

# UNIVERSITY OF HAWAII

Office of Human Resources

## MEMORANDUM

June 29, 2000

TO: Senior Vice President and Executive Vice Chancellor  
Senior Vice Presidents and Chancellors  
Senior Vice Presidents  
Vice Presidents  
Chancellor  
Executive Director  
M-noa Deans and Directors

ATTN: Administrative/Personnel Officers

FROM: Peggy S. Hong   
System Director of Human Resources

SUBJECT: Non-Renewal of Extramurally-Funded Employees on Project Termination Date

By revised memo dated June 23, 2000, Senior Vice President Dean O. Smith articulated his intent to comply with fiscal regulations and University policies which “prohibit charging of expenses to extramurally-funded projects after the termination date of the projects.”

We understand that through the use of the Account Status Report (Report CBMR090), Principal Investigators as well as Fiscal Officers can “observe the 90, 60, and 30 day advance notice of project termination....” If it is anticipated that the project will terminate, notice of non-renewal or termination of employment should be provided to the affected employees. In selected cases, leaves without pay pursuant to Administrative Procedure A9.420, may be utilized.

Please find attached sample memos which can be utilized when notifying civil service, Administrative/Professional/Technical (APT), or faculty employees of the intended non-renewal or termination actions. Please be advised that appropriate notices should be issued to employees prior to the date of separation.

In accordance with Senior Vice President Smith’s memo dated June 23, 2000, if no action is taken to properly continue an employee, “...before the applicable payroll termination deadline for the payroll period immediately after the project termination date, the employee will be taken off the payroll.” Removal from the payroll of the employee in this manner indicates that the responsible administrator or designee did not take timely action (non-renewal, reappointment, account code change, no cost extensions, advance accounts, etc.).

In multiple funding situations where not all funds are terminating, a PNF reflecting either a partial leave without pay (A9.420) or reduction in FTE must be timely submitted to the Payroll Office to prevent invalid payroll transactions. In these situations, please provide to the employee appropriate and timely notice of the changes.

Attachments

ADMINISTRATIVE/PROFESSIONAL/TECHNICAL (APT)  
EMPLOYEES WITH EMPLOYMENT SECURITY AND SUPPORTED BY "F" FUNDS

SAMPLE NON-RENEWAL LETTER

Dear \_\_\_\_\_:

As you were informed when appointed to your position, your appointment is temporary and your services support a federally funded research project for which funding terminates \_\_\_\_\_.

In compliance with federal regulations, charges to project funds, including payroll costs shall cease as of the termination date of the project account. As such, this serves to formally notify you that your appointment will not be renewed at the close of business on \_\_\_\_\_  
(Date).

Our records indicate that you have reemployment rights in accordance with Article 10 of the BU 08 (APT) collective bargaining agreement. During the period preceding your cited date of non-renewal, but not to exceed sixty days, you shall be entitled to Priority 1 consideration when you apply for and are deemed eligible for any APT bargaining unit position at the same or lower pay range. You shall be entitled to Priority 2 consideration for 18 months following the date of your non-renewal when you apply for and are deemed qualified for any APT bargaining unit position at the same or lower pay range. Your attention is invited to Article 10 - Employment Rights of the BU 08 collective bargaining agreement for further specifics.

Upon your request to your departmental personnel/administrative officer, your department will send you copies of vacancy listings prior to non-renewal (for a 60 day period, if applicable) and 18 months thereafter (if applicable) or until you notify our office in writing that you no longer wish to receive copies of vacancy listings while on priority status. Vacancy listings are also posted on the World Wide Web at address:

<http://www.hawaii.edu/News/job.vacancies.html>

Please note that while you are entitled to priority consideration, **it is your responsibility to:**  
**1) apply for any APT vacancy at the same or lower pay range for which you believe you qualify in order to be considered for preferential selection under Priority 1 or 2 status, and 2) when you apply for any APT position, you must attach a copy of this letter (Priority 1) and/or a copy of your separation PNF (Priority 2) and you must clearly state on your application or resume that you have priority rights in accordance with the BU 08 collective bargaining agreement.**

Additionally, you will receive under separate cover information relative to the continuation of any health insurance coverage. Please review this carefully and act accordingly.

Thank you for your contribution to our research project.

Sincerely,

(Appointing Authority or Designee)

c: Personnel Officer/Administrative Officer

ADMINISTRATIVE/PROFESSIONAL/TECHNICAL (APT):  
EMPLOYEES **WITHOUT** EMPLOYMENT SECURITY AND SUPPORTED BY “F” FUNDS

SAMPLE NON-RENEWAL LETTER

Dear \_\_\_\_\_:

As you were informed when appointed to your position, your appointment is temporary, and your services support a federally funded research project for which funding terminates \_\_\_\_\_  
\_\_\_\_\_. In compliance with federal regulations, charges to project funds, including payroll costs, shall cease as of the termination date of the project account.

In accordance with Article 9 of the HGEA BU 8, APT collective bargaining agreement, please be advised that your appointment will not be renewed beyond \_\_\_\_\_. Therefore, your appointment to this position will terminate at the close of business on (Month, Day, Year).

You will receive under separate cover information relative to the continuation of any health insurance coverage. Please review this notice carefully and act accordingly.

Thank you for your contributions to our research project.

Sincerely,

(Appointing Authority or Designee)

c: Personnel Officer/Administrator Officer

CIVIL SERVICE  
TEMPORARY EMPLOYEES SUPPORTED BY "F" FUNDS

SAMPLE TERMINATION LETTER

Dear \_\_\_\_\_:

As you were informed when appointed to your position, your appointment is temporary and your services support a federally funded research project for which funding terminates at the close of business on \_\_\_\_\_.

In compliance with federal regulations, charges to project funds, including payroll costs, shall cease as of the termination date of the project account.

This is to inform you that the program funding for your temporary appointment will end on \_\_\_\_\_  
\_\_\_\_\_. As such, your appointment to this position will terminate at the close of business on (Month, Day, Year).

We would like to take this opportunity to thank you for your loyal support of the program. We wish you success in your future endeavors.

Sincerely,

(Appointing Authority or Designee)

c: Personnel/Administrative Officer  
Office of Human Resources

FACULTY WITH LIMITED TERM APPOINTMENTS

SAMPLE NON-RENEWAL LETTER

Dear \_\_\_\_\_:

As you were informed when appointed to your position, your appointment is temporary and dependent upon the continued receipt of federal funding. Because federal regulations prohibit charges to project funds after the termination date of the project account, we are required to inform you that your appointment will terminate at the close of business on \_  
(Month, Day, Year)\_\_\_.

I appreciate your service to the University of Hawaii and wish you well in your future endeavors.

Sincerely,

(Appointing Authority or Designee)

c: Personnel/Administrative Officer