

MEMORANDUM

[Date]

TO: Department Heads

FROM: James Nishimoto
Director, Department of Human Resources Development

Todd Nacapuy
Chief Information Officer, State of Hawai'i
Chair, Information Privacy and Security Council

SUBJECT: Best Practices for Handling Employee Information in the Workplace

The purpose of this memorandum is to provide direction to executive branch departments (as well as guidance for consideration by other State of Hawai'i and local government jurisdictions, departments and agencies) on best practices regarding the handling of employees' personally identifiable information (PII) and personal health information (PHI) in the workplace.

As government agencies, it is our shared responsibility to safeguard against the inadvertent exposure of PII and PHI, as defined under HRS §487N and §487R, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and other applicable laws. As such, best efforts should be undertaken by all government agencies to ensure only appropriate and authorized staff view and/or handle protected employee information.

Executive branch departments are advised to incorporate the following practices into their internal policies and procedures:

- Adopt internal protocols to ensure only authorized staff view and/or handle employee protected information, e.g., human resources (HR) personnel and direct supervisors.
- Secure employee PHI in hard-copy form during physical transit; documents containing PHI must be placed in an envelope labeled with the employee's name and marked "Confidential."
- Cease the practice of attaching doctors' notes to leave request forms (e.g., G-1 forms), except when required for family and medical leave and/or workers' compensation records maintained by authorized HR personnel. Alternatively, it is generally sufficient for the direct supervisor to verify that a doctor's note/certificate was presented by the employee (see attached DHRD Form G-1, revised).

The Office of Enterprise Technology Services' (ETS) will be providing information to users of eSign Service G-1 workflows to accommodate the revised G-1 form.

Should you have questions regarding DHRD policy [Insert Policy Number], please contact [Insert Contact].

Attachment (1)

- c: Senate President Ronald D. Kouchi
- Speaker of the House Scott K. Saiki
- Chief Justice Mark E. Recktenwald
- Mayor Kirk Caldwell
- Mayor Harry Kim
- Mayor Alan M. Arakawa
- Mayor Bernard P. Carvalho, Jr.
- Dr. Kamana'opono Crabbe, CEO, Office of Hawaiian Affairs
- Information Privacy and Security Council

DRAFT

STATE OF HAWAII

APPLICATION FOR LEAVE OF ABSENCE

DATE _____

I, _____, apply for a leave of absence as follows:

(PRINT YOUR NAME CLEARLY)

a. WITH PAY, charged to _____ of _____ working hours

(TYPE OF LEAVE)

for the calendar period from _____ to _____

(DAY)

(MONTH)

(YEAR)

(DAY)

(MONTH)

(YEAR)

b. WITHOUT PAY, for the purpose of _____

(TYPE OF LEAVE)*

for the calendar period from _____ to _____

(DAY)

(MONTH)

(YEAR)

(DAY)

(MONTH)

(YEAR)

- [] Doctor's certificate presented to supervisor.
[] Doctor's certificate attached (if required).

(SIGNATURE OF EMPLOYEE)

Date: _____ . Approval _____ recommended.

(IS) (IS NOT)

(SIGNATURE OF SUPERVISOR)

Date: _____ . Approval _____ granted.

(IS) (IS NOT)

(SIGNATURE OF DEPT. HEAD)

THE USE OF THIS SECTION IS NOT MANDATORY. DEPARTMENTS MAY UTILIZE ONLY SUCH ITEMS CONSIDERED NECESSARY BY THEM.

LEAVE STATUS OF EMPLOYEE

VACATION

SICK LEAVE

Table with 3 columns: Description, VACATION, SICK LEAVE. Rows include: 1. Credits accumulated as of Jan. 1, this year, 2. PLUS credit earned from Jan. 1 to date, 3. Total credits to date, 4. LESS leave taken from Jan. 1 to date, 5. NET or unused leave credits as of this date, 6. Number of days leave taken LAST YEAR.

INSTRUCTIONS

- 1. This form is to be retained by each department for its use. Only when a specific need arises, such as an appeal hearing, will the Dept. of Personnel Services request that these forms be submitted.
2. Each department will specify the number of copies to be prepared by its employees.
3. One copy of this form will be given to the employee who has taken a leave.
4. FOR ALL LEAVES WITHOUT PAY AND SUSPENSIONS - Such cases will be reported through State DPS Form 5, to the Dept. of Personnel Services and the State Comptroller
* Types of leaves - Such as vacation, sick, maternity, health, military, education, sabbatical, etc.