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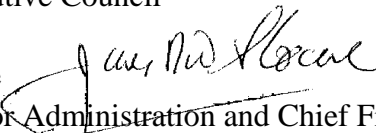
UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION  
AND CHIEF FINANCIAL OFFICER

April 19, 2002

**ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 02-5**

TO: University Executive Council

FROM: James W. Sloane   
Vice President for Administration and Chief Financial Officer

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.

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