

 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i> POLICY	Department: Human Resources	Policy No. ADM 0013A
		Supersedes Policy No.
Subject: Workforce Member Housing and Rental Policy	Approved By: <i>Brenda S. Ho</i> HHSC Board of Directors By: Brenda Ho Its: Secretary/Treasurer	Approved Date: February 27, 2025
		Last Reviewed: February 27, 2025

I. PURPOSE:

To determine and apply Workforce Member Housing Rental Rates and Housing Benefits for Living Quarters on Hawaii Health Systems Corporation (HHSC) facility campuses, as appropriate. This policy applies to all HHSC Workforce Members, including officers, managers, supervisors, and non-supervisory employees, as well as any individuals contracted to perform work for HHSC, either directly or through a vendor.

II. DEFINITIONS:

"Housing Rental Rates" means any consideration, not otherwise prohibited by law, paid to rent employee housing under this policy.

"Housing Benefits" means any consideration, not otherwise prohibited by law, provided to employees for use for employee housing under this policy.

"Living Quarters" means a structure, or part of a structure, which is used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, to the exclusion of all others; provided however that stays up to and no more than 30 days shall not require a fair market analysis at HHSC facility campuses.

"Fair Market Value Rental Assessment" means a real property assessment survey done annually to determine applicable Housing Rental Rates.

"Workforce Member" means any employee of HHSC, including an officer, manager, supervisor, and non-supervisory employee, as well as any individual contracted to perform work for HHSC, either directly or through a vendor.

III. POLICY:

All Workforce Members shall pay for the rental of Living Quarters, subject to exceptions for those contracted vendors or service providers whose contracts specifically contain agreed upon housing arrangements. Each Regional CEO shall be responsible for obtaining a Fair Market Value Rental Assessment of all property used for living quarters within their respective regions on an annual basis. The Regional CEO shall be responsible for ensuring that the appropriate Housing Rental Rates are applied according to this policy and applicable procedures.

IV. AUTHORITY: None

V. RELATED PROCEDURE(S): ADM 0013B

VI. REFERENCE(S): None