

**REPORT**  
**NECA Personnel Committee**  
**Thursday, May 21, 2009, 7:00 pm**

1. Call to Order at 7:15 pm by Chair Diane Kazama
2. Roll Call  
Present: Chair Kazama, Ernest Hanaumi, Elaine Lee, Ellen Yogi, President Don Devaney, Treasurer Shizuko Hanaumi.  
Absent: Diane Matsuoka, Richard Nagata, Lacey Shimabukuro
3. Unfinished Business
  - 3.1 Defibrillator recommendation approved by the BOD, May 6, 2009.
  - 3.2 Employee recognition program--tabled
  - 3.3 Keiki Club
    - proposals by Kalihi YMCA and Kama'aina Kids due in May
    - meeting with parents on Thursday, May 28, 7:00 pm
    - review of financial statement
  - 3.4 Inquiry to outsource all operations due to budget constraints—tabled until further notice
  - 3.5 Pay raise request by GM for an employee with be discussed in 4.6
4. New Business
  - 4.1 Employee Dress Code modified with input from employees
    - Navy NECA collared shirt
    - pants covering knees (denim and capris okay)
    - Name tag
    - Covered shoes
  - 4.2 Volunteer Appreciation Polo Shirt—pls. complete and return form by June 11
  - 4.3 Resignation of General Manager Richard Yamasaki effective June 3, 2009
  - 4.4 Search for permanent GM—job description and qualifications are posted online ([newtownstates.org](http://newtownstates.org)) for more information
  - 4.5 Interim GM is Mr. Richard Shiroma
  - 4.6 New staff organizational chart and request for pay raises
    - Office Manager position filled by Debbie Jang
    - Evening and Weekend Manager position filled by Jerry Ha
    - Pay raises for all employees will be discussed in August following evaluations by GM. President Devaney will ask that the GM complete evaluations for all employees before June 3.
  - 4.7 Review of Personnel Policies--Article 5: Conditions on the Job  
Changes made:
    - A. The week begins on Sunday and ends on Saturday.
    - B.2. Employees are given a time card and must clock in at the start of work and clock out at the end of the workday.
    - B.3. Employees must clock in/out their own time card. Anyone found clocking in or out another employee's card, asking another person to clock his/her card, or in any way falsifying a time card will be subject to disciplinary action including termination from employment.

B.5. In cases of illness, employees will call their supervisors who will write on their time card that they are out sick that day. In cases of excused absences or vacation, the supervisor will also be responsible for indicating such on the employee's time card.

B.6. In the event of an unintentional failure of an employee to clock in/out their time card, the supervisor will write in and initial the unregistered time on the card.

D.1. Delete "and transfer."

D.2. Substitute "one-hour" thirty-minute E.4. Meals are not to be consumed in any work area. Exceptions may be given only by the Office Manager.

E.5. Lunch breaks are not on company time. Employees must punch and an punch in for lunch breaks.

F.1. Delete ""or in lieu of overtime pay, time off."

F.3 Substitute "General Manager" wherever "Executive Director" is found throughout this document.

F.4. Administrative full time staff are exempt from overtime pay for hours...

F.5. Non-administrative full-time employees will abide with the 40-hour workweek unless overtime work is authorized by the Office Manager and the General Manager.

F.7. "General Manager"

G.2. Remove Kamehameha Day

G.4. Delete this and re-order the items following.

G.6.a."General Manager"

G.6.a.3. Receive pay at the rate of time-and-a-half for hours worked in emergencies only.

G.6.b. "GM"

G.6.d. Delete.

H. Paydays for all NECA employees are bi-weekly (26 paychecks) over the fiscal year.

5. Suggestion made to have the committee meet more often to complete review/update of Personnel Policies.

6. Announcements

5.1 Employees' Mission Workshop: May 29, Friday, 3:00-5:00 pm

5.2 NECA is looking for Director candidates for four or five vacancies.

5.3 Next meeting: Thursday, June 18, 2009, 7:00 pm

7. Adjournment at 9:45 p.m.

Notes taken by: D. Kazama

May 23, 2009