

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.

This New Hire Reference Guide has been created as a supplement to the [New Hire Orientation \(NHO\)](#) training videos (Part 1 & Part 2), which you are required to complete in order to successfully pass your [New Hire Probation Period](#). At the conclusion of NHO, please be sure to complete the Certificate of Awareness and Understanding Form and return it to RCUH Human Resources immediately.

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,



Nelson M. Sakamoto  
Director of Human Resources

HUMAN RESOURCES SECTIONS	CONTACT INFORMATION
<b>RCUH Human Resources: General Inquiries</b>	<b>(808) 956-3100</b>
Policy Matters, EEO/Sexual Harassment Complaints, Workplace Violence, Training	(808) 956-3100
Employee Benefits, Time Off/Leaves/Disability	(808) 956-2326
Payroll, Paychecks, Direct Deposit, Time Reports	(808) 956-7624
Immigration/Work Authorization	(808) 956-0871
Employee Self-Service	(808) 956-8376

**RCUH HUMAN RESOURCES DEPARTMENT**

Contact Information:

1601 East-West Road  
Burns Hall  
4<sup>th</sup> Floor, Makai Wing,  
Honolulu, Hawai'i 96848

Website: [www.rcuh.com](http://www.rcuh.com)

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

Phone: (808) 956-3100

Fax: (808) 956-9423

[Equal Opportunities Employer – Minorities/Women/Disability/Veteran](#)

*\* 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

Topic & Reference	Description
<p><b>Employee Self Service (ESS), Reporting of Changes &amp; Corrections of Employee's Personal Records</b> (see <a href="#">Policy 3.290</a>) All RCUH employees</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, benefits summary and your job description. ESS allows you to update personal records, federal and state tax withholdings, and apply for open vacancies, etc. via the internet in a secured setting. It is your responsibility to keep your personal data updated at all times.</p> <p><b>NOTE:</b> 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><b>Payroll &amp; Certification</b> (see <a href="#">Policy 3.810</a>) All RCUH employees</p>	<p>You must complete the Employee Time/Leave Certification Form (Time Sheet) or authorized equivalent in order to be paid. Check with your supervisor for the deadlines established by your project. 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-15<sup>th</sup> and 16<sup>th</sup>-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.</p> <p><b>NOTE:</b> Pay statements are ONLY available via ESS; no paper statements will be issued.</p>
<p><b>Employee Communication</b> (see <a href="http://www.rcuh.com">www.rcuh.com</a>) All RCUH employees</p>	<p>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><b><a href="#">UH Alert Emergency Notification System</a></b> All RCUH employees Sign up via <a href="http://www.hawaii.edu/alert">www.hawaii.edu/alert</a></p>	<p>The UH system emergency notification system alerts the university community in the event of a natural, health, or civil emergency.</p>
<p><b>Probationary Period</b> (see <a href="#">Policy 3.264</a>) Regular-Status</p>	<p>You will remain on a new hire/job probationary status for the first twelve (12) months from date of hire. This is a formal evaluation period when you must demonstrate your ability to perform the duties and responsibilities of your job in a satisfactory manner or better. During this time, you are at-will and may be terminated at any time without a statement or reason.</p>

