



**STATE OF HAWAII  
DEPARTMENT OF HUMAN RESOURCES  
DEVELOPMENT  
POLICIES AND PROCEDURES**

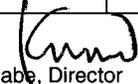
POLICY NO.  
200.003  
ECCD/Class

NO. of PAGES  
3

EFF. DATE  
08/11/03

REV.NO./Date  
Rev. No. 1  
10/27/03

TITLE: **EFFECTIVE DATES OF CLASSIFICATION  
ACTIONS**

APPROVED:  
  
Kathleen N. A. Watanabe, Director

## **I. POLICY**

The effective dates for classification actions shall be assigned in a uniform manner.

## **II. RATIONALE**

The uniform application of effective dates for classification actions to recognize the assignment and reassignment of duties and responsibilities is necessary to provide consistency and a fair basis for the proper administration of the personnel program.

## **III. RESPONSIBILITIES**

- A. The Department of Human Resources Development (HRD) shall issue policies, standards and procedural guidelines governing the development and maintenance of classification systems, including the establishment of policies about effective dates of classification actions.
- B. Each Department Head shall adhere to State classification policies, procedures and guidelines.

## **IV. GENERAL PROVISIONS**

- A. Unless otherwise provided by statute, the effective date of the initial classification of a position shall be the date the action is officially taken.
- B. The effective date of the classification action on an existing position shall be as follows:
  - 1. Except as provided below, the effective date shall be the beginning of the pay period immediately following the date of the receipt of the redescription. An earlier effective date may be authorized by the director when deemed equitable.

## **EFFECTIVE DATES OF CLASSIFICATION ACTIONS**

**POLICY NO. 200.003 (Eff. 08/11/03; Rev. 10/27/03)**

Such retroactive effective date shall not be earlier than one year prior to the beginning of the pay period immediately following the date of receipt of the redescription. Whenever a request is made for a retroactive date, the department head must submit appropriate justification in sufficient detail to support the request including the reason for the delay and a description of the measures taken to prevent similar situations requiring retroactive reallocations.

2. The effective date of a downward reallocation of a filled position shall be no earlier than the beginning of the pay period immediately following the date action is officially taken.
  3. The effective date of any action on a vacant position shall be the date action is officially taken or any subsequent date.
  4. The effective date of a reallocation based on reported changes in duties and responsibilities which are to occur at a future date shall be the beginning of the pay period immediately following that date.
  5. The effective date of a reallocation of an existing position resulting from changes due to reorganization shall be no earlier than the beginning of the pay period following the approval of the reorganization. An effective date earlier than the date of receipt of the redescription may be authorized by the director when deemed equitable. Such retroactive effective date shall not be earlier than one year prior to the beginning of the pay period immediately following the date of receipt of the redescription, nor shall it be earlier than the beginning of the pay period following the date of reorganization approval. When a request is made for a retroactive date, the department head must submit appropriate justification in sufficient detail to support the request.
- C. The effective date of a classification action, when the review is initiated by the director, shall be the date upon which the action is officially taken, or any other date the director may deem to be equitable.
- D. In the event of a classification appeal to the Merit Appeals Board, the effective date of Board action shall be the same as the effective date of the original action.

**EFFECTIVE DATES OF CLASSIFICATION ACTIONS**

**POLICY NO. 200.003 (Eff. 08/11/03; Rev. 10/27/03)**

- E. The beginning and ending effective dates of a temporary reallocation shall conform to the dates the temporary duties were actually assigned and assumed and subsequently removed, provided that the beginning effective date shall be no earlier than ninety calendar days prior to receipt of the redescription.
- F. The effective dates prescribed above may be adjusted by the director in the event the incumbent fails to meet the qualification requirements of the class or for other good cause.

**V. AUTHORITIES AND REFERENCES**

§ 76-13, Hawai'i Revised Statutes, *Specific duties and powers of the director*

§ 76-13.5, Hawai'i Revised Statutes, *Classification*

§ 14-1-3 (3) (A), Hawai'i Administrative Rules, *General responsibilities of the director*

§ 14-1-4, Hawai'i Administrative Rules, *General responsibilities of departments*