

University of Hawaii at Manoa

Office of the Chancellor
 Hawaii Hall 105 • 2500 Campus Road
 Honolulu, Hawaii 96822

January 7, 1975

The United Public Workers
 1426 North School Street
 Honolulu, Hawaii 96817

Attention: Mr. Paul Hong
 and
 Mr. Val Cavaco

Gentlemen:

This is being written at the request of Mr. John Witeck of your union who has provided Mr. Phil Koehler with a list of the items you would like to have in writing which were discussed at our meeting on December 11, 1974. The information below includes all Facilities Management positions and employees.

Filled Positions	BOR/CS	WAGE BOARD		TOTAL
		HGEA	UPW	
Administration	15	--	--	15
Custodial	--	4	106	110
Landscaping	1	2	23	26
Shops	--	4	31	35
Trucking	--	1	8	9
Warehouse	2	--	--	2
* PEP Custodial/	--	--	5	5
Total	18	11	173	202

Vacant Positions - FY 1974-75

Administration	2	--	--	2
Custodial	--	3	29	32
Landscaping	--	1	9	10
Shops	--	--	3	3
Trucking	--	--	2	2
Unclassified	--	--	--	--
Maintenance	--	--	6	6
* PEP Custodial	--	--	2	2

114 (13)
 $36 + 10 = 46$
 $\frac{46}{6} = 7 \text{ R } 52$

$\frac{45}{38} = 7$

$38 = \frac{45 \text{ shops}}{10 \text{ gum}}$

$38 \rightarrow 45$

9 - 2

2 -

(10)
 3
 2

	<u>BOR./CS</u>	<u>WAGE BOARD</u>		<u>TOTAL</u>
		<u>HGEA</u>	<u>UPW</u>	
<u>Vacant Positions - FY 1974-75</u>				
*PSE/CETA				
Custodial	--	--	30	30
* Landscaping	--	--	10	10
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Total	2	4	91	97

Fiscal Year 1974-75:

Of the 91 positions vacant in the UPW column above, we have funds to hire 24 custodians, 1 shop employee and 1 trucking employee. Some of these are presently being approved by the Manoa Chancellor's Office and some require the approval of the State Department of Budget and Finance to which we have already referred the request.

Although we have been fortunate in receiving additional personnel allocations through the Public Employment Program (PEP) and Public Service Employment/ Concentrated Employment Training Act (PSE/CETA) programs, the PCB numbers for the PSE/CETA positions were not received until January 2, 1975 and only now can we begin the hiring process, requesting names of eligible applicants. Not included above is the Temporary Labor Force program (personnel on welfare); in the past, of the 51 sent to Facilities Management, only two or three remained over a month and now not one of 15 presently assigned to Facilities Management is reporting to work.

Fiscal Year 1975-76:

Funds have been requested to fill all the vacant positions indicated above, plus seven new maintenance positions budgeted at \$46,900.

Fiscal Year 1976-77:

Twenty-three new maintenance positions are budgeted at \$161,805.

Maintenance Standards (Gross Square Feet Per Worker):

	<u>Total GSF</u> <u>1/6/75*</u>	<u>Recommended GSF</u> <u>Per Worker</u>	<u>Actual GSF</u> <u>Per Worker</u>
Custodial	2,819,905 gsf	12,500 gsf	25,636 gsf
Maintenance Shops	3,959,607 gsf	50,000 gsf	113,132 gsf

*Difference between custodial and maintenance gross square feet is in student housing and other buildings which provide their own custodial care.

Night Shift:

Facilities Management does not intend to phase out the custodial night shift completely. We recognize that there will always be a number of buildings which cannot be cleaned during the day or evening shifts, and a custodial night shift will be retained. The changes are being made to adapt to the crew method of alternate cleaning schedules now being initiated due to lack of custodians and adequate supervisory personnel. Another factor which contributed is the high absentee rate (sickness and vacation) and resultant inability of the night shift to clean buildings formerly assigned to the shift. (We have been forced to use day and evening workers instead.)

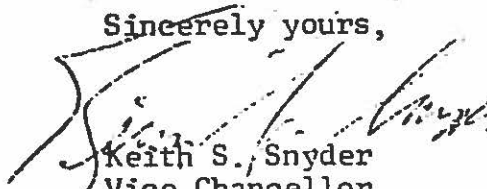
Summary:

Facilities Management's staffing situation will become much more favorable during the 1975-77 biennium if we achieve the following:

1. Complete funding and authorization for all vacant old and budgeted new positions as they now appear in the Governor's Budget.
2. Continuation of support (Federal or State) of all special programs (PEP, PSE/CETA, etc.).

Granted these conditions, Facilities Management will have 282 State funded positions and 47 Federally funded positions for a total of 329.

Sincerely yours,



Keith S. Snyder
Vice Chancellor
for Administration

cc: President Matsuda
Taka Izumi
Phil Koehler