



November 25, 2016

MEMORANDUM

TO: Human Resources Representatives

FROM: Debra Ann C. Ishii *Debra Ann C. Ishii*  
System Director of Human Resources

SUBJECT: Revised University Procedures Relating to Approval of Non-Civil Service 89-Day Appointments in Civil Service Positions

This memo updates the University procedures for the approval of non-civil service 89-day appointments and does **not** apply to Board of Regents casual appointments. Such appointments are intended to serve as a “bridge” until the vacant positions are filled on a permanent basis or to perform temporary work due to seasonal needs.

In addition, the 2016 legislature passed Act 246 (H.B., 2008, H.D. 2, S.D.2, C.D.1) which required state departments and agencies to obtain approval from the governor for employment of temporary hires in the same position that is wholly funded by general funds for more than two terms of 89 days and up to eight terms of 89 days within a consecutive 24 month period. The law does provide for exceptions for this 89 day limitations. See [Act 246](#). For the University, Act 246 applies to our non-civil service 89 day appointments in civil service positions.

With the implementation of Act 246, the Governor has delegated the authority to approve 89-day appointments to the State Director of the Department of Human Resources Development (DHRD). State DHRD has further delegated the approval of first and second appointments to the department (i.e., University). The approval of additional 89-day appointments for the same person in the same position beyond the initial two appointments requires State DHRD approval.

To ensure timely approval of your requests, the following are the University's revised procedures relating to non-civil service 89 day appointments in civil service positions regardless of funding for initial and subsequent 89-day appointments:

1. Initial 89-day appointment request
  - a. The request shall be submitted via form [UH 397](#) no less than **10** working days prior to the proposed starting date with the necessary forms outlined in the [New Hire Check List – A for Non-Civil Service Appointment \(89 Day\)](#). All 89 day appointments are subject to appropriate review by UH System HR and clearance by DHRD.

- b. Upon clearance by DHRD, the UH System HR will approve the request and advise the designated HR representative to proceed with the appointment. The designated HR representative will notify the appropriate supervisor and make arrangements for the first day.
  2. Second 89 day appointment request for same individual
    - a. The request shall be submitted via form [UH 397](#) no less than **10** working days prior to the expiration of the current 89-day appointment.
    - b. The UH System HR will approve the request and advise the HR representative to proceed with the appointment. The designated HR representative will notify the appropriate supervisor and make arrangements for the first day.
  3. Third through Eighth 89 day appointment request for same individual
    - a. **If non-general funded**, the request shall be submitted via DHRD's form [HRD 397](#) no less than **25** working days prior to expiration of the current 89 day appointment.
    - b. **If 100% general funded**, requests shall be submitted via DHRD's forms [HRD 396](#) (Word version) **and** [HRD 397](#) (form-fillable PDF) to [ohrcs@hawaii.edu](mailto:ohrcs@hawaii.edu) no less than **25** working days prior to the expiration of the current 89-day appointment. UH System HR must submit requests to DHRD electronically no less than 20 working days prior to the expiration date. UH System HR will submit to DHRD for final approval.
    - c. All subsequent 89 day appointments are subject to appropriate clearance by DHRD and approval by the State Director of DHRD.
  4. A separate request shall be submitted for each additional non-civil service 89-day appointment in a civil service position determined to be necessary. However, if exceptional circumstances exist that may warrant a request for approval of more than one 89-day appointment, please indicate and provide adequate background and justification.
  5. Pursuant to DHRD's procedures, the UH System HR will not execute another non-civil service 89-day appointment in a civil service position for an employee until DHRD provides clearance and/or Director approves the request.
  6. All official documentation for 89 day appointments in civil service positions shall be kept in the official personnel file in UH System HR.

Please contact the System HR Civil Service Section at [ohrcs@hawaii.edu](mailto:ohrcs@hawaii.edu) or 956-8458 should you have questions.