

## Hiring Above the Designated New Hire Rate (DNHR)

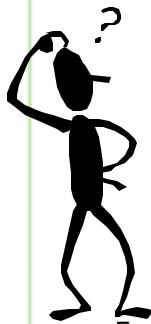
APT Classification & Compensation System  
Spring 2002



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## Designated New Hire Rate (DNHR)

- The DNHR is the entry salary rate specified for each band
- DNHR to be determined by the University in the context of relevant salary survey information
  - Biennial salary surveys to be conducted by OHR in even-numbered years



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## Designated New Hire Rate (DNHR) Continued

- In the conversion to the new broadband based APT Classification plan, the DNHR is the current Designated Entry Rates (DER)
  - PR 1 DER = DNHR Band A = \$28,620
  - PR 6 DER = DNHR Band B = \$34,920
  - PR 11 DER = DNHR Band C = \$45,180
  - PR 13 DER = DNHR Band D = \$52,944



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## Request to Hire Above the DNHR

- All APT vacancies announced at the appropriate DNHR of the Band
  - Subject to prior approval, programs may offer a salary rate above the DNHR
    - Program must submit request with documentation to pay above DNHR prior to the Program making any salary commitment



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## Eligibility Criteria for Hires Above DHNR

- **Program decides** whether or not to consider offering more than the DHNR
- The selectee **shall meet or exceed all** published **Minimum Qualification Requirements (MQs)** with particular focus on those specific to essential position functions; and
- Preferably, the selectee **should meet or exceed** a significant number of the published **desirable qualifications.**
- In all cases, the **selectee shall be distinguished from all other applicants** on the basis of individual qualifications



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## How Much?

- Chancellors or Vice Presidents may be delegated authority to approve adjustments of up to 24% above the DNHR
  - If a current employee's salary is equal to or greater than an amount which is 24% above the DNHR, the Chancellor or Vice President may approve requests of up to 10% more than the employee's current salary, but not to exceed the maximum rate of the band
- Requests exceeding 24% of DNHR require Presidential approval



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## When Might a Program Consider Requesting Hiring Above the DNHR?



- Situation 1 - Position's functional level exceeds entry level of band, e.g., Band A includes positions at the entry, intermediate, and independent worker levels. Program determines if an individual hired for a Band A position is to function at the independent worker level and if hiring rate above the DNHR is warranted.
    - Request to hire above DNHR must be completed with appropriate justifications
      - Functional level of a position may be cited as a basis for a request to hire above DNHR, e.g, a request of 8% above the DNHR may be appropriate when filling a Band A positions assigned to perform duties and responsibilities at the independent worker level
      - Selectee must meet or exceed all MQs
      - Selectee must be distinguished from all other applicants
      - Selectee preferably must meet or exceed DQs or at least a significant number of DQs
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## Bands and Position Concepts

- Band A Position Concepts:
  - Entry, Intermediate, Independent Worker
- Band B Position Concepts:
  - Journeyworker, Lead Worker, Working Supervisor
- Band C Position Concepts:
  - Full Supervisor and/or Subject Matter Expert
- Band D Position Concepts:
  - Program Manager and/or Foremost Subject Matter Expert



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## When Might a Program Consider Requesting Hiring Above the DNHR?



- Situation 2 - Selectee meets or exceeds all MQs and the **program elects**, based on the program needs, to offer a salary above DNHR in response to applicant salary demand
- Request to hire above DNHR must be completed with appropriate justifications
  - Selectee must meet or exceed all MQs
  - Selectee must be distinguished from all other applicants
  - Selectee preferably must meet or exceed DQs or at least a significant number of DQs

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## When Might a Program Consider Requesting Hiring Above the DNHR?



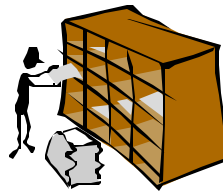
- Situation 3 - A combination of Situations 1 & 2, that is, position's functional level is above entry level of Band and **program elects**, based on program's need for selectee who possesses qualifications exceeding MQs, to offer a salary above DNHR in response to applicant salary demand
- Request to hire above DNHR must be completed with appropriate justifications
  - Functional level of position cited as basis for request to hire above DNHR
  - Selectee must meet or exceed all Minimum Qualifications (MQs)
  - Selectee must be distinguished from all other applicants
  - Selectee preferably must meet or exceed DQs or at least a significant number of DQs

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## Request Analysis

Request Analysis is Comprised of

- 11 Criteria
- Guidelines are provided for 4 ranges of possible adjustment based on the amount of adjustment being requested
  - Ranges
    - 2-8%
    - 10-16%
    - 18%-24%
    - More than 24%

