pay the Employee  
2     thirty dollars (\$30.00) per day in lieu thereof.

3

4       2. Notwithstanding the provisions of this paragraph, a mutual  
5       agreement may be arranged among Employees with the Employer to provide for  
6       M&IE expenses in lieu of this paragraph.

7

8       F. Advanced M&IE and Reimbursements.

9

10      Whenever possible, an Employee shall receive advanced M&IE for official  
11      travel. The Employer shall reimburse Employees who request reimbursement for  
12      lodging expenses as soon as possible.

13

14       G. Furnished Meals and Lodging.

15

16      When lodging or meals are provided at no cost to the Employees, the  
17      Employer shall continue its existing practices in adjusting the M&IE amounts.  
18      However, the M&IE allowance provided herein shall not be adjusted when meals  
19      are included in conference programs.

20

21       H. Mileage Reimbursement.

22

23      1. The term "vehicles" as used in this paragraph only applies to  
24      automobiles, trucks, vans, or buses.

25

26      2. Employees who are authorized to use their private vehicles to carry  
27      out their duties and responsibilities shall be reimbursed at the standard mileage  
28      rate prescribed by the Internal Revenue Service for each mile traveled for  
29      business purposes.

1        **3. Employees who are presently being provided with automobile**  
2        **allowance for the required use of their private vehicles in the performance of their**  
3        **official duties shall continue receiving such allowances, provided that the amount**  
4        **of the allowance may be modified through a separate memorandum of agreement**  
5        **mutually agreed to by the Union and the Employer concerned. However,**  
6        **allowances shall be terminated when the Employer no longer requires the**  
7        **Employees to use their private vehicles in the performance of their official duties.**

8

9        **4. Mileage reimbursement to and from home to work site shall be**  
10        **allowed for all call back work and for overtime work on scheduled days off and**  
11        **holidays, except for Employees whose normal work hours include the holiday.**

This adjustment is applicable to elected and appointed officials, civil service and exempt employees excluded from BU 13, and EMCP employees excluded from BU 13.

Bargaining Unit 13  
TENTATIVE AGREEMENT  
Employer     
Union     
Date 10/21/25

1

## ARTICLE 45 – TRAVEL

2

3           A.     Applicable rules, ordinances, and policies. Except as modified by this  
4     Article, Chapter 3-10, Hawai'i Administrative Rules, in the case of the State, and  
5     applicable rules, regulations, ordinances, or policies, in the case of the county  
6     jurisdictions, shall remain applicable for the duration of this Agreement.

7

8           B.     Travel occurring on same island. When an Employee is required to  
9     work in locations, which make it impracticable and undesirable to return home at the  
10    end of a workday, with prior approval one of the following shall apply:

11

12           1.     If commercial lodging is utilized, the Employee shall be paid a travel  
13     allowance pursuant to Paragraph D.

14

15           2.     If commercial lodging is not available, such as in mountainous or other  
16     remote areas, the Employer shall provide cabins or tentage and needed camping  
17     supplies and equipment. At the Employee's option, the Employer shall also provide  
18     adequate stores of food or pay the Employee twenty dollars (\$20.00) per day in lieu  
19     thereof. The twenty dollars (\$20.00) per day shall be applicable for each twenty-four  
20     (24) hour period or portion thereof, calculated from the beginning of the Employee's  
21     work day until the Employee's return to the Employee's permanent workplace from  
22     the mountainous or other remote area.

23

24           3.     If non-commercial lodging is available, the Employer shall have the  
25     option to select such lodging for the Employee's use. At the Employee's option, the  
26     Employer shall also provide adequate stores of food or pay the Employee twenty  
27     dollars (\$20.00) per day in lieu thereof. The twenty dollars (\$20.00) per day shall be

1       applicable for each twenty-four (24) hour period or portion thereof, calculated from the  
2       beginning of the Employee's work day until the Employee's return to the Employee's  
3       permanent workplace from the non-commercial lodging.

4

5           C.       Off-island travel to mountainous or other remote areas.

6

7           1.       Whenever an Employee is required to travel on official business to  
8       mountainous or other remote areas where no commercial lodging is available, the  
9       Employer shall provide cabins, tentage, or shall arrange for lodging within available  
10      facilities, and shall provide adequate stores of food or pay the Employee twenty dollars  
11      (\$20.00) per day in lieu thereof.

12

13           2.       Notwithstanding the provisions of this paragraph, a mutual agreement  
14      may be arranged among Employees with the Employer to provide for per diem  
15      expenses in lieu of this paragraph.

16

17           D.       Intra-state travel.

18

19           1.       When an Employee is required to travel on official business to another  
20      island the Employee shall be provided with a per diem of ninety dollars (\$90.00) per  
21      twenty-four (24) hour day.

22

23           2.       In the case of official travel time involving a fraction of a day, the  
24      allowable claim shall be in terms of quarter-day periods, with the quarter-day periods  
25      measured from midnight. In computing the amount of per diem, the official travel  
26      time shall begin one (1) hour before the scheduled flight departure time and shall end  
27      upon the return to the Employee's home airport; provided that effective July 1, 2020,  
28      the official travel time shall begin ninety (90) minutes before the scheduled flight  
29      departure time and shall end thirty (30) minutes after the return to the Employee's  
30      home airport. This computation shall be applicable to all trips, except one-day trips  
31      (leaving and returning on the same day). In the case of one-day trips, the Employee

1 shall be entitled to a meal allowance of twenty dollars (\$20.00) in lieu of per diem.

