University of Idaho  
2014-2015 FACULTY SENATE AGENDA  
Meeting #25  
3:30 p.m. - Tuesday, April 7, 2015  
Brink Hall Faculty-Staff Lounge  

Order of Business

I. Call to Order.

II. Consent Agenda.

III. Minutes.  
   • Minutes of the 2014-15 Faculty Senate Meeting #24, March 31, 2015 (vote)

IV. Chair’s Report.

V. Provost’s Report.

VI. Committee Reports.

   Alternative Compensation Task Force  
   • FS-15-060: FSH 3780 – Dependent Tuition (Wolf)(introduce)

   Faculty Affairs  
   • FS-15-051: FSH 3710 – Leave Policies for All Employees (Funabiki)(vote)

   Research Council  
   • FS-15-059 – APM 35.35 – Public Use & Liabilities (McIver/Inge)(FYI)

VII. Other Announcements and Communications.

VIII. Special Orders.

IX. Unfinished Business and General Orders.

X. New Business.

XI. Adjournment.

Professor Marty Ytreberg, Chair 2014-2015, Faculty Senate  
Attachments: Minutes of 2014-2015 FS Meeting #24  
            FS-15-051, 057 through 060
University of Idaho
Faculty Senate Meeting Minutes
2014-2015 Meeting #24, Tuesday, March 31, 2015

Present: Stevenson for Aiken (w/o vote), Brandt, Brewick, Caplan, Couture (Boise), Crowley (w/o vote), Earl, Flores, Foster, Frey, Godfrey (Coeur d’Alene), Hiromoto (Idaho Falls), Jeffery, Karsky, Kennelly, Lowe, Mahoney, Murphy, Perret, Qualls, Safaii, Stauffer, Vella for Stoll (w/o vote), Teal, Wolf, B., Wolf, K., Ytreberg. Absent: Aiken (w/o vote), Boschetti, Chung, Nyavor, Safaii, Stoll, Teal, Wolf, B. Guests: 12

The Chair called meeting #24 of the Faculty Senate to order at 3:33. Some time was spent confirming that all four senators not in Moscow could be seen and heard. While all four senators were present once again we were unable to see all four at the same time.

A motion (K. Wolf/Brandt) to approve the minutes for meeting #23 was approved with one abstention.

Chair’s Report: Chair Ytreberg provided a brief preview of coming attractions. Next week the ad hoc committee on enhancing benefits will present a proposal on dependent tuition. In two weeks we will look at FSH and APM sections related to the staff classification system. The chair brought up his concern with the name for the Faculty Interdisciplinary Research reception that occurs once a month. He suggested that the name is a turn-off which doesn’t serve to attract new faculty. The point is to create an opportunity to stimulate discussion among faculty. He suggested that senators contemplate a better name and let him know. Finally, the chair reminded senators that they should be organizing elections for the Senate in their college. Please let the Faculty Secretary’s Office know if they can help.

Provost’s Report: Vice Provost Jeanne Stevenson provided five announcements involving upcoming events. (1) The next Vandal Friday program is scheduled for this Thursday and Friday. Please welcome students and their families to campus and help them get where they want to go. (2) Tonight (Tuesday) in the Pitman Center Ballroom speaker Yasmin Garcia Rico from Student Action with Farmworkers for Farmworker Awareness Week. (3) The 15th Annual Pow Wow is this weekend. (4) The Bellwood Lecture is in Boise on Monday and next Tuesday at 2 in the Pitman Center. The title of the Lecture is “Truth, Justice and Democracy post Dictatorship” (Note: this event has been postponed). (5) The Borah Symposium starts Monday. This year’s Borah topic is “Troubled Borders: Sovereignty, Disease, War and Refugees”. The keynote address will be delivered by Thomas P.M. Barnett on Wednesday.

Number of Temporary Faculty: The Chair introduced Norman Pendegraft and Trina Mahoney from University Budge & Finance Committee (UBFC). The chair had asked UBFC to develop a statistical report regarding the number of temporary faculty at the UI. They presented a preliminary report addressing this issue (see senate packet for meeting #24). Ms. Mahoney noted that there are various ways that temporary faculty might be defined. Primarily the report focused on those who were not benefit eligible. For the fall-2014 semester there were 168 such faculty with 101 employed in two colleges (Education and CLASS). The report also noted that 52 individuals had taught 6 or more credits for at least two semesters. They noted that it is difficult to create exact categories to capture the situation of those teaching as temporary faculty.

Temporary Lecturers: The Chair introduced Jeff Jones a lecturer in English to further discuss issues related to temporary faculty. Mr. Jones stated that the temporary lecturers in English preferred the term contingent faculty which indicated the precarious nature of their employment. He noted that he was mainly speaking for the contingent faculty in English because he had not been able to make meaningful connections with others in similar circumstances in other areas. His hope was to start a conversation about contingent faculty and their shared interests with the rest of the UI community. Mr. Jones stated that their primary goals were job security and benefits. The specter of not being renewed
hangs over their heads semester after semester. Lecturers in English do not have medical insurance and do not have access to other types of benefits like retirement funds. The temporary or contingent nature of their jobs undermines their ability to speak up about their working conditions. They provide flexibility to departments and free up tenure track faculty to teach upper division courses. They teach high enrollment courses but they are continually hired and fired. The contingent nature of their jobs undermines academic freedom and affects the quality of their performance. He believes they are all good and dedicated teachers but this is in spite of their labor conditions. Mr. Jones suggested that this was a national issue and contingent faculty were the “canaries in the coal mine.”

The discussion that followed tended to focus on benefits and what the existing cut offs were that qualified one for benefits. It was suggested that in the current context it is necessary to be teaching 11 credits a semester to be eligible for medical benefits. It wasn’t clear what combination of hours and length of contract made one eligible for benefits. There was also some discussion of the difference between clinical faculty and the type of temporary faculty being discussed.

A senator thanked Mr. Jones for his presentation and commented that this situation doesn’t speak well about us as an educational community. The senator wondered what we might do to explore these issues. Mr. Jones suggested that the Senate might form a task force to look into creating a more consistent and equitable teaching environment. He felt that there should be a review system that would create more consistency and permanence.

There was further discussion of how we might define the group of people under discussion. It was suggested that some temporary or part time research faculty should be included in this discussion. It was noted that FSH 1565 does discuss temporary lecturers and that a task force might review this section. The wide ranging conversation made it clear that it was difficult to define who received benefits and under what conditions. There was also no clear explanation as to why the University cut back on providing benefits to temporary faculty in 2009. It was assumed that this was part of the budget difficulties the University faced at the time.

Eventually a motion (Murphy/Frey) was made to create an ad hoc task force to investigate and make recommendations on this issue. This led to a discussion of the relative merits of using existing Senate committees versus creating ad hoc committees. There was also further discussion of how we were defining the group under discussion. The motion as offered ultimately suggested that a task force be created by the Senate to look at long term temporary employee’s and determine who might receive benefits and when. The motion passed 22-1.

2015-18 Committee nominees: Committee on Committee’s (ConC) list of nominees for university committees, those in FSH 1640, was placed on the table for a vote. The proposed list passed unanimously.

FS-15-056: FSH 1620 - University Level Committees. This proposal from ConC was to remove the word ‘only’ in FSH 1620 B-2. The current wording stops the creation of committee’s and changes to their structure at the Faculty Senate. It does not require they go to a University Faculty Meeting for the general faculty as other Faculty-Staff Handbook (FSH) changes. The purpose of deleting the word “only” is to ensure any FSH change approved by Faculty Senate go to the general faculty for consideration and vote. This change was not intended to prevent a faculty senate chair from asking a standing committee to investigate an issue within their general jurisdiction. The proposal passed 13-5-2.

FS-15-051: FSH 3710—Leave Policies for All Employees. The Chair introduced Ruth Funabiki as Chair of the Faculty Affairs Committee to speak to this proposal. The proposal would be voted on next week.
Professor Funabiki pointed out that leave policies were complicated but that FAC had decided to look specifically at policies relating to childbirth, adoption and foster care and consolidate these policies within FSH 3710 as is the case for other types of leave in FSH 3710, e.g. sick, military leave, jury duty, etc. She also noted that they added language encouraging employees themselves to become familiar with the Family Medical Leave Act (FMLA). The FMLA requires that employees be allowed at least 12 weeks of job protected leave for parenting. The major changes suggested by FAC expands upon this requirement by allowing up to 16 weeks of job protected leave which works better in a semester environment. FAC’s proposal would also allow both parents to have access to 16 weeks of leave. Finally, FAC’s proposal would not exclude parents from applying for shared leave as long as they met the criteria as defined in the shared leave section.

University Counsel Kent Nelson commented briefly on the FAC proposal. He noted that currently University policy follows the FMLA. The President’s Cabinet has been looking at making some changes to the parenting policy specifically to remove the restriction on only using ten days of sick leave for parenting. The Cabinet is also in favor of allowing both parents to have access to 12 weeks of leave. He did express some concerns about FAC’s proposed expansion to 16 weeks as well as the possibility of accessing shared leave. Mr. Nelson expressed confidence that some common ground could be found on these policies.

**FS-15-049 (UCC-15-071): Graduate Student GPA Requirement for Graduation.** This proposal has been approved by UCC and involves a change in how graduate GPA’s are calculated. Currently a graduate student must have a 3.0 GPA based on all grades in their graduate transcripts. This allows a graduate student to bring up their GPA by using classes that are not part of their study plan. The proposed change would require that the graduate student also have a cumulative 3.0 GPA from all courses listed on their study plan. This change passed unanimously.

**FS-15-040rev: FSH 1700—College of Graduate Studies Bylaws.** At the Faculty Senate meeting of February 24, 2015 the Senate voted to retain representation for faculty who were part of University-Wide Programs. Such a program was defined as “a program with graduate faculty from at least three colleges.” That day the Senate asked the Faculty Secretary to consider some wording changes to Article VI section 2. The proposal today would change the word “select” to “elect” in 2-b and add the words “The faculty member elected to represent this group has a unique role on Graduate Council, which is to provide a voice and vote from the perspective of the university-wide academic programs.” The reason for this change was to clarify that a faculty member would be elected to represent the interests of university-wide programs. A motion (K. Wolf/Brandt) was offered to accept these changes as written. Professor Jie Chen as Dean of the Graduate School asked what was meant by the term elect. The Faculty Secretary stated that it would mean an election from members of university-wide programs and not somebody being selected by the Dean or the Provost. Dean Chen stated Graduate Council was not opposed to an election but asked for a clarification of how this election would be conducted. A senator stated Senate should not try to micro-manage the nature of the election and that Graduate Council should implement this policy following any reasonable election procedure that is consistent with the spirit of the rule. Dean Chen voiced his appreciation of this statement. With that clarification the proposal passed 17-1.

