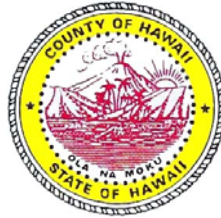


William P. Kenoi
Mayor



Kenneth M. Rowe
Chair
Jubilee "Jube" N. Kuewa
Vice Chair

**County of Hawai'i
Merit Appeals Board**

Aupuni Center * 101 Pauahi Street, Suite 2 * Hilo, Hawai'i 96720
(808) 961-8361 * Fax (808) 961-8617

AMENDED

Agenda

Wednesday, April 24, 2013

9:30 a.m.

Conference Room

Department of Human Resources

101 Pauahi Street, Suite 2

Hilo, HI 96720

- 1) Call to Order**
- 2) Addendum to Agenda (requires four votes and must comply with HRS §92-7(d))**
- 3) Statements from the Public**
- 4) Approval of Minutes of December 19, 2012**
- 5) New Business**
 - A) Review and approve proposed amendments to administrative rules of the Department of Human Resources**
 - Name change from Civil Service to Human Resources.**
 - Expanded definitions in Sub-chapter 2 for clarity.**

Brian J. De Lima, June R. Rabago, Members

Hawai'i County is an Equal Opportunity Provider and Employer.

- **Subchapter 3, Examination, §3-9: extends deadline for submitting applications to 11:59 p.m. on closing date; §3-13(d): reduces timeframe for filing administrative review of examination rating from ten days to seven.**
- **Chapter 6, Internal Complaint Procedures, §6-2, Applicability: include adverse actions taken against employee who fails to meet HRS 76-27, probationary service and other requirements for membership in the civil service; added discrimination and harassment complaints which violate the County's policy.**
- **Chapter 6, §6-4, General Provisions: requires employees serving an initial probation demonstrate fitness and ability.**

6) Director's Report

- A) Collective bargaining update**
- B) New County-wide hiring procedures**

7) Schedule Next Meeting Date

8) Adjournment

The meeting place is accessible to persons with disabilities. If you need an auxiliary aid or service, language interpretation, or other access accommodation, please contact Velma Y. Menezes at 961-8361 as soon as possible or at least five days prior to the meeting of April 24, 2013.

If you are a lobbyist, you must register with the Hawai'i County Clerk within five days of becoming a lobbyist [Article 15, Section 2-91.3(b),

Hawai'i County Code]. A lobbyist means "any individual engaged for pay or other consideration who spends more than five hours in any month or \$275 in any six-month period for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials." [Article 15, Section 2-91.3 (a)(6), Hawai'i County Code] Registration forms and expenditure report documents are available at the Office of the County Clerk-Council, 25 Aupuni Street, Hilo, Hawai'i 96720.