2

3       3. When an authorized leave is added before or after the official travel, the  
4 per diem amount shall be the same as that which would have been allowed if the  
5 authorized leave had not been taken.

6

7       E. Out-of-state travel.

8

9       1. When an Employee is required to travel on official business to areas  
10 outside the State of Hawai'i, the Employee shall be provided a per diem of one  
11 hundred forty-five dollars (\$145.00) per twenty-four (24) hour day.

12

13       2. In the case of official travel time involving a fraction of a day, the  
14 allowable claim shall be in terms of quarter-day periods, with the quarter-day periods  
15 measured from midnight. In computing the amount of per diem, the official travel time  
16 shall begin no later than twenty-four (24) hours prior to the time the Employee is to be  
17 at work at the out-of-state destination. The Employee shall be scheduled to arrive at  
18 the out-of-state destination (applicable airport) at least ten (10) hours before reporting  
19 for duty. The official travel time shall end upon the Employee's return to the  
20 Employee's home airport. All calculations will be based on Hawaiian Standard Time.

21

22       3. When an authorized leave is added before or after the official travel, the  
23 per diem amount shall be the same as that which would have been allowed if the  
24 authorized leave had not been taken.

25

26       F. Reimbursement for commercial lodging expenses in excess of the lodging  
27 allowance. Included in the per diem rate designated in paragraphs D and E shall be a  
28 daily allowance for commercial lodging except for one-day trips. For intra- state travel,  
29 this lodging allowance shall be fifty dollars (\$50.00) per twenty-four (24) hour day. For  
30 out-of-state travel, this allowance shall be eighty-five dollars (\$85.00) per twenty-four  
31 (24) hour day.

1            Whenever an Employee's commercial lodging cost exceeds the applicable  
2    lodging allowance, the Employee shall be entitled to an additional amount added to  
3    the Employee's per diem. This amount shall equal to the difference of the actual  
4    daily cost of commercial lodging and the applicable allowance provided herein,  
5    multiplied by the number of days spent on commercial lodging. Unless otherwise  
6    waived by the Employer request for commercial lodging expenses in excess of the  
7    lodging allowance shall be made in advance of the Employee's trip.

8

9            G. Advanced per diem and Reimbursements.

10

11            Whenever possible, an Employee shall receive advanced per diem for official  
12    travel. The Employer shall reimburse Employees who request reimbursement for  
13    excess lodging expenses as soon as possible.

14

15            H. Furnished Meals and Lodging.

16

17            When lodging or meals are provided at no cost to the Employees, the  
18    Employer shall continue its existing practices in adjusting the per diem amounts.  
19    However, the per diem allowance provided herein shall not be adjusted when meals  
20    are included in conference programs.

21

22            I. Mileage reimbursement.

23

24            1. The term "vehicles" as used in this paragraph only applies to  
25    automobiles, trucks, vans, or buses.

26

27            2. Employees who are authorized to use their private vehicles to carry out  
28    their duties and responsibilities shall be reimbursed at the standard mileage rate  
29    prescribed by the Internal Revenue Service for each mile traveled for business  
30    purposes.

31            3. Employees who are presently being provided automobile allowance for

1 the required use of their private vehicles in the performance of their official duties shall  
2 continue receiving such allowances, provided that the amount of the allowance may be  
3 modified through a separate memorandum of agreement mutually agreed to by the  
4 Union and the Employer concerned. However, allowances shall be terminated when  
5 the Employer no longer requires the Employees to use their private vehicles in the  
6 performance of their official duties.

7

8       4. Mileage reimbursement to and from home to work site shall be allowed  
9 for all call back work and for overtime work on scheduled days off and holidays, except  
10 for Employees whose normal work hours include the holiday.

11

12 **Effective July 1, 2026, all of the above shall be replaced in its entirety with the**  
13 **following:**

14

15       **A. Professional Meetings/Trainings.**

16

17       **In recognition of the value in Employees attending professional**  
18 **meetings/trainings as part of their normal professional activity and their**  
19 **professional development, the Employer will endeavor to facilitate the travel of**  
20 **Employees to professional meetings/trainings, as determined by the Employer**  
21 **insofar as is possible without interfering with maintaining the efficiency of**  
22 **operations within available funds.**

23

24       **B. Applicable rules, ordinances, and policies. Except as modified by**  
25 **this Article, Chapter 3-10, Hawai`i Administrative Rules, in the case of the State,**  
26 **and applicable rules, regulations, ordinances, or policies, in the case of the**  
27 **county jurisdictions, shall remain applicable for the duration of this Agreement.**

28

29

30

31

1        **C.      Overnight Travel On-Island, Inter-Island and Out-of-State.**

2

3        **The Employer's present rules and regulations on Travel Policies and**

4        **Procedures shall be amended to provide for the following:**

5

6        **1.      When Employees are required to travel on official business and such**