**Adjournment:** A motion (K. Wolf/Lowe) to adjourn passed unanimously at 5:08.

Don Crowley, Faculty Secretary and Secretary to the Faculty Senate
Would a FULL Tuition and Fee Dependent Waiver change your child(ren)'s decision to choose University of

It may keep her and I here at the University longer...she could finish Undergrad then evaluate. With Washington lowering costs, we could also afford to send her there, and I'm sure many others here are thinking the same. Yes, most definitely. We have 6 children in the family and if they could get a college career here at the U of I, there's no question that they would attend. I would help my husband and I sleep much better knowing that they Yes--it would make it financially possible to get a college education. Yes. U of I would be my school of choice but it will be extremely expensive for me to send my daughter there. Yes. Right now it's more expensive than WSU, UW, and Western, all places she has applied to and been Yes. Otherwise living at home and attending cwi would be more affordable. Yes. Money is tight and interest rates are high. Yes. It would be hard to turn down such a money-saving opportunity. YES. It would allow my children the education they desperately need for a better quality of life! Yes. Costs can be prohibitive. Yes. At our income level, the fees are a main factor to be considered. Yes. They have to fund their own college education through scholarships, working and student loans as we are unable to assist them. If they could get free or reduced tuition it would make staying here very attractive and Yes. No other college option would be as financially beneficial. Yes. It would represent a significant savings. Yes. It would considerably cut down on expenses. Yes. If it was free it would have been a no brainer. Yes. Free tuition would make UI a very attractive choice. Yes. Cost is a very important factor in the ability for my child to go to college. Yes, we would consider Idaho more seriously. Yes, to avoid having my children incur significant debt. Yes, the value of graduating debt free is extremely important. Yes, the programs of choice are available and the price is right. Yes, significantly! Both of my children have expressed a desire to continue their education to master’s level and possibly beyond. Being able to complete their undergraduate education free of charge would be a tremendous Yes, my older son might choose to pursue a graduate degree here and both of my younger children would Yes, my children do not want to have student loan debt and they want a quality education. They want to attend the UI because of the quality of programs the UI has, the quality of life the area provides, and to hopefully reside Yes, it would. We and they have smaller incomes and it would relieve the burden of needing to take out college yes, it would help mom and dad. Yes, it would encourage them to attend UI. Because it offers extra incentive to get a great education at no Yes, it is definitely a great benefit. Many other universities to this. Unfortunately, our children missed this Yes, if the full tuition waiver is not available, she might choose a different university. Yes, if it applied to out of state residents. We live in Washington. Yes, he is still considering other options and with scholarship opportunities at other institutions the cost is similar yes, even with the current 50% waiver my child has student loan debt. Yes, cost. Yes, cost factors is a big consideration/concern on if my child can have the possibility of attending an Yes, because our children are young we expect the current tuition to increase substantially by the time they can Yes, because it would be a more affordable option. Yes, We are on limited funds and after incurring all of my daughter's student costs/co-signing on student loans, yes! Yes! Free education! :) it would also encourage me to stay as an employee at UI too.
YES MOST DEFINATELY. The potential for discounted tuition or free (better option) keeps me from looking
Yes because they would not have to take out more student loans.
Yes - cost will be a large variable that contributes to their decisions.
Yes - because this would be a major advantage to attending the institution.
Yes.
Yes.
With a full paid tuition, they absolutely would choose the University of Idaho. Enough money is given to the
When it comes time for our family to make a choice as to where they would like to attend college, any financial
Very possibly, yes. Economic considerations.
Very possibly, because affordability is a major consideration in choosing college or university.
Undoubtedly. Can't afford private or out of state colleges now.
They all did. It would have made a vast difference to me and them financially.
That would be up to my kids.

See previous answer. This would have been a great thing for us. I wish it had been the case then.
Probably. Money is money. I live in Pullman. So the most convenient would be for our son (age 9 now) to
Possibly. My Middle son Was a 4.0 in high school, and still is in college. He was a little botherd that GPA didn't
Possibly. My big man (age 15) wants to be a marine biologist so he may have to leave the state, my middle man
(age 12) wants to play in the NFL so he'd like to get a football scholarship so who knows about him and my little
Possibly, depends on the needs and wishes of my children.
Perhaps. The one in college already would not transfer back - she's in a community, connected with faculty, etc.
Perhaps my son would go if he decided to go back to college. He has attended NIC and LCSC directly out of high
Our child attending college in Los Angeles will finish within the year, so she will not change to UI. our son who is
Of course it would. But I am opposed to giving away a college education for free. One, UI can't afford it. Two,
not exactly. I don't see the value in a full tuition and fee waiver just because of dependents when SO many other
students are not choosing us because of cost. This seems like it would influence recruitment too harshly. I want
No. Online programs offered here at UI are not what my daughter is looking for.
No. Both my children were offered full tuition and fee waivers at U of I but chose to seek opportunities out of
No, because she feels she wants to leave Moscow.
No, they may want a degree that is not offered here at the U of I or they may want to just get out of
My son is only 1 year young right now so it's difficult to say knowing that our family's income and the amount of
tuition will change in the next 17 years. Plus, I am open to him pursuing a different route than traditional
My children's choices of school's are their choices, so I cannot speak for them. However, I would be more likely
My children aren't quite at the age to decide about where to go to college yet. However, it would be nice to
My child is too young to attend college, and will not be attending in the next decade.
My child is only 3, but if tuition and fees were fully waived, I would HIGHLY encourage him to attend the
My child already graduated from college. However, he would have probably studied at the UI if a full tuition
money is a huge factor for them in determining where to go to school. If the University of Idaho was free to
Maybe--that would be a seriously awesome opportunity. We're currently looking at small, liberal arts colleges
Maybe.
Make going to college affordable. Hard to put 2 kids through college on UI salary.
Less of a financial burden, e.g. wouldn't have to combine FT work and school to afford it.
When able to afford to return to classes, would prefer to continue at UI.
(name) isn't likely to move back to Moscow to attend school. If this had been true while he was going to school
It would only help if my child decided to attend college again to complete a Masters, if it applies to Masters. This
It would have changed her decision when she was a dependent. It would have a positive influence. Even a partial waiver would make a positive difference. It would definitely be a huge benefit as costs of higher education rise steadily. With a tuition and fee waiver it would certainly impact her decision. As parent would would also encourage her attending U of I instead of it might. It is hard to say because my son is only 5, and I am not sure what higher education is going to look like.

It is free to get a education.

It could. My daughter is a senior and is juts starting to consider graduate programs. A full-ride offer could swing I believe it would. The amount of debt my oldest graduated with is staggering. I believe it would be a primary factor in my son's decision for school outside of academic programs. I am unsure of what my children will end up choosing, however, I would encourage them to keep their debts low/nonexistent. I would suspect they would most likely choose the University of Idaho. However, by the time it is free to get a education.

Gives dependents a college education that is debt-free. Gives our dependents the opportunity to live in the For one it would not as they are looking at an opportunity to continue playing a sport. Definitely!! I live in Washington and this would be a great help in making college affordable. Certainly. She is looking at the costs of all her college options and that could easily tip the balance towards Cannot say at this point. Oldest child is 5, so neither can really state what their desires would be. If financially constrained, it certainly would. If not, then programs offered would de the only consideration, though waived Absolutely. Tuition waivers plus any applicable scholarships would provide strong influence in their decision Absolutely. How do you balance a free, good quality education with much of anything else? Now, if he gets into A full tuition and fee waiver would certainly make UI more enticing to my daughter.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: [www.webs.uidaho.edu/uipolicy](http://www.webs.uidaho.edu/uipolicy) [3/09]

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<th>Faculty/Staff Handbook [FSH]</th>
<th>□ Addition  □ Revision* □ Deletion* □ Emergency</th>
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<tr>
<td>Chapter &amp; Title:</td>
<td>FSH 3780 – Dependent Educational Tuition Reduction- Change</td>
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All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

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<th>Originator(s):</th>
<th>Kattlyn Wolf 4/7/2015</th>
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<tr>
<td><strong>Telephone &amp; Email:</strong></td>
<td><a href="mailto:kwolf@uidaho.edu">kwolf@uidaho.edu</a></td>
</tr>
<tr>
<td><strong>Policy Sponsor:</strong></td>
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| Reviewed by General Counsel | __________________________ |

I. **Policy/Procedure Statement:** Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

To promote employee recruitment and retention, and improve culture and climate at the university, by means of expanding dependent tuition benefit to 100% and adding multiple dependents.

II. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?

See attached documentation.

III. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.

IV. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ___________________________________________

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<th>Policy Coordinator</th>
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DEPENDENT EDUCATIONAL TUITION AND FEE REDUCTION

Preamble: This policy was created in 2012 with employee recruitment and retention purposes in mind as well as improving the culture and climate at the University.

A. General: The dependent educational tuition and fee reduction benefit (benefit) is a 1050% reduction in residential (in-state) student tuition and fees for dependents of eligible employees enrolled in University of Idaho undergraduate or graduate academic credit courses. No other fees are waived by this benefit; for example, the benefit does not include additional fees associated with specific courses (e.g., web-based courses), specific academic programs (e.g., professional fees), or specific services (e.g., insurance or student activities). The benefit does not apply to noncredit courses, intersession or summer session courses, continuing education courses, or courses offered through, but not limited to, Independent Study in Idaho, the College of Law, the Executive MBA Program, the Doctorate of Athletic Training, Professional Practices Doctorate, the McCall Outdoor Science School, or the WWAMI Medical Program. There is no limitation on the number of credits that may be taken per semester.

B. Employee: A board-appointed University employee on regular appointment who works at least half-time (including those on official leave) is eligible for the dependent educational tuition reduction benefit. A dependent may receive the benefit if the employee is eligible on the first day of the academic term. Only a single dependent per household at a time is eligible for this benefit.

C. Dependent: A dependent of a University employee is eligible as defined by the Federal income tax code, Section 152. The University reserves the right to request copies of tax returns or other supporting documentation.

C-1. An eligible dependent:

(a) must be an admitted student who has met all normal academic requirements for the course(s) taken;
(b) may receive only one 50% dependent educational tuition and fee reduction per semester, and may use the tuition and fee reduction benefit for a maximum of eight semesters (applies to both full and part time students);
(c) of an employee whose employment terminates due to death or permanent disability shall continue to be eligible for this program until the dependent meets one of the below, whichever comes first:
   • completes a degree
   • reaches the maximum number of eight semesters

D. Application: Applications require approvals/signatures of the employee, the dependent, and Human Resources. Applications must be filed before tuition is paid for the semester in which the benefit will be applied. The benefit is not automatically renewed; it must be applied for each semester. Fraudulent certification of dependent eligibility by an employee is grounds for discharge and the employee shall be required to repay all costs associated with the benefit.

E. Termination: If an employee’s appointment is terminated during a semester for which the employee’s dependent is registered for academic work under this policy, the academic work must be terminated unless the applicable tuition is paid, except in the case where employment is terminated due to death or permanent disability.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ Addition X Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: Leave Policies for All Employees 3710

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Ruth Funabiki 3/10/15
(Please see FSH 1460 C)
Telephone & Email: funabiki@uidaho.edu

Policy Sponsor: (If different than originator.)
Telephone & Email:

Reviewed by General Counsel __Yes__ X __No__ Name & Date: ___________________________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

When Faculty Affairs Committee members reviewed proposed changes to FSH 3710 sent from Human Resources, the members decided to focus first on leave associated with childbirth/adoption/foster care placement. In collaboration with the Faculty Secretary’s Office, the changes to 3710 gathers “parenthood” policies in one place for the sake of clarity and convenience. As a part of the review, FAC members also deleted portions of the FSH that pre-dated the federal Family Medical Leave Act and FSH policies that were duplicated elsewhere.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?

Some fiscal impact to units may be seen due to the extended weeks suggested for job protected leave from 12 to 16 weeks.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

APM 55.07 and 55.09 – to be reviewed by Faculty Secretary Office.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ____________________________________________________________

Policy Coordinator
Appr. & Date: ___________________________________
[Office Use Only]

FSH
Appr. __________________
FC __________________
GFM __________________
Pres./Prov. ____________
[Office Use Only]

APM
F&A Appr.: __________
[Office Use Only]

Track #: ____________
Date Rec.: ____________
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h/c __________________
web __________________
Register: __________________
(Office Use Only)
UI FACULTY-STAFF HANDBOOK
CHAPTER THREE:
EMPLOYMENT INFORMATION CONCERNING FACULTY AND STAFF

3710

LEAVE POLICIES FOR ALL EMPLOYEES

PREAMBLE: This section describes the various kinds of leaves that are available for all UI employees. (See section 3720 for Sabbatical Leaves limited to faculty members.) This section and the following one were original parts of the 1979 Handbook. The most substantive changes since that time have been the addition (under Governor Andrus) and subsequent deletion (under Governor Batt) of service leave for children at school and changes to subsection L that reflect changes in federal regulations. In 2002 extensive changes were made to subsection K that reflected Regent policy and current practice. In 2008 extensive changes to this policy were approved following many years of committee work involving Faculty and Staff Affairs, General Counsel, and Human Resources and a new section M was added on servicemember family leave due to a federal law change. In July 2010 a section R was added to address the Fiscal Year 2010 Furlough and in July 2011 section R was removed and a new policy, FSH 3450, was created to address employment actions such as temporary furloughs. Unless explicitly noted, the text is as of July 1996. Further information is available from Human Resources (208-885-3609). [ed. 7-97, 7-05, rev. 7-98, 7-02, 2-08, 7-10, 7-11]

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E. Parenting Leave
F. Military Leave
G. Leave for Court Required Service and Voting
H. Leave for Campaigning for or Service in Public Office
I. Administrative Leave
J. Academic Transitional Leave
K. Terminal Leave
L. Shared Leave
M. Family Medical Leave
N. Servicemember Family and Medical Leave [add. 2-08]
O. Personal Leave
P. Extended Family Medical Leave
Q. Leave for Professional Improvement
R. Exceptions

A. GENERAL.

A-1. The university (hereinafter referred to as university) strives to offer leave programs that are both comprehensive and flexible to meet employee needs. Leave with or without pay is extended to employees under a variety of circumstances described below. Exceptions may be granted in special circumstances [QR; APM 55.09, 55.07, 55.38; FSH 3120, 3720 and 6230] [ed. 2-08, 7-10]

A-2. The term “leave” refers to an employee’s absence from duty. Each leave type as contained in this policy discusses circumstances in which such an absence may be continued with pay when leave accruals are available or when leave is approved without pay. Certain types of leave may require or provide options to take one leave concurrent with another. For example, sick and annual leave may be taken or may be required to be taken concurrently with other types of leave. All leaves are subject to approval.

