



Searching for Employment in the Administrative, Professional & Technical (APT) Broad Band Classification System

Applicants may want to consider the following information prior to actively seeking employment in the APT Broad Band Classification System:

Compensation Rules

- **Employee initiated movement to a position classified in the same or higher band (e.g., movement from Institutional Support, Band A position to another Institutional Support Band A position)**

Compensation – Designated New Hire Rate (DNHR), however program has the ability to request hiring above the DNHR.

- **Employee initiated movement to a position classified in a lower band (e.g., movement from Institutional Support, Band B position to another Institutional Support Band A position)**

Compensation - Highest step in the lower band which is not greater than 92% of the employee's current rate of pay, not lower than the established DNHR.

- **New Hire**

Compensation - Designated New Hire Rate (DNHR), however program has the ability to request hiring above the DNHR.

Additionally, applicants may be interested in reviewing the Career Group and Band Assignment of the Position, Duties & Responsibilities, Minimum & Desirable Qualification Requirements, Working Title and Organizational Location of the Position.

Visit the APT Broad Band Project website for more information:

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

Pay Bands as of July 1, 2002 (11 MONTH) (Monthly Rates)

	<u>DNHR</u>	<u>Maximum</u>
Band A:	\$2,504	\$6,359
Band B:	\$3,056	\$7,752
Band C:	\$3,800	\$9,452
Band D:	\$4,452	\$9,452

Glossary

Band – A level of work complexity and/or scope of responsibility, e.g., entry/intermediate/independent worker identified by an alpha designator, e.g., Band A.

Banding – An action taken by appropriate authority to assign a position to a defined Band based on work complexity and scope of responsibility.

Career Group – A description of functional commonalities shared by a group of positions. Career Group definitions are broad and intended to be liberally interpreted to encompass a range of positions performing functions

Designated New Hire Rate (DNHR) – The rate at which all new hires are to be appointed. The DNHR shall be determined by the University.

Note: Programs may determine if hiring above the DNHR is warranted. See Administrative Procedure A9.210 for details.

Position Description – An official, narrative of the major duties and responsibilities assigned by proper authority to a position in an organization.

