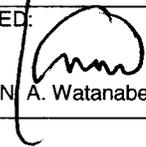




**STATE OF HAWAII  
DEPARTMENT OF HUMAN RESOURCES  
DEVELOPMENT  
POLICIES AND PROCEDURES**

POLICY NO. 201.005 ECCD/Class	NO. of PAGES  3
EFF. DATE  08/11/03	REV.NO./Date  Rev. No. 1 10/27/03

TITLE: **ADMINISTRATIVE REVIEW OF INITIAL PRICING ACTIONS OF CIVIL SERVICE CLASSES**

APPROVED:   
Kathleen N. A. Watanabe, Director

**I. POLICY**

Civil service employees may request an administrative review of the initial pricing of a new class to resolve any disagreement on the pricing action.

**II. RATIONALE**

For consistency and fairness, civil service classes are assigned to an appropriate pay grade based on various factors (e.g., complexity of work, amount of supervision received and exercised, knowledge, skills and abilities required to perform the work) in relation to other civil service classes in the same bargaining unit in State government.

**III. SCOPE**

This procedure applies only to a civil service employee, as defined in § 76-11, HRS, who is an incumbent of a position that is allocated to a new class as of the effective date that the new class is established.

If an employee believes that the duties and responsibilities of the position are not reflected in the new class specifications, the employee shall file an administrative review of the *classification action*, instead of an administrative review of the *initial pricing of the new class*.

**IV. PROCEDURE**

**A. EMPLOYEE NOTIFICATION**

At the time HRD or the appointing authority allocates a civil service position to a new class, the departmental personnel officer shall:

1. Inform the affected employee of the allocation of the position to a new class;
2. Inform the employee that he/she may file an administrative review of the initial pricing of the new class if the employee does not agree with the pricing; and
3. Provide all necessary information and forms to the employee who intends to request an administrative review of the initial pricing of the new class.

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**B. FILING OF ADMINISTRATIVE REVIEW REQUEST ON INITIAL PRICING**

1. An employee may be represented by a union or employee association during the processing of his/her request for administrative review.
2. The request for an *Initial Pricing Administrative Review*, HRD Form 276, filed as an internal complaint, must be completed and received by HRD, Employee Classification and Compensation Division (ECCD) within 20 working days from the date of HRD's memorandum to the department which provided notification of new class establishment.
3. The request shall indicate the specific reasons why the employee feels the initial pricing is inappropriate, why the requested pay grade is more appropriate, and should include detailed comparisons of the new class with other classes of work in the same bargaining unit.

**C. HRD REVIEW**

HRD/ECCD shall conduct the administrative review with assistance from, and discussions with, the departmental personnel office, as necessary.

**D. NOTIFICATION OF ADMINISTRATIVE REVIEW RESULTS**

Upon completion of the review, HRD will send a letter to the employing department stating the action taken and reasons for such action. The departmental personnel office may seek additional information from the HRD classifier, as necessary. The departmental personnel office shall inform the employee of the action taken and the reasons for the action, and provide the employee with a copy of the HRD letter.

**E. INITIAL PRICING APPEAL RIGHTS**

If the employee disagrees with the initial pricing administrative review action taken by the HRD director, the employee may submit an initial pricing appeal to the Merit Appeals Board (MAB) in accordance with §14-21.1-1 to § 14-21.1-12, HAR, *Rules of Practice and Procedure, State Merit Appeals Board*.

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**V. AUTHORITIES AND REFERENCES**

§ 76-11, Hawai'i Revised Statutes, *Definitions*

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

§ 76-42, Hawai'i Revised Statutes, *Internal complaint procedures*

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

§ 14-13.01-1 to § 14-13.01-6, Hawai'i Administrative Rules, *Internal complaint procedures*

§ 14-21.1 to § 14-21.1-12, Hawai'i Administrative Rules, *Rules of practice and procedure, State Merit Appeals Board*

**VI. ATTACHMENTS**

*Request for Administrative Review of Initial Pricing Action, HRD Form 276*