



MEMORANDUM

September 20, 2007

TO: Vice Presidents
Chancellors
Senior Management Team
Executive Administrator and Secretary of the Board of Regents

FROM: David McClain *David McClain*
President

SUBJECT: **Administrative Procedure Memorandum No. 07-13**

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) A9.210 Classification and Compensation Plan for
Administrative, Professional and Technical (APT)
Personnel

The AP has been revised to implement the delegation of authority, explain the role of the committee of subject matter experts in the classification process, simplify the Exception to the Designated New Hire (DNHR) process, adjust the standard compensation adjustment rule for permanent and temporary rebanding actions, establish a process to request an exception to the standard permanent rebanding adjustment, create a SCA-Equity process, and establish an in-grade adjustment award for increased competencies.

If you have any questions, please contact Diane Ho <email: dho@hawaii.edu>

Attachment