APT Broadband Classification & Compensation System Overview

February 2009

The APT Broadband System . . .

- Implemented in April 2002
- Comprised of 5 Separate Systems:
  - Contact Information
  - Position Description Generator
  - Performance Evaluation
  - Exception to DNHR
  - Special Compensation Adjustment
- www.hawaii.edu/ohr/projects/projects.html

The APT Broadband System . . . (Cont.)

- Simplify classification process
- Flexible and responsive to the needs of the University
- Delegation of authority
- Facilitate movements
  - From band to band (vertical mobility)
  - Across bands (lateral mobility)
- Recognize professional growth, increased competencies, and exceptional employee performance

Contact Information System

- Routing process used for all broadband systems.
- Based on University User ID and preferred e-mail address.
- Information kept current by personnel officer to show correct reporting relationships.
- www.pers.hawaii.edu/hrin/contact/

Flow Chart - On-line Routing

- Supervisor
- Personnel Rep
- Fiscal Officer
- Dean/Director
- Chancellor/VP

Contact Information System

- Personnel Officer’s Responsibilities
  - Maintain employee, supervisor, fiscal officer and dean/director information
  - Notify OHR of changes to personnel officer and chancellor/vice president
  - Request position number for new APT positions
  - Recycle position numbers for positions abolished
**Position Description Generator (PDG)**
- Facilitate the electronic creation and review of position descriptions (PDs)
- Supervisor recommends career group and band, and assigns duties and responsibilities of position
- PD electronically transmitted for review and action
- E-mail notification to next review level
- www.pers.hawaii.edu/hrin/pdg

**Establishing New APT Positions**
- Before PO requests new position number, supervisor must discuss position with Dean/Director, Personnel Officer and Fiscal Officer
- Request position number in Contact Information System
  - Enter pertinent position information and certify that requisite approvals received
  - System assigns position number
- Complete "reporting relationships" in Contact Information System
- Enter position information in PeopleSoft
- On the next business day, supervisor accesses position in PDG and enters the assigned duties and responsibilities

**13 Different Career Groups**
- Academic Support
- Allied Health and Safety
- Athletics
- Enterprise Operations
- Facilities Planning and Design
- Information Technology
- Institutional Support
- Instructional and Student Support
- Legal Affairs
- Media Design and Production
- Physical Plant Management
- Public Information, Public Events Planning and Publications
- Research Support

**Band Definitions**
- **Band A:** Professional work at the entry/intermediate/independent worker level
- **Band B:** Fully competent skilled professional, e.g., journeyworker/working supervisor/lead worker
- **Band C:** Full-time supervisor of journeyworker subordinates and/or recognition, on a system wide basis, as a subject matter expert
- **Band D:** Program administrator/manager and/or recognition, on a system wide basis, as the foremost subject matter expert

**When Creating D&R Statements**
- Strive to answer the questions – What and How?
  - What specific responsibilities are assigned to the position?
  - How is work accomplished? (i.e., specific steps involved in performing work)
- Provide details, details, details . . .
  - For example, “Provides staff support . . .”
  - Staff support in what administrative area(s)?
  - To whom?
  - Advisory or final effective decision making?
- Create multiple, brief statements vs. single, all-inclusive statements (there is a 255 character limit per statement)
- How many D&R statements are sufficient?
  - Description should be clear so that persons unfamiliar with the work can understand the nature of the job.

**Minimum Qualification (MQ) Requirements**
- **MQs:** A list of generic job related MQs will appear
  - MQs are tied to a particular band and career group, and should be tailored (e.g., major course work, type and years of experience, specialized knowledge, etc.)
- **Supplemental MQs:** A program may identify additional job related MQs to supplement the generic MQs
  - Associate with specific duties and responsibilities
What is an Essential Function?
- Essential functions are fundamental job duties that an employee must be able to perform with or without reasonable accommodation.
- If you answer “yes” to one or more of the following, then the job function may be “essential:"
  - Does the position exist to perform the function?
  - Would removal of the function fundamentally alter the position?
  - Does the performance of the function require specialized expertise or skills that have been established as minimum qualifications for the job?
  - Are there a limited number of employees assigned to perform the function?