7        **travel requires an overnight stay, they shall be provided with a travel allowance**

8        **consisting of: (1) the applicable federal (U.S. General Services Administration)**

9        **allowance for meals and incidental expenses (M&IE); plus (2) reimbursement of**

10        **actual lodging expenses, which shall not exceed the federal (U.S. General**

11        **Services Administration) lodging allowance. Lodging expenses in excess of the**

12        **federal lodging allowance may be requested on an exception basis. Such**

13        **requests for lodging expenses in excess of the applicable federal rate shall be**

14        **reasonable, shall be approved in advance of the Employee's trip, and shall**

15        **require submittal of receipts prior to reimbursement.**

16

17        **2.      Nothing in this paragraph shall preclude Employees from accepting**

18        **M&IE and reimbursement for actual lodging expenses which are less than the**

19        **federal allowable rates.**

20

21        **3.      In the case of official travel time involving a fraction of a day, the**

22        **allowable claim for M&IE shall be prorated in terms of quarter-day periods**

23        **measured from midnight. In computing the amount of per diem, the official travel**

24        **time shall begin ninety (90) minutes before the scheduled flight departure time**

25        **and shall end thirty (30) minutes after the return to the Employee's home airport.**

26        **Unless otherwise authorized by the Employer, allowable travel time is the time**

27        **necessary to travel by the most direct route to and from the points specified in**

28        **the approved travel plan or request, plus the time necessary to conduct the**

29        **required official business.**

1           D. Inter-Island Travel not involving an Overnight Stay.

2

3           For inter-island travel not involving an overnight stay, the Employer will  
4           provide the Employee with an allowance of thirty dollars (\$30.00).

5

6           E. Travel to mountainous or other remote areas.

7

8           1. Whenever an Employee is required to travel on official business to  
9           mountainous or other remote areas where no commercial lodging is available, the  
10           Employer shall provide cabins, tentage, or shall arrange for lodging within  
11           available facilities, and shall provide adequate stores of food or pay the Employee  
12           thirty dollars (\$30.00) per day in lieu thereof.

13

14           2. Notwithstanding the provisions of this paragraph, a mutual  
15           agreement may be arranged among Employees with the Employer to provide for  
16           M&IE expenses in lieu of this paragraph.

17

18           F. Advanced M&IE and Reimbursements.

19

20           Whenever possible, an Employee shall receive advanced M&IE for official  
21           travel. The Employer shall reimburse Employees who request reimbursement for  
22           lodging expenses as soon as possible.

23

24           G. Furnished Meals and Lodging.

25

26           When lodging or meals are provided at no cost to the Employees, the  
27           Employer shall continue its existing practices in adjusting the M&IE amounts.  
28           However, the M&IE allowance provided herein shall not be adjusted when meals  
29           are included in conference programs.

1           **H. Mileage Reimbursement.**

2

3           **1. The term "vehicles" as used in this paragraph only applies to**

4           **automobiles, trucks, vans, or buses.**

5

6           **2. Employees who are authorized to use their private vehicles to carry**

7           **out their duties and responsibilities shall be reimbursed at the standard mileage**

8           **rate prescribed by the Internal Revenue Service for each mile traveled for**

9           **business purposes.**

10

11           **3. Employees who are presently being provided with automobile**

12           **allowance for the required use of their private vehicles in the performance of their**

13           **official duties shall continue receiving such allowances, provided that the amount**

14           **of the allowance may be modified through a separate memorandum of agreement**

15           **mutually agreed to by the Union and the Employer concerned. However,**

16           **allowances shall be terminated when the Employer no longer requires the**

17           **Employees to use their private vehicles in the performance of their official duties.**

18

19           **4. Mileage reimbursement to and from home to work site shall be**

20           **allowed for all call back work and for overtime work on scheduled days off and**

21           **holidays, except for Employees whose normal work hours include the holiday.**

This adjustment is applicable to civil service and exempt employees excluded from BU 3.

Bargaining Unit 03  
TENTATIVE AGREEMENT  
Employer ✓  
Union PP  
Date 10/21/25

## **ARTICLE 18 – UNIFORMS AND EQUIPMENT**

## I. General Application

A. A uniform shall be defined as those items of distinctive clothing which are required by the Employer and which meet the following conditions:

1. Used to identify a specific group of Employees.

2. Shirt and/or trousers, blouse and/or skirt, dress or other clothing must be of the same design, color, cut, and style, and made of similar material for a specific group of Employees.

B. Uniform accessories which are required by the Employer shall be furnished by the Employer and shall remain the property of the Employer while in the employ of the Employee. Accessories include, but are not limited to, the following:

1.	Sam Browne belt	7.	Hat
2.	Holster	8.	Ammo pouch
3.	Handcuffs	9.	Name tag
4.	Handcuff case	10.	Flashlight and batteries
5.	Patches	11.	Whistle
6.	Badges		

C. The Employer shall provide to Employees authorized and required to carry arms as part of their official duties while on duty status a weapons maintenance allowance for the proper care and maintenance of (1) Employer-issued weapons and accessories and personal safety equipment, and (2) Employee-purchased supplemental arms, including ammunition, approved by the Employer.

