

EDB Committee

From: Riki Hokama
Sent: Thursday, April 30, 2020 11:23 AM
To: Keani N. Rawlins; EDB Committee; Yvette Bouthillier
Subject: General Budget Provisions
Attachments: Hokama_GeneralBudgetProvisions.pdf

Aloha Chair Rawlins-Fernandez and EDB Staff,

Please find attached a proposal regarding changes to the General Budget Provisions.

Thank You,

Riki

GENERAL BUDGET PROVISIONS

SECTION 5. E/Ps and LTAs. An "E/P" or equivalent personnel is the decimal equivalent of a full-time position. A full-time position is equal to 2,080 scheduled hours of work during the fiscal year. All positions are computed as an equivalent of 2,080 scheduled hours of work; 1.0 E/P equals 2,080 hours. This method of computing the number of authorized personnel in a department or program shall not be construed to grant to an incumbent in a position any rights beyond those provided by law or collective-bargaining agreement. All positions shall be identified by an E/P designation. Disbursement shall be limited to the total number of E/Ps identified in a program appropriation. Any transfer of E/Ps from one program to another shall be approved by ordinance.

"LTA" or Limited Term Appointment means an appointment that is made from an eligible list or through a non-competitive promotion, transfer, or demotion for a specified temporary period.

SECTION 6. Salaries and premium pay. Appropriations for salaries and premium pay may be disbursed within the pertinent office, department, agency, or program for the following:

(A) a temporary position to functionally replace a permanent employee who is on long-term leave or who has been temporarily assigned to replace a permanent employee who is on long-term leave; provided that disbursement shall be limited in duration to the leave of the permanent employee who is on long-term leave; and

(B) trainee positions for which there is an existing or anticipated vacancy and for which hiring and replacing is critical to continued operations, provided that funds are available.

SECTION 7. A, B, and C accounts. Unless otherwise provided herein, appropriations for each program may be disbursed for the following categories of use:

(A) salaries, premium pay, or reallocation pay;

(B) operations or services; and

(C) equipment;

provided that the disbursement is within the program and category of use for which it was appropriated. For Fiscal Year 2021, in light of COVID-19 and the uncertainties that the Departments may encounter to perform their duties and functions in providing

public health and safety for the County of Maui, appropriations for each program may be disbursed for the following categories of use (A) salaries, premium pay, or reallocation pay; (B) operations, services, and equipment. Furthermore, the Budget Director shall submit to the County Council a quarterly report on all unbudgeted equipment purchased for Fiscal Year 2021.

Disbursement for salaries, premium pay, and reallocation pay shall include temporary assignment pay, overtime pay, night differential pay, hazardous pay, standby pay, emergency call back pay, reallocations, and reclassifications. Funds shall not be disbursed for reallocations and reclassifications that involve a change in supervisory duties and responsibilities until the County Council receives written notice setting forth:

(A) an explanation of the reasons for the change; and

(B) organizational charts showing the existing organization and the proposed organization of the department.

The County Council shall be notified of any reallocation or reclassification when a position is transferred from the blue-collar compensation plan, white-collar non-professional compensation plan, white-collar professional compensation plan, uniformed fire compensation plan, or uniformed police compensation plan to a different compensation plan. An explanation of any temporary assignment, temporary transfer, and temporary allocation that is expected to be in effect for more than 30 days shall be provided to the County Council. Receipt of written notice by the County Clerk shall constitute receipt by the County Council. Any amounts appropriated as County matching funds may be encumbered and disbursed for operations, services, or equipment. Furthermore, funds from the Countywide Self Insurance Program may be encumbered and disbursed for the replacement of motor vehicles and other equipment relating to insurance claim reimbursements.

Notwithstanding the foregoing provisions of this section, appropriations may be disbursed by a department to reimburse another department for work performed.

SECTION 8. General obligation bonds. General obligation bonds appropriated in this ordinance need not be authorized contemporaneously with this ordinance to be included as estimated revenues. Any increase or decrease in revenues or any increase or decrease in appropriations to any department or program, any transfer of funds from one department to another, or any transfer of funds within a department shall be made in accordance with law.