Board of Regents’ Policy 9-14, Executive Personnel Policies

An Overview of Significant Amendments

**General**
- Effective October 19, 2006
- Revisions based on recommendations from committee appointed by the President and Hawai’i Employers’ Council

**Definition of “Executive”**
- Direct reports to President and first deputies
- Heads of major organizational units
- Personnel who represent the President in their area of cognizance in dealing with State government
- Distinction between Executive and Managerial personnel eliminated
Recruitment and appointment

- Positions which supervise or have responsibility over instruction or research programs require a terminal degree and national recruitment
- Positions which supervise or have responsibility over administrative support, academic support, student services or community service programs do not require a terminal degree or national recruitment

Recruitment and appointment cont.

- Academic - Non-academic distinction eliminated
- Personnel w/ return rights may have initial appointments up to three years
- Personnel w/o return rights may have initial appointments up to five years
- Personnel w/o return rights may have term reappointments up to three years

Non-renewal of appointment

- Personnel w/ return rights may be reassigned upon 30 days written notice
- Personnel w/o return rights shall be provided written notice of termination
  - 3 months notice for each year of service
  - After two years, 12 months notice
Non-renewal of appointment cont.

- Personnel w/ acting or interim appointments
  - 30 days if return rights
  - 90 days if no return rights

Miscellaneous

- Salary adjustment if permanently or temporarily assigned “significant additional duties”
- Travel and mileage reimbursement same as faculty effective January 1, 2007

Compensation

- E/M Compensation History 101:
  - Pre-2002 E/M Positions assigned to pay ranges M1 – M15 = internally aligned
  - January 2002, began using CUPA-HR indexing = market responsive
  - Implementation plan never fully executed
  - New E/Ms hired at median or higher, many old timers remained below 20th %ile
Board’s Challenge:

- Develop a compensation plan that is internally aligned and market responsive
- Develop a system that will be EEO compliant
- Provide for delegated decision making at the President, Vice President and Chancellor levels

The Result...

- For compensation purposes, Executives are divided into one of two categories:
  - Unclassified
  - Classified

Unclassified Executives

- The Board approves the assignment of positions to the Unclassified group
- Intended for the University’s highest profile positions
- Includes positions in specific, market driven disciplines
- Compensation approved by BOR
Classified Executives

- All positions are assigned to one of five Grades (12 – 16)
- Each Grade is further divided into three Ranges (1 – 3)
- Each position is assigned to a Range based on its CUPA-HR median

Development of the Salary Schedule

- Salary schedule is based on the CUPA-HR medians reported for all jobs in the Range
- Salary range is provided in terms of Minimum, Control Point (average median) and Maximum

Salary Schedules

- Intended to provide an appropriate and acceptable range of salaries for positions of comparable scope and complexity and in consideration of market conditions
- Not intended to match each position’s CUPA-HR 20th or 80th percentiles
Actions requiring Board of Regents approval

Specific actions relating to:
- (1) unclassified Executive positions and personnel;
- (2) Executive positions reporting to the Board; and
- (3) Executive positions and personnel reporting directly to the President:

Actions requiring Board of Regents approval cont.

- Establishment, amendment and abolition of Executive classes
- Waivers of recruitment and minimum qualifications
- Appointments and reappointments, including Incentive Early Retirement

Actions requiring Board of Regents approval cont.

- Compensation adjustments, including special salary adjustments
- Reassignments
- Terminations
- Professional improvement leaves, leaves w/o pay, and leaves exceeding 2 years in a 7 year period
Actions requiring Board of Regents approval cont.

- Granting of emeritus status
- Granting of tenure
- Establishment of endowed and distinguished chairs
- Promotion of faculty to rank 4 and 5
- Appointments, reappointments and salary adjustments for coaches exceeding the salary schedule by more than 25%.

Delegation of authority to the President

- Except for actions specifically requiring Board approval, the President or designee is authorized to approve all personnel actions

Actions requiring approval of the President

- Specific actions relating to positions and personnel in the classified Executive class, except for direct reports and positions reporting to the Board
Actions requiring approval of the President cont.

- Establishment, amendment and abolition of Executive classes
- Waivers of recruitment and minimum qualifications

Actions requiring approval of the President cont.

- Appointments and reappointments, including IER, except for delegated appointments and reappointments
- Appointments and reappointments where salary is above control point of the grade/salary range

Actions requiring approval of the President cont.

- Compensation adjustments, including special salary adjustments
- Reassignments
- Terminations
- Professional improvement leaves, LWOP, and leaves exceeding 2 years in a 7 year period
Actions requiring approval of the President cont.

- Above threshold faculty salaries
- Multiple year appointments for coaches and appointments, reappointments and salary adjustments for coaches not exceeding the salary schedule by more than 25%

Actions delegated to Vice Presidents and Chancellors

- Appointment, including multi-year appointment, of classified Executive personnel, excluding direct reports, within policy and up to the control point of the appropriate salary grade/range*

Actions delegated to Vice Presidents and Chancellors cont.

- Reappointment of interim/acting classified Executive personnel, excluding direct reports, within policy and up to the control point of salary grade/range*
Actions delegated to Vice Presidents and Chancellors cont.

- Appointment and reappointment of coaches not exceeding one year and within established salary range (Authority may be delegated to ADs)

- IER appointments and reappointments within policy, except for Executive personnel*

*Actions involving direct reports to the CC Chancellors to be approved by VP for Community Colleges