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Transaction ID 61890391  
Case No. 18-DR-03-113**

STATE OF HAWAII

HAWAII LABOR RELATIONS BOARD

In the Matter of

CIVIL SERVICE COMMISSION,  
Department of Human Resources, City and  
County of Honolulu,

Petitioner.

CASE NO. 18-DR-03-113

ORDER NO. 3334

PRETRIAL ORDER AND NOTICES:  
(1) NOTICE OF FILING OF PETITION  
FOR DECLARATORY RULING;  
(2) NOTICE OF DEADLINE FOR  
FILING PETITIONS FOR  
INTERVENTION; (3) NOTICE OF  
BOARD HEARING AND STATUS  
CONFERENCE; AND (4) NOTICE  
REGARDING PROTECTION OF  
SOCIAL SECURITY NUMBERS AND  
PERSONAL INFORMATION

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BOARD HEARING AND STATUS CONFERENCE; AND (4) NOTICE REGARDING  
PROTECTION OF SOCIAL SECURITY NUMBERS AND PERSONAL INFORMATION

**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's office and hearings room are 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 OF FILING OF PETITION FOR DECLARATORY RULING**

On March 14, 2018, the CIVIL SERVICE COMMISSION, Department of Human Resources, City and County of Honolulu (Petitioner or CSC) filed with the Board a Petition for Declaratory Ruling (Petition), through its counsel, pursuant to Hawaii Administrative Rule (HAR) § 12-42-9. The Petition requests the Board, pursuant to Hawaii Revised Statutes (HRS) § 76-14(c)(2), to resolve a controversy over whether the Civil Service Commission, City and County of Honolulu, had jurisdiction to decide an appeal filed by Francine K. Guzman, a Honolulu Police Department, City & County of Honolulu, bargaining unit 3 employee. HRS § 76-14(c)(2) states:

The merit appeals board shall not proceed on an appeal or shall hold proceedings in abeyance if there is any controversy regarding its authority to hear the appeal until the controversy is resolved by the Hawaii labor relations board.

A copy of the Petition is attached to this order.

(2) **NOTICE OF DEADLINE FOR FILING PETITIONS FOR INTERVENTION**

Pursuant to the Board's Rules, HAR §§ 12-42-8-(g)(14) and 12-42-9(e), interested parties may file a Petition for Intervention with the Board **no later than 4:30 p.m. on April 11, 2017.**

(3) **NOTICE OF BOARD HEARING AND STATUS CONFERENCE**

NOTICE IS HEREBY GIVEN that the Board will conduct a hearing to rule on any petitions for intervention that may be filed, and immediately thereafter will hold a status conference to clarify the issues and establish further hearing dates, if any, and deadlines regarding the Petition for Declaratory Ruling on **Monday, April 16, 2018 at 10:00 a.m. in the Board's Hearing Room, 830 Punchbowl Street, Room 434, Honolulu, Hawaii 96813.**

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

Before a party files or submits any pleading, correspondence or other document (document(s)) 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."

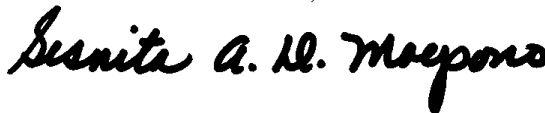
The Board may impose appropriate monetary or other sanctions upon parties or attorneys who do not comply with this provision where the parties or attorneys have not shown good cause for failure to comply, or a good faith attempt to comply.

DATED: Honolulu, Hawaii, March 29, 2018.

HAWAII LABOR RELATIONS BOARD



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MARCUS R. OSHIRO, Chair



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SESNITA A.D. MOEPONO, Member



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J N. MUSTO, Member

Copies sent to:

Francine K. Guzman, Self-Represented Litigant

Carolyn T. Onaga, Chair, CSC

Jeffrey A. Keating, Deputy Attorney General, CSC counsel

Susan Ballard, Chief of Police, Honolulu Police Department

Randy Perreira, Executive Director, Hawaii Government Employees Association, AFSCME,  
Local 152, AFL-CIO

Donna Leong, Corporation Counsel

Robert Rawson, Deputy Corporation Counsel