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EXECUTIVE CHAMBERS  
HONOLULU

JOHN WAIHEE  
GOVERNOR

April 21, 1994

## ADMINISTRATIVE DIRECTIVE NO. 94-02

TO: All State Department Heads

SUBJECT: On Returning Injured and Disabled Employees to Work

### Discussion:

As the State's largest employer, the State of Hawaii must take the lead in the re-employment of injured and disabled workers. Placement of injured and disabled workers is often difficult; however, we must take a much more proactive approach to address this vital concern.

Federal and State statutes such as the Americans with Disabilities Act and the Hawaii Workers' Compensation Law provide the necessary statutory framework. Title 14, Hawaii Administrative Rules, also provides additional requirements applicable to State (public sector) employees.

The Hawaii State Government has the obligation and responsibility to provide leadership in expeditiously returning injured and disabled State employees to work. The State intends to demonstrate its leadership by promoting and displaying its philosophy of "caring" for its employees, including concern for their morale and self esteem, when employees become disabled and require job search and placement assistance.

### Policy:

Each department head shall give injured and disabled State employees priority consideration in returning to employment.

### Authority and Responsibility:

Effective immediately, management representatives have the responsibility to ensure that positive steps are taken to comply with this policy and to ensure that disabled employees are returned to their regular work, with or without reasonable accommodation, or are utilized in light or alternate work assignments that are compatible with their physical and mental capabilities.

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To further enhance this policy, the Department of Personnel Services (DPS) shall develop a Return-to-Work Priority Program and coordinate and assist in developing, maintaining, and implementing the program at the department and agency level. All departments and agencies within the Executive Branch shall cooperate fully with DPS in the development, maintenance, and implementation of this program so that injured and disabled State employees are given priority in returning to work.

This policy shall be administered within the parameters of federal and State employment practices, laws, civil service merit system rules, collective bargaining agreements, and other federal and State requirements.

A handwritten signature in black ink, appearing to read "John Waihee". The signature is fluid and cursive, with a large initial "J" and a long horizontal stroke at the end.

JOHN WAIHEE