Position Description Generator - Options
- Create – to document the duties and responsibilities of a new position
- Redescribe – to document the changes in the duties and responsibilities of a position
- Review/Approve Pending Actions – to track and approve pending requests
- View Approved Actions – to view approved PDs

Redescribing an Existing Position
- Initiate – to begin the process of changing the duties and responsibilities of a position
- Continue – to continue the process of documenting the changes in the position
- Extend – to extend the duration of a temporary action (IGA or reband)
- Review/Approve – to review or approve classification requests

Redescription Type Options
- Update Only – no adjustment to compensation
- In-grade growth – significant changes to position reflecting a 1-step adjustment
- In-grade growth – significant changes to position reflecting a 2-step adjustment
- Changes in position concept – band change

Update Only Option
- No adjustment to compensation
  - Filled position
    - Update duties and responsibilities
    - No change to essential functions
    - No change to band assignment
  - Vacant position
    - Use Update Only option
    - Reflect changes in career group, band assignment, duties, minimum qualifications, etc.

In-grade Adjustment
- Two Types:
  - Recognize an employee’s growth in the position as illustrated by the assignment of substantially more complex duties still characteristic of the band.
    - Processed through the PDG
  - Recognize personal growth of an employee as demonstrated by increased skills, knowledge, abilities, etc.
    - Manual process
In-Grade Growth Options

- For filled positions
- IGA – professional growth within the band
- Changes may be of a permanent or temporary nature
- IGA may be recognized anytime in the year via the PDG
- Permanent IGA – increase to base salary of 1 or 2 steps (approximately 2% or 4% adjustment)
- Temporary IGA – stipend equivalent to 1 or 2 steps (approximately 2% or 4% adjustment)

In-Grade Growth Options (Cont.)

- Permanent IGA
  - Eligibility requirement – 6 months in position
  - Limited to once every 12 months
- Temporary IGA
  - Effective for the duration employee is assigned the temporary duties
  - Effective date shall be no earlier than 90 days prior to the receipt of redescription

Temporary IGA

- Initial request NTE 1 year
- Extensions may be requested; NTE a total continuous period of 2 years
- System generates email notification to supervisor and personnel officer 1 month prior to NTE date
- Chancellor/VP is delegated to approve extension requests

Rebanding Option

- For filled positions
- Change in position concept
  - Example: change from entry level work (Band A) to work reflecting the full-range of duties (Band B)
  - Movement from one band to another (e.g., Band A to B, Band C to B)
- Change may be of a permanent or temporary nature
- Compensation adjustment ranges from no increase (i.e., downward rebanding) to a maximum 8-step increase (i.e., movement of 2 or more bands)
- Performance expectations created at time of permanent reallocation request

Rebanding Option (Cont.)

- Permanent rebanding – compensation
  - Movement of 1 band – increase to base salary of 4 steps (approximately 8%), or minimum of higher band, whichever is greater
  - Movement of 2 or more bands – increase to base salary of 8 steps (approximately 16%), or minimum of higher band, whichever is greater
  - Not to exceed maximum step of higher band

Compensation Rules (Cont.)

- Exception to Standard Permanent Rebanding
  - In extraordinary cases, the standard compensation adjustment may not adequately compensate the employee’s credentials in performing the new assignments
  - Supervisor may request an exceptional adjustment via a manual process
  - Chancellor/Vice President is delegated approving authority
Rebanding Option

- Temporary rebanding
  - Temporary redescription of a position to reflect the concept of a higher band
  - Used only when a temporary assignment to a higher level position may not be made
  - Effective for the duration employee is assigned work reflective of the higher band
  - Movement of 1 band – stipend equivalent to 4 steps (approximately 8%)
  - Movement of 2 or more bands – stipend equivalent to 8 steps (approximately 16%)

Temporary Rebanding

- Initial request NTE 1 year
- Extensions may be requested; NTE a total continuous period of 2 years
- System generates email notification to supervisor and personnel officer 1 month prior to NTE date
- Chancellor/VP is delegated to approve extension requests

Position Redescription Factors

- Redescription factors used to assess the degree of change in the position
- Supervisor associates newly assigned duties to the redescription factors
- Requests for in-grade adjustments and rebanding require different redescription factors

Position Redescription Factors (Cont.)

- 5 Redescription Factors
  - Responsibility and Accountability – the increase in size and scope of responsibilities and level of authority
  - Critical Thinking and Problem Solving – the inherent difficulty of identifying and resolving problems
  - Decision Making – the judgment required in making decisions; the consequences and impact of decisions

Position Redescription Factors (Cont.)

