

A Bill for an Act Relating to the Civil Service Law on Filing Notices of Certain Personnel Actions With the Director of Personnel Services

*Be It Enacted by the Legislature of the State of Hawaii:*

SECTION 1. Section 76-28, Hawaii Revised Statutes, is amended to read as follows:

**“§ 76-28 Notices required of appointing authorities.** The director of personnel services shall maintain records of all appointments, terminations of employment, transfers, resignations, suspensions, demotions, and dismissals. For this purpose, all appointing authorities shall file with the director notices of such

personnel actions. In the case of suspensions, dismissals, and demotions, the appointing authorities shall also file with the director copies of the written statements given to employees under sections 76-45 and 76-46.”

SECTION 2. Section 76-45, Hawaii Revised Statutes, is amended to read as follows:

“§ 76-45 Suspension. An appointing authority may, for disciplinary purposes, suspend any employee without pay for such length of time as he considers appropriate, but not exceeding thirty days at any one time nor more than sixty days in any calendar year. No single suspension for a period of five working days or more, whether consecutively or not, shall take effect unless the appointing authority gives the employee a written notice setting forth the specific reasons upon which the suspension is based. With the approval of the director, an employee may be suspended for a period longer than thirty days pending an investigation or hearing of any charge against him. Where an employee has been suspended pending an investigation or hearing of any charge against him and the charge is subsequently dropped or not substantiated, he shall be reinstated in his position without loss of pay.

An employee who is suspended for a period not in excess of four working days, whether consecutively or not, shall be entitled to a written notice from the appointing authority setting forth the specific reasons upon which the suspension is based. The written notice shall be given to the employee or mailed to him within forty-eight hours after the suspension.”

SECTION 3. Section 76-46, Hawaii Revised Statutes, is amended to read as follows:

“§ 76-46 Dismissals; demotions. An appointing authority may dismiss or demote any employee when he considers that the good of the service will be served thereby. Dismissals may be made only for such causes as will promote the efficiency of government service.

No dismissal or demotion of a regular employee shall be effective for any purpose unless at least ten days before the effective date thereof the appointing authority shall have given to the employee a written statement setting forth the specific reasons upon which the dismissal or demotion is based.”

SECTION 4. Statutory material to be repealed is bracketed. New material is underscored. In printing this Act, the revisor of statutes need not include the brackets, the bracketed materials, or the underscoring.\*

SECTION 5. This Act shall take effect upon its approval.

(Approved April 16, 1981.)

---

\*The text has been edited pursuant to HRS §23G-16.5, authorizing omission of the brackets, bracketed material, and underscoring.