

3.610 UH-RCUH Faculty/Staff Identification Card

I. Policy

Eligible employees of the RCUH may obtain an UH-RCUH Faculty/Staff Identification (ID) Card which will entitle the cardholder to certain benefits and privileges offered by the University of Hawai'i.

II. Responsibilities

A. RCUH Employee

1. Complete UH-RCUH ID Card Application Form and send to the RCUH Human Resources Office.
2. If application is approved, pick up the ID card following the procedures described in the form.

III. Applications

This policy applies to RCUH employees located in the Hawai'i islands, regardless of FTE.

IV. Details of Policy

A. Benefits of a UH-RCUH ID Card – Cardholders will be eligible for the same services (of the UH ID Card) that are currently available to UH employees. Go to the appropriate ID card websites for the most up-to-date information, as access to services is subject to change and may be determined by the service provider.

1. For UH Mānoa ID Cards: Go to the [UH Mānoa ID Card website](#) for the most up-to-date information.
2. For UH Hilo ID Cards: Go to the [UH-Hilo ID Card website](#) for the most up-to-date information.

B. Cost of Obtaining a UH-RCUH ID Card

1. For UH Mānoa: There is no charge to regular employees for an initial ID card.
2. For UH Hilo: Total cost of ID card is \$10.00, of which \$5.00 will be paid by RCUH and the remaining \$5.00 will be charged to the employee.
3. For Regular Employee(s) working outside of Oahu or Hilo (i.e. Maui, Kauai, Molokai, etc.): There is no charge for an initial UH Mānoa ID card. See A.3c in the Procedures section below for more details.
4. For temporary employees, the cost is \$10.00 in all UH campuses.

- C. **Length of Validity of the ID Card** – UH Mānoa ID cards will be valid up to three (3) years and UH Hilo ID cards will be valid up to two (2) years from the date of issuance.
- D. **ID Card Must Be Surrendered at the Time of Termination of Employment** – All UH-RCUH ID cards must be surrendered to RCUH Human Resources Department upon the employee’s termination of employment.
- E. **Temporary Employees May Request an ID Card** – RCUH temporary employees may request a UH-RCUH ID Card by following the same steps as an RCUH regular employee (detailed in the “Procedures” section). The following rules apply for Temporary Employees:
 - 1. Expiration date on ID card for RCUH Temporary Employees will be based on the employee’s pre-determined termination date with RCUH.
 - 2. Costs incurred must be paid for by the Employee. Temporary Employees must contact their own program’s administrative office (or Principal Investigator) to get more information on the reimbursement process (if any) BEFORE requesting an ID card. RCUH is not responsible for any costs associated with UH-RCUH ID cards for Temporary Employees.

V. Procedures

A. Procedures for Requesting an Initial ID Card:

- 1. Employee Must Complete an Application Form: Complete UH-RCUH ID Card Application Form and email to RCUH Human Resources at rcuh_employment@rcuh.com.
- 2. Verification of Employment Status Will be Done by RCUH. Upon confirmation of “regular” status, RCUH will designate the expiration date and approve the ID card request. The signed/authorized application will be emailed back to the employee.
- 3. Employee Will Obtain the ID Card: The Employee must present the approved application form to the appropriate ID Office along with a valid photo ID (driver’s license, state ID, passport, etc.).
 - a. For UH Mānoa ID Cards: Employee will obtain the ID card at the UH Campus Center Ticket, Information, & ID Office located at the [University of Hawai‘i’s Campus Center](#).
 - b. For UH Hilo ID Cards: Employee will obtain the ID card at the [UH-Hilo Campus Center](#), University of Hawai‘i.
 - c. For Employees working outside of Oahu and Hilo: Employee will email RCUH Human Resources (rcuh_employment@rcuh.com) a headshot photo (with a white background, no hats, no sunglasses) in jpeg format. An RCUH representative will pick up the ID card from the UH Mānoa office and will mail the ID card to the employee.

- B. **Procedures for Requesting a Replacement ID Card** – If your ID card is lost or stolen, a replacement ID card can be made. A new UH-RCUH ID application form is required. The replacement fee will be the responsibility of the employee (not RCUH).

1. For UH Mānoa ID Cards: A replacement fee of \$25.00 will be assessed for all ID cards that need to be re-issued.
 2. For UH Hilo ID Cards: A replacement fee of \$10.00 will be assessed for all ID cards that need to be re-issued.
- C. Procedures for Renewing Expired Cards**– Employees may renew expired UH-RCUH ID cards free of charge. Employees must submit another UH-RCUH ID Card Application form to RCUH Human Resources. Employees must also surrender their expired ID cards to the Campus Center Ticket, Information & ID Office at time of renewal.
1. For UH Mānoa ID Cards: If the employee does not surrender the expired ID card, a \$25.00 replacement charge will be assessed at time of renewal (fee will be responsibility of employee).
 2. For UH Hilo ID Cards: If the employee does not surrender the expired ID card, a \$10.00 replacement charge will be assessed at time of renewal (fee will be responsibility of employee).

VI. Contact

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

VII. Relevant Documents

[UH-RCUH Faculty Staff ID Card Application Form](#)
[UH Mānoa ID Card website](#)
[UH-Hilo ID Card website](#)

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