



UNIVERSITY OF HAWAII

VICE PRESIDENT FOR ADMINISTRATION
AND CHIEF FINANCIAL OFFICER

June 28, 2004

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 04-06

TO: Management Team

FROM: Michael T. Unebasami
Associate Vice President

SUBJECT: **REVISED 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 hard copy.

(Revised) A9.170 Performance Evaluation of Administrative, Professional and Technical (APT) Personnel

The AP has been revised for clarity purposes and inclusion of:

- Performance evaluation is the basis for performance awards only; significant changes in a position would be the basis for in-grade adjustments.
- Provision of appeal procedures for performance awards for instances of discrimination or procedural violation.

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

The AP has been revised for clarity purposes and inclusion of:

- Temporary in-grade adjustments to compensate employees for performing more complex duties within the same band on a temporary basis
- Awarding permanent in-grade adjustments anytime in the year
- Introduction of redescription factors in documenting changes in a position
- Change in method of compensation to recognize permanent and temporary changes in a position.

If you have any questions, please contact Steve Yamada <email: syamada@hawaii.edu>.

Attachment