Topic & Reference	Description
<b>Leave Benefits</b> (see page 7)	If time-off is needed, submit your request to your supervisor. If you are sick, you must contact your supervisor no later than one (1) hour after your scheduled start time. If you are absent for five (5) or more consecutive work days due to illness, a doctor's note is required.
<b>Dual Employment</b> (see <a href="#">Policy 3.250</a> ) All RCUH employees	All RCUH employees (regardless of status or category) must disclose their dual appointment between the University of Hawai'i and RCUH, or concurrent appointment with another government agency, or other employer doing business with his/her project. An RCUH Dual Employment Form must be completed and submitted to RCUH Human Resources at least seven (7) days prior to the commencement of the dual appointment. It is the employee's responsibility to notify RCUH of any changes to their Dual Employment arrangement. RCUH reserves the right to deny any dual or concurrent appointment.
<b>Employment of Relatives &amp; Other Close Relationships</b> (see <a href="#">Policy 3.255</a> ) All RCUH employees	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.
<b>12-Month/Needs-Based Performance Evaluations</b> (see <a href="#">Policy 3.410</a> ) Regular-Status	Your Principal Investigator will complete a 12-Month/Needs-Based Performance Evaluation for you each year; which provides a means to evaluate, document, and apprise employees of their overall job performance for a designated period of time. Additional evaluations may be conducted since appraisals are a continuous process.
<b>Work Schedule, Work Week and Work Hours</b> (see <a href="#">Policy 3.262</a> ) All RCUH employees	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).

## RCUH EMPLOYEE BENEFITS

The following table provides an overview of the benefits available to eligible employees. You may need to submit required RCUH and/or vendor forms in order to receive certain benefits. Therefore, it is important to reference the entire policy on the RCUH website for the most recent version of the forms required for each type of benefit.

Type of Benefits & Eligibility Requirements	Description	Effective Date of Coverage
<p><b>Health Plans*</b> (see <a href="#">Policy 3.520</a>) Regular-Status, 50-100% FTE</p>	<p>RCUH offers several health care options including medical (includes prescription drug and vision riders) and dental coverage. Health Plans are offered through <a href="#">HMSA</a> and <a href="#">Kaiser</a>. Dental coverage is available through <a href="#">Hawaii Dental Service</a> (HDS).</p> <p>Worldwide Coverage:</p> <ul style="list-style-type: none"> <li>• <a href="#">HMSA</a>: If you elect the Comprehensive Medical plan, Comprehensive Medical Basic plan, or the Preferred Provider plan, the Blue Card Worldwide program is available when you travel/live abroad. Refer to the Blue Card Worldwide brochure or visit the <a href="#">Blue Card website</a> for more information. However, if you elect the Health Plan Hawaii Basic or Health Plan Hawaii Plus plan, worldwide coverage is only available outside of Hawaii in emergency or urgent care situations.</li> <li>• <a href="#">Kaiser</a>: If you elect either Kaiser Plan, worldwide coverage is only available outside of Hawai'i in emergency or urgent care situations. Refer to the <a href="#">Kaiser Visiting Member Brochure</a> for more information.</li> <li>• <a href="#">HDS</a>: If you elect HDS, worldwide coverage is available outside of Hawai'i. Worldwide participating dentists include dentists within the Delta Dental Plans Association. You can locate a Delta Dental dentist at <a href="http://www.deltadental.com">www.deltadental.com</a> (Click on "Dentists", then "Find a Dentist." Choose the <u>Network Selection</u>: Delta Dental Premier, then type in your address or zip code).</li> </ul> <p><b>NOTE:</b> If you reside out of state and/or are traveling, you should review the RCUH Health Plans policy in detail to ensure that you choose the right plan and/or are prepared before you leave on travel.</p> <p>If your health insurance is cancelled (e.g., termination of employment, decrease in FTE), you may be offered continuation of coverage under COBRA. This will allow you (and your dependents if eligible) to continue your health coverage at 102% of the premium under RCUH's group rates for 18-36 months.</p>	<p>If hired between 1<sup>st</sup> - 20<sup>th</sup> of the month, coverage begins 1st of the following month.</p> <p>If hired after the 20th, coverage begins the <b><u>1st of the 2nd month.</u></b></p> <p>Note: Coverage ends at the end of the month of ineligibility (e.g., termination of employment, FTE reduction below 50%, Leave of Absence without pay, etc.).</p>

