



UNIVERSITY OF HAWAII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

July 11, 2000

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 00-6

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
Manoa 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) A9.250 Position Descriptions for APT Personnel

- ! UH Form 39 has been modified to include employee certification that work assignments as summarized in the position description were discussed.

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