



3.005 RCUH New Hire Orientation

I. Policy

The RCUH new hire orientation (NHO) provides new employees with important information about RCUH and its benefits, policies, and procedures. Information provided in the NHO provides the new employee with a better understanding of the expectations and requirements of their position and employment with RCUH.

All regular-status employees (regardless of FTE) are required to complete the New Hire Orientation (NHO) in order to successfully pass the twelve (12) month New Hire Probationary Period.

II. Responsibilities

A. RCUH Employee

1. Complete and view NHO video upon first day of work (or shortly after).
2. Sign and submit the "Certificate of Awareness and Understanding" form to RCUH Human Resources.

B. Principal Investigator

1. Ensure the new hire completes NHO.

III. Applications

This policy applies to all RCUH regular-status employees (regardless of FTE).

IV. Details of Policy

- A. Regular-Status Hires Must Complete New Hire Orientation** – All regular-status employees (regardless of FTE) are required to complete the new hire orientation (NHO) in order to successfully pass the New Hire Probationary Period. NHO is available via video. Information and instructions will be emailed to the new hire upon hire approval.

If an employee is being rehired into a regular-status position and has completed the NHO within the last year, the employee will not need to complete NHO again (unless otherwise advised by an RCUH representative).

- B. Certificate of Awareness and Understanding** – NHO attendees must sign and submit the "Certificate of Awareness and Understanding Form" to RCUH Human Resources as the acknowledgement of their completion.

- C. **Failure to Complete NHO** – Failure to complete the NHO within the first twelve (12) months of employment will result in termination of employment.

V. Procedures

- A. **NHO Video** – Employees must watch the NHO videos - [Part 1](#) and [Part 2](#). Upon viewing the two videos, the Certificate of Awareness and Understanding must be completed and returned to RCUH Human Resources via email (rcuh_employment@rcuh.com), or fax (808-944-7469).

VI. Contact

RCUH Employment: (808) 956-7307
rcuh_employment@rcuh.com

VII. Relevant Documents

[Link to NHO Video- Part 1](#)
[Link to NHO Video- Part 2](#)
[Certificate of Awareness and Understanding](#)
[3.264 RCUH Probationary Period](#)

Date Revised: 01/3/2005, 07/18/2006, 09/25/2008, 05/01/2011, 05/30/2013, 08/09/2013, 12/31/2013, 02/13/2014, 02/24/2015, 08/14/16, 03/10/2017, 04/12/2017, 08/08/2017, 02/01/2018, 03/19/2018, 06/30/2019