- Knowledge, Skills and Expertise – the kind and depth of information which must be understood and the skills necessary to apply the knowledge, including those obtained from education and experience
- Communication Effectiveness – the nature and purpose of contacts. These may range from the exchange of information to the resolution of controversial issues.

1-step In-Grade Adjustment

- 2 required redescription factors:
  - Responsibility and Accountability
  - Critical Thinking and Problem Solving
- Plus at least 1 other applicable factor:
  - Decision Making
  - Knowledge, Skills and Expertise
  - Communication Effectiveness
Two-step In-Grade Adjustment and Rebanding

- 5 required redescription factors
  - Responsibility and Accountability
  - Critical Thinking and Problem Solving
  - Decision Making
  - Knowledge, Skills and Expertise
  - Communication Effectiveness

Redescription Process

- Identify the appropriate redescription factors
- Enter new duties in the appropriate redescription factor screen (each factor has a separate screen)
- New duties are listed under the existing duties and responsibilities
- The order in which the duties are listed is the order in which the supervisor enters the duties
- To list the duties in a specific order, the supervisor navigates to the appropriate redescription factor screen and enters the new duties

Temporary Changes in Position

- Applicable to temporary IGA and rebanding requests
- Narrative box provided with template of redescription factors
- To be used for temporary IGA and temporary rebanding requests
- Supervisor types or "cuts and pastes" duties and responsibilities that reflect the appropriate redescription factors

Temporary Changes in Position (Cont.)

- Temporary duties in narrative box eliminated once the NTE date has been reached
- Duties and responsibilities revert to "former" position description
- Stipend ends

System Calculates Salary Adjustment or Stipend

- PDG automatically calculates salary adjustment or stipend
- Salary information pulled from the PeopleSoft Human Resources Information System

Delegation of Authority for Classification

- Chancellors for UHM, UHH and UHWO; VPs; or Designee authorized to:
  - Assign positions to all bands
  - Consult with committee of subject matter experts for positions being considered for assignment to Band C or D
  - Approve in-grade adjustment requests for all bands (adjustment of 2% or 4%)
- Chancellors of community colleges authorized to:
  - Assign positions to bands A or B
  - Approve in-grade adjustment requests for all bands (adjustment of 2% or 4%)
Delegation of Authority for Compensation

- Chancellor/VP or Designee authorized to:
  - Approve starting salary rates of employees in all bands (new hires, transfers, promotions, demotions)
  - Approve annual lump sum performance awards for employees in all bands

Performance Evaluation

- Electronic Performance Evaluation Process
  - Requires meaningful discussion between supervisor and subordinate
  - Requires expectations to be created prior to evaluation
  - Standardized Rating Cycle for all APTs

- www.pers.hawaii.edu/hrin/pes

Performance Expectation Matrix

- The key components of a Performance Expectation may be described by selecting:
  - an “Action Verb” plus
  - an appropriate “Outcome or Product” plus
  - an appropriate statement of the “Quality and/or Frequency” standard to be applied to determine if an expectation is satisfied.

- A Performance Expectation Matrix is available to assist supervisors in the creation of “preliminary” performance expectations.

  The “preliminary” performance expectation should be supplemented with additional details to create a refined performance expectation.

Performance Expectation Matrix

<table>
<thead>
<tr>
<th>Action</th>
<th>Outcome</th>
<th>Quality Standard</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td><em>%</em> complete of total</td>
<td>By __<strong>(date)</strong></td>
<td>Quality Frequency</td>
</tr>
<tr>
<td>Loc</td>
<td><em>%</em> increase in ____</td>
<td>By __<strong>(date)</strong></td>
<td>Monthly</td>
</tr>
<tr>
<td>Comp</td>
<td><em>%</em> decrease of ___</td>
<td>By __<strong>(date)</strong></td>
<td>Upon request</td>
</tr>
<tr>
<td>Prog</td>
<td>____% reduction in ____</td>
<td>By __<strong>(date)</strong></td>
<td>By the end of the rating period</td>
</tr>
<tr>
<td>Rep</td>
<td>Norm ____ to ___</td>
<td>By __<strong>(date)</strong></td>
<td>By the end of the rating period</td>
</tr>
<tr>
<td>Train</td>
<td>____% improvement in ____</td>
<td>By __<strong>(date)</strong></td>
<td>By the end of the rating period</td>
</tr>
<tr>
<td>Admin</td>
<td><em>%</em> increase in ____</td>
<td>By __<strong>(date)</strong></td>
<td>Monthly</td>
</tr>
<tr>
<td>Breed</td>
<td><em>%</em> decrease of ___</td>
<td>By __<strong>(date)</strong></td>
<td>Upon request</td>
</tr>
<tr>
<td>Policy</td>
<td>____% reduction in ____</td>
<td>By __<strong>(date)</strong></td>
<td>By the end of the rating period</td>
</tr>
<tr>
<td>Study</td>
<td>Norm ____ to ___</td>
<td>By __<strong>(date)</strong></td>
<td>By the end of the rating period</td>
</tr>
</tbody>
</table>

