	DEPARTMENT OF CORRECTIONS AND REHABILITATION DEPARTMENT ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: ADM.01.06
		SUPERSEDES (Policy No. & Date): ADM.01.06 of 06/20/2008	
SUBJECT: EMPLOYEE-MANAGEMENT COOPERATION		Page 1 of 2	

1.0 PURPOSE

To establish guidelines for employee-management cooperation within the Department.

2.0 SCOPE

This policy applies to all management and staff personnel within the Department.

3.0 REFERENCES, DEFINITIONS & FORMS

Hawaii Revised Statutes (HRS), §76-101, Employee-Management Cooperation

4.0 POLICY

To comply with the provisions of the law, employee-management cooperation shall be implemented throughout the Department.

- .1 Employee-management cooperation shall provide employees with an opportunity for meaningful participation in the formulation and implementation of policies and procedures affecting the conditions of their employment.
- .2 Employees and employee organizations shall be consulted when formulating and implementing personnel policies and practices, and matters affecting working conditions that are of concern to the employees.
- .3 Before changing major policies or methods of operation, employees shall be notified of the proposed changes. When requested by employees, management shall meet with the employees to discuss the proposed changes.


5.0 PROCEDURES

N/A

NOT CONFIDENTIAL


DCR P & P M	SUBJECT:	POLICY NO.: ADM.01.06
	EMPLOYEE-MANAGEMENT COOPERATION	EFFECTIVE DATE: January 01, 2024
		Page 2 of 2

APPROVAL RECOMMENDED:


JAN 0 1 2024


Deputy Director for Administration Date

APPROVAL RECOMMENDED:


JAN 0 1 2024

Deputy Director for Corrections Date

APPROVED:



DIRECTOR JAN 0 1 2024
Date

NOT CONFIDENTIAL