A-3. Unless otherwise noted, for purposes of this policy, “immediate family member” includes: your spouse, your child, parent, brother, sister, grandparent, and these same relationships of a spouse, by marriage, adoption, or foster arrangement. An immediate family member may also include an individual who has assumed a similar relationship to those above, other than the relationship of spouse*, and for whom the employee or the individual has had financial responsibility for the other. An immediate family member also may include any individual who is a qualified...
dependent under IRS regulations. The university reserves the right to request documentation establishing financial responsibility or qualifying status as an IRS dependent.

*Due to the 2006 “marriage amendment” to the Idaho Constitution the university, despite the wishes of the Faculty Senate, is unable to include domestic partnerships. [ed. 1-10]*

A-4. Separation from employment or the term terminating employee refers to an employee’s separation from all employment.

A-5. A break in State of Idaho service is defined as job termination that is separated by at least three (3) business days prior to re-employment with the university or any other State of Idaho employer.

A-6. Full and part-time employees are eligible for some or all leaves discussed in this policy.

   a. Benefit-eligible employees are those who hold a board-appointed position [FSH 3080] and are employed at least half time or greater.

   b. Individuals who are employed at least half time or greater as temporary help (TH) and who are expected to complete five (5) months or more of continuous university service and are eligible to participate in the Public Employers Retirement Plan for Idaho (PERSI) are eligible for limited benefits, including annual leave, sick leave and pay for holidays on which they do not work [FSH 3090].

A-7. Leave may not be taken in advance of accrual and may not be taken in excess of 80 hours in a pay period.

A-8. Leave may not be taken on an employee’s first day of employment. If an employee is unable to report for work on their specified first day of employment; employment will not begin until the first day that the employee reports for active duty.

A-9. All employees, including faculty and exempt employees, are responsible for recording all leave taken on bi-weekly time reports and complying with the terms of leave policies, including, but not limited to:

   a. completing application for leave and providing medical evidence and other requested information;

   b. abiding by any and all return-to-work restrictions; and

   c. returning to work following expiration of approved leave.

Failure to uphold these responsibilities may result in absence without approved leave. Eligibility to preserve employment may be affected and/or the employee may be subject to disciplinary action, up to and including termination from employment as provided in appropriate university policies [FSH 3910, 3920 and 3930].

A-10. Employees who are exempt from overtime accrual or payments may be absent from work for approved periods of less than ½ work day without charge to sick or annual leave. Sick, annual or other paid time off must be charged in ½-day increments when ½ day of work or more is not performed, except when alternative work has been performed in conjunction with an approved flexible schedule.

Employees who are not exempt from earning overtime accrual or payments shall record all approved absences in 1/4-hour increments, except when time loss has been made up through an approved flexible schedule.

A-11. Absent written agreement to the contrary, an eligible employee typically earns credit toward retirement plan vesting (see your PERSI, IORP or federal retirement plan document for details) and earns annual and sick leave accruals during the portion of any leave that is paid, except that sick and annual leave do not accrue during terminal leave [J], or in some circumstances during administrative leave [H-5]. An employee typically will not be given such credit for any periods of unpaid leave.
A-12. No break in service will occur during any approved paid or unpaid leave for the purposes of determining eligibility for retiree health benefits.

A-13. Departmental administrators are responsible for approving and ensuring the reporting of leave, via Banner, taken by the employees in their respective units. For procedures regarding reporting and monitoring leave see APM 55.08. The Banner system and Human Resources records are the official university leave records. [ed. 7-10]

A-14. Human Resources is responsible for coordinating requests and reviewing compliance with all types of leave other than sick, annual and medical appointment leave discussed in this section. [APM 55.09] [ed. 7-10]

B. ANNUAL LEAVE.

B-1. Employees receive annual leave based on their classification of employment. [FSH 3080]

   a. Classified Employees on full-time fiscal-year appointments accrue annual leave based on hours worked at the rate of approximately 3.7 hours bi-weekly for the first five full years of service, with a maximum accumulation of 192 hours; 4.6 hours bi-weekly up to 10 years of service, with a maximum accumulation of 240 hours; 5.5 hours bi-weekly up to 15 years of service with a maximum accumulation of 288 hours; and 6.5 hours bi-weekly for more than 15 years of service with a maximum accumulation of 336 hours. [RGPP II.E.3; FSH 3080; APM 55.08 and 55.09] [ed. 7-10]

   b. Faculty on full-time fiscal-year appointments and exempt employees, including postdoctoral fellows, accrue annual leave at the rate of 7.4 hours bi-weekly and may accumulate a maximum of 240 hours. [RGPP II.F.3, FSH 3080, APM 55.09] [ed. 7-10]

   c. Faculty who hold academic-year appointments do not accrue annual leave. Their periods of obligation and leave are governed primarily by the academic calendar, subject to stipulation by the employee’s dean. [FSH 3120]

B-2. Annual leave for classified and exempt appointment of less than 100% full-time, but equal to or greater than half-time, is accrued based on hours worked and at a rate based on the employee’s classification [B-1]. No annual leave is accrued for less than half-time service.

B-3. Temporary employees who are eligible for PERSI accrue annual leave beginning on the first day of employment in an eligible position at a rate of .0462 times hours worked within each bi-week, however leave is not earned until the benefit qualification period has been satisfied.

Annual leave for qualified temporary employees accrues, but is not earned until the employee has worked at least 20 hours per week and for a period of at least five (5) months (the benefit qualification period). Approval to use accrued, but unearned annual leave may be approved by the employee’s supervisor under special circumstances. However, in the event that accrued annual leave is taken before it is earned and the employee also voluntarily separates or is terminated for cause before annual leave is earned, the value of unearned annual leave taken will be withheld from pay, other earning or payments or must otherwise be repaid to university.

   Leave Accrual Example:
   Annual leave accrues based only on hours worked.
   62 hours worked times .0462 results in 2.90 hours of accrual and may accumulate to a maximum of 192 hours.

B-4. Annual leave accrual is temporarily suspended when the accumulation reaches the maximum allowance. Once the leave accumulation drops below the allowed maximum, accruals resume.

B-5. Employees eligible for overtime earn overtime based on only hours worked. There is no overtime accrual based on annual leave, sick leave, compensatory time, holidays or any other paid time off.
B-6. Annual leave continues to accrue while on any paid leave, except that annual leave does not accrue on hours of compensatory time used; during terminal leave [K]; during academic transitional leave [J] or for temporary employees who accrue annual leave based only on hours worked.

B-7. At the employee’s option, accrued annual leave may be used during any approved leave that could otherwise be taken as sick leave. [RGPP II.I.2.b.]

B-8. Annual leave must be scheduled in advance and requested in writing by the employee. Annual leave may not be taken without the supervisor’s written approval. Both the employee’s vacation preference and business needs of the unit must be considered in establishing mutually agreed periods of leave [APM 55.09].

   a. Supervisors are responsible for coordinating and approving requests for annual leave of all employees in their respective units.

   b. An employee on approved annual leave, who becomes eligible to use sick leave through unforeseen events, may use sick leave in lieu of annual leave with approval from his/her supervisor. Documentation to support the use of sick leave may be required.

B-9. Leave balances are paid to employees upon separation (i.e. resignation, retirement layoff, non-renewal, termination) from all State of Idaho employment [IC 67-5334]. Leave balances are transferred from the university to other State of Idaho employers when the university employment ends and a new position is accepted with any State of Idaho employer when there is no break in state service [A-5]. However, the university reserves the right to require an employee to exhaust some or all annual leave prior to any job or employment separation.

Employees separating upon the expiration or termination of a grant will be required to use annual leave before the last day of employment.

In the event of an employee’s death, payment is made to his or her estate.

The effective date of the employee’s separation is the last day on which he or she reports to work for the university, unless the Assistant Vice President (AVP) for Human Resources or designee has approved a written request for alternative termination arrangements that are in the best interests of the university.

A termination extended through the use of accrued annual leave must be approved in advance, in writing, by the AVP for Human Resources or designee and unit administrator and shall be treated as terminal leave. [J and APM 50.20]

In the event that an academic administrator transitions from a position eligible for annual leave to a faculty position in which annual leave does not accrue, balances should be exhausted prior to the start of the new appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding eighty (80) hours must be approved in advance by the AVP for Human Resources, or designee.

B-10. Any individual, regardless of type of appointment, with an annual leave balance who transfers or who is reassigned to another unit within the university may be required to exhaust all existing annual leave prior to starting the new assignment.

B-11. Payment in lieu of annual leave taken for any reason other than separation from employment is granted only by exception or under other special circumstances within the business needs of the university.

B-12. Eligibility requirements for annual leave for temporary help (TH) can be found in FSH 3090.
C. SICK LEAVE.

C-1. Employees that work at least 40 hours in a bi-weekly pay period for at least five (5) consecutive months accrue sick leave. Accrual is approximately 3.7 hours bi-weekly for full-time service. [FSH 3090 C]

C-2. Sick leave accumulation for half-time but less than full-time service is accrued proportionately based on hours worked and earned at the rate of .0462 for each hour worked.

C-3. Sick-leave may be accumulated without limit.

C-4. Sick leave cannot be taken in advance of accrual. If, at the end of a bi-weekly pay cycle, absences exceed sick leave accumulation, the hours will be charged to compensatory time first, if available, and then to annual leave. If there is no leave accumulation, time will be unpaid. If sick leave or other types of paid leave are available for an approved absence of any duration, time-off must be taken using available paid leave and may not be taken as unpaid leave, unless such absence has been approved as a personal leave [N] without pay in accordance with the guidelines of this policy [ed. 2-08].

C-5. Sick leave continues to accrue while on any paid leave, except for hours of compensatory time used; during terminal leave; and/or during academic transitional leave [I].

C-6. Sick leave may not be used in lieu of annual leave, except when the conditions of B-8. b. above have been met.

