

Prepared by the Personnel Management Office.  
This replaces Administrative Procedure No. A9.045  
dated October 1984

January 1985

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GENERAL

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**This Administrative Procedure was abolished on April 14, 1997 per Administrative Procedures Memorandum No. 97-4 signed by Senior Vice President for Administration Eugene S. Imai.**

A9.045 PROCESSING OF REQUEST FOR VARIANCE

1. Purpose.

To specify the procedure for obtaining approval by the Board of Regents of requests for variances involving changes in series and class for permanent positions authorized in the current Appropriations Act in compliance with the Governor's exemption to June 30, 1985 (unless extended by the Governor) from the prior-concurrence provisions of the Governor's Administrative directive 1981-82, Policy and Procedure on Requesting Approval to Establish Permanent Positions Varying from Series and Class Authorized in the Current Appropriations Act. (Governor's Memorandum of August 17, 1984 to Chairman, Board of Regents of the University of Hawaii)

2. Objectives.

- a. To place the responsibility on Chancellors and Vice Presidents (hereafter referred to as Chancellors) for the preparation and justification of variance requests.
- b. To provide the Board or Regents with sufficient information to act on variance requests requiring its approval.
- c. To provide the Governor with the information requested on variances approved by the Board of Regents.

3. Procedure.

a. Systemwide Budget Office

The Systemwide Budget Office will prepare the Legislative Appropriation BJ-1 Table for personal

services which is a listing of all permanent, authorized and budgeted positions for the biennial budgetary period. This is the base document upon which a determination as to whether or not a variance approval is required will be made. A copy of the BJ-1 Table which reflects details of the Appropriations Act is to be sent to each Chancellor at the end of each Legislative Session.

b. Chancellors

- (1) Chancellors should plan for changes in series and class (variance) of permanent positions authorized in the Appropriations Act by reflecting such changes in the BJ-1 Table in accordance with the applicable budget instructions during the preparation of the biennial budget for incorporation into the next Appropriations Act.
- (2) Chancellors are responsible for preparing and justifying variance request for the Board's approval if urgent and unforeseen program and personnel needs arise between regular budget submissions which require a change in series and class of a position listed in the BJ-1 Table. Any question concerning the BJ-1 Table should be resolved with Budget Office. Variance requests are necessary in the following instances:
  - (a) Changes between classification plans for:
    - . Executive/Managerial positions
    - . Faculty positions
    - . Graduate Assistant positions
    - . Administrative, Professional and Technical (APT) positions
    - . Civil Service positions
  - (b) Changes between series within either the APT or civil service classification plans whereby:
    - . the change involves the movement to a class which maximum step of the pay range exceeds that authorized in the budget (e.g., UH Administrative Officer I, P03, to UH Fiscal Accounting Specialist II, P05) (See Note 3 for

exception.)

- . a change in bargaining unit is effected (e.g., Janitor II, WB02, to Clerk-Typist II, SR-8)
- . the establishment and classification of a new position is contrary to that authorized (e.g., BJ-1 Table shows budgetary authorization for a UH Graphic Artist, P01, but the position is to be established and classified as a UH Publications Specialist I, P03)

- Notes:
1. The Classification and Compensation Section of the Personnel Management Office should be consulted on the proposed classification of a position.
  2. No variance is required for changes within the classification plans for executive/Managerial, faculty and Graduate Assistant positions, respectively.
  3. The classes UH Administrative and Fiscal Support Specialist, P01, and UH Educational and Academic Support Specialist, P01, are generic entry level classes for the Administration and Fiscal and the Research, Teaching, Academic Support and Curatorial occupational groups. Changes in classification from either of these entry level classes to another class in the respective occupational group shall not be considered to require a variance (e.g., UH Fiscal and Administrative Support Specialist, P01, to UH Fiscal Accounting Specialist I, P03).

- (3) A Request for variance is to include the following:
- (a) A memorandum from the Chancellor to the President requesting the Board of Regents' approval. At a minimum this memorandum is to include:
- . The justification for the variance by stipulating the
    - problem to be addressed;
    - reason this was not able to be addressed in the preparation of the current budget;
    - viability of alternatives to the variance (i.e. reallocate existing properly classified positions, reorganizations, etc.);
    - reason the variance is the best solution; and
    - reason the variance must be implemented prior to the next budget formulation period.
  - . The impact of the variance by outlining
    - benefits that will be achieved with the variance;
    - potential direct and indirect cost increases and savings resulting from the variance; and
    - identifying the budgeted source savings that will be used to meet any additional cost resulting from the variance, discussing why the savings are available now and in the future.

- (b) A completed Variance Information Form (Attachment A).
  - (c) A completed Request for Position Action, SF-1.
  - (d) A revised position description reflecting the new duties and responsibilities assigned to the position for which a variance is being requested.
  - (e) An organization chart showing the location of the position for which the variance is being requested. If a position is being transferred from one organization to another, the chart of the losing organization is to be included also. Additionally, the positions reflected in the organization charts are to be reconciled with the latest Position Verification List, Report NO. 1290, to ensure that all authorized positions are accurately reported.
  - (f) If a variance is necessary due to a reorganization, the reorganization proposal is to be submitted together with the variance request.
- c. Office of the President
- (1) The request will be reviewed for completeness with respect to the information requested.
  - (2) If the variance involves a change in bargaining unit, the affected union will be notified of the proposed bargaining unit change.
  - (3) If a variance is due to a proposed reorganization which requires BOR approval, the variance request and the proposed reorganization are to be transmitted to the Board for approval. If a variance is due to a proposed reorganization which does not require the Board's approval, the variance request will be transmitted for approval and the approved reorganization is to be attached

to the variance request for information.

d. Board of Regents

The Board of Regents will act on the variance request as appropriate.

- (1) The governor and the Director of Budget and Finance will be notified of the approved variance.
- (2) Chancellors will be notified of the Board's actions.
- (3) The Hawaii Public Employment Relations Board (HPERB) will be petitioned to approve bargaining unit changes.
- (4) The President will inform the appropriate state agencies and University administrators of approved reorganizations.

VARIANCE INFORMATION FORM

(To be submitted together with Request for Position Action, SF-1, Position Description and Organization Chart)

Requested by: Department/Office \_\_\_\_\_  
College \_\_\_\_\_  
Campus \_\_\_\_\_

Program Title: \_\_\_\_\_ Program I.D. No. \_\_\_\_\_

From (As authorized in Appropriation Act):

Position No: \_\_\_\_\_

Classification Title: \_\_\_\_\_

Salary Range: \_\_\_\_\_

FTE: \_\_\_\_\_

Amount budgeted for position: \$\_\_\_\_\_ for  
current fiscal year.

Vacant \_\_\_\_\_ Filled \_\_\_\_\_ (check one)

To (requested change):

Classification Title: \_\_\_\_\_

Salary Range: \_\_\_\_\_

FTE: \_\_\_\_\_

New Salary: \$\_\_\_\_\_ annually.

Note: Justification for and impact of variance are provided in the memorandum to the Board of Regents.