

## 3.270 Mandatory Training for RCUH Employees

Effective Date: 12/04/23

Prior Dates Amended: None

### I. PURPOSE

RCUH offers access to online training programs to educate all RCUH employees (i.e., regular-status, temporary, intermittent, student) on equal employment opportunity, sexual harassment prevention, ethics, and workplace violence prevention. Training on these topics is mandated by federal and/or state laws, thus employees have a responsibility to promptly complete these trainings and recertifications. In addition, projects may have other training that is required of its employees. The completion of mandatory training is a requirement for good standing, performance-based compensation, and continued employment with RCUH.

### II. DEFINITIONS

- A. **Hawai'i State Ethics Commission (HSEC):** The Commission's mission includes educating state employees (which includes RCUH employees) about ethics in government. Unless required to take a live ethics training course, employees may complete the online [self-directed training](#) available on the Commission's website.
- B. **Litmos:** The learning management system (LMS) utilized by RCUH to manage the RCUH Training Portal. Welcome and alert messages will be sent by RCUH via [system@litmos.com](mailto:system@litmos.com).
- C. **RCUH Training Portal:** The portal is used to assign and track the training progress of employees. Automatic notifications alert employees to upcoming course completion due date or expiration of course completion validity.

### III. RESPONSIBILITIES

#### A. RCUH Employee:

1. Enroll in the [RCUH Training Portal](#) or contact RCUH Corporate Services at [rcuh@rcuh.com](mailto:rcuh@rcuh.com) for enrollment assistance. Enrollment is confirmed via a welcome from RCUH <[system@litmos.com](mailto:system@litmos.com)>.
2. Complete mandatory training (or recertification) within the prescribed time.

3. Acknowledge consequences for failure to complete mandatory training.

#### B. Principal Investigator:

1. Ensure that employees understand what training is required, where to take the training, and when it is to be completed. Provide time during work hours for employee to complete training.
2. Ensure that employees understand the consequences for failure to complete mandatory training.
3. Monitor completion of mandatory training.
4. Cooperate with RCUH throughout disciplinary action process.

#### IV. POLICY

A. RCUH requires completion of three (3) mandatory courses for all RCUH employees, regardless of employment category, status, or FTE:

1. **EEO/Sexual Harassment Prevention for Employees:** This course provides an overview of RCUH's policies on Equal Employment Opportunity and Sexual Harassment. This training is assigned from the RCUH Training Portal. It must be completed within twelve (12) months of hire and recertified every two (2) years. A Supervisor's version is available for those in supervisory roles; please email [rcuh@rcuh.com](mailto:rcuh@rcuh.com) for access to the supervisor's version of the course.

Effective August 1, 2023, RCUH will accept the University of Hawaii's Title IX Training in lieu of RCUH's EEO/Sexual Harassment Prevention course. In order to be compliant, employees must upload their UH Title IX Certificate of Completion into the RCUH Training Portal and view three (3) custom PDFs. This training must be completed within twelve (12) months of hire and recertified every two (2) years.

2. **Ethics for State Employees:** This course is offered by the Hawai'i State Ethics Commission (HSEC) at <https://files.hawaii.gov/ethics/training/index.html>. It is intended to help increase awareness of the State Ethics Code and provide an understanding of how the code is interpreted by the HSEC. This training must be completed within 90 days of hire and recertified every four (4) years.
3. **Workplace Violence Prevention for Employees:** This course is advisory in nature, informational in content, and is intended to assist employers in providing a safe and healthy workplace. This training is assigned from the RCUH Training Portal. It must be completed within twelve (12) months of hire and recertified every two (2) years. A Supervisor's version is available for

those in supervisory roles; please email [rcuh@rcuh.com](mailto:rcuh@rcuh.com) for access to the supervisor's version of the course.

- B. Defensive Driver Training [if applicable]:** If an RCUH employee is involved in an at fault vehicular accident while on the job, they must complete Defensive Driver Training within 30 days of being notified by RCUH Corporate Services. Both the employee and Principal Investigator will be notified via email. The training was developed by the State of Hawai'i Department of Accounting and General Services (DAGS) Risk Management Office and can be accessed in the RCUH Training Portal.
- C. UH Information Security Awareness Training [if applicable]:** RCUH employees who work for UH Principal Investigators (PIs) may be required to complete the University's Information Security Awareness Training (ISAT) annually. Employees may be exempt if they meet all three criteria below:

1. Their duties are not office or classroom-based;
2. Their duties do not involve working with Protected Data; and
3. They have limited access to technology at work.

See [AP 2.215](#) for more details. PIs are responsible for determining whether their employees are exempt and may consult with the RCUH Human Resources office ([rcuhr@rcuh.com](mailto:rcuhr@rcuh.com)) for guidance and/or assistance.

- D. Disciplinary action for non-compliance following Litmos' overdue 30 days' alert:**
1. Informal Counseling: An informal (not documented) meeting between the employee and their immediate supervisor and/or Principal Investigator.
  2. Formal Counseling: A formal (documented) meeting between the employee and their immediate supervisor and/or Principal Investigator.
  3. Disciplinary Reprimand: A verbal or written reprimand may be issued for poor or unacceptable behavior and/or poor or unsatisfactory work performance.
  4. Performance Probation: An employee may be placed on probation for poor or unsatisfactory work performance or for poor or unacceptable behavior. Probation will serve as a "last warning" and will remain in effect until rescinded. The length of the probationary period will be of sufficient duration to give the supervisor an opportunity to do a final evaluation of the employee's performance or behavior.
  5. Ineligibility for Pay Awards: The employee will not be in good standing and will not be eligible to receive a satisfactory performance evaluation until mandatory training has been completed. This means that the employee will be ineligible for any pay awards or salary adjustments.

## V. CONTACT INFORMATION

RCUH Corporate Services Department

Telephone: (808) 956-0504

Email: [rcuh@rcuh.com](mailto:rcuh@rcuh.com)

## VI. REFERENCES

- A. [3.110 RCUH Equal Employment Opportunity](#)
- B. [3.120 Sexual Harassment](#)
- C. [3.480 RCUH Electronic Communications](#)
- D. [3.930A Addendum: Workplace Violence Prevention](#)
- E. [University of Hawai'i System Title IX Training](#)
- F. [Hawai'i State Ethics Commission Self-Directed Ethics Training for State Employees](#)