Type of Benefits & Eligibility Requirements	Description	Effective Date of Coverage
<b>Flexible Spending Account*</b> (see <a href="#">Policy 3.530</a> ) Regular-Status, 50-100% FTE	<p>Allows you to deduct money on a pretax basis to pay for certain medical and dependent care expenses. Deductions lower your taxable income, which reduces money paid on federal, state, and Social Security taxes.</p> <ol style="list-style-type: none"> <li>1. <u>Healthcare Expense Reimbursement Account</u>= IRS-eligible medical, dental, drug, and vision expenses for you and your dependents that your health plan(s) do not cover.</li> <li>2. <u>Dependent Care Reimbursement Account</u>= Expenses include IRS-eligible childcare services, including preschool and after school care and/or care of someone, child or adult, who is physically or mentally incapacitated and who is dependent upon you.</li> </ol> <p><b>NOTE:</b> This is a use it or lose it plan meaning you will forfeit all unspent monies at the end of the plan year (i.e. June 30). You have up to ninety (90) days to submit reimbursement for services incurred on or before June 30. <i>Refer to page 10 – Flexible Spending Account Overview for additional information.</i></p>	Coverage begins the 1st day of the month following date of hire.
<b>Pre-tax Transportation Benefit</b> (see <a href="#">Policy 3.530A</a> ) Regular-Status, 50-100% FTE	<p>Allows you to set aside a portion of your salary and allocate it towards qualified transportation expenses such as parking and transit (e.g. bus passes), on a pre-tax basis. <i>Refer to page 10 – Flexible Spending Account Overview for additional information.</i></p>	Coverage effective date is determined by your hire date and the type of Transportation selected.
<b>Group Retirement Annuity</b> (see <a href="#">Policy 3.560</a> ) Regular-Status, 50-100% FTE	<p>RCUH provides a non-contributory, defined contribution retirement benefit through <a href="#">TIAA</a>. Your project will contribute 10% of your earned base salary (fully employer-paid) to your GRA each pay period, and all contributions are immediately 100% vested.</p>	After 1 year AND 1,000 hours of service as a Regular- status employee. Both conditions must be met at 1 year service
<b>Supplemental Retirement Annuity (SRA)</b> (see <a href="#">Policy 3.560</a> ) Regular-Status, 50-100% FTE	<p>The voluntary Supplemental Retirement Annuity (SRA) plan will allow you to make tax deferred contributions to a TIAA Retirement account based on a specified dollar amount or percentage amount of base salary per pay period as allowed by the Internal Revenue Service for the applicable calendar year. An SRA account may be established immediately upon hire (no waiting period).</p>	1st pay period following receipt of a completed enrollment form.
<b>Group Life Insurance</b> (see <a href="#">Policy 3.540</a> ) Regular-Status, 75-100% FTE	<p>Offers your beneficiary (ies) important financial protection in the event of your death. The benefit provides for (2) times your annual salary not to exceed \$600,000.</p>	Coverage begins 1st of the month following date of hire.
<b>Group Long-Term Care Insurance (LTCI)*</b> (see <a href="#">Policy 3.545</a> ) Regular-Status, 75-100% FTE	<p>Provides you and your family with assistance in meeting the financial impact of an extended illness, injury, or your advancing age. Supplemental Long-Term Care Insurance (SLTCI) is also available if you would like to increase your LTC level coverage.</p>	Coverage begins 1st of the month following date of hire.

