

 <p><b>HAWAII HEALTH SYSTEMS</b> C O R P O R A T I O N <i>"Touching Lives Everyday"</i></p> <p><b>Policies and Procedures</b></p>	<b>Department:</b> Human Resources	<b>Policy No.:</b> <b>HR 0011</b>
	<b>Issued by:</b>	<b>Revision No.:</b> NA
<b>Subject:</b>  <b>Oversight of Employees</b>	<b>Approved by:</b>  HHSC Board of Directors By: Raymond Ono Its: Secretary/Treasurer	<b>Effective Date:</b> April 17, 2008
		<b>Supersedes Policy:</b> NA
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**I. PURPOSE:** To identify and define the management and oversight of the Hawaii Health Systems Corporation (HHSC) employees.

**II. POLICY:** The following outlines the management and oversight over the various types of employee actions within HHSC:

- a. The corporation board may appoint, exempt from Chapters 76 and 77 and §26-35(a)(4), HRS, a President & Chief Executive Officer (PCEO) of the corporation whose salary shall be set by the corporation board.
- b. The President & Chief Executive Officer may appoint up to eighteen other personnel, exempt from Chapters 76 and 89, HRS, to work directly for the chief executive officer and the corporate board. Employees/positions that do not report directly to the PCEO are required to be appointed/established in accordance with Chapter 76 and 89, HRS, or as exempted or provided by other laws, and/or as outlined in the HHSC corporate policies and guidelines.
- c. Regional Chief Executive Officer (RCEO) & Regional Chief Financial Officer (RCFO)– Upon establishment, and until December 31, 2008, a regional system board may appoint a Regional Chief Executive Officer and Regional Chief Financial Officer whose salary shall be set by the corresponding regional system board in accordance with corporate policy and may discharge a Regional Chief Executive Officer or Regional Chief Financial Officer for cause, provided that the position shall be exempt from Chapter 76 and §26-35(a)(4), HRS. The Regional Chief Executive Officer reports to and is supervised by the respective regional system board until December 31, 2008.
- d. The corporation board and any regional system board or its designee may discharge its respective exempt personnel with or without cause; provided that removal without cause shall not prejudice any contract rights of personnel; and provided further that the discharge of a RCEO and RCFO shall be limited to the reasons outlined in §323F-3.5(e), HRS, up to December 31, 2008. Effective January 1, 2009, RCEOs and other exempt personnel shall be subject to discipline, including discharge, in accordance with duly executed contracts, laws governing exempt personnel of the State, and regional system policies adopted in accordance with corporate policies.

- e. Effective January 1, 2009, the hiring and firing of the Regional Chief Executive Officers shall be subject to approval of both the regional system board and the corporation board. The Regional Chief Executive Officer will report to the regional system board and the corporation system board through its President & Chief Executive Officer.
- f. Each RCEO may also appoint, as necessary, other personnel, exempt from Chapters 76 and 89, HRS, to work directly for the RCEO for the regional system and for the corresponding regional system board. Employees/positions that do not report directly to the RCEO are required to be appointed/established in accordance with Chapter 76 and 89, HRS, or as exempted or provided by other laws, and/or as outlined in the HHSC corporate policies and guidelines.
- g. Each RCEO and the PCEO or their designees, may appoint exempt from Chapters 76 and 89, HRS, hospital administrators, assistant administrators, directors of nursing, medical directors, and staff physicians, to facilitate the management of facilities within the system.
- h. Hiring, firing, developing compensation packages, and other personnel actions with respect to employees not covered by Chapters 76 and 89, HRS, shall be governed by policies adopted by each regional system board in accordance with any existing corporation board policies and programs. New or revised policies and guidelines shall be consistent with policies and guidelines adopted by the corporation board after consultation with the regional system board.
- i. All existing and new HHSC Personnel Rules, Policies, Human Resources Guidelines, Executive Orders, applicable Memorandums of Agreement and Supplemental Agreements, collective bargaining agreements, applicable laws, rules and regulations must be followed for all employees as applicable.

### **III. PROCEDURE:**

- a. The regions through its respective regional system board may adopt policies and procedures to implement the above in accordance with corporate policy and applicable laws, rules and regulations.
- b. The procedures for adopting new or amending current HHSC Human Resources and Civil Service System Rules, and Personnel Policies will be in accordance to and consistent with the process as outlined and defined by the Policy Committee, in coordination with the respective Regional system boards and as approved by the corporation board of directors. Please refer to policy, HR 0006.

### **IV. APPROVAL AUTHORITY:**

All HHSC Human Resources and Civil Service System Rules and Personnel Policies will require the approval and adoption by the HHSC Corporation Board of Directors upon completion of consultation with the unions.