

WHAT YOU SHOULD KNOW AS AN NON-CIVIL SERVICE EMPLOYEE

I. **Term of Non-Civil Service Appointment**

A non-civil service appointment is temporary in nature and may be terminated at any time. It may be extended with prior approval should the emergency situation continue.

You do not acquire permanent civil service status with a non-civil service appointment.

II. **Compensation**

You are entitled to overtime compensation as provided in Chapter 80-4, Hawaii Revised Statutes, if you performed work at the direction of proper authority:

- a. in excess of 8 hours in one day, or
- b. in excess of 40 straight-time hours in one workweek, or
- c. on state holidays.

Overtime work shall be compensated at the rate of one and one-half times your hourly rate.

Pay days at the State are on the 5th and on the 20th of the month. However, if such days fall on a weekend or a holiday, you will be paid on the first workday preceding the 5th or the 20th of the month.

III. **Benefits**

The following benefits and premium pay are applicable to non-civil service hires:

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| Split Shift Pay | Standby Duty Pay |
| Night Differential | Temp. Disability Benefits |
| Working Condition Diff. | Show-up Time Pay |
| Per Diem & Mileage | Meals During Overtime |
| Temp. Hazard Pay | Workers' Comp Benefits |
| Shortage Pay | |

However, you are not entitled to the following:

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|--|--------------------------------|
| Retirement benefits | Health Fund benefits |
| Vacation leave | Sick leave |
| Social Security | Tenure or job retention rights |
| Jury Duty Leave | Funeral Leave |
| Coverage or representation under the State Public Employment
Collective Bargaining Law (Chapter 88, S.L.H., H.R.S.) | |

STATEMENT OF UNDERSTANDING

I have read and understand the foregoing concerning my employment as a non-civil service hire.

Signature

Date