



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

June 1, 2004

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 04-04

TO: Management Team

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

SUBJECT: **REVISED ADMINISTRATIVE PROCEDURES**

Personnel and/or Administrative Officers have been informed of the availability of the following Administrative Procedure (AP) on the World Wide Web (WWW) in Adobe/Acrobat format. Those units that do not have access to the WWW may contact their respective Personnel/Administrative Officer for a hard copy.

(Revised) A9.140 Internal Complaint Procedure for Civil Service Employees and Complaints related to the Civil Service System

In accordance with Section 76-42, Hawai'i Revised Statutes, these procedures replace the former administrative review request relating to issues of recruitment qualifications, position classification, initial pricing of civil service classes and other employment actions which adversely affect civil service employees. These procedures are effective immediately.

If you have any questions, please contact Steve Yamada <email: syamada@hawaii.edu>.