I. POLICY: Hawaii Health Systems Corporation (HHSC) is committed to assisting employees who are disabled by a work-related injury or illness with an environmental restriction to obtain suitable employment.

II. COVERAGE: The policy applies to all regular civil service employees of HHSC including temporary employees who are employed in a civil service position for at least 6 months but with limitations based on the expiration date of their appointments.

III. GENERAL DESCRIPTION: If a physician determines that an employee cannot return to work because of a psychological or emotional work-related condition that is determined to be permanent, HHSC will provide job placement opportunities.

IV. DEFINITIONS

Environmental restrictions: A restriction stated by a physician that precludes the employee from returning to his/her original worksite. Such restriction, which is non-physical in nature includes, but is not limited to, the inability to work in a particular department or facility with co-workers, supervisors and other factors.

Physician: A doctor of medicine, a dentist, a chiropractor, an osteopath, a naturopath, a psychologist, an optometrist, or a podiatrist, as defined by § 386-1, HRS.

V. PROCEDURES
A. Inability to Return to Regular Work on a Permanent Basis
   If an employee is unable to return to work on a permanent basis because of a work related injury(ies) or illness(es) with an environmental restriction, an employee must provide a licensed physician certificate to the respective Workers Compensation person certifying that the employee cannot perform the customary duties of his/her position.

B. The employee may be temporarily placed in another worksite until the employee’s environmental restrictions are confirmed and clarified by a physician and appropriate documentation received from the physician.
C. If appropriate, an independent evaluation may be required to determine employee’s current physical and psychological/emotional capacity.

D. Job Search
1. To be eligible for placement, an employee must be able to safely perform the duties of the position without undue interruption or hardship to the work program or its operation.
2. The appointing authority may modify the employee’s duties to retain the employee in the present position; or modify the duties of a vacant position in order to place the employee in such a position.
3. Vacancies in the employee’s existing class will be identified.
4. The employee must meet the minimum qualification requirements of the identified positions.
5. The identified position shall not result in either a promotion or a higher base salary.
6. If employee elects work in a different facility or region, additional job searches including a jurisdiction-wide job search will be conducted.

E. Placement
1. An appointing authority may not reject the referral or deny the appointment without good cause as determined by the Vice President/Director of Human Resources.
2. An employee who is placed in a suitable position will not serve a new probation period.

F. Termination Provisions
1. Refuses placement in a suitable position.
2. The employee is unable to satisfactorily perform the duties and responsibilities of the new suitable position.
3. A suitable position could not be identified.
4. Completes an appointment with an NTE date.
5. Employee elects to resign or retire.

Copies of this policy are posted in each facility and may be obtained from the Corporate Human Resources Office or Regional/Facility Human Resources offices. Contact the Corporate Human Resources office or Regional Human Resources offices on any questions you may have about this policy.