C-7. Sick leave may be taken only as follows:

a. Illness of Employee. An employee’s own illness, injury, or childbirth-parenting (see FSH 3710 E) that prevents the employee from performing his or her assigned duties; or in the event of exposure to contagious disease if, in the opinion of responsible authority, the health of others would be jeopardized in the workplace.

b. Illness of an Immediate Family Member. When the illness or injury of an immediately family member as defined in [A-3] of this policy requires the attendance of another, the employee may use his or her own available sick leave.

c. Death of an Immediate Family Member. In the event of a death of an immediate family member as defined in [A-3] of this policy, up to fifteen (15) days of sick leave may be used immediately following the event, but can be extended if there are special circumstances. The unit administrator and the AVP for Human Resources or designee may approve an extension of leave for up to a total of thirty (30) days of sick leave.

d. Death of a Family Member. Sick leave usage for the death of a family member other than a member of the immediate family as defined in [A-3] of this policy is limited to a maximum of five (5) days of sick leave immediately following the event.

e. Medical Appointments. Personal or family appointments for medical, dental, optical treatment or examination, or meeting with an Employee Assistance Program professional, including time for travel to and from such appointments. An employee is allowed up to two hours of time off per month for such appointments without charge to sick leave provided satisfactory arrangements have been made with the employee’s supervisor. If the employee has absences totaling more than two hours in a month, such absences must be reported and charged to sick leave. There is no carryover balance from month to month.

f. Parenting/Adoption. Up to ten (10) days of sick leave may be used during an approved family medical leave for either parent for parenting as defined in L-5 of this policy. In the case of adoption, the child must be younger than 18 years of age and may not be a stepchild.

f. Organ Donation. Full- and part-time benefit eligible employees may use up to five (5) days of sick leave for bone marrow donation and may use up to thirty (30) days of sick leave to serve as a human donation organ donor during an approved family medical [L] or personal leave [N] [ed. 2-08].
C-8. Attendance at work is a job requirement for all positions at the university. Excessive absenteeism can affect job performance. Supervisors have the right to set attendance standards and require medical evidence to support absences that exceed these standards. Absences that occur during an approved family medical leave are exempt from these requirements.

C-9. The federal Family Medical Leave Act of 1993 (FMLA) was adopted as law to protect the best interest and job security of employees. The university may initiate family medical leave (FML) and will apply FML concurrently with sick leave when the employee's own illness, work-related injuries, or an illness of a family member is covered by FML. In these circumstances, sick leave must be used before unpaid FML is taken.

C-10. An employee may be eligible for FML after three (3) consecutive days of sick leave, unpaid or other absence and may initiate a request for FML at any time prior to an absence which they suspect may qualify. However, the university may also initiate FML and will typically take steps to determine if an absence qualifies as FML when an employee has missed five (5) consecutive workdays or longer by providing the employee with an absence questionnaire and FML application. A failure to comply with a request to complete the absence questionnaire and/or the FML application (if applicable) may result in absence without pay and/or disciplinary action, up to and including dismissal from employment as provided in relevant university policies.

C-11. Employees transferring without a break in service from a qualified Idaho state agency or from the university to another state agency will be credited with their accrued sick leave by the receiving agency. All unused sick leave is forfeited when an employee is separated from state service. No compensation is made for such unused leave, except as provided in C-12 in the case of employees who are retiring from the university. If an employee returns to state service or to the university within three (3) years after separation, sick leave forfeited at the time of separation will be reinstated.

C-12. Employees who retire and then return to work at the university may not be entitled to reinstatement of sick leave balances. In this instance, only the unused portion of sick leave that was converted at the time of retirement to pay for retiree health benefits may be reinstated for employees who separate for retirement purposes and later return to work at the university.

C-13. An employee who retires under the eligibility conditions for retirement or disability retirement as stated in FSH 3730 may apply a predetermined amount of unused sick leave accrued since July 1, 1976, as payment for continued coverage under the university retiree health program.

D-1. The university is closed at least eleven (11) holidays each fiscal year.

D-2. Board-appointed employees and temporary help employees participating in PERSI are eligible to receive holiday pay.

D-3. Benefit-eligible employees who are employed at least half time but less than full-time, are entitled to receive holiday pay, pro-rated based on the average number of hours scheduled each week. The number of hours scheduled on a routine basis (not the hours worked in the week in which the holiday falls) is divided by five (5) days.
20 hours per week / 5 = 4 hours of holiday pay
25 hours per week / 5 = 5 hours of holiday pay
30 hours per week / 5 = 6 hours of holiday pay

D-5. The university embraces diversity and recognizes that our workforce is derived from many diverse cultures to include many different religious preferences. An individual may be absent from work to observe a religious holiday consistent with his or her own religious beliefs and practices when the day is not consistent with the university’s official holidays, provided advance notice is given. Pay for these absences are as follows:

a. Benefit-eligible employees may use their accrued compensatory time or annual leave to receive pay for an observed religious holiday that is not an official university holiday.

b. Employees who are not benefit-eligible, or who do not have compensatory or annual leave available, may observe the holiday without pay; or, with advance supervisory approval, employees may make up the hours in the same work week [FSH 3460].

D-6. Benefit-eligible employees are entitled to holiday pay while they are on other approved paid leave, or during any portion of paid or unpaid family medical leave.

E. PARENTING LEAVE.

E-1. Employees who meet FMLA eligibility requirements (see FSH 3710 M-3) are entitled to 16 weeks of job protected leave with continuation of group health insurance coverage within 12 months of the birth, adoption, or foster placement of a son or daughter.

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable” of self-care because of a mental or “physical disability” at the time of the FMLA leave request.

E-2. Employees can choose to use a combination of accrued paid leave or unpaid leave. Employees must first use accrued sick leave (see FSH 3710 M-2) before going on leave without pay. The remainder of the job protected leave will be unpaid, unless the employee chooses to use a combination of accrued annual leave, compensatory time, or shared leave (if eligible see 3710 L).

E-3. Employees are encouraged to familiarize themselves with FMLA guidelines before requesting or granting Parenting Leave. “Fact Sheets” that explain FMLA (numbers 28 through 28M) may be found on the United States Department of Labor Wage and Hour Division website.

E-4. Leave may not be used for both foster care and adoption consecutively if foster placement leads to the adoption of the son or daughter.

E-5. Alternate or reduced work schedules are addressed in FSH 3710 M-13 b.

E-6. See FSH 3710 R-1 for exceptions to University leave policies.

EF. MILITARY LEAVE.

EF-1. Faculty and staff, regardless of whether or not they hold a fiscal-year or academic-year appointment are eligible for leave of up to fifteen (15) working days in a twelve (12) month period for active duty or military training. Leave for State of Idaho military duty or training is limited to fifteen (15) days within a calendar year. Employees who are in board-appointed positions [FSH 3080] are eligible for paid military leave. When called to active duty or training, the university will pay the difference between military pay received from the U.S. or State government, but cannot duplicate pay. This is accomplished by full pay during an approved military leave. The employee must provide documentation of military pay received during leave, within ninety (90) days of return from leave or upon earlier job separation. The employee is required to repay to the university any amount which exceeds their regular base pay for the same period. Unpaid military leave may be requested if the employee knows their
military pay will exceed their university pay. Annual and sick leave credit towards length of service for
retirement plan, and other vesting will continue to accrue during the fifteen (15) working days of military leave
and eligibility for employee health benefits will continue whether military leave is requested with or without
pay. An employee at their own option may instead request annual leave on the same basis as any other vacation
or other time off and if approved, may use annual leave and retain full military pay. [APM 55.09 and 55.38]
ed. 7-10

EF-2. Any employee who is called to active duty and/or is required to serve more than fifteen (15) working
days is eligible for up to five (5) years of military leave. Eligibility for employee health coverage will continue
at a minimum through the first thirty (30) calendar days of service while on an approved military leave. The
employee will be required to pay the employee share of the health care costs, as well as the costs for his/her
dependents.

EF-3. An employee may use annual leave and/or accrued compensatory time for military service and continue
to receive pay and benefits before commencement of military leave.

EF-4. Military leave beyond the first fifteen (15) working days is generally granted without pay and benefits.
Health care coverage will end for the individual who is called to active duty after the first thirty (30) days of
service. However, coverage for his/her dependents may continue for up to an additional six (6) months,
provided that the employee has made arrangements with Benefit Services to pay the full cost of coverage, on at
least a monthly basis. In this instance, any other coverage provided by U.S. military programs will be primary.

FE-5. When on military leave or when his/her dependents are not eligible for coverage elsewhere, the employee or
his/her dependents, individually or as a family, may be eligible to continue health care coverage through COBRA.

FE-6. An employee may elect to continue group life insurance benefits in effect for the employee or his/her
dependents on the date the employee is called to active duty for a maximum period of thirty (30) days.
However, the employee must self-pay the full cost, based on rates and eligibility rules afforded to others who
are actively at work. Benefits from these programs generally exclude losses resulting from participation in a
military organization or from an act of war. An employee may also have the right to life insurance portability or
conversion to an individual life insurance policy following termination of benefits in the group plan.

FE-7. Upon reinstatement, the employee’s health plan will resume as if their employment had not been interrupted.

FE-8. In accordance with state and federal law, an employee upon return will be reinstated to his/her former position
or a comparable position without loss of seniority, status or pay rate provided the employee returns with an honorable
discharge and within five (5) years from departure date from the university.

a. In some situations, re-employment may not be possible, such as when there has been a significant change in
circumstances, if re-employment would impose an undue hardship on the university or department, or if the
person’s employment was temporary in nature, such as positions that are grant-funded for a specific duration
and/or temporary help (TH) positions.

1. If the returning employee's skills need upgrading to meet the requirements for a prior or promoted
position, the university will make reasonable efforts to refresh or update these skills unless such efforts
would create undue hardship for the university.

2. When an employee with a service-related disability is not qualified to perform the essential functions of
his/her job after the university has made reasonable efforts to accommodate the disability, the employee may
be placed in another position of comparable pay, rank, and seniority.

b. Employees returning from military leave must provide the university with written timely notification of intent
to return to their position. The university may require documentation that the person’s application for
reemployment is timely and that the person’s discharge from uniformed services was under honorable
conditions. University procedures will follow the applicable state and federal law, including but not limited to the

**EFF-9.** Retirement benefit contributions are suspended while the employee is on unpaid military leave. Upon reinstatement after military leave, reenrollment in the retirement plan will be immediate.

a. Credited state service continues during military leave as though no break in employment has occurred.

b. The employee may elect to make up any employee contributions missed during an approved military leave. Such contributions must be paid into the plan within a period not to exceed three (3) times the length of the military leave, up to a maximum of five (5) years.

c. The university will contribute the regularly scheduled match contributions for any employee make-up payments made in connection with an approved military leave.

d. For purposes of determining eligibility for retiree health coverage, military leave will not count as a break in service provided that re-employment occurs within the parameters of this policy. Further, an employee will receive university service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] during the fifteen (15) days of approved paid military leave; however, the employee will not receive service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] for any unpaid military leave.

**EFF-10.** The university will not discharge an employee without cause, as that term is defined by federal USERRA regulations, who is reinstated under the provisions of the USERRA and has served thirty-one (31) to one hundred and eighty (180) days without cause for six (6) months following reinstatement. If the length of military service was more than one hundred and eighty (180) days, but less than five (5) years, the employee will not be discharged without cause for one (1) year following reinstatement.

**E-11.** This policy is intended to comply with applicable state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. To the extent that any provision of this policy is ambiguous and/or contradicts the Act or any other law, the applicable law or Act will prevail.

**GF. LEAVE FOR COURT REQUIRED SERVICE AND VOTING.**

**GF-1.** Any employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency will be granted leave. Benefit-eligible employees will be granted leave with pay, except as provided below in F-2. Travel expenses in connection with this duty are not subject to reimbursement by the university. [RGPP II.1.5.a.2; APM 55.09] [ed. 7-10]

**GF-2.** An employee must request annual leave or personal leave without pay for the following:

a. appearing as a party in a non-job-related proceeding involving the employee;

b. appearing as an expert witness when the employee is compensated for such appearance; or

c. appearing as a plaintiff or complainant, or as counsel for a plaintiff or complainant, in a proceeding in which the Board of Regents or any of its institutions, agencies, school or office is a defendant or respondent. [RGPP II.1.5.a.]

**GF-3.** Polling places are typically open extended hours and absentee voting is widely available. However, employees who are unable to vote outside of scheduled hours will be allowed time off to vote. If available, an employee may use accrued annual leave, compensatory time or, if approved in advance, may be able to make up time lost to vote within the same work week [FSH 3460] through a flexible work schedule. Otherwise, time off will be approved, but unpaid.
HG. LEAVE FOR CAMPAIGNING FOR OR SERVING IN PUBLIC OFFICE.

