



Welcome to the Research Corporation of the University of Hawai'i (RCUH)! We are happy that you have chosen to work for RCUH and hope that you will find your experience with us both challenging and rewarding.

Please be sure to visit our website at: <https://www.rcuh.com>. Our website serves as your portal to the numerous resources available to help you navigate you through your employment. It is on our website that you will be able to review all of our policies and have access to current news.

Should you have any questions or need further assistance at any time during your employment, please do not hesitate to contact us at the numbers listed below. We will be happy to assist you. Best wishes to you as you begin your employment as an RCUH employee.

Sincerely,

Kira Higa
Director of Human Resources

HUMAN RESOURCES SECTIONS	CONTACT INFORMATION
RCUH Human Resources: General Inquiries	(808) 956-3100
Policy Matters, EEO/Sexual Harassment Complaints, Workplace Violence, Training	(808) 956-3100
Employee Benefits, Time Off/Leaves/Disability	(808) 956-6979
Payroll, Paychecks, Direct Deposit, Time Reports	(808) 956-8900
Immigration/Work Authorization	(808) 956-0871
Onboarding/Verifications of Employment	(808) 956-7307
Employee Self-Service	(808) 956-8900

**RCUH HUMAN RESOURCES
DEPARTMENT**

Contact Information:
1601 East West Road
Burns Hall,
4th Floor Makai Wing,
Honolulu, Hawai'i 96848

Website: www.rcuh.com
Email: rcuhr@rcuh.com
Phone: (808) 956-3100
Fax: (808) 956-9423

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

** This Reference Guide should not be construed as a statement of policy or procedure. It is also not intended to be an Employee Handbook and does not create a contract between you and the RCUH, University of Hawai'i, or any other agency, program, or individual. All RCUH employees are state, non-civil service employees subject to the policies and procedures of the RCUH. Your continued employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State Laws. You are encouraged to review the [Human Resources Policies and Procedures](#); which will provide you with additional details, eligibility requirements, procedures, deadlines, and other important information. Please be advised that RCUH may change or delete any policy, practice, procedure, benefit or guideline at any time, with or without notice.*

RCUH GENERAL POLICIES/BENEFITS INFORMATION

Topic & Reference	Description
<p>Employee Self Service (ESS), Reporting of Changes & Corrections of Employee's Personal Records (see Policy 3.290)</p>	<p>You will receive an email from RCUH containing your ESS User ID and Password. The ESS provides centralized access to information and documents important to RCUH employees. Once you log in to ESS, you will have direct access to human resources announcements and forms, pay statements, compensation history, and more. ESS allows you to update personal records, federal and state tax withholdings, and apply for open vacancies via the internet in a secured setting. It is your responsibility to keep your personal data updated at all times.</p> <p>NOTE: There is a "black-out" period each pay period (i.e., semi-monthly) due to payroll processing. During this black-out period, you will only be able to "view" your personal information. Updates/changes can be made once the black-out is lifted. See the Personnel Action Deadline schedule on ESS under the Recruitment and Employment tab for black-out periods.</p> <p>Employee Communication: Information pertaining to your employment will be posted on the RCUH website, which can be found in the "News" section of our home page. Urgent notices may be sent to you via e-mail using your primary email address on file in ESS so please ensure that your contact information is current.</p>
<p>Payroll & Certification (see Policy 3.810)</p>	<p>You are required to report/record your hours worked via electronic timesheets (eTimesheets). To familiarize yourself with the eTimesheet process, please take the time to review the eTimesheets User Guide that was provided to you. RCUH payroll deadlines must be followed. We recommend that you inquire with your supervisor/PI regarding specific project internal deadlines for eTimesheet submission. Accurate time reporting is mandatory and falsification of time reported may lead to disciplinary actions, including termination of employment.</p> <p>Payroll is processed on a semi-monthly basis with two pay periods each month (1st-15th and 16th-end-of-month). Pay Days are the 7th and 22nd of each month. When the 7th or 22nd falls on a weekend or holiday, pay day is the preceding business day. All paychecks will be directly deposited into your bank account. You may view/print your pay statements via ESS (no paper statements will be issued).</p>
<p>UH Alert Emergency Notification System</p>	<p>The UH system emergency notification system alerts the university community in the event of a natural, health, or civil emergency. Sign up via: www.hawaii.edu/alert</p>
<p>Work Schedule, Work Week, and Work Hours (see Policy 3.262)</p>	<p>Your Principal Investigator establishes your work schedule, therefore, check with your supervisor to ensure that you are meeting the project's scheduling/attendance requirements. All work schedules must be compliant with the Fair Labor Standards Act (FLSA).</p> <p>As a non-recruited hire, you do not have any paid time off benefits. However, you may take unpaid leave pre-approved by your Principal Investigator and/or Supervisor as needed.</p>
<p>Employment of Relatives & Other Close Relationships (see Policy 3.255)</p>	<p>Any employee who has relatives and/or others with whom they have close relationships that have an affiliation with the program in which they are employed shall disclose the relationship to RCUH Human Resources as soon as practicable at any time during employment by completing the Employment of Relatives and Other Close Relationships Form. The relationship must not inhibit or adversely affect the fair and equitable treatment of the other employees of the project.</p>

