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**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**  
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**COMPTROLLER'S MEMORANDUM NO. 2018-24**

TO: Heads of Departments and Agencies  
ATTN: Payroll Offices  
FROM: Roderick K. Becker, Comptroller   
SUBJECT: Statutory Dues Changes for HGEA BUs 02, 03, 04, 09, 13, and 14

This memorandum is to advise all departments and agencies of the statutory dues changes for the employees in HGEA-represented bargaining units 02, 03, 04, 09, 13, and 14, effective January 1, 2019. In accordance with Section 89-4(a), Hawaii Revised Statutes and HGEA's Statutory Dues Calculation Procedure, HGEA is requesting an adjustment of dues for their member employees or the amount equivalent to the regular dues for non-member employees in BU 02, 03, 04, 09, 13, and 14 represented by the HGEA, AFSCME Local 152, AFL-CIO.

For BU 02 and BU 09 effective January 1, 2019, the definition of the straight-time monthly salary will include the pay adjustment of 1.2% across the board (ATB) increase and step movement changes in accordance to their respective bargaining unit agreements.

For BU 03 and BU 04 effective January 1, 2019, the definition of the straight-time monthly salary will include the pay adjustment of 1.25% ATB increase in accordance to their respective bargaining unit agreements.

For BU 13 and BU 14 effective January 1, 2019, the definition of the straight-time monthly salary will include step movement changes in accordance to their respective bargaining unit agreements.

Per HGEA, the straight-time monthly salary is defined as the employee's monthly basic rate of pay including any differential pay for compression, conversion, permanent, related shortage, retention, salary adjustment, school year temporary, standards of conduct (SOC), EMT-B certificate differential, DOE special services adjustment (Unit 13), and shortage amounts received by the employee.

Effective January 1, 2019, the formula for calculating statutory dues for these employees is as follows:

- (1) For employees with regular work hours of 21 or more per week, the statutory dues are .008 times the straight-time monthly salary plus affiliation fee payments to AFSCME (\$13.65 per month).
- (2) For employees with 20 regular work hours per week, the statutory dues are .008 times the straight-time salary plus affiliation fee payments to AFSCME (\$10.15 per month).

Deduction of the new statutory dues will be effective for the pay period ending January 15, 2019 and January 31, 2019 for the after the fact employees.

Your cooperation in transmitting this information to your departments will be appreciated.