

GENERAL INFORMATION: RCUH TERMINATION OF EMPLOYMENT

Regular, Non-Regular, Relief status employees

Timeline:

- Benefits end date (if applicable): all benefits will end date the last day of the month in the month of your last day worked (or on paid leave)
- Last Pay Day: Refer to [RCUH Personnel & Action Calendar](#)
- Vacation Payout (if applicable): 1-2 pay periods after the pay period in which you terminate to the direct deposit account on file
- Last day to enroll in COBRA (if applicable): 60 days after notification
- January of next year: RCUH to provide notification of W-2 availability for tax year to your email address on record in Employee Self Service, 1095-C (Employer Provided Health Insurance Offer and Coverage) form sent to your mailing address on record.

BEFORE YOU TERMINATE:

Return of Project Property

Before your last day of employment, please be sure to settle any payments or reimbursements that may be owed to you. Return keys, laptops, phones, and other project-supplied equipment or tools.

eTimesheets and Your Last Pay

Once your termination action has been submitted and approved in the system, your eTimesheet will be updated to reflect your last day of employment with RCUH. Please be sure to submit your last eTimesheet and adhere to your internal deadlines. An employee's failure to submit an eTimesheet may result in a delay in pay for the last pay period and a delay in final offboarding with vacation payout (if applicable).

Your final paycheck will be directly deposited into the bank account you provided to us. If you plan to close or change your bank account, you must notify our Payroll department (rcuh_payroll@rcuh.com) immediately.

Update your Records in RCUH Employee Self Service (ESS)

Applies to all employees

Prior to separation from the RCUH, your current job description is available in RCUH Employee Self Service > Recruitment and Employment > Job Description.

Access to your Employee Self Service (ESS) portal is not terminated upon separation from the RCUH since you may need access to pay stubs and tax forms the following year. Please be sure to keep your personal information current and up-to-date (i.e., mailing address, email address) particularly for W-2 and 1095-C (if applicable) year-end tax reporting purposes via ESS Portal on www.rcuh.com. On a quarterly basis, RCUH will disable ESS access for employees who have been terminated and have not been paid through RCUH for 18 months or longer.

If you have misplaced or forgotten your username/password, please follow the instructions provided on the ESS login page located on the RCUH Website (rcuh.com > Login > Employee Self-Service). Self-Service password resets are available if you have provided security questions. Contact RCUH HR Information Systems at: (808) 956-8900 or rcuh_hris@rcuh.com.

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AFTER YOU TERMINATE:

Health Insurance (Medical and Dental) and COBRA Continuation of Coverage

Applies to Employees enrolled in RCUH Group Health Insurance

Your Health (medical and/or dental) insurance with the RCUH as an active employee will end on the last day of the month of your last day of employment.

You will be offered COBRA Insurance, if eligible which allows you (and your qualified dependents) to continue group health insurance on an individual basis. Coverage is typically available starting from the date you first lost coverage for 18 months, but may last longer in certain circumstances. Your monthly COBRA premium will be 102% of the total monthly premium (100% of the monthly premium plus a 2% administrative fee) and is payable to the respective carriers (HDS, HMSA, Kaiser) directly. [COBRA Rates](#) are subject to change every July 1st and are updated during the annual open enrollment period (late April – early May for a July 1 effective date).

Flexible Spending: Healthcare FSA

Applies to Regular Status, 50% FTE and Greater

Your flexible spending plan with the RCUH as an active employee will end on the last day of the month of your last day of employment.

You have 90 days from the end of your plan to submit claims for expenses sought while you were a participant. If after the ninety (90) days, the reimbursement forms and applicable supporting documentation are not submitted to the insurance carrier National Benefit Services, LLC, you will forfeit all rights to that money and the money shall remain the property of the RCUH. There is NO exception to this rule. All questions or concerns regarding your flexible spending account should be directed to National Benefit Services, LLC 1-800-274-0503 / <http://nbsbenefits.com>.

Employees enrolled in FSA Healthcare accounts do have the option to continue COBRA, if eligible. For an individual to be eligible, their reimbursement amount in their Healthcare FSA at the time of termination of eligibility cannot be more than what they contributed.

Please see [Policy 3.530 RCUH Flexible Spending Plan](#) for more information.

Group Retirement Annuity and Supplemental Retirement Accounts

Please contact TIAA directly at 1-800-842-2776 or via their website at: ttaa.org for more information and to discuss your [Retirement Plan options](#) (e.g., withdrawal, annuitization, etc.) upon termination of employment. Cash withdrawals and rollovers may be subject to plan agreement limitations.

Please see [Policy 3.560 RCUH Retirement Plans](#) for more information.

Group Insurance Benefits (Life Insurance, Long-Term Care Insurance, Long-Term Disability Insurance)

Applies to Regular Status, 75% FTE and Greater

Group Life, Long-Term Care and Long-Term Disability insurances provided to you by the RCUH will end at the end of the month of your last day of employment.

Group Life Insurance (GLI provider: MetLife): Conversion and Portability options are available for your group life insurance upon termination of eligibility. Please see [Policy 3.540 RCUH Group Life Insurance](#) for additional information.

