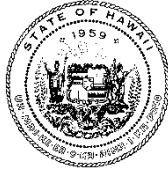


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**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

August 10, 2022

**COMPTROLLER'S MEMORANDUM NO. 2022-14**

TO: Heads of Departments and Agencies  
ATTN: Payroll Offices  
FROM: Curt T. Otaguro, Comptroller *C. Otaguro*  
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. 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.

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

**BU 2**

- Effective July 1, 2021 - 1.00% lump sum payment based on June 30, 2021 annual base pay for all employees who were employed in B2 on June 30, 2021 and continue to be employed as of July 1, 2021.
- Effective July 1, 2022 – 3.72% across-the-board increase for all employees including employees not administratively assigned to the salary schedule (SRNA, exempt included employees), and employees on former L5, B1 and C1.

**BU 3**

- Effective July 1, 2021 - \$1,000 one-time lump sum payment for all employees who were employed in BU 3 on June 30, 2021 and continued to be employed as of July 1, 2021. Employees who are less than full-time will receive a prorated amount of this lump sum payment.
- Effective October 1, 2022 – 3.72% across-the-board increase for all employees including employees not administrative assigned to the salary schedule (SRNA, exempt included employees).

BU 4

- Effective July 1, 2021 – 1.00% lump sum payment based on June 30, 2021 annual base pay for all employees who were employed in BU 4 on June 30, 2021 and continued to be employed as of July 1, 2021.
- Effective July 1, 2022 – 3.72% across-the-board increase for all employees including employees not administratively assigned to the salary schedule (SNRA, exempt included employees).

BU 6

- Effective July 1, 2021 – 1.00% lump sum payment based on June 30, 2021 annual base pay for all employees who were employed in BU 6 on June 30, 2021 and continued to be employed as of July 1, 2021.
- Effective July 1, 2022 – 3.71% across-the-board increase for all employees, including employees not administratively assigned to the salary schedule.

BU 8

- Effective July 1, 2021 – 1.00% lump sum payment based on June 30, 2021 annual base pay for all APT employees who were employed in BU 8 on June 30, 2021 and continued to be employed as of July 1, 2021.
- Effective July 1, 2022 – 3.72% across-the-board increase for 11-month APT and 9-month APT employees.

BU 9

- Effective July 1, 2021 - 1.00% lump sum payment based on June 30, 2021 annual base pay for employees who were in BU 9 on June 30, 2021 and continue to be employed as of July 1, 2021.
- Effective July 1, 2022 – 3% across-the-board increase for all employees including employees not administrative assigned to the salary schedule (SRNA, exempt included employees).
  - Employees eligible for step movements during the period from July 1, 2021 to June 30, 2022 in accordance with the BU 9 step movement plan shall receive their step movement effective July 1, 2022.
  - Continuation of step movement plan during the period July 1, 2022 to June 30, 2023; employees eligible for step movements during the period July 1, 2022 to June 30, 2023 shall receive their step movement on their step movement date.

BU 13

- Effective July 1, 2021 – 2.00% lump sum payment based on June 30, 2021 annual base pay for employees who were employed in BU 13 on Step M or SRNA as of June 30, 2021 and continued to be employed as of July 1, 2021.
- Effective July 1, 2022 – 2% increase for all employees including employees not administrative assigned to the salary schedule (SRNA, exempt included employees).
  - Employees eligible for step movements during the period from July 1, 2021 to June 30, 2022 in accordance with the BU 13 step movement plan shall receive their step movement effective July 1, 2022.
  - Continuation of step movement plan during the period July 1, 2022 to June 30, 2023; employees eligible for step movements during the period July 1, 2022 to June 30, 2023 shall receive their step movement on their step movement date.

BU 14

- Effective July 1, 2021 - \$1,000 lump sum payment for employees who were employed in BU 14 on Step L as of June 30, 2021 and continued to be employed as of July 1, 2021.
- Effective July 1 2022 – 3.2% across-the-board increase for all employees including employees not administratively assigned to the salary schedule (SRNA, exempt included employees).
  - Employees eligible for step movements during the period from July 1, 2021 to June 30, 2022 in accordance with the BU 14 step movement plan, shall receive their step movement effective July 1, 2022.
  - Continuation of step movement plan during the period July 1, 2022 to June 30, 2023; employees eligible for step movements during the period July 1, 2022 to June 30, 2023 shall receive their step movement on their step movement date.

This dues adjustment should be performed concurrently with their change in salary based on the collective bargaining agreement for the period July 1, 2021 through June 30, 2025 for BU 02, 03, 04, 06, 08, 09, 13 and 14.

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 (\$14.45 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 for AFSCME (\$10.75 per month).

The straight-time monthly is defined as the employee's monthly basic rate of pay including differential pay for compression, conversion, related, retention, salary adjustment, school year temporary, DOE special services adjustment (Unit13), and shortage amounts received by the employee.

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