



# INDEX – STATE OF HAWAII HUMAN RESOURCES SYSTEM POLICIES & PROCEDURES MANUAL

ISSUED FOR THE EXECUTIVE BRANCH CIVIL SERVICE BY THE  
STATE DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
EFFECTIVE AUGUST 11, 2003      **UPDATED OCTOBER 4, 2004**

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## **1. ADMINISTRATION OF POLICIES**

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## **2. CLASSIFICATION AND COMPENSATION**

- 200.001 Position Classification and Compensation System
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**6. RESERVED****7. PERSONNEL INFORMATION, RECORDS & REPORTING**

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701.002 Employment-Related Files (2 attachments)

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**9. WORKERS' COMPENSATION AND TEMPORARY DISABILITY**

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**10. EXEMPT AND APPOINTED EMPLOYEES**

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**FOOTNOTES**

- 1) Approval Signature: The Director of the Department of Human Resources Development or designee shall issue Policies and Procedures bearing the signed initials of his/her name on the final document.
- 2) Revisions: Policies and Procedures may be revised from time to time and issued with a notated revision date that will be the effective date. A revised policy or procedure shall supercede any previous policy or procedure it replaces.

The **State of Hawai'i Human Resources System Policies & Procedures Manual** is promulgated by the State Director of Human Resources Development and produced by the Office of the Director, Department of Human Resources Development, as authorized by the Hawai'i Revised Statutes. The Manual and all revisions will be issued to each State of Hawai'i Executive Branch Departmental Personnel Office. These stated policies and procedures are applicable to covered state employees. Individual departments may issue internal policies and procedures which do not supercede or negate those issued by the Department of Human Resources Development.

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