HG-1. The president approves requests for leaves of absence for the purpose of campaigning for or serving in public office [RGPP II.1.5.c.]. See FSH 6230 E for provisions concerning leave for campaigning and serving in public office.

HG-2. It is the Board of Regent’s intent that state salary not be duplicated to an employee serving as a member of the Idaho Legislature. Any leave for serving as a member of the Idaho State Legislature will be unpaid when the Legislature is in session [RGPP II.1.5.c.2.]. Certain benefits may continue during the unpaid leave; however, the employee must pay the full cost of coverage.

IH. ADMINISTRATIVE LEAVE.

IH-1. Administrative Leave is leave with pay and benefits. An employee will continue to receive pay and leave accruals in accordance with their regular rate and maintain eligibility for other benefit programs. (Terminal leave (J) and academic transitional leave (I) are not considered administrative leave.)

IH-2. At the discretion of the president or his/her designee, an employee may be granted administrative leave when the state or the university will benefit as a result of such leave. [RGPP II.1.5.d.3470 B] [ed. 7-10]

IH-3. Examples of circumstances that may qualify an employee for administrative leave are volunteer fire fighters attending class off campus, official delegates to the annual general convention of Idaho Public Employees’ Association, and members of state or local committees, such as the Human Rights Commission, attending official meetings.

IH-4. With the approval of the president or designee, an administrator may also use administrative leave to remove an employee from the workplace (for example during an investigation or to mediate an employee relations issue), if approved in advance by Human Resources. The President’s Office or Provost’s Office, as appropriate must be notified.

IH-5. In all cases involving administrative leave with a duration that is more than one bi-week, an electronic personnel action form (EPAF) must be processed. When leave is less than one full bi-week, hours attributed to administrative leave shall be coded as “ADL” on the time/leave record and in the payroll system.

IH-6. In the absence of a written agreement to the contrary, an employee on administrative leave must be available for recall to work during regular university business hours in the event that the employee’s services are required or he/she is otherwise requested to return to work.

IH-7. Under certain circumstances, the university may require the use of accrued annual leave and/or compensatory time.

JI. ACADEMIC TRANSITIONAL LEAVE.

JI-1. Academic transitional leave may apply when an academic administrator steps down from his/her administrative appointment and assumes a faculty appointment. The purpose of academic transitional leave is to prepare the employee for a new faculty appointment. Transition leave is not available in the event of transition from academic faculty to an administrative appointment. Academic transitional leave is granted at the discretion of the university, must be approved by the provost, and approved by the president or designee.

JI-2. There is no accrual of annual leave during the period of academic transitional leave. All other benefits and leave accruals are provided on the same basis as afforded to similarly situated employees in a faculty job classification. Annual leave balances should be exhausted prior to a new academic faculty appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding eighty (80) hours must be approved in advance by the AVP for Human Resources or designee.
KJ. TERMINAL LEAVE.

KJ-1. Terminal leave is paid leave received by a terminating employee in lieu of wages at the employer’s discretion. An example of terminal leave is leave paid to an employee who is not completing the term of his/her contract at the request of the employer. Sick and annual leave is not accrued during the terminal leave period. The duration of terminal leave is determined at the discretion of the university.

KJ-2. During terminal leave, health benefits continue for an employee and his/her covered family members on the same basis as employees of the same classification who are actively at work. The employee’s share of all health care contributions, including employee and dependent medical/dental, supplemental life, and/or any other costs of coverage, will be withheld from the employee’s pay. Upon separation from employment, the employee and/or his/her covered family members, as a family or individually, may have rights to medical/dental coverage through COBRA.

KJ-3. The university may require the use of accrued annual leave and/or compensatory time during the terminal leave period or may pay out some or all accrued, but unused balances at the time of termination.

LK. SHARED LEAVE.

LK-1. University employees who earn annual leave may donate annual leave hours to a fellow employee who has an extraordinary need for leave. Annual leave donated becomes shared leave. Shared leave may be donated to a shared leave pool or to the benefit of a specific eligible recipient. [See FSH 3710 L-5 below and APM 55.07 C-3 for conversion of donated leave to shared leave.] [ed. 7-10]

LK-2. Eligibility. Benefit eligible employees, including academic year faculty who do not accrue annual leave, are eligible to receive shared leave.

a. Qualifying Events. If any benefit-eligible employee who has a health condition or whose immediate family member has such a condition and the employee is required to take time away from work, and has exhausted all leave, the employee may apply for shared leave when time away from work is a qualified absence as described below but will not be compensated by paid leave or wage replacement programs such as disability and workers’ compensation benefits.

1. The health condition of the affected individual must be certified by a competent health care provider to be considered as acceptable evidence by the university, and qualify as a serious health condition as defined by family medical leave to include a need resulting from human organ or bone marrow donation. This provision applies only to the acceptable medical conditions of family medical leave. An employee need not meet the service and other requirements of family medical leave to be considered as an absence eligible for shared leave.

2. Shared leave may be requested for routine pregnancy-related disability and complications of childbirth and pregnancy, but not for parenting or parent-child bonding. Sick leave benefits for eligible employees may be available for parenting. [C-7.1]

3. An applicant for shared leave who has used his or her own annual leave for purposes other than attending to a medical condition that is known to create potential for an extraordinary need for leave typically is not eligible for leave from the shared leave pool. Under extraordinary circumstances, such an applicant may request an exception to receive shared leave from directed donations.

4. Shared leave that is donated from the shared leave pool is intended for use by employees who intend to return to work. An applicant who wishes to receive shared leave and otherwise meets the criteria of the program and does not intend to return to work may apply for shared leave; however, shared leave in this instance is available only from donations directed specifically to that one recipient.
b. Prerequisites. An employee must have used all other available leave such as sick leave, annual leave, and compensatory time to qualify as a recipient of shared leave.

c. Disability Income. To be eligible for shared leave for the employee’s own medical condition, employees must first apply for wage replacement benefits that may be available through workers’ compensation or disability coverage. Once such benefits begin eligibility for shared leave benefits end. However, an otherwise eligible employee may use shared leave while satisfying the waiting period or after exceeding maximum disability periods for income replacement programs.

LK-3. Donating Shared Leave.

a. Employees who have an accrued annual leave balance may donate to shared leave regardless of their funding salary source. Donations may be made to the shared leave pool and accessed by any eligible recipient or donated directly to a specific shared leave recipient.

b. Shared leave donations are restricted to direct donation when the donor’s annual leave balance is less than forty (40) hours from the maximum leave accumulation limit. In this instance only, the amount of leave actually used by the recipient will be deducted from the donor’s account before any balance is taken from the shared leave pool. Donated leave not used by the recipient will be returned to the donor’s account or forfeited if the maximum accrual has been reached. Donors can choose to designate any unused direct donations to be added to the general shared leave pool.

c. Leave donations made for a specific individual will be drawn from donors’ accounts based on a first-received basis. The first donation request received by Benefit Services will be processed before a second donation from other recipients or before hours are withdrawn from the shared leave pool. Donations will be drawn from the donor’s annual leave account as the time is transferred and used by the recipient. No leave donation in excess of the recipient’s shared leave needs will be taken, unless contributions to the shared leave pool also have been authorized, except as noted above in section b., when donations to the shared pool are restricted.

d. Leave donations may be made in any amount of not less than ½-hour (.50) increments.

e. Shared leave donations may not cause the donor’s annual leave balance to fall below forty (40) hours at the time the donation is processed, unless the donor is terminating active employment from the University. Donors should be aware that any shared leave not used by the intended recipient will be returned to the Shared Leave Pool, not returned to the donor(s).


a. Maximum Benefit. The maximum shared leave benefit is limited to four (4) working weeks of leave within a rolling twelve (12) month period. Shared leave hours that are granted will be reflective of the employee’s regular percentage of appointment.

b. Shared leave requests are reviewed and granted by the Director of Benefit Services or designee in accordance with this policy. Applicants awarded shared leave will be notified in writing; if the request is denied, the reason(s) for denial shall also be stated in writing. The requestor may appeal a denied request for shared leave. Appeals must be made in writing to the AVP for Human Resources within thirty (30) days from the date of denial and must reference the applicable sections of policy and reasons why there is disagreement. The AVP for Human Resources will respond to appeals within thirty (30) days.

LK-5. Funding and Conversion.

a. Donation Conversion. Hours of donated shared leave are multiplied by the hourly rate of the donor; that amount is recorded as a deposit to the shared leave pool or the directed recipient’s account and subtracted as hours from the donor’s annual leave balance.
b. Recipients Conversion. The recipient’s hours of shared leave need is multiplied by the recipient’s hourly rate and subtracted from the shared leave pool.

Sick leave is a liability that is funded only through base salary. Funding for a full year of base salary is provided for most positions. If an employee is absent without pay the department typically has received funding for the duration of the employee’s full appointment and would achieve salary savings as a result. The only exceptions would apply to those working from certain special funding sources or who hire a temporary replacement during the period of unpaid leave. Consequently, the department of the employee who will receive shared leave is responsible for funding the pay its employee will receive during leave from shared leave donations.

c. Donors may donate annual leave regardless of their salary-funding source. The department or sponsored research project gains the hours the employee would have taken for annual leave when their employee makes a donation.

ML. FAMILY MEDICAL LEAVE.

ML-1. Family medical leave may be requested by an eligible employee for the following reasons:

a. birth, adoption or foster care placement of a child (see FSH 3710 E);

b. parenting to care for or bond with a child within twelve (12) months following the birth, adoption or foster care placement of a child,

c. to care for an immediate family member as defined in [A-3] of this policy with a serious health condition as defined in [L-5] of this policy;

d. because of the employee’s own serious health condition [ML-5]; or

d. to serve as a human organ or bone marrow donor.

ML-2. Family medical leave and/or servicemember family medical leave is leave without pay. However, when the absence also qualifies for the use of sick leave, if available, sick leave must be used first in conjunction with family medical leave before any period of unpaid absence. Once sick leave has been exhausted or when the type of absence does not qualify for the use of sick leave, the entire absence or remainder of the approved family medical leave will be unpaid, unless the employee chooses to use any combination of compensatory time, annual leave, or shared leave (if eligible; see [KL]). [rev. 2-08]

ML-3. Eligibility. If the employee has been employed by the university for a minimum of twelve (12) months and has worked at least 1250 hours during the previous twelve (12) month period prior to the requested leave, the employee is eligible for family medical leave.

ML-4. Length of Leave. A maximum of up to twelve (12) weeks or a total of 480 hours of family medical leave may be granted to eligible full-time employees during a rolling twelve (12) month period. Eligible part-time employees may be granted up to twelve (12) working weeks of leave or a total number of hours consistent with their regular work schedule within a twelve (12) week period. (i.e. 20 hours per week x 12 weeks = 240 hours). The period is measured from the date the employee last used/exhausted family medical leave or became employed by the university to the date leave is to begin. Family medical leave may be taken on a continuous, intermittent, or reduced-hour basis.

When both parents are university employees, family medical leave taken for childbirth/parenting consists of a single benefit of up to a total of twelve (12) weeks for either parent (but not both parents, see L-15) or the single benefit may be shared between the parents. Up to ten (10) days of sick leave may be available to either parent for “parenting” (the bonding period after child birth related disability or for a non birth mother or father. [C-7.f]

ML-5. Definitions.
a. “Serious health condition” is defined as an illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment connected with in-patient care (i.e. overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such in-patient care; continuing treatment by a health care provider, which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) due to a health condition (including treatment for or recovery from) lasting more than three (3) consecutive days; and any subsequent treatment or period of incapacity relating to the same condition, that also includes:

1. treatment two (2) or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment; or
2. pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
3. chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer’s, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
5. absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g. chemotherapy or radiation treatments for cancer).

b. An eligible employee includes any employee who meets all of the following criteria:

1. has completed twelve (12) months of service with the university, and
2. has worked at least 1250 hours during the twelve (12) month period prior to the commencement of the requested leave, and
3. returns to work from the approved leave for at least thirty (30) calendar days.

