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July 16, 2021

Mr. Ryker Wada, Director  
Department of Human Resources Development  
State of Hawaii  
235 S. Beretania Street  
Honolulu, HI 96813

Dear Director Wada:

**Subject: Class Grievance Regarding Comptroller's Memorandum No. 2020-24  
Amended (July 8, 2021) – Travel Policy Relating to COVID-19 For  
State Employees Returning From Out-Of-State Travel**

In accordance with the Grievance Procedure provisions of the various HGEA collective bargaining agreements, the HGEA is filing a class grievance on behalf of State employees affected by the above mentioned Memorandum.

#### BACKGROUND

It has come to the Unions attention that on July 8, 2021 the Comptroller of the Department of Accounting and General Services (DAGs), issued an Amended Memorandum (Comptroller's Memorandum No. 2020-24 – Amended), to all State Executive Branch Department Heads.

The Memorandum states that all employees (vaccinated or not) traveling out-of-state for work-related or personal purposes must still obtain approval from their department director prior to returning to the workplace. In addition, those employees who travel out-of-state may also be required to take personal leave if required by their department director to self-quarantine for up to 10-days prior to returning to the workplace.

The State has not negotiated, consulted, or communicated this memorandum with the HGEA.

#### UNION'S CONTENTION

The Union asserts and maintains that the Employer's actions violated the following articles of the HGEA collective bargaining agreements:

Article - Conflict  
Article – Maintenance of Rights and Benefits  
Article – Personnel Policy Changes  
Article – Rights of the Employer

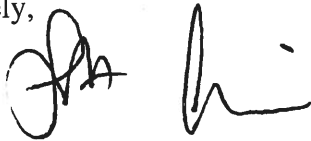
Article – Discipline  
Article – Vacation Leave  
Article – Sick Leave  
Article - Travel

REMEDIES SOUGHT

- 1) Immediately rescind Comptroller's Memorandum No. 2020-24 – Amended.
- 2) Immediately rescind any actions taken against grievants who were adversely affected by this memorandum.
- 3) Make grievants whole, to include, but not limited to:
  - a) restoring any personal days that grievants lost due to this memorandum,
  - b) restoring compensation to grievants who were forced to take leave without pay because of this memorandum,
  - c) removing any derogatory material from grievants personnel file that were issued as a result of this memorandum.
- 4) Refrain from any and all retaliatory action against the HGEA members who elect to participate in the filing and subsequent pursuit of this Grievance.

Please contact me at (808) 543-0085 to [scollins@hgea.org](mailto:scollins@hgea.org) if there are any questions and to set up a meeting to discuss this matter.

Sincerely,

A handwritten signature in black ink, appearing to be 'SC' followed by a stylized flourish.

Scott Collins  
Field Services Officer