

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.)

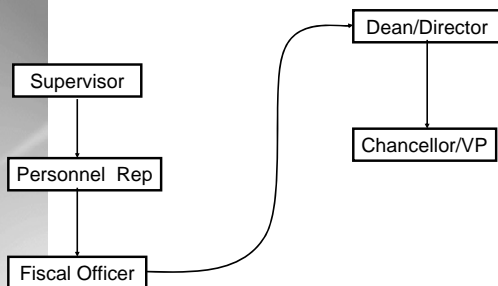
- Simplify classification process
- Flexible and responsive to the needs of the University
- Delegation of authority
- Facilitate movements
 - From band to band (vertical mobility)
 - Across bands (lateral mobility)
- Recognize professional growth, increased competencies, and exceptional employee performance

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



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

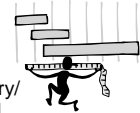
Establishing New APT Positions

- 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 redesignation

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

2-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

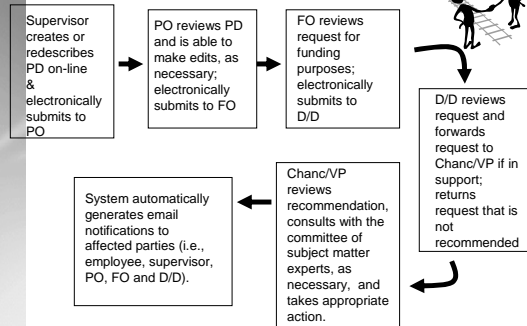
Delegation of Authority for Classification

- 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

Submission of Electronic PD



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

| Action | Outcome | Quality and/or Frequency Standard to be Applied to Determine If an Expectation is Satisfied | |
|-------------|-----------------|---|---------------------|
| Verb | Outcome/Product | Quality | Frequency |
| Administer | Budget | ___% complete of total | By ___(date)___ |
| Allocate | Contract | | Daily |
| Assign | Compliance | decrease of ___(e.g.) ___ | |
| Audit | Curriculum | by ___(%)___ as measured | |
| Conceive | Database | from a base ___ from a | Weekly |
| Draft | Document | base of ___ | |
| Initiate | Facilities | quality to be measured | Monthly |
| Investigate | Findings | by ___ or using | |
| Lead | Guidelines | standard of ___ to | Upon request |
| Negotiate | Plan | satisfy | within ___ days |
| Monitor | Policy | | |
| Organize | Proposal | with a ___% or \$) ___ | By ___ months |
| Recommend | Report | reduction in resources | prior to the end of |
| Research | Rule | required using ___ as | the rating period |
| Solicit | Strategies | | |
| Train | Study | the base or starting point | By the end of the |
| Write | Work Teams | to satisfy expectation | rating period |

Application of the Performance Expectation Matrix

| Action | Outcome | Quality and/or Frequency Standard to be Applied to Determine If an Expectation is Satisfied | |
|---------|--------------------------|---|-----------------|
| Verb | Outcome/Product | Quality | Frequency |
| Prepare | Administrative procedure | in draft form to satisfy expectation | by ___(date)___ |

"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

University of Hawaii
Performance Evaluation System

"Check" appropriate boxes and click "ok"

Certifying Date of Meeting Employee & Supervisor

University of Hawaii
Performance Evaluation System

Performance Award (lump sum bonus)

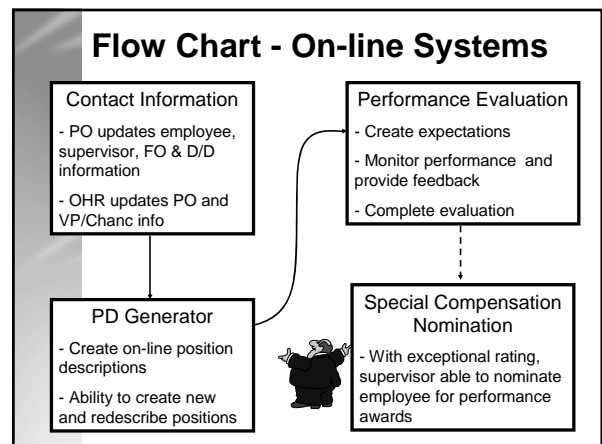
- A **Performance Award is not an automatic entitlement, but a discretionary award** to an employee whose performance consistently **EXCEEDS** performance expectations

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/sca

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



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).