
 <b>HAWAII HEALTH SYSTEMS CORPORATION</b> <i>Quality Healthcare for All</i>  <b>PROCEDURE</b>	<b>Department:</b>  <b>Human Resources</b>	<b>Procedure No.</b>  <b>HR 0007B</b>
		<b>Supersedes Procedure No.</b>
<b>Subject:</b>  <b>Exempt, Excluded Compensation</b>	<b>Approved By:</b>   By: Edward N. Chu Its: President & CEO	<b>Approved Date:</b>  September 23, 2021
		<b>Last Reviewed:</b>  April 27, 2021

**I. PURPOSE:**

To establish procedures under the Hawaii Health Systems Corporation (HHSC) regarding the determination of compensation for Exempt, Excluded Employees.

**II. PROCEDURES:**

- A. HHSC shall periodically procure the services of an independent compensation consultant to review and produce a report to allow HHSC to update the system wide HHSC Compensation Guidance for Exempt, Excluded Employees. The procedure includes but is not limited to the following:
  1. The HHSC Corporate office and Regions shall provide as requested by the compensation consultant, any data related to Exempt, Excluded Employee job descriptions to assist with the preparation of the requested compensation study report.
  2. Consultant shall issue a final compensation study report with recommendations to present to the HHSC Corporate board, PCEO, and Regional CEOs.
  3. The PCEO and Regional CEOs shall collectively review and discuss the report and recommendations, and to the extent they deem necessary, make appropriate salary adjustments based on HHSC's then current financial situation.
- B. HHSC shall periodically update and revise the HHSC Compensation Guidance for Exempt, Excluded Employees with input and recommendations from the Regions.
- C. The PCEO or RCEO as appropriate shall approve all salary actions for their respective employees in accordance with the HHSC Compensation Guidance for Exempt, Excluded Employees.
- D. All salary actions shall be processed by the Corporate HR or Regional HR Offices as appropriate.
- E. The Regional boards have the discretion to develop and issue compensation guidance for their respective Exempt, Excluded Employees.

**III. ATTACHMENT(S):**

None