

Prepared by the Personnel Management Office.  
This replaces Administrative Procedure No. A8.111  
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CLASSIFICATION AND COMPENSATION

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A9.195      ESTABLISHMENT OF NEW POSITIONS AND ABOLISHMENT OF  
POSITIONS

1.    Purpose.    To prescribe procedures for establishment of new positions and for abolishment of positions in all programs administered by the University of Hawai'i.
2.    Objectives.
  - a.    To prescribe guidelines for the establishment of new positions.
  - b.    To authorize Vice Presidents and Chancellors (hereafter referred to as Chancellor(s)) or their designee(s) to approve the establishment of new positions.
  - c.    To specify the procedure for abolishment of established permanent State funded positions.
3.    Applicability.
  - a.    This Procedure applies to all new positions which are included in the University of Hawai'i State Operating Budget funded by General Funds, Special Funds, and Agency Funds.
    - (1)   Positions affected include:
      - (a)   All Board of Regents positions.
      - (b)   All Civil Service positions.
    - (2)   New positions funded by Federal or Trust funds for specific purposes are temporary positions subject to applicable University and State personnel policies and procedures. Therefore, all requests to create and/or fill Federal or Trust. fund positions are to be submitted to the University Personnel Management Office (UPMO) for processing

via the respective office of the Chancellor or Vice President.

- b. This Procedure also applies to the abolishment of permanent positions on General, Special and Agency funds.

4. Positions to be Established.

- a. This Procedure covers all new positions, either permanent or temporary and funded by State funds (General, Special and Agency), to be processed in accordance with the procedure prescribed in Section 5c after the fiscal year budget expenditure plans for the affected programs are approved.
- b. New positions include:
  - (1) Additional permanent positions authorized for workload increases.
  - (2) Additional permanent positions authorized for program expansion.
  - (3) New permanent State funded positions established to convert extramurally funded positions to State funds.
  - (4) Permanent positions affected by:
    - (a) A change in the original purpose and need due to different program direction resulting in new duties and responsibilities. (If such change involves a position variance, i.e., a change in series and class of a position authorized in the State operating budget, it should be discussed with the Classification Section of the University Personnel Management Office (UPMO) prior to submitting the request to the UPMO for processing in accordance with the Governor's Administrative Directive 1981-2.)
    - (b) Adjustment(s) in the budget program structure requiring correction of appropriation codes. This is a housekeeping function which usually does not require new job descriptions.

- (c) Reorganization or transfer to another organizational unit. (See Administrative Procedure A9.040 if organizational changes are involved.)
  - (d) Significant changes in the functions of the unit in which the position is assigned. (See Administrative Procedure A9.040 if organizational changes are involved.)
- (5) Temporary positions meeting one of the following conditions:
- (a) If positions are required to carry a unit or activity over an exceptional peak work period or for an emergency, they may be established only for the specific period not to exceed six(6) months or to the end of the State fiscal year (June 30 next), whichever is shorter.
  - (b) If positions are required to implement projects or functions authorized or included in the appropriations act, they are to be established on a fiscal year basis (not to exceed June 30). Any extension will depend upon approved budget expenditure plans which specifically provide for such extension.
  - (c) If a budget request for a permanent position is contemplated or pending and the need for services is immediate, the temporary position may be established if a permanent position is included in the Chancellor's operating budget request. However, if the position is deleted from the Chancellor's request or at any subsequent level of review (President, Board of Regents, Governor, Legislature) the temporary position is to be terminated within 30 days after notification that the requested position has been deleted.
  - (d) If temporary positions are necessary to accommodate positions previously established under extramural (federal and trust) funds they must be specifically authorized in the budget expenditure plans. These positions may be approved to June 30 next.

- (e) If temporary positions are needed for new income producing continuing education programs under special funds, they may be established to the end of the fiscal year in which the positions are to be established. Extensions shall be acted upon on a case by case basis. However, if such programs are to be continued as on-going programs, the positions must be authorized in the appropriate budgets.
- 5. Procedure for Establishment of New Positions. (Note: The filling of authorized vacant positions are to be processed in accordance with Administrative Procedure A9.485.)
  - a. Chancellors or their designee(s) at their respective system level (no further delegation to Deans or Provosts, except West O'ahu College) are authorized to approve the establishment of new positions. The designee's names are to be submitted in writing to the University Personnel Management Office (UPMO).
  - b. Establishment of new positions, including extensions of temporary positions if applicable. are to be submitted in the following manner:
    - (1) Prepare "Request for Position Action" (SP-1) with appropriate information described in Attachment A. Attach copy of official position organization chart (3 copies) specifically indicating the location of position requested (see Attachment B). Also, refer to Administrative Procedure A9.250 for APT positions and to Administrative Procedure A9.300 for instructions in preparing Civil Service position descriptions.
    - (2) Ensure that each request remains within budgetary and position ceilings.
    - (3) Submit forms for establishing new positions with pertinent justifications and organizational charts to the UPMO. Organizational charts are required for all SF-1's to indicate the organizational location of the position requested.
  - c. Upon completion of the necessary personnel actions, the UPMO will transmit a copy of the approved "Request for

Position Action", SF-1. to the University Budget Office.