Type of Benefits & Eligibility Requirements	Description	Effective Date of Coverage
<b>Employee Assistance Program (EAP)</b> (see <a href="#">Policy 3.570</a> ) Regular-Status, 75-100% FTE	EAP is available as a benefit under the LTDI policy. Services include legal and financial counseling, including up to three (3) face-to-face assessment and counseling sessions.	Coverage begins 1 <sup>st</sup> of the month following date of hire.
<b>Workers' Compensation</b> (see <a href="#">Policy 3.580</a> ) All RCUH employees	Provides benefits if you become ill or injured on the job (see <a href="#">Chapter 386, Hawai'i Revised Statutes</a> ). If you get injured on the job you must notify your supervisor <b>immediately</b> 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.	Coverage is available from date of hire.
<b>Tuition Expense Reimbursement</b> (see <a href="#">Policy 3.460</a> ) Regular-Status, 100% FTE	RCUH encourages professional development through education by reimbursing eligible employees for job related courses. Reimbursements are limited to the Resident Tuition Rate of the University of Hawai'i at Manoa. Reimbursements are limited to the cost of three (3) credits per academic semester, or nine (9) credits per calendar year.  <b>NOTE:</b> This is a first come, first serve benefit since there is a limited amount of funding allocated towards this benefit.	Employees may apply after completing one year of continuous service in good standing.
<b>DELL Employee Purchase Plan</b> All RCUH employees	You and your family members are eligible to receive discount prices and special offers for Dell computer hardware/software products using the Employee Purchase Plan. Go to <a href="http://www.dell.com/rcuh">http://www.dell.com/rcuh</a> . Your member ID is US69864576.	Upon hire.
<b>UH-RCUH Faculty/Staff ID Card</b> (see <a href="#">Policy 3.610</a> ) All RCUH employees	You may obtain a UH Faculty/ Staff Identification Card which will provide you certain benefits and privileges offered by the University of Hawai'i (e.g., access to libraries, access to Warrior Recreation Center)	Upon hire.
<b>Service Award Program</b> (see <a href="#">Policy 3.440</a> ) Regular-Status	RCUH recognizes eligible Regular employees for their dedicated years of service.	After ten (10) years of service and every five (5) years thereafter
<b>Outstanding Employee of the Year</b> (see <a href="#">Policy 3.450</a> ) Regular-Status	This program encourages, recognizes, and rewards employees who have made demonstrable, significant and outstanding contributions. You must be nominated by your Principal Investigator.	See policy for details
<b>Long-Term Disability Insurance (LTDI)</b> (see <a href="#">Policy 3.570</a> ) Regular-Status, 75-100% FTE	Provides partial income to assist you if you are disabled for 90 days or more because of an illness or injury. This benefit pays 60% of your pre-disability earnings not to exceed \$15,000 per month.	Coverage begins 1 <sup>st</sup> of the month following date of hire.

*\* **Open Enrollment (OE):** Open enrollment normally begins in May of each year with changes/new enrollment effective on July 1<sup>st</sup>. During OE, you can add dependents, make changes to your plans, or enroll in health insurance if you previously waived coverage. New monthly premium rates and any changes to plans are also announced during this time. Please be on the lookout for this important announcement and note the pertinent deadlines as open enrollment occurs once annually.*

## RCUH EMPLOYEE LEAVE BENEFITS

This is a brief summary of RCUH’s Leave Benefits. Please refer to the full policy on [www.rcuh.com](http://www.rcuh.com) for details. Policies may be subject to change with or without notice. Please email RCUH Benefits ([rcuh\\_benefits@rcuh.com](mailto:rcuh_benefits@rcuh.com)) if you have any questions. Most leaves must be requested and approved by your supervisor. Therefore, it is important that you find out what your project's work schedule, attendance and call-in procedures are. Failure to return to work upon completion of an authorized leave may result in your termination of employment. Consequently, it is important that you contact your supervisor when there are changes to your leave dates. For certain types of leaves, supporting documentation may need to be submitted in order to get compensated.

