Welcome!

We are pleased to present our first issue of the Mānoa Human Resources Newsletter! Mānoa Human Resources’ main goals are: 1) to keep you abreast and informed on organizational procedures, policies, and up-coming events on the Mānoa Campus, and 2) to provide you with quality service and expertise in all HR matters with compassion and respect. We hope that you will find this newsletter informative, insightful, and entertaining! We also hope that you will give us your feedback and suggestions as we are always open to new ideas.

~Mānoa HR Staff

Just a Friendly Reminder...

In a few short weeks, the 2008 Fall Semester will begin at the University of Hawai‘i at Mānoa (UHM).

We would like to remind you that the Administrative, Professional and Technical (APT) Performance Evaluations should be completed between October 1st and October 31st. If Performance Expectations have not been developed between supervisors and the APT employees, please ensure that they are completed on-line. To assist supervisors in developing these expectations, there are samples listed at http://www.manoa.hawaii.edu/ovcafo/uhmhr/ (Click on “Sample APT Expectations” on the right-hand side).

Also, during the period from November 1st thru the 30th, those APT employees who have been evaluated in all categories as exceptional may be recommended by their supervisors for performance bonus recognition (Special Compensation Awards). Once again, this year, the approvals for the bonus adjustments have been delegated to the Deans/Directors. With the delegation comes appropriate accountability and responsibility to ensure that the bonus levels granted meet the UHM criteria provided at:


Finally, as was conducted this year, there will be a post-audit review of the approval rationales with a report to the Chancellor relating to whether or not the criteria was met by the Deans/ Directors.

~Peggy Hong

Full-Time Employee Attendance Expectations

It seems unnecessary to say this, but employees are expected to come to work. When an employee is in a full-time position, it is reasonable to expect the employee to report to work regularly—unless there are bona fide documented medical or personal reasons for the employee’s inability to come to work as scheduled. Infrequent or poor attendance puts a burden on co-workers and undermines the operations of the University.

There have been some reports of employees being absent for a third or more of their work days in any given month—usually for sick leave or emergency vacation leave. These employees often have exhausted all their paid leave. The following reminders may be necessary:

- Full-time employees are hired into full-time positions. When they accepted their full-time positions, they accepted 40-hours-a-week jobs. These are jobs in which full-time coverage is needed. If only part-time coverage was needed, then only a part-time position would have been provided. Part-time workers are also expected to fulfill their commitment to their part-time hours of work.
- Employees are allowed 21 days of vacation and 21 days of sick leave each year, plus 13 holidays (14 holidays with an Election year). This leave is in accordance with the Collective Bargaining Agreements and totals 56 days of authorized paid leave in 2008 alone. This is a generous amount of paid leave time and recurs year after year.
- If employees exhaust all this paid leave and still do not come to work, the burden is placed on other employees and operations are undermined.
- If an employee has a medical condition or...
personal or family situation that prevents the employee from coming to work and working fulltime, it is the responsibility of the employee to let management know and provide some proof or documentation which would be considered.

- Supervisors and managers should expect employees to come to work and perform all assigned tasks and duties satisfactorily.

If you have questions about these work expectations as an employee, supervisor, or manager, please contact our office for information and assistance.

~John Witeck

Employee Substandard Work Performance

Addressing an employee’s substandard work performance is different from addressing an employee’s misconduct. Merriam-Webster’s on-line definition of misconduct is:

- mismanagement especially of governmental or military responsibilities;
- intentional wrongdoing;
- deliberate violation of a law or standard especially by a government official;
- inappropriate behavior;
- a penalty (as in ice hockey) for improper behavior or abusive language (as toward an official).

The definition of performance is:

- the execution of an action;
- something accomplished;
- fulfillment of a claim, promise, or request;
- the ability to perform;
- efficiency.

While both actions require immediate action and intervention by Supervisors and/or management officials, an employee’s substandard work performance should not be addressed by instituting disciplinary action(s) (e.g., reprimands and suspensions) in an attempt to address an employee’s work performance.

Supervisors and/or management officials are provided “tools” such as the Civil Service Performance Appraisal Systems (PAS) for Civil Service employees.

During the 2000 Legislature, the Civil Service statutes under Chapter 76 were amended to define a process for evaluating a Civil Service employee’s performance under §76-41. Under the new statute, seven (7) conditions must be met before “an appointing authority may release an employee from the employee’s position or discharge an employee from service if the employee fails to meet the performance requirements.” The seven conditions can be found at:


Like any other employment action, Civil Service employees are entitled to challenge such actions via the applicable Collective Bargaining Agreements. All Civil Service Collective Bargaining Agreements have negotiated processes and procedures for adverse actions taken against Civil Service employees’ for the failure to meet performance requirements:

- Unit 2, 3, 4, 9 and 13, Memorandum of Agreement, Performance Judge, November 20, 2007;
- The State Department of Human Resources Development website (http://hawaii.gov/hrd) has all the Performance Appraisal System (PAS) documents available for print and/or downloads for your review and information.

If you are having difficulty with an employee’s performance, please contact our office for guidance and assistance.

~Dwight Takeno

Submitting Request for Hiring Above the Designated New Hire Rate

When departments submit requests to hire above the Designated New Hire Rate (DNHR), please have a copy of the selectee’s resume, application, transcripts, and Form 17 forwarded to Mānoa HR for our review on behalf of the Chancellor.

As part of Mānoa HR’s review of DNHR’s, we conduct evaluations to ensure consistency with Administrative Procedure, A9.210, Classification and Compensation Plan for APT Personnel, regarding salary placement. Therefore, support documents such as the selectee’s resume, application, transcripts, and Form 17 are used to confirm the meeting of the qualifications, applicant pool review, quality of work experience, etc., in justifying the appropriate salary placement.

~Michele Tom

DNHR Supporting Document Checklist:
- Resume
- Application
- Transcripts
- Form 17

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A Note on Notaries

We would like to request your continued assistance in ensuring that there is at least one (1) government notary public within your college/school. A government notary public will help to ensure that government documents (e.g., beneficiary forms) are notarized in a timely manner.

There is no fee required for a government notary public. However, departments must incur a nominal cost for the notary public seal (approximately $20 to $40, depending on the vendor), notary certificate (approximately $20 to $30), and record book (approximately $10).

Below is a list of helpful information:


2. Print the following documents:
   - Application and Instructions for Notary Public Commission
   - State of Hawai‘i Notary Public Manual (a copy can be downloaded from the website or purchased)
   - Frequently Asked Questions
   - Applicable Hawai‘i Revised Statutes (outlined in the Application and Instructions for Notary Public Commission)

3. Individuals applying to become a government notary public must submit two (2) letters (one letter from a reputable resident of Hawai‘i (other than an employer or relative), who can vouch for the integrity and moral character of the applicant and one letter from the department head (Dean/Director or Administrative/Personnel Officer) designating the individual to perform, without charge, the services of a notary in all business pertaining to such board, commission, or department), along with the application.

   a. Once the application is approved, the Department of the Attorney General will inform the applicant of the written closed-book examination date.

   b. Once the individual passes the written examination, the final process is to order the notary seal, notary certificate, and record book, and then register (with the seal and official notification) with the Notary Public Office and the court.

   Please note that a government notary public shall not receive any fee for his/her services rendered as related to government (University of Hawai‘i) matters.

   Effective May 5, 2008, there are new requirements for notaries. Notaries must have their commission number inscribed on their seal or stamp. In addition, every acknowledgement or jurat shall be evidenced by a certificate signed and dated by the notary.

   Thank you for your continued assistance!

~Lauren Kam