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Group Long-Term Care Insurance (GLTCI provider: UNUM): GLTCI coverage and premium rates with UNUM are also portable. If you wish, you may maintain GLTCI with UNUM by paying 100% of the premium directly to UNUM. You (and eligible family members, if elected) will maintain the same premium (i.e., low group rate) as paid by or through the RCUH. Conversion forms will be provided to you by the RCUH Human Resources Department within 1-2 weeks following your termination. Please see [Policy 3.545 RCUH Group Long-Term Care Insurance](#) for more information.

Group Long-Term Disability Insurance (GLTDI provider: MetLife): Your GLTDI coverage will end automatically when your employment ends. There are no portability/conversion options for GLTDI.

Please see [Policy 3.570 RCUH Long-Term Disability Insurance](#) for more information.

Vacation Payout

Applies to Regular Status, 50% FTE and Greater

Any available, unused vacation for eligible employees will be fully paid out upon termination. The payout will occur 1-2 pay periods following your date of separation and will be directly deposited into your bank account(s) we have for you on file.

Please see [Policy 3.620 Vacation Leave](#) for more information.

Sick Leave Payout

Applies to Regular Status, 50% FTE and Greater

Upon termination, eligible employees may be entitled to a partial payment of their unused Sick Leave if they meet all of the following (3) criteria: 1) Have 10 or more continuous years of RCUH service as a regular employee; and 2) Accumulated 60 or more days of Sick Leave at termination; and 3) Are 45.33 years old or older on the date of termination.

Eligible employees will be notified to choose one of the following options: Option 1) Elect cash payment subject to taxes (default), or Option 2) apply the sick leave payout to a Supplemental Retirement Annuity (tax deferred to the extent permitted by law).

Please see [Policy 3.640 RCUH Sick Leave](#) for more information.

RCUH Retiree Health and Life Insurance Program

Applies to Regular Status, 50% FTE and Greater

Upon termination, eligible employees and their spouse/civil union partner may apply to the RCUH Retiree Health and Life Insurance program if they meet all of the following criteria: 1) Have 10 or more continuous years of RCUH service as a regular employee; and 2) 10 years total participation in the RCUH Group Retirement Annuity (GRA); and 3) Are 59 ½ years of age at the time of termination; and 4) Annuitant of the GRA at the time of application; and 5) Resignation in good standing; and 6) Resignation after April 1, 1990.

Eligible employees will have 60 days from the date of termination to apply. Please see [Policy 3.550 Retiree Health and Life Insurance Program](#) for more information.

Open Workers' Compensation Claims

If you have an open workers' compensation claim at the time you are separated from employment, you should notify your claims adjuster of the change in your employment status.

- HEMIC (for claims with a date of injury on or after July 1, 2020)
 - Phone: (808) 524-3642
- Sedgwick Claims Management Services (for claims with a date of injury on or before June 30, 2020)

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- Phone: (808) 523-3200

Please see [Policy 3.580 RCUH Workers' Compensation](#) for more information.

Mahalo Survey

Applies to all employees

Upon termination, you will be provided access to an Exit Survey (i.e., the RCUH Mahalo Survey). This survey is designed to solicit your feedback (i.e., comments, recommendations, etc.) relating to your work experience with the RCUH. You are encouraged to participate and provide feedback, which will be held in confidence to the extent possible.

UH Email address

Applies to all employees

UH email addresses and usernames are governed by applicable UH policies and State laws, including UH Executive Policy E2.210 and Chapter 708, Hawaii Revised Statutes. RCUH employees are considered UH Affiliates and may have a grace period of 180 days of access to their email unless there is a request to terminate sooner. Contact UH ITS Help Desk at help@hawaii.edu for more information.

Re-employment with RCUH

Applies to all employees

To view a listing of current job openings within RCUH, please visit www.rcuh.com and click on the “Job Postings” link. If you become re-employed by the RCUH as a regular hire having met the eligibility requirements for participating in the Group Retirement Annuity (GRA), you may be eligible to participate in the GRA immediately after re-employment provided eligibility requirements are met.

IMPORTANT: If you have made a withdrawal from your TIAA-CREF GRA Plan (e.g., lump sum withdrawal, systematic withdrawal, etc.) AND have less than six (6) months break in service, you may NOT be eligible for rehire with the RCUH. Please see [Policy 3.210 Hiring Options Through RCUH](#) for more information.

Employment with other State Agencies (non-RCUH)

Applies to all employees

RCUH years of service, vacation balance, and sick leave balances are not transferable to or from other state agencies (non-RCUH).

Verification of Employment

Applies to all employees

If you need a verification of former employment you may contact the RCUH Human Resources Department at (808) 956-3100 or via email at rcuhhr@rcuh.com. Faxes are also accepted at (808) 956-9423. RCUH Human Resources may require a signed consent form to release certain information to outside parties.

Helpful Links (may not be applicable to all employees):

[RCUH Termination of Employment Document Library: Forms for Employees](#)
[COBRA Rate Sheet](#)
[Kaiser \(Medical\) COBRA Enrollment Form](#)

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RCUH HUMAN RESOURCES CONTACT INFORMATION:

RCUH Human Resources:

General Inquiries: rcuhhr@rcuh.com

Phone: (808) 956-3100

Employment Section: Verification of Employment: rcuh_employment@rcuh.com

Benefits Section: Employee Benefits, Retirement Accounts, 1095-C Tax Forms:
rcuh_benefits@rcuh.com

Payroll Section: W-2 Tax Forms: rcuh_payroll@rcuh.com

HR Information Systems: Employee Self Service access issues: rcuh_hris@rcuh.com