
 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i>	Department: Human Resources	Policy No. HR 0009A
		Supersedes Policy No.
POLICY	Approved By:  HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	Approved Date: September 23, 2021
Subject: RETURN TO WORK PRIORITY PROGRAM (RTWPP)		Last Reviewed: July 14, 2021

I. PURPOSE:

To assist HHSC employees who are temporarily unable to perform their usual and customary work as a result of sustaining a Work Injury or illness, to return to their pre-injury or pre-illness position or to obtain Alternate Work.

II. DEFINITIONS:

“Advanced Practice Registered Nurse (APRN)” means a registered nurse who has met the qualifications for advanced practice registered nurse set forth in this chapter and through rules of the board, which shall include educational requirements as defined by section 457-2, Hawaii Revised Statutes (“HRS”).

“Alternate Work” means work to which an employee is assigned when the employee can no longer perform the usual and customary duties and responsibilities of their pre-injury work.

“Civil Service Employee” means an employee who has met all requirements for membership in the civil service under Section 76-27, HRS.

“Claims Manager” means a person in the HHSC Corporate or Regional Human Resources Department assigned to manage a workers’ compensation claim filed by an HHSC employee.

“Eligibility Period” means a period not to exceed six months, which commences when the responsible authority meets with employee to formally review the employee’s status and to explain to the employee their rights, responsibilities, and options (including the option to participate in the Return to Work Priority Program) and runs concurrently with the initial 30 days to review options. The Eligibility Period ends with a placement of the employee or the completion of the facility (regional) job search (or one jurisdiction wide job search, if requested) within the six (6) month period.

“Environmental Restrictions” means a restriction recommended or ordered by a Physician or APRN that precludes an employee from working in their original workplace. Environmental Restrictions are non-physical in nature, and may include, but not be limited to, the inability to work in a particular department or facility with co-workers, supervisors or due to other factors.

“Light Duty” means temporary work that is different from the employee’s usual and customary duties and responsibilities in any facility, Region or the HHSC Corporate office. Work is planned/assigned to adhere to the physical and/or psychological restrictions set by the employee’s Physician or APRN. The employee remains appointed to their current position, throughout the entire Light Duty assignment.

“Modified Work” means changes in non-essential or marginal usual and customary duties and/or responsibilities of the employee’s current work.

“Physician” means a doctor of medicine, a dentist, a chiropractor, an osteopath, a naturopath, a psychologist, an optometrist, or a podiatrist, as defined by Section 386-1, HRS.

“Priority Placement” means a job placement process for those employees who are permanently unable to return to their usual and customary work because of a work-related injury or illness.

“Regular Work” means the usual and customary duties and responsibilities of the employee prior to the Work Injury.

“Work Injury” means a personal injury or illness suffered under the conditions specified in Section 386-3, HRS.

III. POLICY:

HHSC employees who are injured due to a Work Injury may be provided temporary Light Duty assignments and Priority Placement in other jobs when a Physician or ARPN has determined that the employee is permanently unable to perform any/all of their usual and customary work as set forth in the employee’s pre-injury job description.

IV. AUTHORITY:

- Section 76-27, Hawaii Revised Statutes (“HRS”)
- Section 386-142, HRS

V. RELATED PROCEDURE(S):

- HR 0009B

VI. REFERENCE(S):

None