

Prepared by Personnel Management Office.
This is a new Administrative Procedure.

July 1982

RECRUITMENT, SELECTION AND APPOINTMENTS

This Administrative Procedure was abolished on November 7, 1997 per Administrative Procedures Memorandum No. 97-10 signed by Senior Vice President for Administration Eugene S. Imai.

A9.510 SPECIAL EMPLOYMENT PROGRAMS

1. Purpose. To promulgate procedures for the acquisition of positions/employees under special employment programs such as the State Comprehensive Employment Training (SCET) component of the State Program for the Unemployed and the Comprehensive Employment Training Act (CETA).
2. Applicability/Responsibility. This instruction applies to all campuses and organizations Universitywide. The University Personnel Office has overall responsibility for the administration of special employment programs. No employee may be hired, nor any contract executed, without scrupulous regard to the procedures outlined below.
3. Procedures. There are generally two methods by special employment programs may be implemented-centralized (directly coordinated by the University Personnel Office) or decentralized (coordinated by the individual campus or program administrators).
 - a. Centralized: These projects are usually initiated by another State agency through the University Personnel Office. Upon receipt of such notification, the following procedures will be implemented:
 - 1) University Personnel Office informs University Administrators and Chancellors of funds for program, soliciting applications.
 - 2) University Administrators and Chancellors submit proposals to University Personnel Office, which forwards them to sponsoring agency.
 - 3) University Personnel Office notified by sponsoring agency of awards.
 - 4) University Personnel Office furnishes University

Contracts and Grants Accounting Office (CGAO) with copies of approved proposals.

- 5) University Personnel Office informs University Administrators and Chancellors of awards.
 - 6) Individual campus and program administrators establish position classifications, where applicable. (See Administrative Procedures A9.250 and A9.660).
 - 7) University Personnel Office obtains signatures of University and sponsoring agency contract officers on all contracts or agreements, furnishing copies to CGAO, University Contracts Officer and sponsoring agency.
 - 8) Individual campus and program administrators establish account codes with CGAO for each agreement, where applicable. (See Administrative Procedure A8.612).
 - 9) Individual campus and program administrators commence program. DPS Form 5 or UH Form 5B issued by first duty day. (University Personnel Office furnished with employee listings if Form 5 or 5B not necessary.)
 - 10) Individual campus and program administrators furnish CGAO with copies of invoices sent to sponsoring agency for reimbursement of program costs, where applicable.
 - 11) University Personnel Office serves as liaison between sponsoring agency and individual campus and program administrators for program duration. CGAO may elect to serve as liaison in area of reimbursement payments.
- b. Decentralized: At times, individual program administrators are contacted directly by a sponsoring agency to implement a special program/project. In these cases, the following procedures apply:
- 1) Individual campus or program administrator requests approval from Administrator or Chancellor to initiate program.

- 2) Administrator or Chancellor receives clearance from CGAO and University Contracts Officer.
 - 3) Individual campus or program administrator establishes position classifications, where applicable. (See Administrative Procedures A9.250 and A9.660)
 - 4) Individual campus or program administrator obtains signatures of University and sponsoring agency contract officers on all contracts or agreements, furnishing copies to CGAO, University Contracts Officer, University Personnel Office and sponsoring agency.
 - 5) Individual campus or program administrator establishes account code with CGAO for each agreement, where applicable. (See Administrative Procedure A8.612).
 - 6) Individual campus or program administrator commences program. DPS Form 5 or UH Form 5B issued by first duty day. (University Personnel Office furnished with employee listing if Form 5 or 5B not necessary).
 - 7) Individual campus or program administrator furnishes CGAO with copies of invoices sent to sponsoring agency for reimbursement of program costs, where applicable.
 - 8) Individual campus or program administrator works directly with sponsoring agency for program duration. University Personnel Office and/or CGAO may intervene at any time.
4. Exceptions. University Personnel Office may exempt a special employment program from the above procedures.