




UNIVERSITY OF HAWAII

SENIOR VICE PRESIDENT FOR ADMINISTRATION

June 29, 2001

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.

Senior Vice and Executive Vice Chancellor, et al.

June 29, 2001

Page 2

(New)            A9.761            Pre-Tax Qualified Parking Benefit Plan

- !            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.

(Abolish)        A9.905            Procedures for Affirmative Action Plan for Veterans and for Handicapped  
Individuals

- !            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](mailto:steve@mail.pers.hawaii.edu)).