



September 28, 2009

MEMORANDUM

TO: Vice Presidents
Chancellors
State Director for Career and Technical Education

FROM: M.R.C. Greenwood *M.R.C. Greenwood*
President

SUBJECT: Special Compensation Adjustment for Administrative, Professional
and Technical (APT) Personnel

As you know, due to the budget shortfall, the University of Hawai'i is facing a serious fiscal challenge. The budget deficit has or will soon be affecting our staffing, the implementation of new programs and initiatives, and the continuation of existing programs. We will all, in one way or another, feel the effects of this economic crisis.

This memo is to advise you that, after consulting with the university's senior leadership, I have decided to place the Special Compensation Adjustment Performance Awards program for APT employees "on hold" for this year. This program grants monetary awards to APT employees who demonstrate exceptional performance throughout the year. Although this is an important program and there are many deserving individuals worthy of recognition, the University's budgetary constraints do not allow me to offer this program at this time.

Although the University will not be offering monetary performance awards this year, I would like to take this opportunity to remind supervisors of the importance of providing timely performance feedback for your APTs during the annual evaluation period, which is the month of October. The on-line APT performance evaluation system is accessible at: <https://www.pers.hawaii.edu/hrin/pes/default.asp>

Please be aware that this action does not affect programs' ability to grant special compensation adjustments based on retention, equity, or in-grade growth.

cc: Interim Executive Administrator and Secretary of the Board Pang
Personnel Representatives (via e-mail)
Hawai'i Government Employees Association