April 19, 2002

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-5

TO: University Executive Council

FROM: James W. Sloane

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) A9.170 Performance Evaluation of Administrative, Professional and Technical (APT) Personnel

This Administrative Procedure has been revised to include the new on-line Administrative, Professional and Technical (APT) Performance Evaluation System, procedures and criteria for Special Compensation Adjustments for exceptional performance and details of the new standardized annual performance rating period.

(Revised) A9.210 Classification and Compensation Plan for Administrative, Professional and Technical (APT) Personnel

This Administrative Procedure has been revised to reflect the new Broad Band Classification and Compensation System. Administrative Procedure A9.250 Position Descriptions for APT Personnel has been incorporated into this Administrative Procedure.
The revised A9.210 includes the on-line Position Description Generator, Career Group
definitions, Band definitions, procedure for Hiring Above the Designated New Hire Rate
(DNHR), Special Compensation Adjustments, new compensation rules and definitions and the
procedures and forms for filing an Administrative Review and/or Appeal.

(Abolished) A9.250 Position Descriptions for APT Personnel

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