Topic & Reference	Description
<p>Workers' Compensation (see Policy 3.580)</p>	<p>Provides benefits if you become ill or injured on the job (see Chapter 386, Hawai'i Revised Statutes). If you get injured on the job you must notify your supervisor immediately and ensure your supervisor fills out a Supervisor's Report of Industrial Injury Report within twenty-four (24) hours of the incident occurring. You must also submit any medical certifications to your Principal Investigator/Designee.</p>

As an RCUH non-recruited hire (i.e. temporary, intermittent, student) you are not eligible to enroll in other RCUH benefits.

Note: The RCUH is required by the federal Patient Protection and Affordable Care Act (Affordable Care Act or ACA) to provide any employee with an affordable medical plan if they meet the eligibility requirements. All Non-Recruited Hires who work at least 30 hours/week and 130 hours in a calendar month are deemed eligible for Medical Insurance benefits. RCUH must offer these eligible employees an affordable medical plan coverage, which is the lowest costing single rate coverage. If the employee(s) decides to enroll in this affordable RCUH medical plan, then the employee's hourly rate must be adjusted to the prevailing ACA minimum wage to meet the ACA compliance requirements. Refer to [Policy 3.520B: Addendum B – Health Insurance Offers under the ACA](#) for additional information.

RCUH COMPLIANCE, WORKPLACE SAFETY, AND SECURITY POLICIES

EEO/Sexual Harassment:

You are entitled, by law, to receive equal employment opportunity without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, arrest and court record, marital status, or status as a disabled veteran or veteran of the Vietnam era. You are also entitled to a workplace environment in which you can work with security, dignity, and freedom from sexual harassment. You must attend this mandatory training at least once every two (2) years. See [3.110 RCUH Equal Employment Opportunity](#) and [3.120 Sexual Harassment](#).

Safety & Accident Prevention:

You are required to follow established safety procedures while on duty for work, therefore, be sure to be familiar with your project's specific safety policies relating to the use of required safety equipment(s) and safe work practices. You must report any work-related illness/injuries to the Principal Investigator/designee immediately after their occurrence. See [3.930 RCUH Safety and Accident-Prevention Program](#).

Controlled Substances are Prohibited:

The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol in the workplace is prohibited. Reporting to duty under the influence of any controlled substance is also prohibited. See [3.470 RCUH Drug-Free Workplace](#) and [3.930B Addendum: Controlled Substance Prevention](#).

Violence in the Workplace is Prohibited:

We maintain a zero tolerance for violence in the workplace. This includes physically harming another, shoving, pushing, harassment, verbal, written or physical intimidation, coercion, brandishing weapons, threats or talk of violence, and horseplay. See [3.930A Addendum: Workplace Violence Prevention](#).

Electronic Communications:

Electronic media/services provided by the project are considered the "property of the project." As such, the primary purpose of its use should be to facilitate and support the business of the project. There are no rights to privacy and you should not assume electronic communications are totally private. See [3.480 RCUH Electronic Communications](#).

If you suspect any violations of law, policy or regulation, experience any adverse/retaliatory action for reporting, attempting to report, or participating in an official investigation, or believe that your supervisor/co-worker has acted improperly, illegally or in a manner otherwise inconsistent with their job duties and responsibilities, you are encouraged to report this to the RCUH Director of Human Resources at (808) 956-3100. RCUH prohibits any form of adverse action or retaliation against employees reporting violations to a regulatory agency and/or the RCUH Human Resources Department.