



RCUH NEW HIRE ORIENTATION FOR REGULAR-STATUS EMPLOYEES CERTIFICATE OF AWARENESS AND UNDERSTANDING

IMPORTANT: Please complete, sign, and return to RCUH Human Resources Immediately upon viewing of the New Hire Orientation video.

This is to certify that I am now aware of the benefits offered to me by the RCUH and various RCUH policies including, but not limited to the following:

- Employee Self Service & Reporting Changes to Personal Data
- Probationary Period
- Work Schedules
- Dual Employment & Employment of Relatives/Other Close Relationships
- Performance Evaluations
- Health Insurance and General Notice of COBRA Continuation of Coverage Rights
- Flexible Spending Plan & Transportation Benefits
- Retirement (Group and Supplemental)
- Workers' Compensation, Life, Long Term-Disability & Long-Term Care Insurance
- Tuition Expense Reimbursement, Employee ID Cards and Employee Recognition Programs
- Holidays, Vacation and Sick Leave, Family Leave (Federal Family and Medical Leave Act and Hawai'i Family Leave Law), Bereavement Leave, Jury Duty Leave, Military Leave, Administrative Leave for Blood Donation, Parent-Teacher Conference Leave, Victims Protection Leave & various leaves with/without pay
- Payroll & Certification
- Equal Employment Opportunity and Sexual Harassment
- Reporting Employment Related Complaints
- Safety & Accident Prevention, Controlled Substance/Drug-Free Workplace, Violence in the Workplace
- Hawai'i Revised Status Chapter 84 Standards of Conduct, Electronic Communications

The New Hire Reference Guide is 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. The RCUH may change or delete any policy, practice, procedure, benefit or guideline at any time, with or without notice. I understand that failure to follow and adhere to RCUH policies and procedures at any time during my employment may result in disciplinary action including and up to termination of employment.

Employee's Name (Printed)

Employee's Signature

Date