

 <p><b>HAWAII HEALTH SYSTEMS</b> CORPORATION <i>"Touching Lives Everyday"</i></p>	<p>Department: Human Resources</p>	<p>Policy No.: <b>HR 0017</b></p>
	<p>Issued by: VP &amp; Dir. of Human Resources</p>	<p>Revision No.: —</p>
<p><b>POLICY AND PROCEDURES</b></p>	<p>Approved by: <i>Carol VanCamp</i> HHSC Board of Directors By: Carol VanCamp Its: Secretary/Treasurer</p>	<p>Effective Date: August 12, 2010</p>
<p>Subject: <b>OUTSIDE EMPLOYMENT POLICY</b></p>		<p>Supersedes Policy:  Page: 1 of 3</p>

- I. **POLICY:** A Hawaii Health Systems Corporation (HHSC) employee may engage in other employment opportunities outside of HHSC, provided such activities do not adversely affect performance of his/her HHSC job and does not create a conflict of interest under the Ethics Code.
- II. **PURPOSE:** The purpose of this policy is not to preclude HHSC employees from working other jobs but to establish procedures on such outside employment based on operational, legal, and ethical considerations.
- III. **COVERAGE:** The policy applies to all employees of the Hawaii Health Systems Corporation and its subsidiaries, including officers, managers, supervisors, and non-supervisory employees.
- IV. **GENERAL DESCRIPTION:** The Vice President/Director of Human Resources (VP/DHR) is responsible for administering HHSC's Outside Employment Policy in compliance with State and Federal labor laws and rulings from the State Ethics Commission. Each officer, manager, and supervisor will be knowledgeable of this policy to ensure that it is followed.
- V. **PROCEDURES:**
  - A. **It is HHSC policy to allow its employees to engage in employment outside of HHSC.** However, outside employment may be prohibited or restricted if:
    1. The outside employment makes use of confidential or other privileged information that the employee gained working for HHSC.
    2. The employee has an outside employment where the type of work or work schedule adversely affects the employee's work at HHSC.
    3. The employee has an outside employment in which the employee or the employee's private employer would benefit by actions the employee may take as an employee of HHSC and could result in a potential conflict of

interest.

4. The employee has applied for an outside job by using the employee's authority or position with HHSC.

B. Employees engaged in employment outside of HHSC are prohibited to:

1. Use any HHSC time for outside job activities.
2. Use HHSC facilities, supplies, or equipment for the outside work.
3. Use another employee's services on HHSC time for the employee's outside job activities.

C. Membership on boards and commissions

1. Appointment of an employee to the membership on a government board/ commission is allowed unless service on the board or commission would be inconsistent with the duties and responsibilities of the other office, employment, or position held by the employee.
2. When the employee must be away from the employee's regular work because of service as a member on the government board or commission, the employee shall not, as a result of the absence, suffer any loss of the employee's regular salary or wages.
3. The time spent in service as a government board or commission member outside of the employee's regular work hours shall not be considered as time worked for overtime purposes.

D. Outside Employment Procedures:

1. During the new employee orientation, employees will be provided information regarding the Outside Employment Policy. The policy will also be posted on the appropriate bulletin boards. Supervisors will also inform their subordinates of the policy and will be provided copies of the Record of Outside Employment Form (see Attachment 1).
2. Employees wishing to engage in outside employment or are currently working for a non-HHSC establishment are required to inform his/her supervisor of the pending or current outside employment. A record of the outside employment will be placed in the employee's personnel file. The employer shall review the Outside Employment for conflicts of interest, conflicts with employee's work schedule, and other factors listed in section V. A. above.
3. Upon any subsequent change in outside employment including moving to a new employer, a change in the type of work performed, a modification of work schedule or work location, the employee will be required to submit a new Record of Outside Employment Form.

4. An employee who sustains an injury or illness in connection with his/her outside employment shall inform HHSC of the disability.

E. Rescinding Approval of the Outside Employment

If after an investigation, the supervisor/employer determines that the employee's outside employment has interfered with the duties and responsibilities of his/her job and/or adversely affected the employee's work performance, the employee may be asked to terminate his/her outside employment or to change activity. However, if the employee refuses to resign or change activity, the employee may be subject to disciplinary action in accordance with the appropriate collective bargaining agreement or the HHSC Personnel Rules, as applicable.

F. Posting of Policy

Copies of our Outside Employment Policy will be 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.

## VI. References

HRS Chapter 84; HAR 21-1 thru 21-6

Attachment: Attachment 1 – Record of Outside Employment

## RECORD OF OUTSIDE EMPLOYMENT

To be completed by employee:

Name: \_\_\_\_\_ HHSC Position Title: \_\_\_\_\_  
 Region: \_\_\_\_\_ Facility/Department: \_\_\_\_\_  
 Name of Outside Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Position Title: \_\_\_\_\_  
 Duties and Responsibilities: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_

Weekly Schedule (specify days and hours)

Number of Hours Per Week

Type of Employment:       Permanent     Temporary     Full-Time     Part-Time  
     Per Diem       Working for Another Government Entity  
 (Check all boxes that are applicable)

I hereby certify that I have read the HHSC policy on outside employment and understand the contents of this policy. I further certify that \_\_\_\_\_

(Facility)

is my primary / secondary (circle one) place of employment. Any change in the employer listed above, change in duties and responsibilities, change in work schedule, and/or change in work status, will require the completion of a new Record for Outside Employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date