

 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i>	Department: Human Resources	Policy No. HR 0020A
		Supersedes Policy No.
POLICY	Approved By: <i>Donna McCleary</i>	Approved Date: May 26, 2022
Subject: Telework Program	HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	Last Reviewed: May 4, 2022

I. PURPOSE:

Telework is an important employment tool to attract, recruit, and retain the best possible workforce, provide quality of work-life balance, workforce efficiency, and employee engagement and well-being. The purpose of this policy is to establish a Telework Program for the mutual benefit of employees and the Hawaii Health Systems Corporation (HHSC). It offers an alternative work arrangement based on voluntary participation and Appointing Authority discretion. This policy applies to all HHSC employees.

II. DEFINITIONS:

“Agreement” means an agreement regarding an employee's participation in the Telework Program, approved by the Appointing Authority, and the union, as applicable, which establishes AGREEMENT TERMS for program implementation as set forth in the procedures.

“Appointing Authority” means the Regional Chief Executive Officer (RCEO) or President & Chief Executive Officer (PCEO) of HHSC, as applicable, or their designee(s), who have been empowered to enter into an Agreement for Telework with an employee.

“Emergency Application” means that participation in the Telework Program may be required as a result of unforeseen circumstances or emergent situations that may include but are not limited to: Governor-declared public health emergency or a state-emergency, a pandemic, natural disasters such as tsunamis, hurricane, earthquake, and high winds, or other unforeseen, emergency circumstances such as water being shut down or no electricity in the building that may require the employee to work from home or a remote location.

“Telework” means a work arrangement that allows employees the opportunity to perform their job duties at a remote worksite.

“Teleworker” means an employee who has been approved by an Appointing Authority to participate in the Telework Program who is subject to all provisions in the Telework Program policy and procedure.

III. POLICY:

HHSC supports the establishment of a decentralized Telework Program for implementation by each region and the corporate office based on voluntary participation and Appointing Authority discretion. Situations supporting the approval of Telework under this policy vary and

shall be determined at the discretion of the Appointing Authority on a case-by-case basis. Telework may be approved for an extended period of time, as part of a condition of employment, or as an Emergency Application on a temporary basis due to unforeseen circumstances.

IV. AUTHORITY:

- Chapter 323F, Hawaii Revised Statutes, Hawaii Health Systems Corporation

V. RELATED PROCEDURE(S):

HR 0020B

VI. REFERENCE(S):

None.