



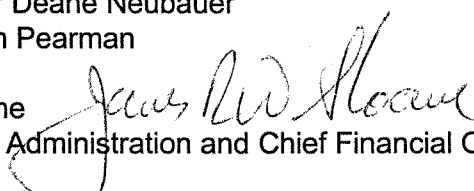
UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

March 28, 2002

MEMORANDUM

TO: Senior Vice President/U General Counsel/Chief of Staff Walter Kirimitsu
Senior Vice President/Chancellor Joyce Tsunoda
Senior Vice President/Chancellor Rose Tseng
Vice President Paul Costello
Vice President Colleen Sathre
Interim Chancellor Deane Neubauer
Chancellor William Pearman

FROM: James R.W. Sloane 
Vice President for Administration and Chief Financial Officer

SUBJECT: **Effective Date of New Classification System for Administrative,
Professional and Technical (APT) Employees**

The Office of Human Resources (OHR) is in the final stages of implementing the broad band classification system for Administrative, Professional, and Technical (APT) Personnel. April 15, 2002 is the targeted effective date on which the new APT classification system will be fully operational and the current position classification system will cease. Once operational, the provisions of Administrative Procedure (AP) A9.210, *Classification and Compensation Plan for Administrative, Professional and Technical Personnel* and AP A9.170, *Performance Evaluation of Administrative, Professional and Technical Personnel*, as revised April 2002, will be in effect. With its implementation, the University community will be able to take advantage of the new system and its many features.

In order to meet the targeted effective date, all APT position descriptions (PDs) must be converted to the prescribed electronic format. In addition, the appropriate approving authority (Chancellor level for positions assigned to Bands A & B and the System Office of Human Resources for positions assigned to Bands C & D) must take the final official action on APT positions by April 15, 2002. To facilitate the process of creating electronic PDs, OHR has provided training to APT personnel and other interested parties, both in person and on-line. Your assistance is requested to continue to urge APT employees to timely convert their printed PDs to electronic format utilizing the On-Line Position Description Generator (OPDG).

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Classification actions based on electronic PDs as part of the initial implementation shall be budget neutral. Hence, classification requests submitted and/or approved after April 15, 2002 that are part of the initial implementation process will be assigned to the appropriate band on a "budget neutral" basis.

The provisions of AP A9.210, as revised April 2002, relating to the rebanding of a position, will be applicable after the initial implementation of the system. Only positions for which descriptions have been electronically entered into the new system and for which classification conversion actions have been taken by the designated authority shall be subject to the provisions of the new system.

Effective April 15, 2002, Chancellors and the OHR will only accept electronic PDs for all classification actions, e.g., establishing a new position, redescribing an existing position, etc. Additionally, the approving authority may authorize the filling of a vacant APT position only if an electronic PD has been submitted and banding action has been effected.

Please note that the writing of APT PDs is no longer as arduous and cumbersome as in the past. Experience has shown that utilizing the OPDG permits the creation of an APT PD within a one hour time frame. It is envisioned that the electronic approval process will normally take 48 to 72 hours, contingent on the quality of the PD. The electronic PD continues to represent the articulation of the duties assigned to a position and serves as the basis for the On-line APT Performance Evaluation System. In addition, the PD reflects the duties and responsibilities to identify essential functions and bona fide occupational qualifications, consistent with federal requirements.

Your continued cooperation and support of this massive undertaking to develop and implement a new Classification Plan for APT personnel is very much appreciated. Once the conversion process has been completed, the new classification system should be more responsive to and supportive of the operational needs of the University, while concurrently creating mechanisms via the on-line evaluation system to recognize exceptional efforts of our APT employees.

c: President Dobelle
Secretary of the Board Iha
Designated Personnel Representatives
Hawai'i Government Employees Association