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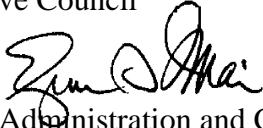
## UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION  
AND CHIEF FINANCIAL OFFICER

November 9, 2001

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 01-11

TO: University Executive Council

FROM: Eugene S. Imai   
Vice President for Administration and Chief Financial Officer

SUBJECT: **NEW ADMINISTRATIVE PROCEDURE**

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 hardcopy.

(New) A9.335 Nepotism

This is a new Administrative Procedure to ensure compliance with the Board of Regents policy on the employment of relatives. The AP includes a new UH Form 88 - "Disclosure of the Appointment of Relatives" to report the appointment/employment of a relative of an employee.

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