

3.270 Mandatory Training for RCUH Employees

Effective Date: 09/15/25

Prior Dates Amended: 12/04/23

I. PURPOSE

RCUH offers access to online training programs to educate all RCUH employees (i.e., regular-status, temporary, intermittent, student) on equal employment opportunity, sexual harassment prevention, ethics, and workplace violence prevention. Training on these topics is mandated by federal and/or state laws, thus employees have a responsibility to promptly complete these trainings and recertifications. In addition, projects may have other training that is required of its employees. The completion of mandatory training is a requirement for good standing, performance-based compensation, and continued employment with RCUH.

II. DEFINITIONS

- A. **HAWAI'I STATE ETHICS COMMISSION (HSEC):** The Commission's mission includes educating state employees (which includes RCUH employees) about ethics in government. Unless required to take a live ethics training course, employees may complete the online [self-directed training](#) available on the Commission's website.
- B. **LITMOS:** The learning management system (LMS) utilized by RCUH to manage the RCUH Training Portal. Welcome and alert messages will be sent by RCUH via system@litmos.com.
- C. **RCUH TRAINING PORTAL:** The portal is used to assign and track the training progress of employees. Automatic notifications alert employees to upcoming course completion due date or expiration of course completion validity.

III. RESPONSIBILITIES

A. RCUH Employee:

1. Enroll in the [RCUH Training Portal](#) or contact RCUH Corporate Services at rcuh@rcuh.com for enrollment assistance. Enrollment is confirmed via a welcome from RCUH <system@litmos.com>.
2. Complete mandatory training(s) or recertification(s) within the prescribed time as noted in your job description.

3. Acknowledge consequences for failure to complete mandatory training.

B. Principal Investigator:

1. Ensure that employees understand what training is required, how to complete the training, and when it is to be completed. Provide time during work hours for employee to complete training.
2. Ensure that employees understand the consequences for failure to complete mandatory training.
3. Monitor completion of mandatory training.
4. Cooperate with RCUH throughout disciplinary action process.

IV. POLICY

- A. RCUH requires completion of three (3) mandatory courses for all RCUH employees, regardless of employment category, status, or FTE:
 1. **Ethics for State Employees:** This course is offered by the Hawai'i State Ethics Commission (HSEC) at <https://files.hawaii.gov/ethics/training/index.html>. It is intended to help increase awareness of the State Ethics Code and provide an understanding of how the code is interpreted by the HSEC. This training must be completed within 90 days of hire and recertified every four (4) years. At the end of the training, employees must be sure to request a certificate of completion, then upload the certificate of completion into the RCUH Training Portal.
 2. **UH Title IX Training (for those who work for UH projects) OR RCUH's EEO/Sexual Harassment Prevention for Employees:** Individuals who are employed under a UH project must complete the UH Title IX training, which provides training on sexual harassment, sexual assault, dating and domestic violence, and stalking. Individuals who are NOT tied to a UH project must complete the EEO/Sexual Harassment Prevention course in the RCUH Training Portal.

Users must have a hawaii.edu email address in order to access UH's Title IX training course. **IMPORTANT: New hires must wait until they receive an invitation email to take the Title IX training course from Vector Solutions.**

To obtain a hawaii.edu email address, employees must follow these instructions after their date of hire:

- a. Go to <https://www.hawaii.edu/username/>
- b. Click on "Get a UH Username"
- c. Provide the requested information and click on "Check Status"

- d. Follow instructions to complete account registration

Upon completion, employees must upload their UH Title IX Certificate of Completion into the RCUH Training Portal and view three (3) custom PDFs that provide instructions on how to report these behaviors to RCUH Human Resources. Additionally, RCUH supervisors who complete the UH Title IX training must complete the supervisor's version of RCUH's EEO/Sexual Harassment Prevention course; please email rcuh@rcuh.com for access to the supervisor's version of the course.

Whether an employee completes the UH Title IX training or RCUH's EEO/Sexual Harassment Prevention training, either must be initially completed within 30 days of hire and recertified on an annual basis.

3. **UH Workplace Violence Prevention OR RCUH's Workplace Violence Prevention for Employees:** RCUH employees may complete the UH or RCUH course related to Workplace Violence Prevention.

[UH's Workplace Violence Prevention course](#) is housed on the same site as the UH Title IX training. The RCUH course is assigned from the RCUH Training Portal. A Supervisor's version of the RCUH training is available for those in supervisory roles; please email rcuh@rcuh.com for access to the supervisor's version of the course.

Whether an employee completes the UH Workplace Violence Prevention or RCUH's Workplace Violence Prevention for Employees course, either must be initially completed within 30 days of hire and recertified on an annual basis. Please refer to the FAQs for additional information.

4. **Defensive Driver Training [if applicable]:** If an RCUH employee is involved in an at fault vehicular accident while on the job, they must complete Defensive Driver Training within 30 days of being notified by RCUH Corporate Services. Both the employee and Principal Investigator will be notified via email. The training was developed by the State of Hawai'i Department of Accounting and General Services (DAGS) Risk Management Office and can be accessed in the RCUH Training Portal.
5. **UH Information Security Awareness Training [if applicable]:** RCUH employees who work for UH Principal Investigators (PIs) may be required to complete the University's Information Security Awareness Training (ISAT) annually. Employees may be exempt if they meet all three criteria below:
 - i. Their duties are not office or classroom-based;
 - ii. Their duties do not involve working with Protected Data; and
 - iii. They have limited access to technology at work.

See [AP 2.215](#) for more details. Pls are responsible for determining whether their employees are exempt and may consult with the RCUH Human Resources office (rcuhr@rcuh.com) for guidance and/or assistance.

B. Disciplinary action for non-compliance following Litmos' overdue 30 days' alert:

1. Informal Counseling: An informal (not documented) meeting or notice between the employee and their immediate supervisor and/or Principal Investigator.
2. Formal Counseling: A formal (documented) meeting between the employee and their immediate supervisor and/or Principal Investigator.
3. Disciplinary Reprimand: A verbal or written reprimand may be issued for poor or unacceptable behavior and/or poor or unsatisfactory work performance.
4. Performance Probation: An employee may be placed on probation for poor or unsatisfactory work performance or for poor or unacceptable behavior. Probation will serve as a "last warning" and will remain in effect until rescinded. The length of the probationary period will be of sufficient duration to give the supervisor an opportunity to do a final evaluation of the employee's performance or behavior.
5. Ineligibility for Pay Awards: The employee will not be in good standing and will not be eligible to receive a satisfactory performance evaluation until mandatory training has been completed. This means that the employee will be ineligible for any pay awards or salary adjustments.

V. CONTACT INFORMATION

RCUH Corporate Services Department
Telephone: (808) 956-0506
Email: rcuh@rcuh.com

VI. REFERENCES

- A. [3.110 RCUH Equal Employment Opportunity](#)
- B. [3.120 Sexual Harassment](#)
- C. [3.480 RCUH Electronic Communications](#)
- D. [3.930A Addendum: Workplace Violence Prevention](#)
- E. [University of Hawai'i System Title IX Training FAQ](#)
- F. [Hawai'i State Ethics Commission Self-Directed Ethics Training for State Employees](#)