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Transaction ID 66652622
Case No. 20-CU-06-379, 20-CE-06-940**

STATE OF HAWAII
HAWAII LABOR RELATIONS BOARD

In the Matter of

ERIN K. KUSUMOTO,

Complainant(s),

and

HAWAII GOVERNMENT EMPLOYEES
ASSOCIATION, AFSCME, LOCAL 152,
AFL-CIO; and DEPARTMENT OF
EDUCATION, State of Hawai'i,

Respondent(s).

CASE NO(S): 20-CU-06-379
20-CE-06-940

ORDER NO. 3756

ORDER REGARDING STRUCTURE FOR
REMOTE ZOOM HEARINGS BEFORE
THE HAWAII LABOR RELATIONS
BOARD; ORDER REGARDING WITNESS
REQUIREMENTS WHILE TESTIFYING
REMOTELY

**ORDER REGARDING STRUCTURE FOR
ALL REMOTE ZOOM HEARINGS BEFORE THE HAWAII LABOR RELATIONS BOARD**

The Hawai'i Labor Relations Board (Board) currently uses Zoom as its platform for online proceedings. The Board hereby orders all parties to follow the requirements laid out in this Order for all Remote Zoom Hearings before the Board.

Parties and representatives must familiarize themselves with Zoom in preparation for all online Board proceedings. For security purposes, the Board will utilize the "waiting room" function. To that end, the Board requires that all parties and representatives use their full name on Zoom, or the party or representative may be excluded from the hearing.

Prior to the hearing:

1. The Board will provide Zoom login information to the parties in advance of the hearing.
2. A party who shares the Zoom login information with any other group or individual (Sharing Party) must provide the Board and the other party/parties with a complete list of participants they have invited to attend the proceedings, including any support staff and witnesses. Failure to inform the Board of these participants may result in

the participants being excluded from the hearing. **This list must be emailed to the Board at dlir.laborboard@hawaii.gov.**

3. **Sharing Parties are responsible for ensuring that any participant they invite complies with this Order. An invitee's failure to comply with this Order will be regarded as the Sharing Party and/or their representative's failure to comply with this Order, during a hearing.**

Failure to comply with this Order may be grounds for the Board to commence proceedings regarding that party or representative under HAR § 12-42-8(g)(9)(A).

4. Any Sharing Party must inform non-witness participants:
 - 1) that they must keep their microphones muted at all times; and
 - 2) that they must keep their cameras off at all times.
5. Any Sharing Party must inform **all** participants:
 - 1) that they must submit their full name as their username when requesting entry to the Zoom conference, to allow the Board to ensure compliance with the witness exclusion rule, unless the party sets up a device specifically for witness use only, in which case that device may log in with the username "witness"; and
 - 2) **that they may not record, screen shot, record conversations, and/or use third party software to record the proceeding.**

ORDER REGARDING WITNESS REQUIREMENTS WHILE TESTIFYING REMOTELY

Due to the situation with COVID-19, unless otherwise ordered by the Board, all witnesses must testify videographically. Accordingly, the Board **orders all parties** to inform their witnesses that, unless otherwise directed or allowed, when the witness testifies:

1. The witness must be in a location without anyone else in the room with them, and there should be no one at the location who can overhear their testimony;
2. The device from which the witness appears must be used during the witness' testimony solely for the purpose of the witness appearing by video;
3. The witness may not consult with anyone during testimony;
4. The party calling the witness must ensure that the witness has access to all exhibits in the case;

5. The witness must not look at or make reference to notes or any other documents or materials other than the exhibits, and may look at the exhibits only when directed to do so by a party or the Board;
6. At all times while testifying, the witness must be clearly visible, face the camera, and speak directly and audibly into the microphone;
7. The witness may not use a virtual background; and
8. The witness must not have any communication with third parties while they are on the stand and under oath.

DATED: Honolulu, Hawai'i, _____ June 2, 2021 _____.

HAWAI'I LABOR RELATIONS BOARD



Marcus R. Oshiro

MARCUS R. OSHIRO, Chair

Sesnita A. D. Moepono

SESNITA A.D. MOEPONO, Member

J. N. Musto

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