



**EFiled: Mar 22 2018 10:25AM HAST**  
**Transaction ID 61831207**  
**Case No. 18-CE-07-914**

STATE OF HAWAII

HAWAII LABOR RELATIONS BOARD

In the Matter of

UNIVERSITY OF HAWAII  
PROFESSIONAL ASSEMBLY,

Complainant,

and

BOARD OF REGENTS, of the University  
of Hawaii,

Respondents.

CASE NO(S). 18-CE-07-914

ORDER NO. 3330

PRETRIAL ORDER AND  
NOTICES;

(1) NOTICE TO RESPONDENT(S)  
OF PROHIBITED PRACTICE  
COMPLAINT;  
(2) NOTICE REGARDING  
PROTECTION OF SOCIAL  
SECURITY NUMBERS AND  
PERSONAL INFORMATION;  
(3) NOTICE OF PREHEARING  
CONFERENCE;  
(4) NOTICE OF PRETRIAL  
CONFERENCE;  
(5) NOTICE OF HEARING ON  
THE MERITS; AND  
(6) SCHEDULE OF HEARINGS,  
CONFERENCES, AND  
DEADLINES.

PRETRIAL ORDER AND NOTICES; (1) NOTICE TO RESPONDENT(S) OF  
PROHIBITED PRACTICE COMPLAINT; (2) NOTICE REGARDING  
PROTECTION OF SOCIAL SECURITY NUMBERS AND PERSONAL  
INFORMATION; (3) NOTICE OF PREHEARING CONFERENCE; (4) NOTICE OF  
PRETRIAL CONFERENCE; (5) NOTICE OF HEARING ON THE MERITS;  
AND (6) SCHEDULE OF HEARINGS, CONFERENCES, AND DEADLINES.

**PRETRIAL ORDER AND NOTICES**

THE PARTIES ARE HEREBY NOTIFIED AND ORDERED TO COMPLY WITH THIS PRETRIAL ORDER AND NOTICES. The Hawaii Labor Relations Board (Board) may impose appropriate monetary or other sanctions upon parties or attorneys who do not comply with this Pretrial Order and Notices where the parties or attorneys have not shown good cause for failure to comply, or a good faith attempt to comply.

Hereafter, this document shall control the course of proceedings and may not be amended except by the Board, or by a written request by a party with written consent of the parties (stipulation) and approved by the Board, or by an order granting a motion filed with the Board.

The use of singular, plural, masculine, feminine, and neuter pronouns shall include the others as the context may require. As part of the Board's paperless goal, any party may file any document electronically with File & ServeXpress or in person at 830 Punchbowl Street, Room 434, Honolulu, Hawaii, 96813. Questions regarding the Board's electronic filing system should be directed to the Board's staff at (808) 586-8616.

All parties have the right to appear in person and to be represented by counsel or any other authorized person in all Board proceedings. Auxiliary aids and services are available upon request to the parties and representatives with disabilities. For TTY, dial 711, then ask for (808) 586-8616, the Hawaii Labor Relations Board within seven (7) days prior to a Board proceeding. For any other accommodation, please call the Board at (808) 586-8616.

The parties should be aware that the Board is located in a secured State of Hawaii building, and that any party representative, counsel, or other person attending a proceeding will need to present a government-issued identification for entry.

**(1) NOTICE TO RESPONDENT(S) OF A PROHIBITED PRACTICE COMPLAINT**

The attached prohibited practice complaint (Complaint) was filed with the Board by the above-named Complainant on: March 20, 2018

PURSUANT TO HAWAII REVISED STATUTES (HRS) § 377-9(b) AND HAWAII ADMINISTRATIVE RULE (HAR) § 12-42-42: NOTICE IS HEREBY GIVEN TO RESPONDENT(S) that the above-named COMPLAINANT(S) filed a p Complaint with the Board, a copy of which is attached, alleging that you have engaged in or are engaging in prohibited practices in violation of HRS Chapter 89.

