

## ARTICLE 44 – TRAVEL

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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.**

## **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.

Bargaining Unit 04  
TENTATIVE AGREEMENT  
Employer ✓  
Union RP  
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:**

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

1        The Employer shall pay the same monthly contribution for each member  
2        enrolled in a self only 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        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 &amp; 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

**BENEFIT PLAN**

27

a. Dental

28

b. Vision

29

c. Dual coverage (medical & drug)

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

7  
8           2. The amounts paid by the Employer shall be based on the plan year  
9 2026-2027 final monthly premium rates established by the Trust Fund for each  
10 Employee-Beneficiary with one dependent-beneficiary enrolled in the following  
11 Trust Fund health benefit plans:

12  
13           **BENEFIT PLAN**  
14           a. Dental  
15           b. Vision  
16           c. Dual coverage (medical & drug)  
17           d. Medical (PPO or HMO) (medical, drug & chiro) - the Employer shall  
18 pay the same monthly contribution for each member enrolled in a two-party  
19 medical plan, regardless of which plan is chosen. The amount shall be based on  
20 60% of the total premium of the HMSA 80-20 medical plan (with drug & chiro),  
21 provided that the dollar amount contributed by the Employer shall not cause the  
22 employer share to exceed 90% of the total premium.

23  
24           3. The amounts paid by the Employer shall be based on the plan year  
25 2026-2027 final monthly premium rates established by the Trust Fund for each  
26 Employee-Beneficiary with two or more dependent-beneficiaries enrolled in the  
27 following Trust Fund health benefit plans:

28  
29           **BENEFIT PLAN**

1        **a. Dental**

2        **b. Vision**

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

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

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

10  
11        **4. For each Employee-Beneficiary enrolled in the Trust Fund group life**  
12        **insurance plan, the Employer shall pay one hundred percent (100%) of the**  
13        **monthly premium and any administrative fees.**

14  
15        **D. No later than three (3) weeks after the Trust Fund Board formally**  
16        **establishes and adopts the final premium rates for Fiscal Year 2026 – 2027, the**  
17        **Office of Collective Bargaining shall distribute the final calculation of the**  
18        **Employers' monthly contribution amounts for each health benefit plan.**

19  
20        **E. Payment for Plans Eliminated or Abolished. The Employer shall**  
21        **make no payments for any and all premiums for any portion or part of a Trust**  
22        **Fund health benefit plan that the Trust Fund Board eliminates or abolishes.**

23  
24        **F. Rounding Employer's Monthly Contribution. Whenever the**  
25        **Employer's monthly contribution (premium plus administrative fee) to the Trust**  
26        **Fund is less than one hundred percent (100%) of the monthly premium amount,**  
27        **such monthly contribution shall be rounded to the nearest cent as provided**  
28        **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)

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

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

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

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

Bargaining Unit 04  
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 04 Agreement shall be effective as of 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 the 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 04  
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 04 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 04 Agreement shall commence on a mutually agreeable date following the exchange of written proposals.