ML-6. Health benefits continued during family medical leave on the same basis as for any similarly situated employee who is actively at work, regardless of whether the employee is using other forms of accrued leave or taking leave unpaid. The employee’s share of cost for health coverage is the amount that is typically payroll-deducted for the employee’s own coverage and/or coverage for his/her dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, accruals for sick and annual leave and credit toward vesting are suspended during unpaid portions of family medical leave.

ML-7. All qualified absences, including those due to a work-related injury, will be considered as family medical leave.

ML-8. If there are reasonable circumstances to support that an employee’s absence qualifies as family medical leave, the university has the right to classify such absence as family medical leave.

ML-9. When the need for family medical leave is foreseeable, an employee must request an application for family medical leave at least thirty (30) days in advance of the need for leave. Application assistance is available from Benefit Services. When events are not foreseeable, employees must provide as much notice as is possible. Application for family medical leave after a return from absence is not recommended; rights to preserved employment and benefits may be adversely affected. In any event, absent extraordinary circumstances, an
ML-10. When leave is taken for personal illness or to care for an immediate family member with a serious health condition, leave may be continuous or intermittent and may include a reduction in hours worked. For intermittent leave, the employee must provide certification from the health care provider caring for the employee and/or family member stating the leave must be taken intermittently. Employees needing intermittent leave must attempt to schedule their leave so as not to disrupt university operations. The university reserves the right to assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee’s intermittent or reduced leave schedule.

ML-11. Employees on family medical leave are required to provide documentation to Benefit Services as requested, including intent to return to work. During leave, the university may require an employee to re-certify the medical condition that caused him/her to take leave. A return-to-work release from the health care provider is required before an employee absent due to his or her own serious health condition may return to work.

ML-12. Family medical leave requests for medical treatment or care giving requires certification from the health care provider documenting medical necessity.

ML-13. Family medical leave requests for parenting must be approved in advance and completed within twelve (12) months of the birth, adoption, or foster care placement of a child.

  a. Shared leave under 1 of this policy may not be used for the purpose of parenting; however, shared leave (if granted) may be used for the disability period related to childbirth.

  b. Intermittent leave or reduced work schedule requests for parenting may not be granted, or may be cancelled by the university with thirty (30) days written notice, based on business needs of the university.

ML-14. Family medical leave taken by two (2) university employees to care for a new born child or child placed for adoption or foster care or to care for a family member who has a serious health condition consists of a maximum twelve (12) weeks of leave for each employee. Family medical leave for parenting is addressed in FSH 3710 E.

ML-15. If the university obtains information from a credible source, such as the workers’ compensation authority, disability carrier, or a medical practitioner, that alters, changes, casts doubt, or fails to support continued leave or the leave application, the university has the right to:

  a. revoke leave;

  b. not grant leave;

  c. require new evidence to support the leave request;

  d. require the employee to return to work if the leave is not substantiated; and/or

  e. when appropriate under applicable employee discipline policies [FSH 3910, 3920, and 3930], take disciplinary action, up to and including dismissal.

ML-16. Upon return from family medical leave, employees will be assigned to their same or similar position with equivalent pay and status with or without reasonable accommodation, as appropriate, in accordance with the Americans with Disabilities Act. Job reassignment must be coordinated with Employment Services and approved by the AVP for Human Resources or designee. The university has no obligation to restore employment to temporary hourly (TH) or other employees if the employment term or project is over and the university would not otherwise have continued employment.
Family medical leave is not intended for individuals who do not plan to return to work. An employee who applies for and is granted family medical leave and fails to return to work for at least thirty (30) days upon the expiration of their family medical leave period may be obligated to repay the costs of health coverage provided by the university during any portion of family medical leave. If the university is notified that the employee does not intend to return to work, the family medical leave period will terminate immediately and the employee will be separated from employment on that date. Medical, dental and under some circumstances Health Care Spending Accounts may be continued through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Options for life insurance portability or conversion may also be available. Job separation under these circumstances will result in a lump sum payment of annual leave and/or compensatory balances. In addition, the employee will no longer have a right to restoration to the same or equivalent position. The employee is responsible for contacting Employment Services to arrange for an exit interview.

SERVICEMEMBER FAMILY AND MEDICAL LEAVE. The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for covered family member’s service in the Armed Forces (Servicemember Family and Medical Leave) in two instances. This section of the policy supplements the above family medical leave policy and provides general notice of employee rights to such leave. Except as stated below, an employee’s rights and obligations to servicemember family and medical leave are governed by the general family medical leave policy.

Definitions: The following definitions are applicable to this section of the policy.

a. “Eligible employee” is a spouse, son, daughter, parent, or for purposes of caring for a family member, the next of kin of a covered family member.
b. “Next of kin” is the nearest blood relative of a family member who is in the Armed Forces.
c. “Covered family member” means any family member who is a member of the Armed Forces, including a member of the National Guard or Reserves, regardless of where stationed and regardless of combative activities.

Leave Entitlement: Eligible employees are entitled to take servicemember family and medical leave for any one, or for a combination of the following reasons:

a. Any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a “contingency operation,” and/or
b. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the covered family member medically unfit to perform duties of the family member’s office, grade, rank or rating.

duration of servicemember family and medical leave:

a. When leave is due to a qualifying exigency: an eligible employee may take up to 12 work weeks of leave during any 12-month period.
b. When leave is to care for a covered family member: an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the covered family member. Leave to care for a covered family member, when combined with other qualifying family medical leave may not exceed 26 weeks in a single 12-month period.
c. Concurrent leave: servicemember family and medical leave runs concurrent with other leave entitlements provided under federal, state and local law.

PERSONAL LEAVE.

Any employee not covered by another university leave type within this policy may request a personal leave of absence.

Personal leave is leave without pay and without benefits. However, the supervisor may require the use of sick, annual or any other type of accrued leave if the absence qualifies and leave is available.
may be taken with pay and benefits when other paid leave such as annual leave is taken concurrently. In rare circumstances, leave may be approved without pay, with continued benefits, but only when approved as an exception and only when doing so meets the business needs of the university. Hiring units are responsible for funding the benefits under these circumstances. [APM 55.38] [ed. 7-10]

ON-3. Reasons for requesting a personal leave may include, but are not limited to, religious, personal, and educational matters or for extension of any leave when all other leaves have been exhausted.

ON-4. All requests for personal leave must be made to the supervisor in writing. A leave of three (3) working days or less can be approved by the supervisor and are recorded by the timekeeper on the employee’s time record as LWB. The president or his/her designee (i.e., provost) must approve a personal leave which exceeds three (3) working days. Personal leave is not guaranteed and is granted on a case-by-case basis, with the approval of the supervisor and the unit administrator, based on the business needs of the university.

ON-5. The president or designee (i.e. provost) may grant personal leave without pay with or without benefits for a period of up to one (1) calendar year, with extensions not to exceed a total of three (3) successive calendar years [RGPP II.I.5.c.1]. Consideration is given to such requests on an individual basis in the light of the reason for which it is requested, whether it is leave with or without paid benefits and the effect that granting it will have on the employee’s unit or program.

ON-6. When a personal leave of absence is granted, the university assures reinstatement of the individual to a position of similar status and pay, but only to the extent that such position continues to exist and would have continued to exist had no leave been taken. Return to work in the same job within the same department is not promised.

ON-7. During personal leave without pay an employee is not eligible for holiday pay, the accrual of sick or annual leave, or the use of medical appointment leave, and may not be granted any other type of leave of absence such as family medical or military leave until the employee has first returned to work under active status and otherwise qualifies for such leave.

ON-8. An employee who has received approval from the president or his/her designee for a personal leave without pay without benefits may continue to contribute toward and receive the benefits of the institution’s insurance and retirement programs, if the laws, rules, regulations, policies and procedures governing the administration of such insurance and retirement programs permit. [RGPP II.I.5.c.3] Employees should consult Benefits Services for more detailed information on how personal leave without pay will impact their benefits and their rights to continue coverage through COBRA and life insurance conversion or portability. [APM 55.09 and 55.38] [ed. 7-10]

ON-9. Employees who are granted a personal leave of absence without pay are responsible for making arrangements with Benefit Services, before the leave begins, for the continuation or discontinuation of benefits. Also, they should call Benefit Services on their return to active status to make sure that any benefits that had been discontinued are reinstated or to adjust for changes that occurred while they were on leave. [APM 55.38] [ed. 7-10]

ON-10. Personal leave is not intended as a vehicle to continue benefits for periods when employees are not working due to academic or seasonal work schedules or for a reduction in hours.

PO. EXTENDED FAMILY MEDICAL LEAVE. [ren. 2-08]

PO-1. Extended family medical leave (EFML) extends job protection and health benefits beyond the expiration of family medical leave. EFML is intended for the following:

a. Individuals who plan to return to work and have a prognosis to support return to work with assumption of full duties and responsibilities of their position, with or without reasonable accommodation, within a total absence period of no more than twelve (12) consecutive months; or
b. Individuals who do not have an acceptable prognosis to return to work, but whose absence qualifies for the use of sick leave and who have an unused sick leave balance upon the expiration of family medical leave.

PO-2. EFML and other options for an employee’s return to work following an approved family medical leave must be coordinated through Benefit Services, approved by the supervisor, and are granted at the discretion of the university, but are not guaranteed. EFML may not exceed nine (9) consecutive months. [ed. 2-08]

PO-3. Acceptable medical certification and/or other documentation to support a prognosis for return to work must accompany all requests for EFML. If acceptable medical certification and/or other documentation are not provided, notice of contemplated job action to separate the employee from employment at the expiration of family medical leave may be served upon the employee if all sick leave has been exhausted.

PO-4. If there is not a prognosis to return to work as defined above [O-1], notice of contemplated action for job separation will be issued. However, if the employee has a remaining sick leave balance and his/her condition qualifies for the use of sick leave, employment and EFML leave will be extended through the earlier of:

a. the date in which all sick leave will be exhausted; or
b. expiration of six (6) months of accumulated leave, measured from the date in which leave was first granted for the same condition.

All sick leave is forfeited upon separation from employment, except as provided in O-6, or as provided in (Idaho State Code 53-4001) rights to reinstate sick leave upon return to work for any State of Idaho agency. [ed. 2-08]

PO-5. Sick and all other available paid leave must be used concurrently with and taken first before any period on unpaid leave during EFML. EFML is leave with benefits but without pay, unless accrued sick or annual leave or compensatory time is used.

PO-6. An employee with a sick leave balance who separates from employment upon the expiration of EFML and qualifies as a disabled retiree, or as a retiree eligible for any tier of university retiree medical coverage that requires retiree cost sharing, may convert a predetermined amount of the unused sick leave to pay for the retiree’s share of the cost for their own university medical coverage. [FSH 3730]

PO-7. Health benefits will continue during an approved EFML in the same manner afforded to any employee of the same classification who is actively at work.

a. The employee must make arrangements to self-pay his/her share of employee and dependent benefit costs during any portion of EFML that is unpaid.

b. Sick leave, annual leave, holiday pay and credited service hours toward vesting of annual leave accruals and retirement are not continued during any portion of leave that is unpaid.

c. Short and/or long-term disability wage replacement payments and/or actively at work provisions for death and other benefits provisions within PERSI and similar contracts refers to an employee being actively at work (employed and not on leave) on the date in which the disability has first begun. An employee whose condition began before taking a leave of absence and who has qualified or met the conditions in accordance with provisions set by the carrier will continue to receive benefits and/or remain eligible for such benefits during Extended Family Medical Leave, and/or upon separation from employment if unable to return to work. [Refer to Disability and Retirement Plan Handbooks. www.hr.uidaho.edu/benefits]

PO-8. Employees who have been granted EFML are required to provide documentation to support progressive medical improvement. Medical certification and other documentation may include temporary restrictions of duties and/or periods of part-time work. However, restrictions of job duties and/or part-time work restrictions
must be approved by Human Resources and the hiring authority, and must intend and attempt to phase an employee back to work to a level of full assumption of job duties, with or without reasonable accommodation.