1  
2       1. The weapons maintenance allowance shall be granted for each full month  
3 worked. It is provided that paid or unpaid leaves shall be considered as time worked,  
4 except that unpaid leaves, including suspensions, of five (5) or more days shall not be  
5 considered as time worked and the allowance shall be prorated accordingly for such  
6 month(s). It is further provided that the allowance shall be prorated when employment  
7 commences after the first day of a month or terminates before the last day of a month.

8  
9       2. The weapons maintenance allowance shall be paid to eligible Employees  
10 on or about the end of each three-month period of a fiscal year. The amount of the  
11 weapons maintenance allowance shall be calculated at the rate of thirty-five dollars  
12 (\$35.00) per month.

13  
14       D. The following items of apparel are not considered as part of a uniform:

15  
16       1. Work clothing such as coveralls, aprons, smocks, etc.

17  
18       2. Shoes, boots, socks, and ties. (Whenever the Employer requires the  
19 Employees to wear safety shoes or safety boots, the Employer shall provide such  
20 items.)

21  
22       3. Shirts normally worn under a uniform coat or blouse. (Shirts of a distinctive  
23 uniform appearance normally worn as an outside garment in place of a uniform coat or  
24 blouse are considered as part of the uniform.)

25  
26       E. Damaged or Lost Uniforms.

27  
28       1. If an Employee's uniform is destroyed or damaged while worn in the  
29 performance of duty and without negligence, the Employer shall either replace the item  
30 or items of uniform destroyed, or reimburse the Employee for the cost of the item or  
31 items of uniform destroyed; provided that the Employee's supervisor recommends  
32 replacement or reimbursement and the Employer or its designee approves such  
33 recommendation.

1  
2        2. Replacement or reimbursement shall not be made by the Employer when  
3 a uniform is lost, stolen, destroyed or damaged due to negligence by the Employee, or  
4 where the uniform is willfully destroyed or damaged by the Employee.

5  
6        F. The Employer shall post on the bulletin board a list of approved vendors  
7 where uniforms shall be purchased. A copy of this list shall also be furnished to the  
8 Union.

9  
10        G. Whenever an Employee is required by the Employer to wear a uniform,  
11 the Employer shall have the option to (1) clean such uniforms or (2) provide a uniform  
12 maintenance allowance of ~~[\$20.00]~~ \$25.00 per month provided:

13  
14        1. if the uniform consists only of button shirt, trousers or jacket, the  
15 allowance shall be ~~[\$10.00]~~ \$15.00 per month; or

16  
17        2. if the uniform consists only of t-shirt or shorts or both, the allowance shall  
18 be ~~[\$6.00]~~ \$10.00 per month.

19  
20        Such allowance for each fiscal year shall be paid once annually on or about June  
21 30 of the fiscal year. If the employment of the Employee commences or terminates  
22 during the fiscal year, the sum paid shall be adjusted on a prorated basis. No allowance  
23 shall be payable during periods of suspension of five (5) or more days or for periods  
24 when the Employee is on any leave of absence without pay.

25  
26        II. Existing Policies and/or Practices

27  
28        A. All policies and/or practices existing on the effective date of the  
29 Agreement which provide or require that the Employer either initially furnish uniforms to  
30 Employees, or initially reimburse Employee for the cost of the uniforms which are  
31 purchased from a vendor approved by the Employer shall be continued for the duration  
32 of the Agreement.

1           B.     All policies and/or practices of the Employer existing on the effective date  
2     of the Agreement which provide for the replacement of uniforms due to normal wear and  
3     tear, or which provide for a replacement allowance for uniforms due to normal wear and  
4     tear shall be continued for the duration of the Agreement, except that the replacement  
5     allowance shall be 75% of the actual replacement cost of the items of uniforms  
6     purchased by the Employee.

7

8     III.    Uniforms for New Groups of Employees

9

10           In the event that the Employer determines that a group of Employees, other than  
11     those covered by existing policies and/or practices, be required to wear uniforms, the  
12     following shall apply:

13

14           1.     The Employer shall consult with the Union to determine the reasonable  
15     number of sets of uniforms which specific groups of Employees are entitled to receive  
16     on an initial basis.

17

18           2.     The Employer shall either furnish the uniforms or reimburse Employees for  
19     the cost of the uniforms which are purchased from a vendor approved by the Employer.

20

21           3.     The replacement of uniforms due to wear and tear shall be by Employer  
22     approval.

23

24           4.     The Employer may choose to furnish such replacement or provide for  
25     replacement allowance of seventy-five percent (75%) of the actual replacement cost of  
26     the items of uniforms purchased by the Employee.

27

28           5.     If the Employer opts for the replacement allowance, the items of uniform  
29     being replaced shall be purchased from an approved vendor and substantiated by a  
30     receipt.

31

This adjustment is applicable to civil service and exempt employees excluded from BU 3.

