

ARTICLE 45 – TRAVEL

1
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.

Bargaining Unit 13
TENTATIVE AGREEMENT
Employer WCP
Union WCP
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. 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 increase.

1 3. Lump Sum Payment:

2

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

8

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

11

12 1. Step Movement:

13

14 a. Employees eligible for step movements from July 1, 2026
15 through June 30, 2027 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

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

24

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

27

28 c. Employees not administratively assigned to the salary
29 schedule shall receive a two and ninety-five hundredths percent (2.95%)
30 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. Employees eligible for step movements from July 1, 2027**
7 **through June 30, 2028 in accordance with Paragraph P. of Article 14,**
8 **Compensation Adjustment, shall receive their step movements on their**
9 **step movement dates.**

11 **2. Salary Schedule:**

13 **a. The salary schedule designated as Exhibit C shall be amended**
14 **to reflect a two and seventy-seven hundredths percent (2.77%) increase**
15 **and 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 two and seventy-seven hundredths percent**
22 **(2.77%) 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. Employees eligible for step movements from July 1, 2028**
30 **through June 30, 2029 in accordance with Paragraph P. of Article 14,**

1 Compensation Adjustment, shall receive their step movements on their
2 step movement dates.

3

4 **2. Salary Schedule:**

5 **a. The salary schedule designated as Exhibit D shall be amended**
6 **to reflect a three and seventeen hundredths percent (3.17%) increase and**
7 **such amended schedule shall be designated as Exhibit E.**

8

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

11

12 **c. Employees not administratively assigned to the salary**
13 **schedule shall receive a three and seventeen hundredths percent (3.17%)**
14 **pay increase.**

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

1 **ARTICLE 52 - HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND**

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

4

5 **A. “Health Benefit Plan” shall mean the medical PPO, HMO, prescription**

6 drug, dental, vision and dual coverage medical plans.

7

8 **B. Effective July 1, 2025**

9

10 **Subject to the applicable provisions of Chapter 87A and 89, Hawaii Revised**

11 **Statutes, the Employer shall pay monthly contributions which include the cost of**

12 **any Hawaii Employer-Union Health Benefits Trust Fund (Trust Fund)**

13 **administrative fees to the Trust Fund effective July 1, 2025, not to exceed the**

14 **monthly contribution amounts as specified below:**

15

16 **1. For each Employee-Beneficiary with no dependent-beneficiaries**

17 **enrolled in the following Trust Fund health benefit plans:**

<u>BENEFIT PLAN</u>	<u>TOTAL EMPLOYER</u>
	<u>MONTHLY CONTRIBUTION</u>
a. <u>Medical (PPO or HMO) (medical, drug & chiro)</u>	<u>\$534.36</u>
b. <u>Dental</u>	<u>\$ 24.22</u>
c. <u>Vision</u>	<u>\$ 2.52</u>
d. <u>Dual coverage (medical & drug)</u>	<u>\$ 21.58</u>

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

5
6 2. For each Employee-Beneficiary with one dependent-beneficiary
7 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

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

16
17 3. For each Employee-Beneficiary with two or more dependent-
18 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

1	<u>c. Vision</u>	\$ 6.12
2	<u>d. Dual coverage (medical & drug)</u>	\$ 41.70

3

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

8

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

12

13 C. Effective July 1, 2026

14

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

21

22 1. The amounts paid by the Employer shall be based on the plan year
 23 2026-2027 final monthly premium rates established by the Trust Fund for each
 24 Employee-Beneficiary with no dependent-beneficiaries enrolled in the following
 25 Trust Fund health benefit plans:

26

27 **BENEFIT PLAN**

28 a. Dental

29 b. Vision

1 c. Dual coverage (medical & drug)

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

3 pay the same monthly contribution for each member enrolled in a self only
4 medical plan, regardless of which plan is chosen. The amount shall be based on
5 60% of the total premium of the HMSA 80-20 medical plan (with drug & chiro),
6 provided that the dollar amount contributed by the Employer shall not cause the
7 employer share to exceed 90% of the total premium.

8

9 2. The amounts paid by the Employer shall be based on the plan year

10 2026-2027 final monthly premium rates established by the Trust Fund for each
11 Employee-Beneficiary with one dependent-beneficiary enrolled in the following
12 Trust Fund health benefit plans:

13

14 **BENEFIT PLAN**

15 a. Dental

16 b. Vision

17 c. Dual coverage (medical & drug)

18 d. Medical (PPO or HMO) (medical, drug & chiro) - the Employer shall
19 pay the same monthly contribution for each member enrolled in a two-party
20 medical plan, regardless of which plan is chosen. The amount shall be based on
21 60% of the total premium of the HMSA 80-20 medical plan (with drug & chiro),
22 provided that the dollar amount contributed by the Employer shall not cause the
23 employer share to exceed 90% of the total premium.

24

25 3. The amounts paid by the Employer shall be based on the plan year

26 2026-2027 final monthly premium rates established by the Trust Fund for each
27 Employee-Beneficiary with two or more dependent-beneficiaries enrolled in the
28 following Trust Fund health benefit plans:

1 **BENEFIT PLAN**

2 **a. Dental**

3 **b. Vision**

4 **c. Dual coverage (medical & drug)**

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

6 **pay the same monthly contribution for each member enrolled in a family medical**
7 **plan, regardless of which plan is chosen. The amount shall be based on 60% of**
8 **the total premium of the HMSA 80-20 medical plan (with drug & chiro), provided**
9 **that the dollar amount contributed by the Employer shall not cause the employer**
10 **share to exceed 90% of the total premium.**

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

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

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

25 **F. Rounding Employer's Monthly Contribution. Whenever the**
26 **Employer's monthly contribution (premium plus administrative fee) to the Trust**
27 **Fund is less than one hundred percent (100%) of the monthly premium amount,**
28 **such monthly contribution shall be rounded to the nearest cent as provided**
29 **below:**

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

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

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

10 (a) $\$11.392 = \$11.39 = \$11.38$ (Employer's monthly contribution)
11 (b) $\$11.386 = \$11.39 = \$11.38$ (Employer's monthly contribution)

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

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

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

ARTICLE 54 – DURATION

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

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

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

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