



Welcome...

Welcome to the Research Corporation of the University of Hawai'i (RCUH)! We are happy that you have chosen to work for RCUH and hope that you will find your experience with us both challenging and rewarding. RCUH is proud to be a state agency for over 50 years. Our employees have made significant contributions in numerous disciplines and we are committed to continuing to support the good work that you do. Your contributions to your assigned project is what makes RCUH a valued and necessary organization for the State of Hawai'i.

Please be sure to visit our website at: <http://www.rcuh.com>. Our website serves as your portal to the numerous resources available to help you navigate you through your employment. It is on our website that you will be able to review all of our policies and have access to current news!

Should you have any questions or need further assistance at any time during your employment, please do not hesitate to contact us at the numbers listed below. We will be happy to assist you. Best wishes to you as you begin your employment as an RCUH employee.

Sincerely,

Nelson M. Sakamoto
Director of Human Resources

HUMAN RESOURCES SECTIONS	CONTACT INFORMATION
RCUH Human Resources: General Inquiries	(808) 956-3100
Policy Matters, EEO/Sexual Harassment Complaints, Workplace Violence, Training	(808) 956-3100
Employee Benefits, Time Off/Leaves/Disability	(808) 956-6979
Payroll, Pay Statements, Direct Deposit, Time Reports	(808) 956-7624
Immigration/Work Authorization	(808) 956-0871

**RCUH HUMAN RESOURCES
DEPARTMENT**

Contact Information:
1601 East-West Road
Burns Hall,
4th Floor Makai Wing,
Honolulu, Hawai'i 96848

Website: www.rcuh.com
Email: rcuhhr@rcuh.com
Phone: (808) 956-3100
Fax: (808) 956-9423

[Equal Opportunities Employer –
Minorities/Women/Disability/
Veteran](#)

** This Reference Guide should not be construed as a statement of policy or procedure. It is also not intended to be an Employee Handbook and does not create a contract between you and the RCUH, University of Hawai'i, or any other agency, program, or individual. All RCUH employees are state, non-civil service employees subject to the policies and procedures of the RCUH. Your continued employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State Laws. You are encouraged to review the [Human Resources Policies and Procedures](#); which will provide you with additional details, eligibility requirements, procedures, deadlines, and other important information. Please be advised that RCUH may change or delete any policy, practice, procedure, benefit or guideline at any time, with or without notice.*

Key Things You Need to Know...

Topic	Description	Reference
Employee Self-Service (ESS) & Changes to Personal Information	<p>You will receive an email from RCUH containing your ESS User ID and Password. ESS allows you to update personal records, view payroll information, and apply for open vacancies, etc. via the internet in a secured setting. It is your responsibility to keep your personal data updated at all times.</p> <p>NOTE: There is a “blackout” period each pay period (i.e., semi-monthly) due to payroll processing. During this blackout period, you will only be able to “view” your contact info and cannot update/change any info until the blackout is lifted. See “Personnel Action Deadline” schedule on ESS main page for blackout periods.</p>	<p>Employee Self-Service</p> <p>3.290 RCUH Reporting of Changes & Corrections of Employee's Personal Records</p>
Your Pay	<p>You will receive your pay via directly deposit into your bank account. You may view/print your pay statements via ESS.</p> <p>Note: Pay statements are ONLY available via ESS; no paper statements will be issued.</p>	<p>3.810 RCUH Payroll & Certification Policy</p>
Employee Communication	<p>Information pertaining to your employment will be posted on RCUH website, which can be found in the “News” section of our home page. Urgent notices may be sent to you via e-mail.</p>	<p>www.rcuh.com</p>
UH Alert Emergency Notification System	<p>This UH system alerts the university community in the event of a natural, health or civil emergency.</p>	<p>Sign up for Alerts www.hawaii.edu/alert</p>
Work Schedules	<p>Your Principal Investigator establishes your work schedule, therefore, check with your supervisor to ensure that you are meeting the project’s scheduling/attendance requirements (reporting time, call-in procedures, lunch break). All work schedules must be compliant with the Fair Labor Standards Act (FLSA).</p>	<p>3.262 RCUH Work Schedule, Work Week and Work Hours</p>
Time-off	<p>As a non-recruited hire, you do not have any paid time off benefits. However, you may take unpaid leave pre-approved by your Principal Investigator and/or Supervisor as needed.</p>	
Dual Employment	<p>All RCUH employees (regardless of status or category) must disclose their dual appointment between the University of Hawai'i and the RCUH or concurrent appointment with another government agency or other employer doing business with his/her project. An RCUH Dual/Concurrent Employment Form must be completed and submitted to RCUH Human Resources at least seven (7) days prior to the commencement of the dual appointment. It is the employee’s responsibility to notify the RCUH of any changes to their Dual Employment Arrangement. The RCUH reserves the right to deny any dual or concurrent appointment.</p>	<p>3.250 RCUH Dual Employment</p>



Human Resources Department

Topic	Description	Reference
Employment of Relatives & Other Close Relationships	An Employment of Relatives & Other Close Relationships Form must be submitted and approved if you will be working in the same program with a family member or person of a close relationship prior to engaging in employment to ensure that fair and equitable treatment is maintained when employing relatives or other close relationships.	3.255 RCUH Employment of Relatives & Other Close Relationships
Workers' Compensation	If you suffer a work-related injury/illness, you must report it in a timely and accurate manner to your Principal Investigator/Designee. Your Principal Investigator must report the illness/injury to the RCUH Human Resources Office within twenty-four (24) hours of its occurrence by filling out a "Supervisor's Report of Industrial Injury Form." You must also submit any medical certifications to your Principal Investigator/Designee.	3.580 RCUH Workers' Compensation 3.930 RCUH Safety and Accident Prevention Program

Your Benefits...