Bargaining Unit 03  
TENTATIVE AGREEMENT  
Employer ✓  
Union TP  
Date 10/21/25

1

## ARTICLE 25 - MEALS

3

4       A. When Employees are required to work overtime, the Employer shall either  
5 furnish them with meals or compensate them for meals at the rate of ~~six dollars (\$6.00)~~  
6 eight dollars (\$8.00) for breakfast, ~~eight dollars (\$8.00)~~ ten dollars (\$10.00) for lunch  
7 and ~~ten dollars (\$10.00)~~ twelve dollars (\$12.00) for dinner under the following  
8 situations:

9

10       1. Post-Shift Overtime. Employees who perform overtime work after their  
11 normal workday, shall be furnished or compensated for a meal after the first two (2)  
12 hours of actual overtime work performed and after intervals of five (5) hours following  
13 the first overtime meal.

14

15       2. Two or More Hours of Pre-Shift Overtime. When Employees are called to  
16 perform two (2) or more hours of pre-shift overtime work and are required to work  
17 continuously into their normal workday, they shall be entitled to meals for the period of  
18 the overtime work as well as their normal workday. Employees shall be furnished or  
19 compensated for a meal upon completion of two (2) hours of overtime work and at  
20 intervals of five (5) hours of continuous work performed following the first meal.

21

22       3. Less than Two Hours of Pre-Shift Overtime. When Employees are  
23 required to work less than two (2) hours of pre-shift overtime with less than twenty-four  
24 (24) hours prior notice and works continuously into the Employees' normal workday,  
25 they shall be furnished or compensated for a meal at the start of their normal workday  
26 and at their normal meal period during the workday.

27

28       4. Overtime During Off-Duty Hours, Scheduled Day Off or Holiday.

29

1                   a.     Less Than 24 Hours Prior Notice. When Employees are required to  
2     work overtime during their off-duty hours (not post-shift or pre-shift), on a  
3     scheduled day off or a holiday, with less than twenty-four (24) hours prior notice,  
4     they shall be furnished or compensated for a meal upon completion of two (2)  
5     hours of overtime work and at intervals of five (5) hours of continuous overtime  
6     work performed following the first overtime meal. However, an Employee shall  
7     not be entitled to a meal after two (2) hours of overtime work if the overtime work  
8     commences within three (3) hours of a previous overtime meal. In such event,  
9     the Employee shall be granted a meal after a period of five (5) hours from the  
10    previous meal should the Employee continue working till this time, and shall be  
11    entitled to additional meals at intervals of five (5) hours of continuous overtime  
12    work thereafter.

13  
14                   b.     24 Hours or More Prior Notice. When Employees are required to  
15    work overtime during the Employees' off-duty hours (not post-shift or pre-shift),  
16    on a scheduled day off or a holiday with at least twenty-four (24) hours prior  
17    notice, they shall be furnished or compensated for a meal upon completion of ten  
18    (10) hours of such overtime work and at intervals of five (5) hours of overtime  
19    work performed following the first overtime meal.

20  
21        5.     Overtime While on Standby. When Employees render service in response  
22    to a call to work as provided under Article 26, Standby Pay, they shall be furnished or  
23    compensated for a meal upon completion of two (2) hours of work and at intervals of  
24    five (5) hours of continuous work performed following the first meal. However, an  
25    Employee shall not be entitled to a meal after two (2) hours of overtime work if the  
26    overtime work commences within three (3) hours of a previous overtime meal. In such  
27    event, the Employee shall be granted a meal after a period of five (5) hours from the  
28    previous meal should the Employee continue working till this time, and shall be entitled  
29    to additional meals at intervals of five (5) hours of continuous overtime work thereafter.

30  
31        B.     Notwithstanding paragraph A, an Employee who is required to travel  
32    inter-state or intra-state on official business and who receives a travel allowance

1 pursuant to Article 44, Travel, shall be furnished or compensated at the rate of [ten  
2 dollars (\$10.00)] **twelve dollars (\$12.00)** for a dinner meal after performing seven (7)  
3 hours of overtime work.

4

5 C. For purposes of meal compensation, the following shall apply:

6

7 1. Breakfast shall mean any meal allowed an Employee from 3:00 a.m. to  
8 9:00 a.m.

9

10 2. Lunch shall mean any meal allowed an Employee after 9:00 a.m. to  
11 3:00 p.m.

12

13 3. Dinner shall mean any meal allowed an Employee after 3:00 p.m. but  
14 before 3:00 a.m.

15

16 D. The Employer shall compensate Employees for meals within thirty (30)  
17 days (approximately two pay periods) from the date on which the claim for  
18 compensation is filed with the respective disbursing officer.

