

FREQUENTLY ASKED QUESTIONS (FAQ'S)

New Appointments

- Q: What forms need to be completed?
A: Complete the dummy 5B and attach forms as indicated on CTAHR Checklist for New Hires.

Casual Appointments

- Q: What are the allowable lengths of employment for casual appointments?
A: If a casual appointment is half-time equivalent (.50 FTE) or more, the appointment shall be less than three (3) months in duration. If the appointment is less than half-time, the appointment shall not exceed twelve (12) months.
- Q: What forms are required to hire a casual appointment?
A: Submit a memorandum to the dean at least one week prior to the effective date describing the project, duties, rate of pay, appointment period, FTE, account to be charged, and impact if not approved. Once you receive approved memo submit UH Form 6 with appropriate form as indicated on casual hire checklist.
- Q: Must the position be advertised at the State Employment Service?
A: Appointments that are 3 days or longer must be advertised at the Hawai'i State Employment Service for at least 24 hours. Complete all blank lines on the State Employment Job Order form and fax the form to the appropriate island office.
- Q: How is the rate of pay determined?
A: Casual appointments for APT-type services shall fall within the APT Broadbanding plan. The APT salary schedule may be used as a guide in determining the compensation for these types of appointments. Likewise, for faculty type appointments, the faculty pay scale should be used in line with the respective rank.
- Q: Can the casual appointment process be used to hire someone to perform non-professional civil service duties?
A: No. The casual appointment process is to be used to hire temporary, short-term employee performing professional level duties and responsibilities, e.g. faculty, APT. The emergency hire process is used to hire a civil service-type employee.

Advertising Positions

Q: What are the advertising requirements?

A: In accordance with Administrative Procedure A9.540 the requirements are as follows:

“Work at UH” website:

- All positions.

Newspaper with Statewide Distribution:

- Faculty positions filled only through local recruitment
- APT positions where selection is likely to be outside the University APT workforce
- Faculty position filled through national recruitment (OPTIONAL)

National Advertising (in appropriate professional journals, electronic bulletin boards or other suitable media)

- All tenure track positions

Vacation and Sick Leave

Q: When do I earn my vacation/sick leave?

A: You earn your vacation/sick leave at the end of each month and the amount earned is dependent upon the number of days you work in that month. If you are on leave without pay during that month, this could affect the hours you earn for that month. For faculty, they do not earn vacation/sick leave while they are on sabbatical leave.

Q: If an employee will be out for an extended period, how do we calculate their leave balances?

A: The employee can use his/her balance as of the month prior to their leave. For example, if your employee becomes ill and is out from May 16, 2003, he/she can only use their sick/vacation leave they have accrued as of April 30, 2003. When he/she returns to work, they will then earn the leave for the period they were out and are then eligible to use that accumulation. If he/she does not return to work, they would be considered on “terminal leave” (see next question). If you need assistance, please contact the CTAHR Personnel Office.

Q: What is terminal vacation/sick leave?

A: The term “terminal vacation/sick leave” is used when an employee is on either vacation and/or sick leave and does not return to work. For example, a grant is terminating on June 30, 2003, the employee’s last work day is June 20 and he/she takes vacation from June 23 – 30, 2003. This is considered “terminal” leave and the employee will not accrue vacation or sick leave for the period he/she is on leave and does not return to work.

Graduate Assistants

Q: When can graduate assistants start work?

A: 9-month graduate assistants’ effective date of employment is August 1 because they assist in teaching. 11-month graduate assistants’ date of employment can be effective at any time because they are hired to conduct research throughout the year.

Tuition Waivers

Q: Who qualifies for tuition waivers?

A: All regular employees with 50% or more FTE and employed longer than 3 months.