

 <p>HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i></p> <p>Policies and Procedures</p>	Department: Human Resources	Policy No.: ADM 0002
	Issued by: President & CEO	Revision No.: 1
Subject: Compensation for Temporary Assignment to Exempt Positions	Approved by: Thomas M. Driskill, Jr. President & CEO	Effective Date: June 29, 2000
		Supersedes Policy: Exec Policy 98-2
		Page: 1 of 1

As provided in the State's Excluded Managerial Compensation Plan for civil service employees, whenever a temporary assignment involves the assumption of duties and responsibilities of an exempt position not assigned to a salary range, employees will be compensated at a prescribed statutory rate of pay. If there is no prescribed statutory rate, the appointing authority may exercise discretion in setting compensation for temporary assignment, provided the compensation shall be no less than the employee's basic rate of pay.

There is no statutory rate of pay for HHSC's exempt positions; therefore, the following policy has been established for our Corporation in regards to the temporary assignment of employees to exempt positions effective immediately:

1. Temporary Assignment From Civil Service to Exempt Position

The rate of pay for the temporary assignment will be an increase of 5 percent of the employee's existing base rate of pay.

2. Temporary Assignment From Exempt to Another Exempt Position

There will be no increase in base pay for an exempt employee who is temporarily assigned to replace another exempt employee.

Exceptions may be granted upon approval and at the discretion of the President & CEO for assignments that fulfill the responsibilities of a higher level position and which lasts one month or longer. Exceptions will not be granted for assignments made to replace employees on leave or which lasts less than one month.