


September 6, 2016
(reprint – no change)

MEMORANDUM:

TO: Principal Investigators & Fiscal Administrators

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: *Master EIC Determination – NON-COMPENSATED PROJECT SUPPORT*

This is a Master Employee/Independent Contractor (EIC) Determination that provides your project with authorization to process NON-EMPLOYEE actions identified as “Non-Compensated Project Support.” This Master EIC Determination is effective from July 1, 1996 (until rescinded by RCUH).

Method and Reason of Selection: Individual (s) selected through invitation due to their recognized expertise and/or abilities that is unavailable within the project of program.

Description of work to be performed: Individual(s) provides project with support services that complements and/or augment Project’s objectives. Assignments usually are short term (i.e. not more than 2 weeks), however provides significant support to project’s objective or mission.

Supervision of work in progress: Individual(s) are self-directed or part of scheduled program, thus no supervision or monitoring is performed by the Principal Investigator.

Evaluation of Results: Not applicable. No evaluation is performed since there is no measurable end-result or product.

Duration of Action: Up to 31 calendar days.

Method of Compensation: None provided.

Travel and Per Diem: Travel (airfare/ground transportation/parking fees, and related costs) reimbursements, daily Per Diem consistent with applicable Federal Guidelines.

(Current) Business License or Outside Employment Status: May be an employee if RCUH, UH or State Agency. Participation has been approved (via memo or other program support documentation) by individual’s supervisor (i.e. Dean, Director, or Principal Investigator). There is no conflict with provisions of Chapter 84 since the individual is not receiving any compensation for their services or time. Not an independent contractor so no requirement of General Excise Tax certificate (or other supporting documents).

Tools and Equipment & Termination At Will: Not applicable.

Special Note: This is a “non-employee” and not a volunteer. Therefore, this action is not covered by RCUH’s Worker’s Compensation insurance policy.

Amended – Originally Issued: *April 11, 1996, updated May 4, 2001, January 23, 2003, May 12, 2003*