Application of the Performance Expectation Matrix

- “Preliminary” Performance Expectation: Prepare... administrative procedure... in draft form to satisfy expectation... by ____(date)__

  Refined Performance Expectation: “Prepare in draft form an administrative procedure relating to recruitment and selection of BOR personnel by September 25, 2002 to satisfy performance expectation.”
Associating Expectation with Duties & Responsibilities

Certifying Date of Meeting Employee & Supervisor

“Check” appropriate boxes and click “ok”

Performance Award (lump sum bonus)

- A Performance Award is not an automatic entitlement, but a discretionary award to an employee whose performance consistently EXCEEDS performance expectations

Performance Award (Cont.)

- Supervisor may nominate eligible employees for performance awards in the Special Compensation Adjustment (SCA) system
- Eligibility criteria
  - 6-months in position
  - Exceptional performance rating
- Annual Consideration
- Awards – 2%, 4%, 6% or 8% lump sum bonus
- Subject to availability of funds (program pays) and appropriate approval
- Automatic e-mail notifications
- www.pers.hawaii.edu/hrin/sc

Timeline

- 11/01 – 10/31: Standard APT Evaluation Period
- 11/01 – 11/30: Period for on-line nominations for Performance Awards
- 12/01 – early January: Program review of nominations (PO reviews for eligibility; FO informs D/D of any funding concerns; D/D makes recommendation to VP/Chanc)
- 01/31 – Final decisions made by VP/Chanc

Flow Chart - On-line Systems

Contact Information
- PO updates employee, supervisor, FO & D/D information
- OHR updates PO and VP/Chanc info

Performance Evaluation
- Create expectations
- Monitor performance and provide feedback
- Complete evaluation

PD Generator
- Create on-line position descriptions
- Ability to create new and redescibe positions

Special Compensation Nomination
- With exceptional rating, supervisor able to nominate employee for performance awards
Designated New Hire Rate (DNHR)
- The DNHR is the entry salary rate specified for each band.
  - The University determines the DNHR based on relevant salary survey information.
- IT and non-IT personnel are on the same salary schedule but have different DNHRs.

Salary Placement
- Two Different Mechanisms
  - IT Matrix for Information Technology
  - Exception to DNHR for non-IT personnel
- Salary placement above DNHR subject to approval by Chancellor, VP or Designee
- Process used for new hires, transfers, promotions and demotions
- Flexibility in compensation

IT Matrix
- Manual hard copy process
- Points assigned for highest level of relevant education, relevant years of experience, and quality of relevant experience
- Exceptional amount may be requested based on comparable positions, benefits to the University, degree of specialization, value of job, etc.
- Point Conversion Worksheet is used to determine salary placement
  - www.hawaii.edu/ohr/projects/projects.html

Exception to DNHR
- On-line system
  - www.pers.hawaii.edu/hrin/dnhr
- Program decides whether or not to consider offering more than the DNHR
- The selectee shall exceed all published MQs with particular focus on those specific to essential functions; and
- Preferably, the selectee should meet or exceed a significant number of desirable qualifications.
- In all cases, the selectee shall be distinguished from all other applicants on the basis of individual qualifications

Request Analysis: Criteria
Criteria
1. Extenuating Recruitment Considerations
2. Specific Qualifications, Expertise or Specialized Functions
3. Requisite Education, Training, Certification & License
4. Requisite Work Experience
5. Internal Salary Comparison
6. External Market Comparison
7. Position Duties and Responsibilities

