

3.590 RCUH Unemployment Insurance

I. Policy

It is the policy of the RCUH to comply with [Chapter 383, H.R.S.](#), which outlines the benefits provided to unemployed individuals previously employed by the RCUH. These benefits include temporary compensation equal to $\frac{1}{25}$ of an individual's high-quarter earnings with the maximum weekly benefits amount set at $\frac{2}{3}$ of the State's average weekly wage. The maximum benefit period in any year is 26 weeks, unless the individual is qualified for an extension.

The policy will provide administrative guidelines to establish a fringe-benefit rate, coordinate claims management, and maintain compliance with Chapter 383, H.R.S. (Hawai'i Employment Security Law).

II. Responsibilities

A. RCUH Employee

1. Employees may file for unemployment insurance directly with the State of Hawai'i Department of Labor and Industrial Relations (DLIR).

B. Principal Investigator

1. An unemployment insurance fringe rate will be assessed for each RCUH employee. See RCUH Fringe Benefit Schedule for cost.

III. Applications

This policy applies to all RCUH employees regardless of FTE or status. The policy excludes independent contractors, vendors, and non-employees.

IV. Details of Policy

- A. Terminations Must Be Processed Immediately Upon Notice** – Principal Investigators are required to immediately report any termination of an RCUH employee utilizing the RCUH Human Resources Portal.
- B. Unemployment Insurance Claim Determinations Are Reviewed by the RCUH** – Employees must file unemployment insurance claims directly with the State Department of Labor and Industrial Relations (“DLIR”). It is the DLIR that renders a determination on the individual's eligibility for unemployment benefits, based on employment/termination information provided by the RCUH. All claim determinations made by the DLIR will be reviewed to ensure that they are consistent and appropriate. Any claims that appear inconsistent will be investigated and appealed through the DLIR by the RCUH Human Resources Department.

- C. Unemployment Insurance Reserve Account Is Managed by the RCUH** – The DLIR will bill the RCUH (via the UH) on a quarterly basis. The DLIR will also supply the RCUH with periodic reports that will summarize all claims charged to the RCUH unemployment account. Annually, all claims will be reviewed and compared against the reserves established to cover these claims. The RCUH Director of Human Resources will periodically report on the status of reserves to the Executive Director. An annual reserve evaluation will be performed and reserves will be adjusted as appropriate. This annual reserve evaluation will be the basis for the Unemployment Insurance Fringe Benefit rate.

V. Procedures

- A. Processing Terminations for Employees** – See Policy 3.285 RCUH Termination of Employment for procedures.

VI. Contact

RCUH Administration: (808) 956-3100
rcuhr@rcuh.com

VII. Relevant Documents

[Chapter 383, H.R.S](#)
[Policy 3.285 RCUH Termination of Employment](#)
[Policy 3.510 RCUH Fringe Benefit Schedule](#)
[State of Hawai'i Department of Labor and Industrial Relations](#)

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