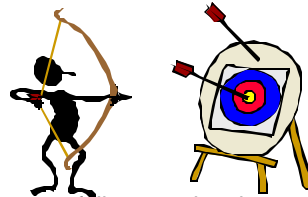


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## Request Analysis: Criteria

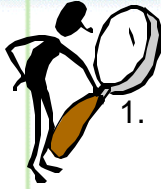
### Criteria

1. Program Needs
2. Position Duties and Responsibilities
3. Requisite Knowledge, Skills and Abilities
4. Requisite Education, Training, Certification & License
5. Requisite Work Experience
6. Requisite Performance
7. Demonstrated Professional Competencies
8. Current Salary
9. Internal Salary Comparisons
10. External Salary Comparisons
11. Funding Plan



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## Criteria - Questions to be Answered



### 1. Program Needs

- Does the position provide essential and program priority services?

### 2. Position Duties and Responsibilities

- How does the selectee's prior work experience and outcomes meet current job requirements?

### 3. Requisite Knowledge, Skills and Abilities (KSA's)

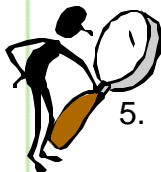
- How does selectee meet or exceed requisite KSA's?

### 4. Requisite Education, Training, Certification & License

- How does the selectee's prior training or education requirements meet or exceed position requirements?

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## Criteria - Questions to be Answered



### 5. Requisite Work Experience

- How does the selectee's relevant prior work experience (quality and quantity) meet or exceed requirements?

### 6. Requisite Performance

- How is the selectee's prior work performance relevant?

### 7. Demonstrated Professional Competencies

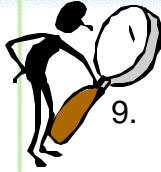
- What special competencies does selectee demonstrate and how are they relevant to the position?

### 8. Current Salary

- What is the selectee's current base salary?

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## Criteria - Questions to be Answered



### 9. Internal Salary Comparisons

- How does requested salary above the DNHR compare to median salaries within the same band, same career group, the program, etc.

### 10. External Salary Comparisons

- How does the requested salary compare with salaries offered by competing employers for a similar position or type of work?

### 11. Funding Plan

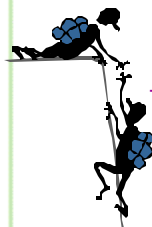
- How does the program plan to accommodate the added costs for a salary above the DNHR within the program's existing budget?

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## Completing the Request

- Provide appropriate responses to criterion in consideration of the size of the adjustment requested, e.g., a 20% adjustment requires a more substantial justification and supporting rationale than a request for an 8% adjustment

- Responses to some criteria may be stronger and more detailed than responses to other criteria, e.g., a selectee may far exceed the work experience criterion but only meet the educational criterion



- Responses to be based on information from interviews and information provided by the applicants

- A structured interview process in which all applicants are asked and evaluated on the same questions becomes very important

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## Documentation\*

- Certified copies (i.e., the selectee has certified by signature) of the application and/or resume documenting pertinent work experience, education/training, skills, etc.
- Copies of other relevant documents, e.g. transcripts, performance appraisals, offer letters from other employers, etc., corroborating information, etc., on file with program and to be provided upon request
- Copies of the request and all accompanying documents are to be maintained for three years from the date that any request is approved.

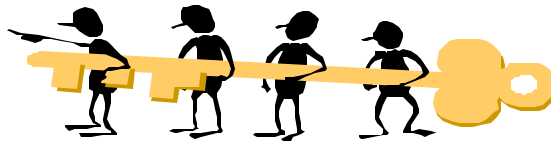
\* Documentation to be kept on file and made available upon request.

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## Why are the Requests so Detailed?

- Creation of documentation to support and facilitate decision-making
- Specification of supporting rationale in the application of objective criteria
- Provision of relevant information is essential when exercising judgment resulting in an informed decision



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## Closing Thoughts...

- Programs **may request**, but are **neither required nor obligated** to offer a salary above the DNHR
- The **selectee must be distinguished** from all other applicants based on **meeting or exceeding all MQs** and preferably meeting or exceeding a significant number of position DQ's
- **Responses to all 11 criteria** in Analysis matrix must be provided to justify and support request
  - Responses for some criteria may be stronger than for others
  - Four guideline levels are provided for reference purposes



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## Thank you for taking the time to complete this informational session.

If you should have any questions regarding the process to request approval to hire above the DNHR, please contact your personnel representative. If additional information is needed, feel free to contact the Office of Human Resources via email at:

[uh-broadband-l@hawaii.edu](mailto:uh-broadband-l@hawaii.edu)

URL: <http://www.hawaii.edu/ohr/projects/projects.html>