Resources
- APT Broadband System Website:
  - www.hawaii.edu/ohr/projects/projects.html
- Email questions to:
  - uh-broadband-l@hawaii.edu
- Phone:
  - 956-9488 or 956-8643
Hawai‘i Employer-Union Health Benefits Trust Fund (EUTF)

PO Responsibilities
- Verify employee’s eligibility
- Distribute and collect enrollment information
- Assist employees in enrolling in the health plans
- www.eutf.hawaii.gov/

Employee Responsibilities
- Provide current and accurate personal information to the EUTF
- Notify PO of changes, additions, deletions within 30 days of the event and submit the enrollment form (EC-1)

Who is Eligible?
- Employee
- Retired Employee
- Spouse, domestic partner
- Dependent child under age 19 (unmarried)
- Student age 19 – 23 (unmarried)
- Child with disability (disabled prior to age 19, unmarried)
- Child covered by terms of a qualified medical child support order

To Enroll
- To enroll or make changes to the EUTF benefit plan
  - Employee/PO should complete and provide requested information on the EC-1
  - All eligible family members must be enrolled within 30 days of becoming eligible for coverage
  - Employee shall submit forms to PO within 30 days of hire/changes
  - PO will certify EC-1 and send to EUTF for processing

Submit EC-1
- Enroll in life insurance only
- Change in bargaining unit
- Update address
- Termination
  - Should be done within two pay periods
- Transfer In/Out from another State agency
  - Employee’s signature not required
Changes?

- Changes may be made when there is a Qualifying Event:
  - Marriage
  - Divorce or legal separation
  - Entry into/termination of a domestic partnership relationship
  - Spouse’s loss of coverage
  - Birth, adoption or placement for adoption
  - Death of a dependent
  - Dependent ineligible due to age
  - Issuance of a Qualified Medical Support Order
- Open Enrollment

Additional Documentation

- Adoption/Guardianship
  - Court documents or adoption documents
- Military Leave
  - Military Orders
- LWOP
  - L1 and EC-1 if canceling plans
- Child Support Order
  - Court Documents or
  - Letter/Document from Child Support Enforcement Agency
- Death Certificate
  - Copy

Additional Documentation (Cont.)

- Loss of coverage letter
  - Letter from employer stating last day of coverage
- Divorce decree
  - Need copy of first and last page
- Declaration of Domestic Partnership
  - EUTF declaration of Domestic Partnership
  - Domestic Partnership Acknowledgement
  - Affidavit of "Dependency" for tax purposes (notarized)
- Termination of Domestic Partnership
  - Termination of Domestic Partnership Form

Premium Conversion Plan (PCP)

Premium Conversion Plan

- Eligible employees may increase their take home pay by making EUTF premium contributions on a pre-tax basis.
- Who’s eligible?
  - Employee enrolled in EUTF
- www.hawaii.edu/ohr/docs/benefits.htm

Enrollment

- New Employee – when you enroll in EUTF
- Current Employee
  - Open Enrollment period
  - Change in Status Exception
    - Marriage, divorce or marriage annulment
    - Birth or adoption of a child or addition of a foster child
    - Death of spouse or child
    - Employment or loss of employment by you, your spouse or dependent
    - Start or return from an unpaid leave of absence
    - Loss of eligibility by you or your spouse under a health benefits plan
**Cancellation**

- May cancel PCP election if:
  - Employee transfers to a non-eligible employment classification
  - Employee marries and obtains health coverage through spouse
  - Spouse gets a new job and provides health coverage to employee
- Cancellation forms must be submitted within 90 days of the qualified change in status.
- Approved cancellations are generally effective at the end of the month in which the cancellation forms are received.

**Can I lose money under PCP?**

- If employee changes/cancels health plan but PCP change/cancellation is not allowed, the PCP election will continue and premium payments will be forfeited.
- Example: Employee has family plan and gets divorced. The change in status allows the mid-plan year change. However, employee may only cancel the spouse from the plan, not the children, because the divorce affects only the marriage, not the relationship with the children.

**Domestic Partner**

- Domestic partner may be enrolled if meets definition of "qualified dependent" under IRC 152 and qualifies as dependent for federal income tax purposes.
- Completes the PCP Domestic Partnership Acknowledgement Form.
- Employee will not be able to change or cancel PCP until the next open enrollment period even if a qualified "change in status" occurs (i.e., death or termination of domestic partner relationship).