ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 01-5

TO: Senior Vice President and Executive Vice Chancellor
    Senior Vice Presidents and Chancellors
    Senior Vice Presidents
    Vice Presidents
    Chancellor
    Executive Director
    Special Advisor to the President
    Mānoa Deans and Directors
    Directors

FROM: Eugene S. Imai  
      Senior Vice President for Administration

SUBJECT: AMENDED ADMINISTRATIVE PROCEDURES

Personnel and/or Administrative Officers have been informed of the availability of the following Administrative Procedures (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 hardcopy.

(Amended) A9.550 Appointment of Graduate Assistants

The General Selection Criteria for the appointment of Graduate Assistants has been modified (Attachment 1). Additionally, the Stipend Schedule has been updated (Attachment 2).

(New) A9.730 Workplace Non-violence Campus Procedures

Provides procedural and suggested processes to implement Executive Policy, E9.210, Workplace Non-Violence policy.
A new procedure to implement the pre-tax qualified parking benefit plan within the meaning of Internal Revenue Code, Section 132 (f). This benefit plan is for the exclusive benefit of eligible employees of the University of Hawai‘i. This administrative procedure prescribes the guidelines for the implementation of the plan, inclusive of benefit eligibility, benefit cancellation, benefit forfeiture, maximum limits of plan, amendment/termination of plan, and general provisions of the plan.

A systemwide procedure is no longer required as each campus has developed its own plan for veterans and individuals with disabilities.

If you have any questions, please contact Steve Yamada (email: steve@mail.pers.hawaii.edu).