

 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>"Touching Lives Everyday"</i></p>	Department: Human Resources	Policy No.: HR 0008
	Issued by: VP & Dir. of Human Resources	Revision No.: NA
Policy and Procedures	Approved by: HHSC Board of Directors By: Raymond Ono Its: Secretary/Treasurer	Effective Date: April 17, 2008
Subject: PLACEMENT OF EMPLOYEES WHO ARE DISABLED BY WORK-RELATED INJURY OR ILLNESS INVOLVING ENVIRONMENTAL RESTRICTIONS		Supersedes Policy: NA
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- I. **POLICY:** Hawaii Health Systems Corporation (HHSC) is committed to assisting employees who are disabled by a work-related injury or illness with an environmental restriction to obtain suitable employment.
- II. **COVERAGE:** The policy applies to all regular civil service employees of HHSC including temporary employees who are employed in a civil service position for at least 6 months but with limitations based on the expiration date of their appointments.
- III. **GENERAL DESCRIPTION:** If a physician determines that an employee cannot return to work because of a psychological or emotional work-related condition that is determined to be permanent, HHSC will provide job placement opportunities.

IV. DEFINITIONS

Environmental restrictions: A restriction stated by a physician that precludes the employee from returning to his/her original worksite. Such restriction, which is non-physical in nature includes, but is not limited to, the inability to work in a particular department or facility with co-workers, supervisors and other factors.

Physician: A doctor of medicine, a dentist, a chiropractor, an osteopath, a naturopath, a psychologist, an optometrist, or a podiatrist, as defined by § 386-1, HRS.

V. PROCEDURES

A. Inability to Return to Regular Work on a Permanent Basis

If an employee is unable to return to work on a permanent basis because of a work related injury(ies) or illness(es) with an environmental restriction, an employee must provide a licensed physician certificate to the respective Workers Compensation person certifying that the employee cannot perform the customary duties of his/her position.

B. The employee may be temporarily placed in another worksite until the employee's environmental restrictions are confirmed and clarified by a physician and appropriate documentation received from the physician.

- C. If appropriate, an independent evaluation may be required to determine employee's current physical and psychological/emotional capacity.

- D. Job Search
 - 1. To be eligible for placement, an employee must be able to safely perform the duties of the position without undue interruption or hardship to the work program or its operation.
 - 2. The appointing authority may modify the employee's duties to retain the employee in the present position; or modify the duties of a vacant position in order to place the employee in such a position.
 - 3. Vacancies in the employee's existing class will be identified.
 - 4. The employee must meet the minimum qualification requirements of the identified positions.
 - 5. The identified position shall not result in either a promotion or a higher base salary.
 - 6. If employee elects work in a different facility or region, additional job searches including a jurisdiction-wide job search will be conducted.

- E. Placement
 - 1. An appointing authority may not reject the referral or deny the appointment without good cause as determined by the Vice President/Director of Human Resources.
 - 2. An employee who is placed in a suitable position will not serve a new probation period.

- F. Termination Provisions
 - 1. Refuses placement in a suitable position.
 - 2. The employee is unable to satisfactorily perform the duties and responsibilities of the new suitable position.
 - 3. A suitable position could not be identified.
 - 4. Completes an appointment with an NTE date.
 - 5. Employee elects to resign or retire.

Copies of this policy are 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.