

 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i></p> <p>PROCEDURE</p>	<p>Department:</p> <p>Human Resources</p>	<p>Procedure No.:</p> <p>HR 0019B</p>
		<p>Supersedes Procedure No.:</p>
<p>Subject:</p> <p>Negotiation of Memorandums of Understanding, Supplemental Agreements and Settlement or Tentative Agreement on Subjects of Collective Bargaining</p>	<p>Approved By:</p> <p><i>Linda Rosen</i></p> <p>By: Linda Rosen, M.D., M.P.H. Its: President and CEO</p>	<p>Approved Date:</p> <p>January 27, 2022</p> <p>Last Reviewed:</p> <p>September 30, 2021</p>

I. PURPOSE:

To ensure that the content of Memorandums of Understanding, Supplemental Agreements and Settlement or Tentative Agreements (collectively, the “Agreement”) with the collective bargaining representatives are consistent with: (1) Corporate-wide policies, (2) do not detrimentally impact HHSC as a system, and (3) are in compliance with applicable law.

II. PROCEDURES:

A. Prior to commencing negotiations for an Agreement on items that are subject to collective bargaining, the Region shall first submit a written request to the VP & Chief Human Resources Officer (“VP&CHRO”) and VP & General Counsel (VP&GC) for concurrence to initiate negotiations. The request shall include: (1) a brief summary of the objective/purpose of the proposed Agreement; (2) a draft of the proposed Agreement, if available; and (3) a brief analysis of the impact of the Agreement on the HHSC system as a whole or specific regions as applicable; and (4) the status of any preliminary discussions with the union on the topics of the proposed Agreement.

The VP&CHRO and VP&GC shall review the written submission and consider whether the proposed Agreement would be consistent with then-existing Corporate-wide policies, would not detrimentally impact HHSC as a system or a specific Region(s), and would be in conformance with applicable law.

Upon completion of the review, if deemed necessary, the VP&CHRO shall speak with the Regional representatives and offer assistance to ensure that any such proposed Agreement complies with the above-stated criteria.

B. Once the proposed Agreement has been finalized, the VP&CHRO and VP&GC shall forward their recommendations to the President and CEO (PCEO) for further action. Prior to determining whether to approve the request to negotiate, the PCEO may make an independent inquiry into the matter, which may include consultation with the other Regional CEOs

C. The Regional board or its designee may proceed to negotiations with the union upon receipt of the written approval of the PCEO.

D. Should any of the material provisions of the Agreement be amended during the course of negotiations, the VP&CHRO and VP&GC shall be notified in writing of the proposed amendments including an analysis of the impact of the proposed amendments to the HHSC system or specific Region(s) as necessary. The VP&CHRO and VP&GC shall review the amendment(s) in the same manner as an original proposal and forward their

recommendation to the PCEO for further action. Upon receipt of written approval by the PCEO, the Regional board or its designee may proceed with negotiations.

- E. When the Agreement is finalized and fully executed, the Region or facility shall provide copies to the VP&CHRO, VP&GC and all other Regional Chief Human Resources Officers.
- F. When an exclusive representative of a union initiates contact with a Region or facility for the purpose of negotiating an Agreement and the Region or facility is interested in pursuing such negotiations, the same process set forth in this Section II shall be followed.

III. ATTACHMENT(S):

None