
 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i> POLICY	Department: Human Resources	Policy No. HR 0017A
		Supersedes Policy No.
Subject: OUTSIDE EMPLOYMENT	Approved By:  HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	Approved Date: September 23, 2021
		Last Reviewed: July 27, 2021

I. PURPOSE:

To enable Hawaii Health Systems Corporation (HHSC) employees to be employed (or engaged as an independent contractor) by a non-HHSC employer ("Outside Employer") in positions outside of HHSC ("Outside Employment"), subject to meeting operational, legal, and ethical considerations. The policy applies to all employees of HHSC, including officers, managers, supervisors, and non-supervisory employees.

II. DEFINITIONS:

"Outside Employment" means being employed (or engaged as an independent contractor or in any other capacity) by a non-HHSC employer.

III. POLICY:

An HHSC employee may engage in Outside Employment, provided such activities do not adversely affect the employee's performance of his/her HHSC job and does not create a conflict of interest under the Hawaii State Ethics Code. Outside employment may be prohibited or restricted (with the prohibited or restricted activity possibly resulting in appropriate disciplinary action), in HHSC's management's sole discretion. Considerations implicating whether the specific Outside Employment is consistent with this policy include, but are not limited to whether:

1. The Outside Employment makes use of confidential or other privileged information that the employee gained working for HHSC;
2. The Outside Employment (e.g., the type of work or work schedule at the Outside Employer) adversely affects the employee's work at HHSC.
3. The Outside Employment presents an actual or potential conflict of interest with HHSC employment (e.g., the employee or the Outside Employer would benefit by actions the employee may take as an employee of HHSC).
4. The employee has applied for the Outside Employment by using the employee's authority or position with HHSC.
5. The employee uses HHSC work time to perform Outside Employment job activities.

6. The employee uses any HHSC facilities, supplies, or equipment for the benefit of the Outside Employment or Outside Employer or both.

7. The employee uses another HHSC employee's services on HHSC time for the employee's Outside Employment or for the benefit of the Outside Employer.

IV. AUTHORITY:

- Chapter 84, Hawaii Revised Statutes
- Chapter 21-1 thru 21-6, Hawaii Administrative Rules

V. RELATED PROCEDURE(S):

HR 0017B

VI. REFERENCE(S):

None

¹ "Outside Employment" does not include an employee's ability to be appointed to a state board or commission, provided that the same prohibitions and restrictions to Outside Employment shall apply to employee's service on the board or commission.