

RCUH ADVISORY #3 - FOR PROJECT PIs DURING THE COVID-19 PANDEMIC

Advisory #3 focuses on personnel actions relating to potential negative effects of COVID-19 on your RCUH employees. The information is largely based on the *Families First Coronavirus Response Act* (FFCRA) which was enacted by Congress on March 19, 2020, and which was amended by the *Coronavirus Aid, Relief and Economic Security Act* (CARES Act) which was signed into law on March 27, 2020. The aforementioned is effective from April 1 through December 31, 2020. RCUH is continuing to provide the finance and personnel services needed by your projects. Please refer to previous advisories (see Advisories [1](#) and [2](#)) for changes to our operating procedures and other information. RCUH is dedicated to assisting you and your project—please do not hesitate to contact us if we can be of assistance.

RCUH PERSONNEL TRANSACTIONS	
For questions/information, contact Nelson Sakamoto (nsakamoto@rcuh.com ; phone 956-6965)	
Employee Assistance Program (EAP)	<ul style="list-style-type: none"> • Eligibility requirement: regular status employees at 75% FTE or greater. • Provides confidential no-cost counseling services that support mental, financial, physical, and emotional well-being (e.g., crisis, addictions, time management, sleep, managing debt, bankruptcy, etc.) • For more information, consult this flyer: https://www.rcuh.com/wp-content/uploads/2019/07/Lifeworks-Overview-Flyer_MetLife-EAP_2019.07.01.pdf <p>Employees who are not eligible for EAP may call Aloha United Way at 211 from anywhere in Hawai'i for information and referral to services.</p>
Essential employee exemption letter	<p>PIs should develop a letter (see Attachment 1 for RCUH employees on O'ahu, Attachment 1a for employees in Maui County, Attachment 1b for employees on Kaua'i, and Attachment 1c for employees on Hawai'i Island) for employees who perform essential work for their projects. Employees should have their letter readily available in the event they are stopped at police checkpoints.</p> <p>Definition of employees who perform essential work and related travel from State and County Emergency Proclamations:</p> <ul style="list-style-type: none"> • Employee: <i>...performing critical research, or performing essential functions...;</i> • Travel: <i>any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Business, or Minimum Basic Operations.</i>
Eligibility for FFCRA	<p>FFCRA provisions apply only to staff who are employed by your project performing work on-site or via telework from April 1 to December 31, 2020. The benefits do not apply to employees furloughed or terminated prior to April 1, 2020.</p>
Emergency paid sick leave (EPSL)	<ul style="list-style-type: none"> • Based on employee FTE and provided up to 80 hours: employees at 100% FTE are eligible for up to 80 hours; employees at 50% FTE are eligible up to 40 hours. • Benefit is <i>in addition to</i> an employee's accrued sick leave. • Available immediately from employee's date of hire on or after April 1, 2020. • Employee must meet EPSL eligibility requirements and file an application form (see Attachment 2) to receive benefits. • Submit completed application form via email to RCUH Human Resources/Employee Benefits office (rcuh_benefits@rcuh.com). You and your employee will receive a notice of determination and additional information, if applicable, from the RCUH HR department after its review.

<p>Emergency family medical leave (EFML)</p>	<ul style="list-style-type: none"> • Employees will qualify for the EFML benefits after working 30 or more days. • EFML and the RCUH family and medical leave benefits run concurrently, allowing eligible employees to take leave in order to care for an eligible dependent affected due to COVID-19 in terms of health or by closure of schools. • EFML and FMLA have a 12-week (480 hours based on employee’s FTE) maximum per calendar year. Eligible spouses working for RCUH are limited to one 12-week (480 hours based on employee’s FTE) maximum per calendar year. • EFML eligibility and benefits differ from RCUH family and medical leave benefits. Employees should apply for whichever benefit is appropriate to their circumstances. • Employees must meet EFML eligibility requirements and file an application form (see Attachment 3) to receive a determination of eligibility for these benefits. • Submit completed application form via email to RCUH Human Resources/Employee Benefits office (rcuh_benefits@rcuh.com). You and your employee will receive a notice of determination and additional information, if applicable, from the RCUH HR department after its review.
<p>Leave without pay</p>	<p>PIs faced with placing their RCUH employees on a furlough/leave without pay status should do the following:</p> <ul style="list-style-type: none"> • Inform the affected employees, giving them sufficient time to take care of pending matters and their leave. Use the sample letter in Attachment 4. • Email a copy of your letter to the RCUH HR department (rcuhhr@rcuh.com) as soon as possible. • Place affected employees on vacation leave status until they exhaust their vacation, then place them on a furlough/leave without pay status. • Employees’ timesheets should report these furlough/leave without pay hours using the No-Work-Offered (NWO) code on their eTimesheet or hardcopy timesheet.
<p>Unemployment insurance filing and assistance</p>	<ul style="list-style-type: none"> • Employees placed on a furlough/leave without pay or are terminated from employment due to lack of work should file for unemployment insurance benefits as soon as possible. • Employees should contact the RCUH HR department (rcuhhr@rcuh.com) for information and guidance on filing for unemployment insurance benefits OR employees can directly submit an online application through the state unemployment insurance website (https://huiclaims.hawaii.gov/#/). • As needed—an employee who does not have access to a computer or is technically challenged—the RCUH HR department will assist in filing the online application.
<p>Employment Rights notice</p>	<p>An Employee Rights notice developed by the U.S. Department of Labor will be sent to all RCUH employees (Attachment 5). PIs are required to post the notice on the project’s bulletin board or in another place visible to employees.</p>