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**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

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December 31, 2020

**COMPTROLLER'S MEMORANDUM NO. 2020-31**

TO: Heads of Departments and Agencies  
ATTN: Payroll Offices  
FROM: Curt T. Otaguro, Comptroller   
SUBJECT: Statutory Dues Changes for HGEA BU 02, 03, 04, 06, 08, 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, 06, 08, 09, 13, and 14, effective January 1, 2021 (January 20, 2021 pay date). 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, 06, 08, 09, 13, and 14 represented by the HGEA, AFSCME Local 152, AFL-CIO.

Effective January 1, 2021, the definition of the straight-time monthly will include the pay adjustment related to the change in salary, as stated below:

For BU 02 - 1.2% across the board increase for all employees.

For BU 03 - 3.46% across the board increases for all employees in the unit, including employees not administratively assigned to the salary schedule (SRNA).

For BU 04 - 3.74% increase in salary schedule. 3.74% pay increase for employees not administratively assigned (SRNA, exempt included employees).

For BU 06 – all employees move one step on the salary schedule. 1.4% lump sum paid to employees on the maximum step of the salary schedule or those not administratively assigned to the salary schedule.

For BU 08 - 1.2% across the board increase for 11 month and 9-month APT employees.

This dues adjustment should be performed concurrently with their change in salary or retroactively, based on the collective bargaining agreement for the period July 1, 2019 through June 30, 2021 for BU 02, 03, 04, 08, 09, 13, and 14 and July 1, 2017 through June 20, 2021 for BU 06.

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

Effective January 1, 2021, 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 (\$14.15 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 (\$10.55 per month).

Deduction of the new statutory dues will be effective for the pay date ending January 20, 2021.

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