6. Abolishment of Positions.

The initiating unit or office is to prepare Form SF-1, Request for Position Action to abolish any established, permanent position. Upon approval by the appropriate Chancellor, the request is forwarded to the UPMO for appropriate action, after which a copy of the SF-1 will be sent to the University Budget Office.

7. Forms to be Used.

a. Civil Service Positions

- (1) Request for Position Action, Standard Form 1. (white carbon set) to establish or abolish permanent positions, change the FTE or funding or extend temporary positions.
- (2) Position Classification Form DPS 206, Rev. 9/1/66 (one pink and five white) with three copies of job description for establishment of new positions and/or redescription of existing positions.
- (3) Two copies of Position Evaluation Form, DPS 219; stating distinguishing responsibilities of the job which justifies the particular recommended classification.

b. Board of Regents Positions

- (1) Request for Position Action, Standard Form 1 (pink carbon set) to establish or abolish permanent positions, change the FTE or funding, or extend temporary positions.
- (2) Job description (multiple carbon set Form 39) to establish new positions or to redescribe existing positions.

c. Forms from the UPMO are available at the Chancellor's Office for operating units at each campus.

## Attachment A

INSTRUCTIONS FOR PREPARATION  
OF REQUEST FOR POSITION ACTION

Please read and follow these instructions closely to insure accuracy and completeness.

Sample Ref. No.	Item Number	Nature of Information	Instructions
		Preparation of Form:	Prepare Request for Position Actions (SF-1) by using the bound set with carbons and adding as many singletons as needed for program files and approval by department chairman, principal investigators, deans and directors.
1.		SF-1 Document Number: (assigned by Personnel Office)	A 5-digit document number (FNNNN) to uniquely identify each civil service SF-1 document.  F = UH alpha code  N = 4-digit number which uniquely identifies the SF-1 transaction
2.		Position Number: (for positions within authorized ceiling)	Enter the position number of the new position affected by this action. For the establishment of a new position, enter the "Pseudo" position number of the vacant position.
3.		Program ID: (for positions within authorized ceiling)	Enter the program ID to which this position is assigned.  e.g. UOH 101 UOH 102
4.		a. Requesting Department: (CS) (White) or  b. Requesting Campus, Division, Program (BOR) (Pink)	a. Type in "University of Hawai'i," campus, division and program.  b. Type in campus, division and program.
5.	1.	Type of Action	Mark appropriate block. If

- Requested: none are applicable, type the type of action requested and mark with "X".
6. 2. Type of Position: Mark appropriate block; NTE means "Not to Exceed;" blank space is for the date.
7. 3. Position Control: 1 = Within authorized ceiling - positions authorized by the current appropriations act.
- 2 = Beyond authorized ceiling - positions above authorized count, i.e., Governor's pool positions assigned to UH or positions transferred from another State department.
- 3 = No ceiling - temporary, or any other position not controlled by the appropriations act, i.e. extramurally funded and legislative grants where money for a specific program is authorized but no determination on position is made at same time.
8. 4. Funds Available: Mark appropriate block.
9. 5. Position Number: Insert number for all existing positions; Leave blank for new positions; type in position number for conversion from extramural funds to State operating funds.
10. 6. Position Title: For establishment of a new position, enter the new or desired position title. For all other actions, enter the existing title.
11. 7. Occupational Group: Enter appropriate code for the position title requested; leave blank if code is not known.
12. 8. a. SR Step: (CS) a. For civil service, indicate salary scale symbol (SR, WB, WF, etc.), level and step.

or

- b. Range/Step: (BOR)      b. For BOR, indicate classification symbol (E, I, P, etc.), rank or pay range and step.
13. 9. BU:      Indicate bargaining unit of position.
14. 10. Organizational Code:      Indicate employing agency code of requesting unit.
15. 11. Island:      Type in appropriate code number as follows:
- |             |                 |
|-------------|-----------------|
| 1. Hawai'i  | 2. O'ahu        |
| 3. Moloka'i | 4. Kaua'i       |
| 5. Maui     | 6. L~na'i       |
| 7. Ni'ihau  | 8. Out of State |
16. 12. Appropriation: (CS)      Use official Chart of Account Code which includes the Fund, Year, Appropriation and Department.  
or  
Account Code: (BOR)
17. 13. Per Cent:      Enter percentage to one decimal point for each appropriation which total the Time Authorized (18).
- e.g. 100.0  
75.0  
33.3
18. 14. Time Authorized:      Enter the total percentage of time to be worked.
- Justification:      Cite reasons for needing position; attach additional sheets as needed.
- Date:      Enter date signed on loose or singleton SF-1.
- Signature:      Department Chairman, Principal Investigator or responsible initiator should sign; the Chancellors or designees should countersign and forward to University Personnel Management Office to fill a vacant position to establish a new position or to extend a temporary State funded position.



STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANA  
COLLEGE OF EDUCATION  
EDUCATIONAL FOUNDATIONS

Position Organization Chart

**Chart VIII**

