

 HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i> Policies and Procedures	Department: Office of the President	Policy No.: HR 0006
	Issued by: President & CEO	Revision No.: Effective Date: September 13, 2007
Subject: HHSC Personnel System General Policy	Approved by: HHSC Board of Directors By: Jean Odo Its: Secretary/Treasurer	Supersedes Policy: NA
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I. PURPOSE: To identify and define the general Personnel (Human Resources) policies and procedures covering the Hawaii Health Systems Corporation (HHSC).

II. POLICY: The HHSC is a public employer and a separate jurisdiction with one personnel system. As a public employer under one personnel system, all facilities and regions must follow all HHSC Human Resources and Civil Service System Rules, Personnel Policies, Human Resources Guidelines, Executive Orders, applicable collective bargaining agreements, Memorandums of Agreement and Supplemental Agreements, Federal and State laws and regulations. Adherence to provisions within these documents will help HHSC maintain integrity and consistent handling of the day-to-day human resources functions within and to meet the challenges that may arise from time to time at the Corporate Office and the various regions that are an integral part of HHSC.

III. PROCEDURE: All current Personnel Rules, Policies, Human Resources Guidelines, Executive Orders, applicable Memorandums of Agreement and Supplemental Agreements can be found on the HHSC intranet.

The procedures for adopting new or amending current HHSC Human Resources and Civil Service System Rules, Personnel Policies and Human Resources Guidelines will be in accordance to and consistent with the process as outlined and defined by the Policy Committee, and the respective Regional and Corporate Board of Directors.

IV. APPROVAL AUTHORITY: All HHSC Human Resources and Civil Service System Rules and Personnel Policies will require the approval and adoption by the HHSC Board of Directors upon completion of consultation with the unions.