

Title:	<b>Employment Suitability Clearance</b>	
Purpose:	To establish a policy and procedures for employment suitability clearance.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes §378-2.5 and §831.3.1; Revised Charter of the City and County of Honolulu §11-101; and CS memorandums dated 10-17-97 and 4-19-00.	

## **I. POLICY**

The City and County of Honolulu (City), as an employer, must exercise reasonable care in hiring employees, or may be held responsible and liable for their actions. As part of the examination process, the Department of Human Resources (DHR) will determine whether selectees meet suitability requirements for the selected position.

Prior to appointment, each selectee from an open competitive eligible list, inter-governmental movement, or on a personal services contract\* must be cleared for employment suitability by the DHR. The determination will be based on a review of convictions, dismissals from employment, separation of less than honorable discharge from military service, nature of the offense, date of offense, age at time of the offense, and sufficiency of rehabilitation in relation to the selected position.

**\*This policy excludes positions of a temporary nature filled by students covered under Section 6-1103(e) of the Revised Charter of the City and County of Honolulu.**

## **II. PROCEDURES**

1. Prior to appointment, appointing department (hereinafter referred to as "department") shall submit an Employment Suitability Clearance eform for the selectee to DHR.
2. Upon receipt of selectee's clearance, department may proceed with the employment hiring approval process (e.g., EEO clearance, pre-employment medical examination, etc.)