

ATTACHMENT D

February 21, 2003

Jonathan H. Whipperstein
810 West Alapaha Street
Waipahu, HI 96797

Dear Mr. Whipperstein:

I have been informed by the Employee Claims Division, Department of Human Resources Development, that your treating physician, Dr. Fujimitsu Glenn Tanaka, has indicated that you will not be able to return to the position you occupied prior to your injury. I would thus like to meet to discuss various options available to you relative to your employment with the Department of Fumigation.

Specifically, I would like to meet with you to review your employment status and explain your rights, responsibilities, and options. Information about the Return to Work Priority Program (RTWPP) is enclosed. It would help in our discussion if you would also bring to the meeting the completed Departmental Competitive Announcement Application (HRD 315A) and the Placement Questionnaire (HRD 390D) forms that are attached. You may also bring a representative with you to the meeting.

The meeting is scheduled for March 13, 2003, at 3:00 p.m., at the Department of Fumigation, Room 313, The Cransdale Building, 334 Ohia Avenue NW, Honolulu, HI 96815. Please contact my secretary, Ms. Shirley Meladrone, at telephone number 589-4576 if this is inconvenient for you or to confirm your attendance at the meeting. If you have any special needs to be accommodated at this meeting, please communicate those needs to Ms. Meladrone at least five days prior to the meeting.

If you do not respond to this letter, I shall assume that you are not interested in the RTWPP and shall initiate discharge action.

If you have any questions or concerns regarding the technical aspects of the meeting, please call me at 589-4576. Otherwise, I will look forward to our meeting on March 13, 2003.

Sincerely,

HERSCHEL P. THROCKMORTAN
Departmental Personnel Officer
Department of Fumigation

Attachments

c: Chief, Employee Claims Division, HRD
Labor Relations Officer
Employee Relations Officer
Chief, Odor Control Division