**PO-9.** During EFML, the university may require reasonable periodic re-certification and updates regarding the employee’s medical condition, prognosis for improvement, and fitness for duty. A release to return-to-work from the health care provider is required before an employee may return to work. The university, at its own expense, may require medical pre-screening for return to work in a position that includes pre-employment medical pre-screening to ensure the safety and fitness for prescribed job duties before an employee is allowed to return to work with or without restriction of job duty.

**PO-10.** When an employee’s own medical condition or restriction is expected to be chronic, or when the condition fails to progressively improve, notice of contemplated action and job separation or accommodation of disability under ADA should be explored.

**PO-11.** If at the expiration of the EFML period the employee is still unable to perform the essential duties of his/her position with or without reasonable accommodation, the university has the right to separate any employee from employment and/or to end EFML and begin job separation when the medical prognosis ceases to support a return to work within EFML limits. [FSH 3910, 3920 and 3930]

**QP. LEAVE FOR PROFESSIONAL IMPROVEMENT.** [ren. 2-08]

**QP-1.** Leave for professional improvement is paid leave with benefits for the purpose of participating in professional development programs or experiences for an extended period of more than two (2) weeks to attain or enhance a skill set that will result in a mutual benefit to the both the university and the employee.

**QP-2.** Members of the faculty who hold the rank of instructor or above, exempt employees, and classified staff are encouraged to participate in programs of professional improvement. (Tenured faculty may also be eligible for sabbatical leave and should refer to FSH 3720.) Generally, on the recommendation of an applicant’s administrative supervisor, and with the approval of the dean/director and the provost/vice president, professional improvement leave may be granted under the following conditions (individual departments may have additional requirements and restrictions):

- **a.** To participate in this plan, the faculty or staff member must have completed four (4) years of service before the time the leave is to begin.

- **b.** Generally, at least two (2) years of service must intervene between a sabbatical leave and a leave for professional improvement or at least five (5) years of service must intervene between a leave for professional improvement and a subsequent request for the same type of leave.

**QP-3.** The employee requests professional improvement leave with pay by submitting a letter of application to the supervisor at least three (3) months before the leave is to begin. The letter should address the professional development to be derived from the leave, what activities (i.e. research, writing, experience, etc.) will be involved to achieve the professional goals, the duration of the leave, the level of support requested, and the source of funds, if known.

**QP-4.** Persons granted leave under this policy are expected either to return to the active service of the university for at least one academic or other full work year after completion of the leave, or are required to repay the money received from the university for the period of professional improvement leave granted.

**QP-5.** The employee must submit a report to the supervisor, the dean/director, and the provost/president regarding his or her developmental experience upon return to active work status.

**QP-6.** The employee may request approval to use accrued annual leave and to have an equal amount of administrative leave with pay granted to permit his or her participation in a program of professional improvement.

**RQ. EXCEPTIONS.** [ren. 2-08]
RQ-1. Exceptions to these policies may be considered to the extent that such an exception is not contrary to state and federal laws, the Board of Regent policies and procedures, and are considered in the best interest of the university. The respective unit administrator, the AVP for Human Resources or designee, and the president or designee as required, can grant exceptions. A request for exception must be submitted and approved by the supervisor and forwarded to the AVP for Human Resources for further consideration of all approvals.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

[3/09]

Faculty/Staff Handbook [FSH] □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: ____________________________________________________________

Administrative Procedures Manual [APM] X Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □

Chapter & Title: APM 45.[XX] University of Idaho Unmanned Aircraft Systems
(“UAS”)

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): John K. McIver 3.23.2015

Name Date

Telephone & Email: 885-6689 jmciver@uidaho.edu

Policy Sponsor: (If different than originator.)

Name Date

Reviewed by General Counsel _X_ Yes ____No Name & Date: __Casey Inge (3.17.2015)________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.

Policy is intended to ensure that the University operates any unmanned aircraft system in the furtherance of its educational, research, and service missions, as well as in compliance with applicable federal and state laws by identifying a Committee and institutional official with responsibility for review and approval of University UAS operations.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? None.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.

This policy is the counterpart to APM 95.XX, Personal Use of Unmanned Aircraft Systems on Campus, which prohibits personal UAS use on University property. See also APM 35.35, Section I.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.

This policy is to be effective immediately.

If not a minor amendment forward to: _____________________________________________

Track # ____________

Date Rec.: _____________

Posted: t-sheet ________

h/c _________

web ___________

Register: ______________

(Final use only)

Policy Coordinator
Appr. & Date:

[Office Use Only]

FSH

Appr. ______________
FC ______________
GFM ______________
Pres./Prov. __________

[Office Use Only]

APM

F&A Appr.: __________

[Office Use Only]
APM 45.XX-- University of Idaho Unmanned Aircraft Systems (“UAS”)  
Created: March 17, 2015

Preamble: This policy, and the related policies and procedures described herein, is intended to ensure that the University operates any unmanned aircraft system in the furtherance of its educational, research, and service missions, as well as in compliance with applicable federal and state laws. This policy shall be effective immediately.

Contents:

A. Definitions
B. Policy
C. Process/Procedure
D. Contact Information

A. Definitions.

A-1. Aircraft means any contrivance invented, used, intended to be used, or designed to navigate, or fly, in the air.

A-2. Unmanned Aircraft System (“UAS”) means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the pilot in command to operate safely and efficiently in the navigable airspace of the United States under the regulatory authority of the Federal Aviation Administration (“FAA”).

A-3. Certification of Waiver; Certificate of Authorization (“COA”) means a Federal Aviation Administration grant of approval for a specific unmanned aircraft flight operation.

A-4. Navigable Airspace means the airspace of the United States above the minimum altitudes of flight prescribed by the regulations of the FAA, including airspace needed to ensure safety in the takeoff and landing of aircraft.

A-5. Public Operation COA means a COA grant by the FAA for a public aircraft operation. Public aircraft operations are those conducted by a public agency, like the University, in furtherance of a governmental function.

A-6. Governmental Function means an activity undertaken by a government, such as national defense, intelligence missions, firefighting, search and rescue, law enforcement (including transport of prisoners, detainees, and illegal aliens), aeronautical research, biological or geological resource management.
A-7. **Civil Operation** means any UAS operation falling outside the scope of a public aircraft operation, such as an operation involving a commercial purpose or an operation involving research outside the definition of governmental function. FAA authorization to fly a UAS in a civil operation may be granted under a Section 333 Exemption or a Special Airworthiness Certificate. In addition to obtaining FAA authorization for a Civil Operation, a COA must also be obtained from the FAA for any civil UAS flight operations.

A-8. **Commercial Purpose** means the transportation of persons or property or other use of UAS for compensation or hire.

B. **Policy.**

B-1. **Introduction.** The University, in carrying out its educational, research, and service missions, may make use of Unmanned Aircraft Systems ("UAS"), more commonly known as "drones," in Navigable Airspace when granted authorization to do so by the FAA. As a "governmental instrumentality for the dissemination of knowledge and learning," the University of Idaho is eligible for Public Operation certificates of waiver or authorization ("COAs") from the FAA that permit the University to fly UASs in the furtherance of a Governmental Function and where use of UAS would otherwise be prohibited under current law. The University has committed to the FAA that it will not use any UAS for purposes that are not Governmental Functions, including but not limited to Commercial Purposes, except as otherwise authorized by the FAA, including but not limited to authorization through a Special Airworthiness Certificate, Experimental Category, or through exceptions that may be granted under Section 333 of the FAA Modernization and Reform Act of 2012 ("Section 333"). This policy is intended to ensure University compliance with federal and state laws regarding UAS.

B-2. **Policy.** No use of UAS may be undertaken by University faculty, staff, and students, or by third parties (including, but not limited to, consultants or contractors) acting on behalf of the University, without: 1) prior review by the UAS Committee; 2) approval by the Vice President for Research and Economic Development ("VPRED"), and 3) approval by the FAA of a COA and/or other authorizations or exemptions applicable to the University use.

Personal use of UAS by University faculty, staff, students, or third parties on University property, including but not limited to recreational or hobby flight of model aircraft, is governed by APM 95.XX, Personal Use of Unmanned Aircraft Systems on Campus, which prohibits such use on University property. See also APM 35.35, Public Use and Liabilities.

C. **Scope of Authority and Responsibility for Review, Approval, and Monitoring of University Use of UAS.**

C-1. UAS Committee.

The UAS Committee is an ad-hoc committee established by the President, pursuant to FSH 1620B-3, to advise the VPRED, who acts on behalf of the
President in matters related to the use of UAS. The Committee will report to
the VPRED. The UAS Committee is the principal mechanism by which the
University ensures that it is meeting its obligations under federal and state law
applicable to UAS use and under any COA approved by the FAA and that
ethical issues related to UAS use is given due consideration prior to use.

C-2. The UAS Committee will review and make a formal recommendation to
the VPRED, or his or her designee, regarding any proposed use of UAS in
Navigable Airspace by any members of the University of Idaho community,
including faculty, staff, students, or by third parties acting on behalf of the
University. The UAS Committee will consider the legal and ethical issues
related to the UAS use and apply relevant law, guidance from federal agencies,
etc., in determining whether a proposed use should be recommended to the
VPRED for approval.

The UAS Committee will determine whether a proposed use can be
recommended for approval as described, needs modification to be
recommended for approval, or should be denied. The UAS Committee shall
only recommend for approval those uses that it reasonably believes: to be a
Governmental Function and therefore eligible for a Public Operations COA; to
be within those areas of activity covered by other authorizations or exemptions
that may be granted by the FAA to the University for Civil Operations; or to be
covered by an authorization by the FAA for Civil Operations held by a third
party, subject to an agreement between the University and third party with
respect to such services.

The UAS Committee may deny a proposed UAS use on the basis of factors
including, but not limited to: the proposed use constitutes a Commercial
Purpose; the proposed use is not a Governmental Function eligible for
coverage by a Public Operations COA; the proposed use is not covered by
other forms of authorization by the FAA for Civil Operation of UAS; or the
proposed use is prohibited by law without written consent of the individual or
the owner of a farm, dairy, or other agricultural industry, and such consent has
not and/or cannot be obtained.

If the UAS Committee denies a proposed use, the denial may be appealed, in
writing, to the VPRED. Any proposed use which the UAS Committee determines
needs modification may be recommended for approval, following completion of
any required modifications.

The UAS Committee, with the assistance of the Office of Research Assurances
(“ORA”), shall provide ongoing review of any use approved by the VPRED and
covered by a COA issued or other forms of authorization provided by the FAA.
The UAS Committee may, with the assistance of ORA and subject to approval
by the VPRED, develop and implement: standard operating procedures for use
and operation of UAS; procedures for submission of a proposal to the UAS
Committee; procedures for appeal to the VPRED of any denial of a proposed
UAS use by the UAS Committee; and internal rules and procedures for the
operation and administration of the UAS Committee, as may be consistent with this policy.

The Committee may recommend suspension or termination of any use it deems inconsistent with the use approved by the VPRED and/or the requirements of the applicable COA or other authorization granted by the FAA. Authority to suspend or terminate any previously approved use rests solely with the VPRED, or designee.

C-3. Approval by VPRED.

Any proposed use of UAS recommended for approval by the UAS Committee shall be reviewed by the VPRED, or designee, and approved or denied. Only those uses approved by the VPRED may be covered by: a COA application submitted by the University to or a University-held COA approved by the FAA; an application submitted by the University for authorization for Civil Operations; or a Public Operations COA or other authorization from the FAA for Civil Operations held by a third party performing services on behalf of or collaborating with the University. Only the VPRED, or designee, may submit an application for a Public Operations COA to the FAA and/or submit an application for authorization for Civil Operations to the FAA, after consultation with the Office of General Counsel.

The VPRED may, at his or her sole discretion, suspend or terminate any previous approval of UAS under this policy on the basis that actual use is inconsistent with the previous grant of approval by the VPRED and/or the requirements of an applicable COA.