19

20 E. The term "pre-shift" is defined as that period of time immediately  
21 preceding a workday.

22

23 The term "post-shift" is defined as that period of time immediately following a  
24 workday.

25

This adjustment is applicable to elected and appointed officials; civil service and exempt employees excluded from BUs 2, 3, 4, 9, 13; and EMCP employees excluded from BUs 2, 4, 9, 13

## Attachment O

## HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND

***Delete the existing language in this Article in its entirety and replace with the following:***

A. **“Health Benefit Plan” shall mean the medical PPO, HMO, prescription drug, dental, vision and dual coverage medical plans.**

**B. Effective July 1, 2025**

Subject to the applicable provisions of Chapter 87A and 89, Hawaii Revised Statutes, the Employer shall pay monthly contributions which include the cost of any Hawaii Employer-Union Health Benefits Trust Fund (Trust Fund) administrative fees to the Trust Fund effective July 1, 2025, not to exceed the monthly contribution amounts as specified below:

**1. For each Employee-Beneficiary with no dependent-beneficiaries**  
**enrolled in the following Trust Fund health benefit plans:**

## BENEFIT PLAN

## **TOTAL EMPLOYER**

## MONTHLY CONTRIBUTION

a. Medical (PPO or HMO) (medical, drug & chiro) \$534.36

b. Dental \$ 24.22

c. Vision \$ 2.52

d. Dual coverage (medical & drug) \$ 21.58

**The Employer shall pay the same monthly contribution for each member enrolled in a self only medical plan (PPO or HMO), regardless of which plan is**

1        chosen; provided that the dollar amount contributed by the Employer shall not  
2        cause the employer share to exceed 90% of the total premium.

3  
4        2. For each Employee-Beneficiary with one dependent-beneficiary  
5        enrolled in the following Trust Fund health benefit plans:

<u>BENEFIT PLAN</u>	<u>TOTAL EMPLOYER</u>
	<u>MONTHLY CONTRIBUTION</u>
a. Medical (PPO or HMO) (medical, drug & chiro)	\$1,297.92
b. Dental	\$ 48.46
c. Vision	\$ 4.68
d. Dual coverage (medical & drug)	\$ 38.50

14  
15        The Employer shall pay the same monthly contribution for each member  
16        enrolled in a two-party medical plan (PPO or HMO), regardless of which plan is  
17        chosen; provided that the dollar amount contributed by the Employer shall not  
18        cause the employer share to exceed 90% of the total premium.

19  
20        3. For each Employee-Beneficiary with two or more dependent-  
21        beneficiaries enrolled in the following Trust Fund health benefit plans:

<u>BENEFIT PLAN</u>	<u>TOTAL EMPLOYER</u>
	<u>MONTHLY CONTRIBUTION</u>
a. Medical (PPO or HMO) (medical, drug & chiro)	\$1,654.70
b. Dental	\$ 72.70
c. Vision	\$ 6.12
d. Dual coverage (medical & drug)	\$ 41.70

1        The Employer shall pay the same monthly contribution for each member  
2        enrolled in a family medical plan (PPO or HMO), regardless of which plan is  
3        chosen; provided that the dollar amount contributed by the Employer shall not  
4        cause the employer share to exceed 90% of the total premium.

5  
6        4. For each Employee-Beneficiary enrolled in the Trust Fund group life  
7        insurance plan, the Employer shall pay \$4.12 per month which reflects one  
8        hundred percent (100%) of the monthly premium and any administrative fees.

9  
10        C.    Effective July 1, 2026

11  
12        Subject to the applicable provisions of Chapter 87A and 89, Hawai'i  
13        Revised Statutes, effective July 1, 2026 for plan year 2026-2027, with the  
14        exception of items C1d., C2d., C3d., and C4., which shall be as described below,  
15        the Employer shall pay a specific dollar amount equivalent to sixty percent (60%)  
16        of the final premium rates established by the Trust Fund Board for the respective  
17        health benefit plan, plus sixty percent (60%) of any administrative fees.

18  
19        1.    The amounts paid by the Employer shall be based on the plan year  
20        2026-2027 final monthly premium rates established by the Trust Fund for each  
21        Employee-Beneficiary with no dependent-beneficiaries enrolled in the following  
22        Trust Fund health benefit plans:

23        **BENEFIT PLAN**

24        a.    Dental

25        b.    Vision

26        c.    Dual coverage (medical & drug)

27        d.    Medical (PPO or HMO) (medical, drug & chiro) - the Employer shall

28        pay the same monthly contribution for each member enrolled in a self only  
29        medical plan, regardless of which plan is chosen. The amount shall be based on  
30        60% of the total premium of the HMSCA 80-20 medical plan (with drug & chiro),

1       provided that the dollar amount contributed by the Employer shall not cause the  
2       employer share to exceed 90% of the total premium.

3

4       2.       The amounts paid by the Employer shall be based on the plan year  
5       2026-2027 final monthly premium rates established by the Trust Fund for each  
6       Employee-Beneficiary with one dependent-beneficiary enrolled in the following  
7       Trust Fund health benefit plans:

8

9           **BENEFIT PLAN**

10          a.       Dental

11          b.       Vision

12          c.       Dual coverage (medical & drug)

13          d.       Medical (PPO or HMO) (medical, drug & chiro) - the Employer shall  
14       pay the same monthly contribution for each member enrolled in a two-party  
15       medical plan, regardless of which plan is chosen. The amount shall be based on  
16       60% of the total premium of the HMSA 80-20 medical plan (with drug & chiro),  
17       provided that the dollar amount contributed by the Employer shall not cause the  
18       employer share to exceed 90% of the total premium.

