ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 97-4

TO:   Senior Vice President and Executive Vice Chancellor
      Senior Vice Presidents and Chancellors
      Vice Presidents
      University Administrators
      Deans and Directors

FROM: Eugene S. Imai  
      Senior Vice President for Administration

SUBJECT: ADMINISTRATIVE PROCEDURES

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

(New) A9.005 - University Executive Definitions

(Ablished) A9.020 - Code of Ethics

(Ablished) A9.045 - Processing of Requests for Variances

(Ablished) A9.050 - Collective Bargaining Agreements - BOR Personnel

(Amended) A9.080 - Collective Bargaining in Public Employment

(Amended) A9.090 - State of Hawai‘i Personnel Rules, Title 14, Administrative Rules, Department of Human Resources Development, Subtitle 1

(Amended) A9.091 - H.R.S Chapter 89C, Adjustments for Civil Service Employees excluded from Collective Bargaining

(Amended) A9.205 - Salary Schedules for Faculty Personnel

(Amended) A9.300 - Position Descriptions for Civil Service Personnel
Should you need to view any Administrative Procedure, they are currently available on the World Wide Web by searching for “UHINFO” on the Hawai‘i Home Page (http://www.hawaii.edu/) and following the sequential links to the Administrative Information and Services page, Policies and Procedures page and then to the Administrative Procedures Information System page. A search utility has been added to the Administrative Procedures Information System.

Please note that this will be the last hard copy distribution of the Administrative Procedures Memorandum announcing updates to any Administrative Procedures dealing with Human Resources.

Henceforth, all update notices will be issued exclusively on the Administrative Procedures Information System (APIS) Listserv at APIS-NEWS-L@HAWAII.EDU.

To subscribe to APIS-NEWS-L, send an email message to LISTPROC@HAWAII.EDU with the body of the message containing the following line:

SUBSCRIBE APIS-NEWS-L yourfirstname yourlastname

Example: SUBSCRIBE APIS-NEWS-L Eugene Imai

If you are not sure if you are already subscribed to APIS-NEWS-L or if you have problems subscribing, please send email to APIS-L@HAWAII.EDU for technical assistance.

If you have any questions, please call Steve Yamada (email: steve@mail.pers.hawaii.edu) at 956-7798.