


January 31, 2022  
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**MEMORANDUM**

**TO:** All Principal Investigators and Project Administrators of UH Service Ordered Projects and State Direct Projects

**FROM:** Nelson Sakamoto   
Director of Human Resources

**SUBJECT:** **Telework for UH Service Ordered and State Direct Project Employees**

RCUH supports Telework based on circumstances, program needs and justification submitted by the Principal Investigator. During this pandemic, many employees were allowed to telework without going through our established telework review/approval process. Moving forward the RCUH will continue to support telework, however our telework process will reflect the changing needs of the RCUH, University of Hawai'i and State agencies. To avoid any duplications or conflicts with the [University of Hawaii's \(UH\) Telework Policy & Guidelines](#) or the [State of Hawaii's Telework Program Guidelines](#) all Principal Investigators of UH Service Ordered Projects and State Direct Projects should instruct their RCUH employees interested in telework to follow the process outlined in the UH's and State's Telework Policy & Guidelines. PIs should route these telework applications and support documents through your School/Institute/State agency respective review/approval process.

Report all approved Telework Applications to RCUH Human Resources: All approved telework applications under the UH or State's process must be submitted to the RCUH Director of Human Resources (email: [rcuhhrdirector@rcuh.com](mailto:rcuhhrdirector@rcuh.com)). These approved telework applications will be included in the employee's personnel records, and as applicable used to update their job descriptions. This process will ensure compliance with RCUH's policies 3.262 – RCUH Work Schedule, Work Week, and Work Hours and 2.602 Automobile Mileage Reimbursements for RCUH Employees.

Policy 3.262 – RCUH Work Schedule, Work Week, and Work Hours, Part IV, Section B states:  
*Non-Traditional Work Schedules – At the Principal Investigator's discretion, a non-traditional work schedule may be used (i.e., **telework**, flextime and/or alternative work schedules). However, all non-traditional work schedules and/or any variances from the standard workweek must be approved by the RCUH Director of Human Resources to ensure related legal requirements are fulfilled (i.e., overtime compensation of non-exempt employee consistent with the Fair Labor Standards Act).*

Policy 2.602 Automobile Mileage Reimbursements for RCUH Employees, Part I, Section E, 2 states:  
*Business mileage from an employee's residence may be claimed if the employee's residence has been formally approved as the employee's principal work location. If a Principal Investigator (PI) establishes an employee's residence as a principal work location, the PI must provide a justification and obtain any other necessary approval from RCUH Human Resources. The justification should include a description of the employee's duties at his/her residence, and the employer's reasons for requiring the employee to work at his/her residence.*

Questions: Please direct any question to the RCUH Director of Human Resources at [rcuhhrdirector@rcuh.com](mailto:rcuhhrdirector@rcuh.com).