19

20          3.       The amounts paid by the Employer shall be based on the plan year  
21       2026-2027 final monthly premium rates established by the Trust Fund for each  
22       Employee-Beneficiary with two or more dependent-beneficiaries enrolled in the  
23       following Trust Fund health benefit plans:

24

25           **BENEFIT PLAN**

26          a.       Dental

27          b.       Vision

28          c.       Dual coverage (medical & drug)

29          d.       Medical (PPO or HMO) (medical, drug & chiro) - the Employer shall  
30       pay the same monthly contribution for each member enrolled in a family medical  
31       plan, regardless of which plan is chosen. The amount shall be based on 60% of

1 the total premium of the HMSA 80-20 medical plan (with drug & chiro), provided  
2 that the dollar amount contributed by the Employer shall not cause the employer  
3 share to exceed 90% of the total premium.

4

5       4.    For each Employee-Beneficiary enrolled in the Trust Fund group life  
6 insurance plan, the Employer shall pay one hundred percent (100%) of the  
7 monthly premium and any administrative fees.

8

9       D.    No later than three (3) weeks after the Trust Fund Board formally  
10 establishes and adopts the final premium rates for Fiscal Year 2026 – 2027, the  
11 Office of Collective Bargaining shall distribute the final calculation of the  
12 Employers' monthly contribution amounts for each health benefit plan.

13

14       E.    Payment for Plans Eliminated or Abolished. The Employer shall  
15 make no payments for any and all premiums for any portion or part of a Trust  
16 Fund health benefit plan that the Trust Fund Board eliminates or abolishes.

17

18       F.    Rounding Employer's Monthly Contribution. Whenever the  
19 Employer's monthly contribution (premium plus administrative fee) to the Trust  
20 Fund is less than one hundred percent (100%) of the monthly premium amount,  
21 such monthly contribution shall be rounded to the nearest cent as provided  
22 below:

23       1.    When rounding to the nearest cent results in an even amount, such  
24 even amount shall be the Employer's monthly contribution. For example:

25

26           (a)    \$11.397 = \$11.40 = \$11.40 (Employer's monthly contribution)  
27           (b)    \$11.382 = \$11.38 = \$11.38 (Employer's monthly contribution)

28

29       2.    When rounding to the nearest cent results in an odd amount, round  
30 to the lower even cent, and such even amount shall be the Employer's monthly  
31 contribution. For example:

1  
2        (a)    \$11.392 = \$11.39 = \$11.38 (Employer's monthly contribution)  
3        (b)    \$11.386 = \$11.39 = \$11.38 (Employer's monthly contribution)  
4

5        All employer contributions effective July 1, 2025 reflect the rounding  
6        described in item F. Employer contributions effective July 1, 2026 shall be  
7        rounded as described in item F. after the Trust Fund Board formally establishes  
8        and adopts the final premium rates for Fiscal Year 2026-2027.  
9

10        G.      If an agreement covering periods beyond the term of this Agreement  
11        is not executed by June 30, 2027, Employer contributions to the Trust Fund shall  
12        be the same monthly contribution amounts paid in plan year 2026-2027 for the  
13        Health Benefit Plan approved by the Trust Fund including any monthly  
14        administrative fees.

This adjustment is applicable to civil service and exempt employees excluded from BU 2 and EMCP employees excluded from BU 2.

Bargaining Unit 02  
 TENTATIVE AGREEMENT  
 Employer CP  
 Union CP  
 Date 10/21/25

1

## ARTICLE 54 – DURATION

2

3 *Delete the existing language in this Article in its entirety and replace with the following:*

4

5 **The Unit 02 Agreement shall be effective as of July 1, 2025 and shall remain**  
 6 **in full force and effect to and including June 30, 2029. During the term of this**  
 7 **Agreement, the parties shall meet on the Employer EUTF contributions for the**  
 8 **plan years 2027-2028 and 2028-2029 by giving written notice to the other party of**  
 9 **its intent to reopen by January 31, 2027.**

10

11 **In the event the parties reach agreement on the Employer's contribution to**  
 12 **EUTF, such amended article shall be effective no earlier than July 1, 2027, and**  
 13 **shall remain in effect to and including June 30, 2029. The entire Unit 02**  
 14 **Agreement shall be renewed thereafter in accordance with statutes unless either**  
 15 **party hereto gives written notice to the other party of its desire to modify, amend,**  
 16 **or terminate the Unit 02 Agreement.**

17

18 **Notices and proposals shall be in writing and shall be presented to the**  
 19 **other party between June 15 and June 30, 2028. When the notice is given,**  
 20 **negotiations for a new Unit 02 Agreement shall commence on a mutually**  
 21 **agreeable date following the exchange of written proposals.**

This adjustment is applicable to civil service and exempt employees excluded from BU 3.

Bargaining Unit 03  
TENTATIVE AGREEMENT  
Employer W  
Union DP  
Date 10/21/25

1

## ARTICLE 56 – DURATION

2

3 *Delete the existing language in this Article in its entirety and replace with the following:*

4

5 The Unit 03 Agreement shall be effective as of July 1, 2025 and shall remain  
6 in full force and effect to and including June 30, 2029. During the term of this  
7 Agreement, the parties shall meet on the Employer EUTF contributions for the  
8 plan years 2027-2028 and 2028-2029 by giving written notice to the other party of  
9 its intent to reopen by January 31, 2027.

