

 <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 0008B</p>
		<p>Supersedes Procedure No.:</p>
<p>Subject:</p> <p>PLACEMENT OF EMPLOYEES AFFECTED BY ENVIRONMENTAL RESTRICTIONS IN THE WORKPLACE</p>	<p>Approved By:</p> <p><i>Linda Rosen</i></p> <p>By: Linda Rosen, M.D., M.P.H. Its: President & CEO</p>	<p>Approved Date:</p> <p>September 23, 2021</p> <p>Last Reviewed:</p> <p>January 26, 2021</p>

I. PURPOSE:

To establish procedures for the administration of HR 0008A – Placement of employees affected by Environmental Restrictions in the workplace.

II. PROCEDURES:

A. Inability to Return to Regular Work in the Original Workplace on a Permanent Basis.

If an employee is unable to return to their work in their original workplace on a permanent basis in a non-worker's compensation situation because of an environmental restriction in the workplace, the employee shall provide a Physician's or APRN's certificate to the employee's respective Regional Chief Human Resources Officer (RCHRO) or VP & Chief Human Resources Officer (VP/CHRO) in the HHSC Corporate Office certifying that the employee cannot perform the work duties of his/her position in the original workplace due to an environmental restriction in that workplace.

Certificates from APRNs applies to all employees except for employees in UPW units 1 and 10 until such time that an agreement is reached to allow APRN certificates.

B. The employee may be temporarily placed in another workplace until the employee's Environmental Restrictions are removed, clarified, or confirmed by a Physician or APRN and the respective RCHRO or VP/CHRO has received the appropriate documentation from the Physician or APRN.

C. In its discretion, HHSC may require the employee to attend an Independent Medical Examination or a Psychological Examination or both to determine the employee's then current physical and psychological/emotional capacity.

D. Job Search

1. To be eligible for placement in an alternative workplace, an employee shall 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 and workplace; or modify the duties of a vacant position to place the employee in a different workplace.

3. Vacancies in the employee's existing class shall be identified.

4. The employee shall meet the minimum qualification requirements of the identified position.
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 shall be conducted.

E. Placement

1. An Appointing Authority may not reject the referral or deny the appointment without good cause as determined by the VP/CHRO.
2. An employee who is placed in a suitable position shall not serve a new probation period.

F. Termination Provisions – The employment of an employee covered by this policy may be ended by the Appointing Authority if any of the following circumstances apply:

1. The employee 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. The employee completes an appointment with a not to extend date.
5. The employee elects to resign or retire.

III. ATTACHMENT(S):

None