YOU ARE DIRECTED to file a written answer to the complaint within ten (10) days after service of the complaint. One copy of the answer shall be served on each party, and the original with certificate of service on all parties shall be filed with the Board no later than 4:30 p.m. on the tenth day after service of the complaint. If you fail to timely file and serve an answer, such failure shall constitute an admission of the material facts alleged in the complaint and a waiver of hearing. (HAR § 12-42-45(g))

**(2) NOTICE REGARDING PROTECTION OF SOCIAL SECURITY NUMBERS AND PERSONAL INFORMATION**

Before a party files or submits any pleading, correspondence or other document (Documents) to the Board, whether electronically or manually, the party shall make certain that all social security numbers and personal information are redacted or encrypted. "Personal information" shall include social security numbers, home addresses, dates of birth, bank account numbers, medical and health records, and any other information in which a person has a significant privacy interest. To the extent any personal information is relevant to the Board's consideration of this case, the submitting party shall submit the confidential information by

means of a Confidential Information Form that substantially conforms to Form 2 of the Hawaii Court Records Rules, as amended.

If a party submits a document, which requires redaction of a page(s), the party shall by motion request permission from the Board to withdraw and replace the original document, in its entirety, with a redacted copy of such document, pursuant to HAR § 12-42-8(g)(11), “The Board may permit withdrawal of original documents upon submission of properly authenticated copies to replace such document.”

The Board may impose appropriate monetary or other sanctions upon parties or attorneys who do not comply with this provision where the parties or attorneys have not shown good cause for failure to comply, or a good faith attempt to comply.

### **(3) NOTICE OF PREHEARING CONFERENCE**

PURSUANT TO HRS § 89-5(i)(4) and (i)(5), and HAR § 12-42-47:

NOTICE IS HEREBY GIVEN that the Board will conduct a Prehearing Conference on the date listed below and in the Schedule of Deadlines and Hearing Dates (Schedule) herein.

DATE AND TIME: April 6, 2018 at 9:30 a.m.

LOCATION: Hawaii Labor Relations Board Hearing Room -  
830 Punchbowl Street - Room 434  
Honolulu, Hawaii 96813

**The parties shall file a Prehearing Statement which addresses the foregoing matters with the Board on the date listed in the Schedule set forth below.** Complainant's alleged violations are contained in the attached Complaint. All parties shall appear at the Prehearing Conference at the date and time designated. The purpose of the Prehearing Conference is to clarify the issues, if any, and to the extent possible, reach an agreement on facts, matters or procedures which will facilitate and expedite the hearing or adjudication of the issues presented, and to establish deadlines for prehearing briefing, to identify witnesses, file applications for the issuance of subpoenas, exchange witness and exhibit lists and file proposed exhibits, and such other matters as may raise.

All parties have the right to appear in person and to be represented by counsel or any other authorized person. However, the Board encourages the parties to have a representative, who is familiar with the dispute, appear at the Prehearing Conference. Auxiliary aids and services are available upon request to parties and representatives with disabilities. For TTY, dial 711; then, ask for (808) 586-8616, the Hawaii Labor Relations Board. For any other reasonable

accommodation, or to make arrangements to appear telephonically where permitted by the Board, call the Board at (808) 586-8616 within seven (7) days prior to the conference.

**(4) NOTICE OF PRETRIAL CONFERENCE**

PURSUANT TO HRS §§ 89-5(i)(4) and (i)(5), and 377-9. NOTICE IS HEREBY GIVEN that the Board will conduct a Pretrial Conference on the date listed below and in the Schedule herein.

DATE AND TIME: April 19, 2018 at 10:00 a.m.  
LOCATION: Hawaii Labor Relations Board Hearing Room -  
830 Punchbowl Street - Room 434  
Honolulu, Hawaii 96813

At the pretrial conference, the Parties shall be prepared to discuss, raise, and present their position regarding the presentation of the anticipated evidence (witnesses, exhibits) to be introduced at the hearing on the merits (HOM), including but not limited to any stipulations, evidentiary issues, objections thereto, or confidentiality issues, which require protection from public disclosure and the narrow tailoring of methods to protect that information (e.g. sealing or redaction).

Auxiliary aids and services are available upon request to parties and representatives with disabilities. For TTY, dial 711; then, ask for (808) 586-8616, the Hawaii Labor Relations Board. For any other reasonable accommodation, or to make arrangements to appear telephonically where permitted by the Board, call the Board at (808) 586-8616 within 7 days prior to the conference.

