

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

August 28, 2015

Policy Number 3.45

FAILURE TO MEET MINIMUM JOB REQUIREMENTS

POLICY

Employees shall maintain compliance with the minimum job requirements as outlined in the class specifications, position descriptions, and the city's medical guidelines. Employees who fail to meet the minimum requirements of their positions may be transferred, demoted, reallocated, or terminated.

PROCEDURE

I. LIMITED-DUTY ASSIGNMENT

An employee who temporarily does not meet the minimum job requirements of his or her position may request for:

- A. An appropriate leave; or
- B. A limited-duty assignment as outlined in Policy 3.44, LIMITED-DUTY ASSIGNMENTS.

II. ADMINISTRATIVE INVESTIGATION

- A. An administrative investigation to assess employment status shall be initiated by an employee's element commander or designee if:
 - 1. The city's designated physician determines that the employee will not be able to meet his or her minimum job requirements within 18 months;
 - 2. The employee does not receive approval for a limited-duty assignment; or
 - 3. The employee's limited-duty assignment expires.

- B. The investigation shall include the following:
1. The name, position, and current assignment of the employee;
 2. A detailed description of the reason(s) the employee cannot meet the minimum requirements of the position;
 3. A copy of the employee's class specifications, position description, and/or excerpts of the city's medical guidelines that are pertinent to the disqualifying medical condition; and
 4. Documentation that supports the assessment that the employee is unable to meet the minimum job requirements.
- C. The investigation shall be sent to the Human Resources Division commander who shall review the report and make a recommendation to the Chief of Police.

III. DISPOSITION

- A. If termination is being recommended due to a medical condition, see Policy 3.16, PHYSICAL EXAMINATION AND MEDICAL DISQUALIFICATION.
- B. If termination is being recommended due to a nonmedical condition, the Chief of Police shall determine the employee's employment status.


LOUIS M. KEALOHA
Chief of Police

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Policy first issued
April 22, 2005