Who is affected by the new APT Broadband Classification System?

The new system applies to all APT personnel (included/excluded) with the exception of positions classified as UH Information Technology Specialists, who are included in a unique University Demonstration Project, and coaches.

What is the APT Broadband Classification System?

The new APT Broadband Classification System will consolidate the existing 240 different classes of work, e.g., UH Procurement and Property Management Specialist, into 16 broadly defined APT Career Groups, e.g., Procurement. Four (4) Bands or levels of work, e.g., entry/intermediate/independent, journeyworker/working supervisor/lead worker, supervisor/subject matter expert and program manager/foremost subject matter expert, will (a) be defined and apply to all positions within each Career Group, and (b) be assigned pay rates (Band A will include all pay rates in Pay Ranges 1 through 7).

When will this system be implemented?

It is anticipated that system infrastructure for implementation will be completed by December 31, 2001.

Why is a new classification and compensation system being developed for APT Personnel?

The new system is being developed to fulfill the University’s Human Resource needs. Additionally, the new system is designed to be easier to understand, to attract & retain quality personnel, to promote employee development, to be flexible & responsive, to permit delegated decision-making, to be criteria based, to separate job evaluation from employee compensation, and to permit conversion on a budget neutral basis.

How was the new system developed?

A Systemwide Technical Advisory Committee and union representatives reviewed the University’s successfully implemented Information Technology Demonstration Project and other federal, state and higher education classification, compensation and job evaluation systems. Based on analysis, input and participation from numerous members of the University community, a new system that better meets the operating and administrative needs of the University was developed.

What are some of the features of the new system?

C Delegation of Authority: The Chancellor or Designee may be authorized (per delegation criteria) to assign positions into Bands A or B (OHR to approve assignment of positions into Bands C or D). In addition, approval of In-grade Adjustments and Performance Awards may be delegated.

What are some of the features of the new system? (Continued)

C Special Compensation Adjustment - In-grade Adjustment (Increase to the Base Salary). An In-grade Adjustment (IGA) recognizes an employee’s professional growth through demonstration of substantially increased competencies within the same functional area(s) and/or in a different functional area(s) consistent with band concept. The IGA is an adjustment to base pay. Nominations are subject to the availability of funding and may be approved by the respective Chancellor for Bands A and B (OHR for Bands C and D).
C Special Compensation Adjustment - Performance Award (Lump Sum) A Performance Award (PA) recognizes exceptional performance by an employee that significantly and regularly exceeds work performance expectations. The PA is a lump sum cash bonus paid in the form of a stipend. Nominations are subject to the availability of funding and may be approved by the respective Chancellor for Bands A and B (OHR for Bands C and D).

C Designated New Hire Rates (DNHR): The DNHR are to be established by policy and are to serve as the hiring rate for new hires. Hiring above the DNHR to be delegated provided that certain criteria are met.

C On-line Position Description (PD) Generator: An on-line PD generator accessible via the World Wide Web has been developed to facilitate and expedite the PD process. The PD generator will enable employees to revise their PDs on-line, which will be electronically submitted and reviewed by appropriate levels. Supervisors or programs will be responsible for creating PDs for new positions.

**How will the conversion from the current APT classification system to the new classification system affect my pay?**

The conversion from the old system to the new system will be budget neutral. No additional funding is being allocated for conversion to the new APT classification and compensation system.

**Where can I get more information?**

Additional information will soon be available in a variety of media. In the meantime, interested parties may visit the APT Broadband Classification System URL at:

http://www.hawaii.edu/ohr/projects/projects.html

**Note:** For security reasons, log in to electronic applications associated with the new system (e.g., PD Generator) will require a UH UNIX ID and personal password. APT personnel and their supervisors who have not yet obtained or may have forgotten their UH UNIX ID should contact the Information Technology Services Help Desk at:

http://www.hawaii.edu/infotech/yourusername.html

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