

NOTICES TO EMPLOYEES

The following information may be provided to new hires for each applicable situation:

Note: Filenames with a ".PDF" extension requires Adobe/Acrobat to be installed on your workstation. If you require assistance in loading Adobe/Acrobat, contact the Information Technology Services Help Desk at 956-8883 (email: help@hawaii.edu)

1. Conditions of Employment

Lecturers: Hired on a temporary, part-time basis and appointments are normally for one semester at a time. Future employment is not guaranteed or is any indication given that continued employment is implied or intended. Lecturers are not eligible for tenure regardless of assigned workload or duration of appointments.

Lecturers are paid at credit hour rates per appropriate collective bargaining contract. Appointments to teach not more than 6 credit hours on Manoa and Hilo campuses and appointments to teach not more than 7 credit hours at CCs are carrying less than half-time load equivalents. In general, lecturers should not teach a full instructional load equivalent of regular faculty (i.e., 15 credit hours for CCs and 12 credit hours for 4-year campuses per semester) within the UH system since they are hired to meet temporary, part-time requirements. Those appointed after the start of classes and do not teach the full course(s) shall receive a pro-rata share of the lecturer stipend. Lecturers employed full-time elsewhere (other than UH employment) should not be appointed for more than 6 credit hours per semester or 9 credit hours during the academic year (the same limits as for full-time UH faculty).

Graduate Assistants: Fellowships and assistantships are available to qualified graduate students through their field of study: (1) teaching assistantships of nine months, with service starting one week prior to registration through commencement and, (2) research assistantships of eleven months. Awards are based on many factors, including financial need and academic background. Assistantship are half-time (.5 FTE) academic appointment in which an eligible graduate student contributes an average of 20 hours a week of teaching or research assistance to the faculty while carrying an academic courseload of at least six degree-related credits (full time student status for graduate assistance). Tuition is waived according to the percentage of time employed.

2. Pay Schedule

Lecturers: Those who teach courses in regular academic programs will have their pay spread over 4-1/2 months (9 pay periods) for each full semester of service. Fall semester pay should start with the first pay period in September and end with the first pay period in January. Spring semester pay should start with the second pay period in January and end with the second pay period in May.

BU 07 Employees: Eligible members of UHPA will be paid on the last work day of the current pay period. Thus, a new UHPA employee hired on 07/01/98 will be paid on 07/15/98 for work performed 07/01/98 through 07/15/98.

Other Employees: Employees hire on or after 07/01/98 will be paid one pay period after the work has been performed. Thus, an employee hired on 07/01 would be paid on 08/03 for work performed 07/01 through 07/15.

3. Summary of University Employee Benefits <<http://www.hawaii.edu/ohr/emp-d&b/emben3.htm>>
4. Importation/Shipment of Chemicals & Hazardous Materials <<http://www.hawaii.edu/ohr/download/ehso.pdf>>
5. UH Nondiscrimination Policy <<http://www.hawaii.edu/svpa/ep/e1/e1202.pdf>>
6. Establish UH-Unix email account <<http://www.hawaii.edu/help/accounts/>>
7. EEO/AA Coordinators

Manoa - Mie Watanabe, phone 956-7077 V/T
Community Colleges - Mary Perreira, phone 956-4650
West Oahu - Adrienne Valdez, phone 454-4781
Hilo - Patricia Okamura, phone 974-7575