10

11 In the event the parties reach agreement on the Employer's contribution to  
12 EUTF, such amended article shall be effective no earlier than July 1, 2027, and  
13 shall remain in effect to and including June 30, 2029. The entire Unit 03  
14 Agreement shall be renewed thereafter in accordance with statutes unless either  
15 party hereto gives written notice to the other party of its desire to modify, amend,  
16 or terminate the Unit 03 Agreement.

17

18 Notices and proposals shall be in writing and shall be presented to the  
19 other party between June 15 and June 30, 2028. When the notice is given,  
20 negotiations for a new Unit 03 Agreement shall commence on a mutually  
21 agreeable date following the exchange of written proposals.

This adjustment is applicable to civil service and exempt employees excluded from BU 4 and EMCP employees excluded from BU 4.

Bargaining Unit 04  
TENTATIVE AGREEMENT  
Employer \_\_\_\_\_  
Union 2P  
Date 10/21/25

## ARTICLE 54 – DURATION

1

2

3 *Delete the existing language in this Article in its entirety and replace with the following:*

4

5 **The Unit 04 Agreement shall be effective as of July 1, 2025 and shall remain**  
6 **in full force and effect to and including June 30, 2029. During the term of this**  
7 **Agreement, the parties shall meet on the Employer EUTF contributions for the**  
8 **plan years 2027-2028 and 2028-2029 by giving written notice to the other party of**  
9 **its intent to reopen by January 31, 2027.**

10

11

12 **In the event the parties reach agreement on the Employer's contribution to**  
13 **EUTF, such amended article shall be effective no earlier than July 1, 2027, and**  
14 **shall remain in effect to and including June 30, 2029. The entire Unit 04**  
15 **Agreement shall be renewed thereafter in accordance with statutes unless either**  
16 **party hereto gives written notice to the other party of its desire to modify, amend,**  
17 **or terminate the Unit 04 Agreement.**

18

19

20 **Notices and proposals shall be in writing and shall be presented to the**  
21 **other party between June 15 and June 30, 2028. When the notice is given,**  
**negotiations for a new Unit 04 Agreement shall commence on a mutually**  
**agreeable date following the exchange of written proposals.**

This adjustment is applicable to civil service and exempt employees excluded from BU 9 and EMCP employees excluded from BU 9.

Bargaining Unit 09  
TENTATIVE AGREEMENT  
Employer PP  
Union PP  
Date 10/21/25

## ARTICLE 61 – DURATION

1

2

3 *Delete the existing language in this Article in its entirety and replace with the following:*

4

5 **The Unit 09 Agreement shall be effective July 1, 2025 and shall remain in**  
6 **full force and effect to and including June 30, 2029. During the term of this**  
7 **Agreement, the parties shall meet on Employer EUTF contributions for the plan**  
8 **years 2027-2028 and 2028-2029 by giving written notice to the to the other party of**  
9 **its intent to reopen by January 31, 2027.**

10

11

12 **In the event the parties reach agreement on the Employer's contribution to**  
13 **EUTF, such amended article shall be effective no earlier than July 1, 2027, and**  
14 **shall remain in effect to and including June 30, 2029. The entire Unit 09**  
15 **Agreement shall be renewed thereafter in accordance with statutes unless either**  
16 **party hereto gives written notice to the other party of its desire to modify, amend,**  
17 **or terminate the Unit 09 Agreement.**

18

19 **Notices and proposals shall be in writing and shall be presented to the**  
20 **other party between June 15 and June 30, 2028. When the notice is given,**  
21 **negotiations for a new Unit 09 Agreement shall commence on a mutually**  
**agreeable date following the exchange of written proposals.**

This adjustment is applicable to civil service and exempt employees excluded from BU 13 and EMCP employees excluded from BU 13.

Bargaining Unit 13  
 TENTATIVE AGREEMENT  
 Employer     
 Union     
 Date 10/21/25

## ARTICLE 54 – DURATION

1

2

3 *Delete the existing language in this Article in its entirety and replace with the following:*

4

5 **The Unit 13 Agreement shall be effective July 1, 2025 and shall remain in**  
 6 **full force and effect to and including June 30, 2029. During the term of this**  
 7 **Agreement, the parties shall meet on Employer EUTF contributions for the plan**  
 8 **years 2027-2028 and 2028-2029 by giving written notice to the other party of its**  
 9 **intent to reopen by January 31, 2027.**

10

11

12 **In the event the parties reach agreement on the Employer's contribution to**  
 13 **EUTF, such amended article shall be effective no earlier than July 1, 2027, and**  
 14 **shall remain in effect to and including June 30, 2029. The entire Unit 13**  
 15 **Agreement shall be renewed thereafter in accordance with statutes unless either**  
 16 **party hereto gives written notice to the other party of its desire to modify, amend,**  
 17 **or terminate the Unit 13 Agreement.**

18

19

20

21

22 **Notices and proposals shall be in writing and shall be presented to the**  
 23 **other party between June 15 and June 30, 2028. When the notice is given,**  
 24 **negotiations for a new Unit 13 Agreement shall commence on a mutually**  
 25 **agreeable date following the exchange of written proposals.**