UH Systemwide Policies and Procedures Information System (PPIS)

Executive Policy 9.112

Title

Delegation of Authority for Personnel Actions

Header

Executive Policy Chapter 9, Human Resources
Executive Policy EP 9.112, Delegation of Authority for Personnel Actions
Effective Date: October 2014
Prior Dates Amended: March 2007; October 2013
Responsible Office: Vice President for Administration, Office of Human Resources
Governing Board of Regents Policy RP 9.218, Delegation of Personnel Actions
Review Date: August 2019

I. Purpose

To memorialize the delegation of authority by the President to Vice Presidents and Chancellors to approve personnel actions in accordance with established policies and administrative procedures except for those personnel actions reserved for approval by the Board of Regents or the President.

II. Definitions

No policy specific or unique definitions apply.

III. Executive Policy

On November 16, 2006, the Board of Regents delegated authority to approve all personnel actions to the President, except for those actions specifically retained by the Board as indicated in Attachment A. In the context of the Board delegation of authority, Vice Presidents and Chancellors are delegated authority to approve all personnel actions in accordance with established policies and administrative procedures except for those reserved for approval by the Board of Regents and the President as specified in Attachments A and B.

The Board subsequently approved revisions to its delegation regarding the appointment and compensation of coaches on February 18, 2010, and to the Board of Regents' policies Chapter 9-12 on April 21, 2011.

This Executive Policy codifies the President's delegations to approve personnel actions to Vice Presidents and Chancellors that were effective March 20, 2007 and incorporates subsequent revisions and refinements.

A. Responsibilities

1. The delegations specified in Attachment B shall supersede all prior delegations and shall be limited to those personnel and positions reporting to Vice Presidents and Chancellors.

a. Any further delegations of authority by Vice Presidents and Chancellors shall be reported to the Vice President for Administration.

b. Personnel actions approved shall be in accordance with applicable policies and procedures.

2. In the exercise of the authority delegated, Vice Presidents and Chancellors shall be responsible and held accountable for ensuring compliance with applicable rules, regulations, policies and procedures including EEO/AA requirements.

3. Applicable policies and procedures are to be updated to reflect the delegations cited in Attachments A and B.

IV. Delegation of Authority

A. Delegation of personnel actions to the President as approved by the Board of Regents, November 16, 2006, and delegation for selected actions involving coaches to the Board Chair and Vice Chair effective February 18, 2010 (See Section 9-18, Attachment A)

B. Delegation of personnel action by the President to Vice Presidents and Chancellors, March 20, 2007 (See Attachment B)

V. Contact Information

Subject Matter Experts

Brenna Hashimoto
hbrenna@hawaii.edu
956-3950

Debra Ishii
debrai@hawaii.edu
956-6855

Vice President for Administration Jan Gouveia
956-6405 or jgouveia@hawaii.edu

Office of Human Resources
www.hawaii.edu/ohr/
(808) 956-8988

VI. References

No policy specific references apply.

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved

Signed	October 31, 2014
David Lassner	Date
President	

Topics

No Topics found.

Attachments

+ Non-Fillable Attachment(s)

- Attachment A: DELEGATION OF PERSONNEL ACTIONS APPROVED BY THE BOARD OF REGENTS (2014-10)
- Attachment B: DELEGATION OF PERSONNEL ACTIONS BY THE PRESIDENT (2014-10)

DELEGATION OF PERSONNEL ACTIONS BY THE PRESIDENT MARCH 20, 2007 (With Subsequent Amendments)

Except for the following actions, the President delegates authority to approve all personnel actions within established policies, procedures and applicable collective bargaining provisions to Vice Presidents and Chancellors or designee for assigned personnel and positions:

I. Approval of settlement agreements, and collective bargaining memoranda of agreement, memoranda of understanding or supplemental agreements; and approval of faculty special salary adjustments which are granted pursuant to the collective bargaining agreement.

II. For executives/managers and positions, the following actions shall require the approval of the President or the Vice President for Community Colleges as the President's designee for community colleges (with no further delegation):

A. Establishment, amendment, indexing, salary grade/range determination and abolishment of classes

B. For direct reports to a Vice President or Chancellor; OR when the control point of the appropriate salary grade/range is exceeded; OR when in case of an exception to policy:

1. Appointments and reappointments including interim and acting
2. Professional Improvement Leave
3. Leaves without pay
4. Compensation adjustments, including special salary adjustments
5. Terminations
6. Reassignments
7. Waiver of recruitment and minimum qualifications
8. Multi-year appointments

C. For the community college system:

1. Classification and reclassification
2. Waiver of recruitment and minimum qualifications

D. Leaves exceeding two years in a seven-year period

Note: In accordance with Board Policy 9-12, the appointing authority for all actions requires the approval of at least two Executive/Managerial reporting levels above the position involved in the transaction.

III. For faculty members and positions, the following actions shall require the approval of the President or the Vice President for Community Colleges as the President's designee for community colleges (with no further delegation):

A. Appointments above the designated threshold

B. For the community colleges system:

1. Designation of high demand disciplines
2. Waiver of minimum qualification requirements for initial appointments
3. Promotion and tenure criteria and procedures

C. Any leaves exceeding two years in a seven-year period

IV. For APT personnel and positions, the following actions shall require the approval of the President or the Vice President for Community Colleges as the President's designee for community colleges (with no further delegation):

A. Establishment, amendment, and abolishment of APT career groups and bands

B. For the community college system, classification, reclassification, and band assignments for APT positions in pay bands C and D.

C. Appointments, reappointments, and salary adjustments for coaches that exceed the maximum of the assigned salary range or exceed one year. Note: The Chancellor's authority to appoint and reappoint coaches not to exceed the maximum of the assigned salary range and appointments for a period not to exceed one year may be further delegated to the Athletics Director.

D. Appointment of members to the APT Classification Appeals Board

E. Any leaves exceeding two years in a seven-year period

V. For civil service personnel and positions, authority for all civil service personnel actions and positions shall be in accordance with State of Hawai'i Department of Human Resources rules, procedures, and delegations of authority.