Leave Benefit & Eligibility Requirements	Description
<b>Holidays, Holiday Pay and Administrative Leave</b> (see <a href="#">Policy 3.344</a> ) Regular-Status	The RCUH observes all holidays observed by the University of Hawai'i and <a href="#">Hawai'i State agencies</a> . You have thirteen (13) paid holidays per year or 14 days on a general election year. Holiday pay is based on your FTE.
<b>Vacation Leave</b> (see <a href="#">Policy 3.620</a> ) Regular-Status, 50-100% FTE	You accrue twenty-one (21) days of vacation per year at your FTE. You can start using your vacation on the first day of the following pay period in which hours are earned.  <u>Vacation Plan A</u> – You cannot carry forward more than ten (10) workdays of vacation in a calendar year. <u>Vacation Plan B</u> – You cannot carry forward more than fifteen (15) workdays of vacation in a calendar year. The maximum accumulation shall not exceed forty-five (45) workdays.  <b><u>NOTE: All vacation hours exceeding the maximum carry-over of their applicable vacation plan will be forfeited on December 31<sup>st</sup> of the calendar year.</u></b>
<b>Sick Leave</b> (see <a href="#">Policy 3.640</a> ) Regular-Status, 50-100% FTE	You can accrue to a maximum of twenty-one (21) days of sick leave per year based on a 100% FTE status. You can start using your sick leave on the first day of the following pay period in which hours are earned. You can carry over your sick leave hours from the prior calendar year without forfeiting. Accumulated sick leave can be partially paid out upon termination if eligible. Eligibility criteria includes: (1) 10 or more continuous years of service with RCUH as a Regular-Status employee, (2) accumulated 60 days of sick leave at termination, and (3) is 45.33 years old or older on the date of termination (refer to policy).
<b>Leave of Absence Without Pay</b> (see <a href="#">Policy 3.650</a> ) Regular-Status	All vacation hours must be exhausted prior to going on leave without pay. The leave period (including paid and unpaid time) shall not exceed a period of six (6) months. <b><u>NOTE:</u></b> Your benefits will be terminated if you do not have enough earnings to cover your health insurance premium(s).
<b>Leave of Absence Without Pay</b> (see <a href="#">Victims Leave Addendum to Policy 3.650</a> ) Regular-Status, at least six (6) months of continuous service	Under the Hawai'i “Victims Protection” Law, you may be provided up to thirty (30) days of unpaid leave and/or other reasonable accommodations if you are victim of domestic or sexual violence (barring any undue hardship for the program to provide such accommodations)

Leave Benefit & Eligibility Requirements	Description
<b>Family Leave</b> (see <a href="#">Policy 3.660</a> )	Allows time off (up to four (4) weeks under Hawai'i Family Leave Law or up to twelve (12) weeks under Family and Medical Leave Act) for certain Family-related reasons (i.e. the birth or adoption of a child, to family member with a serious health condition, due to your own serious health condition or to take Military Family Leave because of a qualifying exigency, or to care for a covered service member). You must submit an RCUH Family Leave request no later than thirty (30) days before commencing leave if foreseeable. If not foreseeable, you need to inform RCUH immediately.
<b>Bereavement Leave</b> (see <a href="#">Policy 3.670</a> ) Regular-Status	Allows for paid time off to attend to the affairs relating to the loss of an immediate family member. It allows for paid administrative leave of up to three (3) days.
<b>Jury Duty Leave</b> (see <a href="#">Policy 3.672</a> ) Regular-Status	Allows for paid time off taken from work when you are summoned to jury duty.
<b>Military Leave</b> (see <a href="#">Policy 3.674</a> ) Regular-Status	Allows for leave and paid time off to participate in active duty or training in the Armed Forces (up to ten (10) working days or eighty (80) hours depending on the employee's FTE).
<b>Blood Donation Leave</b> (see <a href="#">Policy 3.676</a> ) Regular-Status	Allows for paid time off to donate blood to the Blood Bank of Hawai'i (not to exceed two (2) hours) provided that your Principal Investigator or authorized designee approves the leave in advance, and is contingent upon operational requirements and the work schedule determined by the Principal Investigator or authorized designee.
<b>Administrative Leave for Parent-Teacher Conference</b> (see <a href="#">Policy 3.678</a> ) Regular-Status	Allows for paid time off to attend a pre-scheduled parent-teacher conference for your child(ren) in grades K through 12 (not to exceed two (2) hours) and shall be allowed for up to two (2) conferences per child during a single calendar year (January through December).



