
A BILL FOR AN ACT

RELATING TO GOVERNMENT.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

1 SECTION 1. The legislature finds that the global
2 coronavirus disease 2019 pandemic has placed a historic strain
3 on the continuity of state and local government operations. As
4 leaders were forced to choose between providing critical
5 services in a traditional manner and the health and safety of
6 their employees, agencies across the State and counties
7 scrambled to enact adequate telework policies to enable the
8 provision of essential services. As the largest employers in
9 the State, the State of Hawaii and the counties faced a
10 significant risk of contributing to the State's growing
11 infection count had they not quickly moved to employee telework
12 policies.

13 The legislature further finds that even in times of non-
14 emergency, the strain on the State's infrastructure, including
15 its roadways and facilities, could be significantly reduced if
16 broad, comprehensive, and coordinated telework policies were
17 embraced throughout state and local governments. In addition,



1 these efforts would align with the State's larger goals of
2 reducing carbon emissions through the reduction of overall
3 traffic congestion on the State's roadways.

4 The legislature additionally finds that the State, through
5 the department of human resources development, developed and
6 adopted in 2010 the Telework Program Guidelines, providing
7 detailed telework guidance to state departments. The department
8 of human resources development is currently updating these
9 guidelines. Additional requirements involve consideration of
10 technology and information security issues and policies
11 regarding the configuration and reallocation of office space to
12 meet telework needs.

13 Accordingly, the purpose of this Act is to:

14 (1) Establish and adopt a statewide telework policy;

15 (2) Require the department of human resources development
16 to take certain actions to effectuate the State's
17 telework policy;

18 (3) Require annual reporting from the department of human
19 resources development regarding the implementation and
20 operation of the State's telework policy; and



(4) Establish positions within the department of human resources development and appropriate funds for the purposes of this Act.

SECTION 2. The Hawaii Revised Statutes is amended by adding a new chapter to be appropriately designated and to read as follows:

"CHAPTER

TELEWORK

§ -1 Definitions. As used in this chapter:

"Department" means the department of human resources development.

"Employee" has the same meaning as defined in section 76-11.

"Telework" or "teleworking" means a pre-approved work arrangement that allows employees the opportunity to perform the duties and responsibilities of the employee's position at a remote work site for all or part of the work week.

§ -2 Telework policy. (a) There is established a telework policy for all state executive branch departments, excluding the University of Hawaii, department of education, and Hawaii health systems corporation. The policy shall promote



1 flexible work arrangements and ensure consistent guidelines and
2 practices across all state departments. This chapter
3 acknowledges the collectively bargained existing telework policy
4 for state executive branch departments and employees, as
5 provided by subsection (b)(1).

6 (b) The department shall:

7 (1) Regularly update the Telework Program Guidelines
8 adopted by the department in 2010, as needed and
9 consistent with subsection (a) and chapter 89, which
10 shall be the telework policy of the State,
11 hereinafter, "Telework Policy and Program Guidelines";

12 (2) Make the Telework Policy and Program Guidelines, as
13 updated, publicly available to all employees by
14 publication on the department's website;

15 (3) Provide all state department heads, relevant staff,
16 and eligible employees with interactive training
17 programs, including best practices for teleworking and
18 cybersecurity; and

19 (4) Consult and work with the department of accounting and
20 general services regarding any necessary reallocation
21 of office space or resources.



1 § -3 **Reports.** (a) The department shall submit the
2 updated Telework Policy and Program Guidelines to the
3 legislature within thirty days of the completion of bargaining
4 with, and adoption of the updated Telework Policy and Program
5 Guidelines by, the respective public sector union or unions.

6 (b) The department shall submit an annual report to the
7 legislature no later than twenty days prior to the convening of
8 each regular session, and submit a status report no later than
9 December 31, 2022, each of which shall include the following:

10 (1) The degree of participation by employees of each
11 department in teleworking during the period covered by
12 the report;

13 (2) An assessment on the progress of each department's
14 telework program; and

15 (3) The best practices in departmental telework programs."

16 SECTION 3. There is appropriated out of the general
17 revenues of the State of Hawaii the sum of \$ or so much
18 thereof as may be necessary for fiscal year 2022-2023 for the
19 establishment of two full-time equivalent (2.0 FTE) positions
20 within the department of human resources development and for



1 programmatic expenditures necessary to effectuate section 2 of
2 this Act.

3 The sum appropriated shall be expended by the department of
4 human resources development for the purposes of this Act;
5 provided that no funds shall be made available under this Act
6 unless the Telework Policy and Program Guidelines are updated,
7 provided to the legislature, and posted online pursuant to
8 section 2 of this Act.

9 SECTION 4. This Act shall take effect on July 1, 2050.



Report Title:

Government; Department of Human Resources Development; Telework;
Policy; Appropriation

Description:

Establishes a statewide telework policy. Requires the Department of Human Resources Development to take certain actions to effectuate the State's telework policy. Requires annual reporting from the Department of Human Resources Development regarding the implementation and operation of the State's telework policy. Establishes positions within the Department of Human Resources Development and appropriates funds. Effective 7/1/2050. (SD2)

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