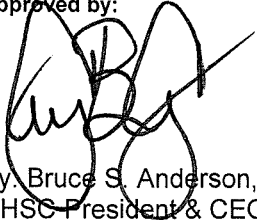
 <p><b>HAWAII HEALTH SYSTEMS</b> CORPORATION <i>"Quality Healthcare For All"</i></p> <p style="text-align: center;"><b>Procedure</b></p>	<p><b>Department:</b> Human Resources</p>	<p><b>Procedure No.:</b> <b>HR 0019B</b></p>
	<p><b>Issued by:</b> Director of Human Resources</p>	<p><b>Revision No.:</b> N/A</p>
<p><b>Subject:</b></p> <p><b>Negotiation of Memorandums of Understanding and Supplemental Agreements under Collective Bargaining</b></p>	<p><b>Approved by:</b></p>  <p>By: Bruce S. Anderson, Ph.D. HHSC President &amp; CEO</p>	<p><b>Effective Date:</b> June 20, 2013</p>
		<p><b>Supersedes Policy:</b> NA</p> <p><b>Page:</b> 1 of 2</p>

Last Review: August 30, 2012; Next Review: August 30, 2015

I. **Purpose:** To establish procedures to ensure that the content of Memoranda of Understanding and Supplemental Agreements with the collective bargaining representatives ("MOUs" or "SAs") are consistent with corporate-wide policies, do not detrimentally impact HHSC as a system, and are in conformance with applicable law.

II. **Procedure:**

A. When a Region contemplates negotiating a memorandum of understanding (MOU) or supplemental agreement (SA) on items which are subject to collective bargaining, the Region shall first submit a written request for concurrence to initiate negotiations. This request shall be directed to the Corporate Director of Human Resources (HR Director) and General Counsel, and shall include: (1) a brief summary of the objective/purpose of the proposed MOU/SA; (2) a draft of the MOU/SA, if available; and (3) a brief analysis of the impact of the MOU/SA on the HHSC system and the other regions; (4) status of any preliminary discussions with the union on the topic.

The HR Director and General Counsel shall review the written submission and make a recommendation to the HHSC President/CEO as to whether the corporate office concurs with the regional proposal. The review shall include consideration of whether the proposed MOU/SA would be consistent with already-existing corporate-wide policies, would not detrimentally impact HHSC as a system and is in conformance with applicable law.

B. When an exclusive representative initiates contact with a region or facility for the purpose of negotiating a MOU/SA, if the region/facility is interested in pursuing such negotiations, the same process set forth in section II. A. above shall be followed.

- C. Upon completion of the required analysis, the HR Director shall talk to the region and offer assistance with the proposal in order to bring it into compliance with the above stated criteria, if needed. Once the proposal has been finalized and the analysis is completed, the HR Director and General Counsel shall forward their recommendations to the HHSC President/CEO for further action. The President/CEO may make an independent inquiry into the matter, which may include consultation with regional CEOs, prior to determining whether to approve the request to negotiate.
  - D. The regional board or its designee may proceed to negotiations upon the approval of the President/CEO.
  - E. Should any of the material provisions of the MOU/SA be amended during the course of negotiations, the HR Director and General Counsel should be notified and apprised (in writing) of the amendments. The HR Director and General Counsel shall review the amendment(s) in the same manner as an original proposal and forward his/her recommendation regarding such amendment(s) to the President/CEO for further action. Upon approval by the President/CEO, the regional board or its designee may continue with its negotiations.
  - F. When the MOU/SA is finalized and fully executed, the region or facility shall provide copies to the Corporate HR Director, General Counsel and all other Regional HR Directors.
- III. Applicability:** All HHSC facilities, HHSC staff, regional and corporate boards.
- IV. References:** HRS Chapter 323F, HRS Chapter 89.