

Printing RCUH Policies & Procedures

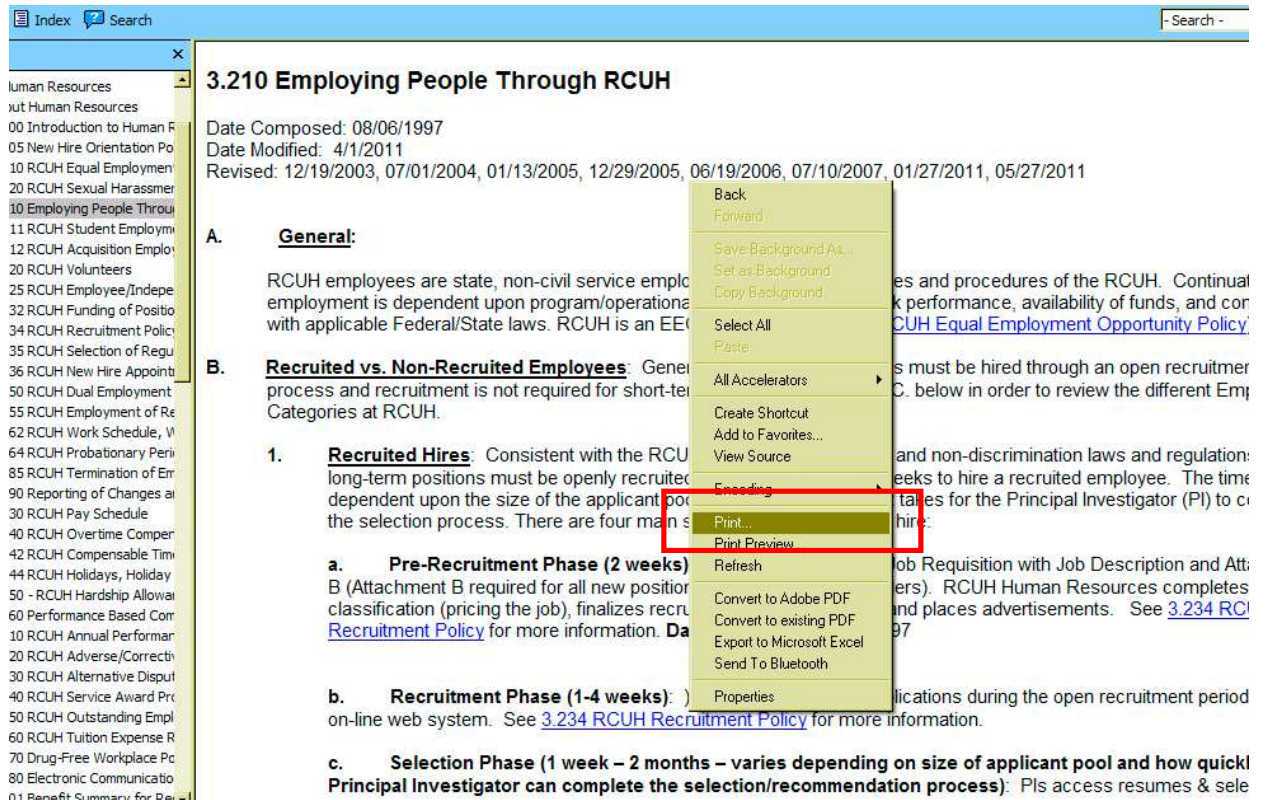
Some policy and procedure documents do not have the standard RCUH header, which displays the link “Print This Page,” as pictured below.



NOTE: This is a known issue that currently is being addressed. In the meantime, please use your right mouse click to print pages.

- 1) Click to the page you wish to print.
- 2) With your mouse (pointer) hovering over page, do a right mouse-click.
- 3) Select **Print** (for Internet Explorer) or **Print Frame** (for Mozilla Firefox).

For Internet Explorer:



For Mozilla Firefox:

Index Search

3.210 Employing People Through RCUH

Date Composed: 08/06/1997
Date Modified: 4/1/2011
Revised: 12/19/2003, 07/01/2004, 01/13/2005, 12/29/2005, 06/27/2011, 05/27/2011

A. General:

RCUH employees are state, non-civil service employees. Employment is dependent upon program/operational needs and procedures of the RCUH. Continuation of employment is dependent upon performance, availability of funds, and current RCUH policies. RCUH is an EEO/AAEOP/ADA/504 organization with applicable Federal/State laws. RCUH is an EEO/AAEOP/ADA/504 organization.

B. Recruited vs. Non-Recruited Employees: Generally, recruitment is not required for short-term employees at RCUH.

1. Recruited Hires: Consistent with the RCUH Affirmative Action Plan and no long-term positions must be openly recruited. It takes between 4-8 weeks dependent upon the size of the applicant pool and the length of time it takes to complete the selection process. There are four main steps to hiring a recruited hire:

- Pre-Recruitment Phase (2 weeks):** Submission of on-line Job Requisition with Job Description and Attachment B required for all new positions paid by UH service orders). RCUH Human Resources completes classification (pricing the job), finalizes recruitment announcements and places advertisements. See [3.234 RCUH Recruitment Policy](#) for more information. **Date Composed:** 08/06/1997