## RCUH 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.*



## FLEXIBLE SPENDING ACCOUNT OVERVIEW

	Healthcare FSA	Dependent Care FSA	Transit & Parking
<b>Annual Limit (per IRS)*</b>	\$2,700	\$5,000 or \$2,500 if married and filing separately	\$3,180 (maximum of \$265/month)
<b>Frequency of Deductions</b>	Semi-monthly (every pay period)	Semi-monthly (every pay period)	Monthly
<b>Reimbursements</b>	NBS debit card or Manual (email, fax, mail, online, mobile app)	Manual (email, fax, mail, online, mobile app)	Manual (email, fax, mail, online, mobile app)
<b>Availability of funds</b>	Total amount committed for the plan year available on July 1 (or upon establishment of new account for new hires)	As contributions are received	As contributions are received
<b>Funds subject to forfeiture at the end of plan year?</b>	Yes. Use or lose.	Yes. Use or lose.	No. Funds roll over to the next plan year.
<b>Are mid-year changes to contribution amount allowable?</b>	Changes only allowed during open enrollment or if change is consistent with a Family Status Change event using <a href="#">RCUH Form B-5F</a> .	Allowed if change is consistent with qualifying event using <a href="#">RCUH Form B-5F</a> .	Allowed at any time but must be at least thirty (30) days prior to the requested effective date of change/cancellation using <a href="#">RCUH Form B-5F</a> .
<b>Do I need to renew my election annually?</b>	<b>Yes.</b> Your elections must be renewed each plan year during open enrollment using <a href="#">RCUH Form OEB-5F</a> .	<b>Yes.</b> Your elections must be renewed each plan year during open enrollment using <a href="#">RCUH Form OEB-5F</a> .	No. Your election will remain the same unless you submit a change on <a href="#">RCUH Form OEB-5F</a> .

\*Amounts listed for tax year 2019. Maximum limits are subject to change by the IRS every tax year.



## RCUH NEW HIRE ORIENTATION FOR REGULAR-STATUS EMPLOYEES CERTIFICATE OF AWARENESS AND UNDERSTANDING

**IMPORTANT:** Please complete, sign, and return to RCUH Human Resources Immediately upon viewing of the New Hire Orientation video.

This is to certify that I am now aware of the benefits offered to me by the RCUH and various RCUH policies including, but not limited to the following:

- Employee Self Service & Reporting Changes to Personal Data
- Probationary Period
- Work Schedules
- Dual Employment & Employment of Relatives/Other Close Relationships
- Performance Evaluations
- Health Insurance and General Notice of COBRA Continuation of Coverage Rights
- Flexible Spending Plan & Transportation Benefits
- Retirement (Group and Supplemental)
- Workers' Compensation, Life, Long Term-Disability & Long-Term Care Insurance
- Tuition Expense Reimbursement, Employee ID Cards and Employee Recognition Programs
- Holidays, Vacation and Sick Leave, Family Leave (Federal Family and Medical Leave Act and Hawai'i Family Leave Law), Bereavement Leave, Jury Duty Leave, Military Leave, Administrative Leave for Blood Donation, Parent-Teacher Conference Leave, Victims Protection Leave & various leaves with/without pay
- Payroll & Certification
- Equal Employment Opportunity and Sexual Harassment
- Reporting Employment Related Complaints
- Safety & Accident Prevention, Controlled Substance/Drug-Free Workplace, Violence in the Workplace
- Hawai'i Revised Status Chapter 84 Standards of Conduct, Electronic Communications

The New Hire Reference Guide is 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. The RCUH may change or delete any policy, practice, procedure, benefit or guideline at any time, with or without notice. I understand that failure to follow and adhere to RCUH policies and procedures at any time during my employment may result in disciplinary action including and up to termination of employment.

---

**Employee's Name (Printed)**

---

**Employee's Signature**

---

**Date**