**(5) NOTICE OF HEARING ON MERITS**

NOTICE IS HEREBY GIVEN, pursuant to HRS §§ 377-9, 89-5(i)(3), (4), (5), and 89-14, and HAR §§ 12-42-46 and 12-42-49 that the Board will conduct an HOM on the instant Complaint at the place, time, date listed below and in the Schedule set forth below. The purpose of the HOM is to receive evidence and arguments on whether Respondent(s) committed prohibited practices as alleged by Complainant(s).

DATE AND TIME: April 27, 2018 at 9:00 a.m.  
LOCATION: Hawaii Labor Relations Board Hearing Room -  
830 Punchbowl Street - Room 434  
Honolulu, Hawaii 96813

All parties have the right to appear in person and to be represented by counsel or any other authorized person in all Board proceedings. **A party, representative, or witness must appear in person at a hearing on the merits.** Auxiliary aids and services are available upon request to the parties and representatives with disabilities. For TTY, dial 711, then ask for (808) 586-8616, the Hawaii Labor Relations Board. For any other reasonable accommodation call the Board at (808) 586-8616.

**(6) SCHEDULE OF HEARINGS, CONFERENCES AND DEADLINES**

<b><u>DATES AND DEADLINES FOR</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>
<u>A Party Prehearing Statement</u>	04/03/2018	
<u>Prehearing Conference</u>	04/06/2018	9:30 am
<u>Dispositive Motions</u>	04/10/2018	
<u>Response to Dispositive Motions</u>	04/17/2018	
<u>Exchange of Witness Lists</u>	04/13/2018	

The witness lists shall include, in the interest of judicial economy, a brief but meaningful summary or general statement of the nature of the testimony expected, and the order in which the witnesses are expected to be called. The summary or general statement for each witness shall include sufficient information for the Board to determine whether the testimony will be irrelevant, immaterial, or unduly repetitious to any other witness testimony; see, HRS § 91-10(1).

<u>Exchange of Exhibit Lists</u>	04/13/2018
----------------------------------	------------

The full applicable collective bargaining agreement(s) shall be provided to the Board by the exclusive representative or employer and marked as Board Exhibit 1 or Board Exhibit 1a, 1b, 1c, etc. In identifying exhibits, Complainant shall use numerical designations 1-2-3-4, etc. to identify its exhibits and Respondent shall use alphabetical letters A-B-C-D, etc. to identify its exhibits. If there are more than one Respondent, then the Board shall specify the designation for each Respondent.

<b><u>(cont'd) DATES AND DEADLINES FOR</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>
--	--------------------	--------------------

If the parties have agreed to submit proposed Joint Exhibits, then the Exhibits shall be marked with a J and then a number, i.e. J-1, etc.

<u>Exchange and Filing of Proposed Exhibits</u>	04/13/2018	
---	------------	--

The parties are encouraged to use the File & ServeXpress eFiling system to file their proposed exhibits before or by 4:30 p.m. (HST) on the deadline day. The exhibits shall be combined and filed in a searchable portable document format (PDF) not exceeding 10 megabytes with each exhibit bookmarked. If the single pdf file exceeds 10 megabytes, then each exhibit shall be filed in separate files not to exceed 10 megabytes. Alternatively, a party may file exhibits in person or by mail to the Board; the date of receipt by the Board shall be deemed the date of filing. If there are Joint Exhibits, the parties shall designate one party to file these exhibits, who shall comply with the above requirements.

<u>Pretrial Conference and Oral Arguments on Dispositive Motion(s), if any</u>	04/19/2018	10:00 am
--	------------	----------

<u>HEARING ON THE MERITS</u>	04/27/2018	9:00 am
------------------------------	------------	---------

**All submissions shall be filed on or before 4:30 p.m. on the deadline**

**date. DATED:** Honolulu, Hawaii, March 22, 2018.

HAWAII LABOR RELATIONS BOARD



*Marcus R. Oshiro*

MARCUS R. OSHIRO, CHAIR

*Sesnita A. E. Moepono*

SESNITA A. E. MOEPONO, MEMBER

*J.N. Musto*  
J.N. MUSTO, MEMBER

PRETRIAL ORDER AND NOTICES

CASE NO(S). 18-CE-07-914

---

Enclosure: PROHIBITED PRACTICE COMPLAINT

Copies sent to:  
Above-named Parties  
Carrie K.S. Okinaga, VP for Legal Affairs  
University General Counsel