



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 abolishment 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 abolishment 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 delegated to Vice
Presidents and Chancellors cont.**

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