The following table provides an overview of the benefits available to Non-Recruited Status employees. You may need to submit required RCUH and/or vendor forms in order to receive certain benefits. Therefore, it is important to reference the entire policy on the RCUH website for the most recent version of the forms required for each type of benefit.

Type of Benefits	Description of Benefit	Effective Date Of Coverage
3.660 RCUH Family Leave	Allows time off (up to four (4) weeks under Hawai'i Family Leave Law or up to twelve (12) weeks under Family and Medical Leave Act) for certain Family-related reasons (i.e. the birth or adoption of a child, to care for a family member with a serious health condition, due to your own serious health condition or to take Military Family Leave because of a qualifying exigency, or to care for a covered service member). You must submit an RCUH Family Leave request no later than thirty (30) days before commencing leave if foreseeable. If not foreseeable, you need to inform RCUH immediately.	See Policy for eligibility requirements
3.610 UH/RCUH Faculty/Staff ID Card	You may obtain a UH Faculty/Staff Identification Card which will provide you certain benefits and privileges offered by the University of Hawai'i at Manoa, and University of Hawai'i at Hilo.	Eligible employee may apply for an ID card upon hire
DELL Employee Purchase Plan	You and your family members are eligible to receive discount prices and special offers for Dell computer hardware/software products using the Employee Purchase Plan. Go to http://www.dell.com/rcuh .	Upon hire
3.580 RCUH Workers' Compensation	Provides benefits if you become ill or injured on the job (see Chapter 386, Hawai'i Revised Statutes). If you get injured on the job you must notify your supervisor immediately and ensure your supervisor fills out a Supervisor's Accident Report within twenty-four (24) hours of the incident occurring.	Upon hire

As an RCUH non-recruited hire (i.e. temporary, intermittent, student) you are not eligible to enroll in other RCUH benefits.

Note: RCUH is required by the federal Patient Protection and Affordable Care Act (Affordable Care Act or ACA) to provide any employee with an affordable medical plan if he/she meets the eligibility requirements. All Non-Recruited Hires who work at least 30 hours/week and 130 hours in a calendar month are deemed eligible for Medical Insurance benefits. RCUH must offer these eligible employees and their dependents (biological and adopted children only, spouse is not included) an affordable medical plan coverage, which is the lowest costing single rate coverage. The RCUH will notify employees upon becoming eligible to enroll into our medical plan.

Important Information About Your Timesheets:

- RCUH Payroll is processed on a semi-monthly basis with two pay periods each month (1st-15th and 16th-end-of-month).
- You must complete the [Employee Time/Leave Certification Form](#) (or authorized equivalent) in order to be paid. Check with your supervisor for the deadlines established by your project.
- Accurate time reporting is mandatory and falsification of time reported may lead to disciplinary actions, including termination of employment.
- For certain types of leaves, supporting documentation may need to be submitted.

Important Information About Your Pay Statements:

- Pay Days are the 7th and 22nd of each month. When the 7th or 22nd falls on a weekend or holiday, pay day is the preceding business day.
- Direct deposit is mandatory and your net pay will be automatically deposited to your account(s) from your first pay statement.
- Pay statements are electronically available on the RCUH Employee Self-Service system (in printable PDF format). RCUH does not issue paper pay statements. You must access this information via the Employee Self-Service system.

Policies Relating to Payroll:

- [3.810 RCUH Payroll & Certification](#)
- [3.340 RCUH Overtime Compensation](#)
- [3.342 RCUH Comp Time Off](#)

Some Important Rules, Policies, and Training...

EEO/Sexual Harassment:

You are entitled, by law, to receive equal employment opportunity without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, pregnancy, arrest and court record, marital status, or status as a disabled veteran or veteran of the Vietnam era. You are also entitled to a workplace environment in which you can work with security, dignity, and freedom from sexual harassment. See [Equal Employment Opportunity](#) and [Sexual Harassment](#).

Safety & Accident Prevention:

You are required to follow established safety procedures while on duty for work, therefore, be sure to be familiarize yourself with your project's specific safety policies relating to the use of required safety equipment(s) and safe work practices. See [Safety and Accident Prevention Program](#).

Controlled Substances are Prohibited:

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol in the workplace is prohibited. Reporting to duty under the influence of any controlled substance is also prohibited. See [Drug Free Workplace](#).

Violence in the Workplace is Prohibited:

We maintain a zero tolerance for violence in the workplace. This includes physically harming another, shoving, pushing, harassment, verbal, written or physical intimidation, coercion, brandishing weapons, threats or talk of violence, and horseplay. See [Workplace Violence Prevention](#).

Electronic Communications:

Electronic media/services provided by the project are considered the "property of the project." As such, the primary purpose of its use should be to facilitate and support the business of the project. There are no rights to privacy and you should not assume electronic communications are totally private. See [Electronic Communications](#).

If you suspect any violations of law, policy or regulation, experience any adverse/retaliatory action for reporting, attempting to report, or participating in an official investigation, or believe that your supervisor/co-worker has acted improperly, illegally or in a manner otherwise inconsistent with their job duties and responsibilities, you are encouraged to report this to the RCUH Director of Human Resources at (808) 956-3100. The RCUH prohibits any form of adverse action or retaliation against employees reporting violations to a regulatory agency and/or the RCUH Human Resources Department.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

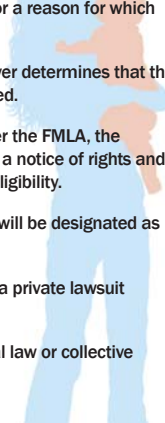
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