D. Contact Information. For further information regarding implementation of this policy you may contact the Office of Research Assurances, the UAS Committee, or visit the University UAS website.
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH]  □ Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: ________________________________

Administrative Procedures Manual [APM]  X Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: APM 95.[XX] University of Idaho Unmanned Aircraft Systems (“UAS”); APM 35.35 Public Use and Liabilities (Revision)

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

Originator(s): Matt Dorshel  3.23.2015
(Please see FSH 1460 C)
Telephone & Email: 885-7209  mdorschel@uidaho.edu
Policy Sponsor: (If different than originator.)
Telephone & Email: ________________________________
Reviewed by General Counsel  ___X_ Yes ___No  Name & Date: ___Casey Inge (3.17.2015)________________

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
This policy prohibits the personal use of UAS, including model aircraft, on University property, due to safety, privacy, and other concerns such use presents. Changes to APM 35.35. have been made to correspond to the prohibition in the new policy.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
None.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change.
This policy is the counterpart to APM 45.XX, University of Idaho Unmanned Aircraft Systems, which sets forth the review, approval, and oversight procedures for use of UAS under the auspices of the University.

IV. Effective Date: This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
This policy is to be effective immediately.

If not a minor amendment forward to: ____________________________________________
Track # ____________
Date Rec.: _____________
Posted: t-sheet ________
Register:  ______________
(F Office Use Only)
(F Office Use Only)
APM 95.XX Personal Use of Unmanned Aircraft Systems on Campus

This policy is intended to address safety, privacy, and other concerns related to the personal use of unmanned aircraft systems on University property. This policy is to be effective immediately.

A. Definitions

B. Policy

A. Definitions

A-1. Aircraft means any contrivance invented, used, or designed to navigate, or fly in, the air.

A-2. Unmanned Aircraft System ("UAS") means, for the purposes of this policy, an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the pilot in command to operate safely and efficiently. This includes, but is not limited to, any unmanned aircraft system that is designated as a “model aircraft” by the Federal Aviation Authority.

B. Policy. Personal use of UAS by University faculty, staff, students, or third parties on University property, including but not limited to recreational or hobby flight of model aircraft, is prohibited, except as approved by the Executive Director of the Office of Public Safety and Security. See also APM 35.35, Public Use and Liabilities.

Use of UAS in support of the educational, research, and service missions of the University is governed by APM 45.XX, University of Idaho Unmanned Aircraft Systems, and may only occur consistent with approval granted by the University, as described therein.
A. General.

A-1. Preface. The University of Idaho ("University") encourages and welcomes the use of University facilities by the public and by organizations if used in an appropriate, safe, and responsible manner. While the University is a public institution, not all of its facilities are open to the public. The University has established this policy to allow the use of University facilities by the public while minimizing the risks and liabilities to the University and protecting University facilities from damage, vandalism, and abuse (see also Facilities Scheduling Policy Committee FSH 1640.40). [rev. 10-11]

A-2. University Facilities. University facilities include the buildings, structures, grounds, lawns, sports fields, golf course, sidewalks, and farm areas, and all improvements contained within the property boundaries of the University.

B. Correcting or Reporting Unsafe Conditions. Any University employee that observes a situation that exposes any person to an unsafe condition must immediately report the unsafe condition to his or her supervisor. The public is encouraged to report any unsafe condition to the Environmental Health and Safety Office ("EHS") at (208) 885-6524 or safety@uidaho.edu, Facilities at (208) 885-6246 or facilities@uidaho.edu, or, after normal business hours, Campus Security at (208) 885-7054. [ed. 7-10, 10-11, 1-14]

C. Accident Assistance and Reporting. Any University employee that observes an accident that involves bodily injury or creates a hazardous situation should immediately call the appropriate local emergency response number. The accident must then be reported to the Risk Management Office, (208) 885-7177 or risk@uidaho.edu, or, after normal business hours, Campus Security at (208) 885-7054, so that the circumstances of the accident can be documented and any necessary corrective action can be identified and taken. [rev. 10-11, 1-14]

D. Use of University Facilities.

D-1. Facility and Space Reservations. To schedule the use of any university facility, the approved venue locations, contact information, costs and other information can be found at the Facility and Space
D-2. Considerations of Use. Persons responsible for organizing and conducting events in University facilities are expected to address the following as part of the planning process: a) Facility Use Agreement for use of space, (b) insurance; (c) developing and implementing procedures for reporting accidents and summoning aid; (d) security arrangements; (e) traffic control; (f) food services; and (g) sanitation requirements. At a minimum, Risk Management, Facilities, University Support Services, and Parking and Transportation Services (“PTS”) are involved in approval process. (See Facility and Space Reservations website for more information at [http://www.uidaho.edu/facilities/les/reservations](http://www.uidaho.edu/facilities/les/reservations).) [rev. 10-11]

E. Restricted Areas. The public is not permitted in restricted areas on University property except with the permission of the appropriate University administrator. Restricted areas include, but are not limited to, non-public areas such as offices, classrooms, laboratories, shops, workplaces, roofs, mechanical spaces, construction areas, University operated residences and residential areas, swimming pools, weight rooms and athletic facilities, shooting ranges, animal facilities, various landscape areas and recreation fields, crop land, and forest lands. [rev. 10-11]

F. Individual or Non-Sponsored Recreational Activities. Individuals conducting recreational activities on University property are responsible and liable for their actions and for any damages caused. Any organized event must be approved by the venue administrator. Approved events take precedence over any unscheduled activities. Any violation of this policy should be reported to Campus Security at (208) 885-7054. [rev. 10-11, ed. 1-14]

F-1. Types of Recreational Activities. Many recreational activities such as kite flying, remote control model airplanes, cross-country skiing, group sports activities, and Frisbee/disc gold activities are permitted only in certain areas. Other activities are banned completely, or restricted to supervised classes only, because of safety and damage concerns. See list below for further clarification. Sport fields may be used if scheduled with the Athletic Department or Campus Recreation. Recreational and group activities using other campus green spaces must be approved by Facilities. [rev. 10-11]

F-2. Sledding, Snowboarding and Skiing. There are no areas on campus for downhill sledding, snowboarding, or skiing at this time.
Please use Moscow City Parks or other appropriate areas for downhill sledding, skiing, and snowboarding.

F-3. **Climbing and Rappelling Activities.** Climbing or rappelling activities are not allowed, except for the Climbing Walls at the Student Recreation Center and Memorial Gym.

F-4. **Frisbee/Disc Golf Activities.** The University has constructed a disc golf course on campus. Information and maps of this golf course can be obtained from Campus Recreation [http://www.campusrec.uidaho.edu/](http://www.campusrec.uidaho.edu/). Individuals using the disc golf course are responsible and liable for their actions, for any injuries to other persons, and for any property damage resulting from their activity. Disc play outside the disc golf course is not permitted. Other Frisbee team sports and catch are allowed only on the Theophilus Tower lawn, Wicks/Intramural fields, Sprint Turf field, North field, and Band field. Individuals are not permitted to climb onto buildings or roofs to retrieve their Frisbees/discs or other items. Requests to retrieve all items should be made to Facilities at (208) 885-6246 or facilities@uidaho.edu. [rev. 10-11]

F-5. **Recreational Fires.** [See APM 35.25] Recreational fires on University property must be a) approved by the EHS Office, (208) 885-6524, b) approved, and a permit issued, by the Moscow Fire Department, (208) 882-2831, and c) approved by Facilities, (208) 885-6246. These fires are strictly limited in scope and used for University-sanctioned events only. No personal campfires or cooking fires are allowed on campus. [rev. 10-11]

F-6. **Driving on Campus Green Space.** Driving any vehicle (cars, trucks, bikes, ATV's, motorcycles, etc.) on campus green spaces for an event without prior permission from Facilities is not allowed. Protection of green space from rutting, tearing, and damage is critical. Proper use of protective materials is required before vehicles may be driven/parked on green space areas. Contact Facilities Landscape Department (208) 885-6734 or landscape@uidaho.edu for assistance. [Note: Non-event driving on University green space by anyone other than authorized service or emergency vehicles is prohibited at all times, and citations will be issued by the Moscow Police Department (“MPD”) for these violations.] [ed. 10-11]

F-7 **Tight Rope or Slack Line walking, tree climbing, and related activities.** Slack Line or Tight Rope walking and related activities are not permitted on campus. Campus property, including
but not limited to trees & buildings, are not to be used for the purpose of anchors or poles to support cables and tightening devices being used for recreational activities or classes that include free climbing; tight rope walking; aerial cable slides or glides, or any other related activity.  

Climbing trees for University-sponsored class work leading to a professional degree, such as an arboricultural class, is permitted during class sessions through special arrangements with the Facilities – Landscape Division. Only the Campus Horticulturist; the Campus Arborist; the Campus Landscape Superintendent; and the Landscape & Exteriors Services Director can authorize a particular tree or group of trees to be used for a University outdoor classroom event. Permission must be gained for such an event at least two (2) weeks prior to the event. 

Trees selected by Landscape Staff will be reviewed against the type of event that is being planned, the number of people involved, and the expected negative impacts to the trees and landscape. Once these parameters have been determined, trees that will meet these needs with minimal damage will be assessed and visually checked for health; vigor; load capacity; and possible branch and root issues. Trees selected for the event are based upon the trees' ability to withstand and support the proposed event, not where the event coordinator would like to locate that event. 

Trees that will not be allowed for this type of activity are iconic trees within the University landscape; unique specimen, species, or cultivars of trees on campus; historically or culturally significant campus trees; or campus trees that have received Memorial or Recognition status and have plaques by them. For example Camperdown Elms or any trees within the Administration Lawn would not be suitable candidates for an authorized outdoor classroom event. 

For permission and/or any further questions, please contact Facilities at (208) 885-6246 or email at landscape@uidaho.edu.

G. Bicycling, Skateboarding, and Rollerblading.

G-1. **Bicycling**. The closed walkway systems and pedestrian areas on campus are considered sidewalks for the purposes of bicycle safety and enforcement.
a. Bicycles may not be brought into University general education buildings. Violations of this policy should be reported to the EHS Office, (208) 885-6524. [add. 10-11]

b. Bicycle parking is provided throughout the University campus and bicycles may only be parked in accordance with APM 40.32 A-6. [rev. 10-11, 1-14]

c. Abandoned and disabled bicycles are handled in accordance with APM 40.32 A-6. [rev. 10-11, 1-14]

d. More information on the University’s bicycle rules and regulations is available on the Parking and Transportation Services website: http://www.uidaho.edu/parking/rules-and-regulations/l-d-bicycles. [rev. 1-14]

G-2. Skateboarding and Roller Blading. [ed. 7-10]

a. University facilities are not open to skateboarders or rollerbladers other than currently enrolled University students or University employees. University students and employees wishing to use their skateboards or rollerblades as transportation around campus may do so on any walkway wider than eight (8) feet. Safety and congestion problems occur when using walkways that are eight (8) feet or less. [rev. & ren. 10-11]

b. Skateboarding or rollerblading in a manner that may cause injury to self or others is not permitted on University property. [ren. 10-11]

c. Skateboarders and rollerbladers must yield to pedestrians at all times. [ren. 10-11]

d. Recreational skateboarding or rollerblading where jumps, tricks, or other maneuvers are performed is not allowed anywhere on the University campus. Please use Moscow Skate Park for these types of activities. The University campus is considered “off limits” for all recreational skateboarding. [rev. & ren. 10-11]

e. Waxing, grinding, permanent or semi-permanent surface markings, or damage to University property not applied by authorized University representatives is prohibited in all areas. University considers such activity to be defacing/vandalizing
state property and will have MPD issue citations as needed. [rev. & ren. 10-11]

f. The University will pursue restitution for expenses for the cleanup, repair or replacement of any damage caused by persons who are skateboarding or rollerblading.

g. The University supports citing for trespass, as the police officer deems appropriate and applicable, any individual found skateboarding or rollerblading in violation of University policy. [rev. 10-11]

h. The University assumes no liability for injury caused by skateboarders or rollerbladers. Persons who skateboard or rollerblade on University property, or their parents in the case of minors, are solely and totally responsible for any injuries to self and others that result from their skateboarding or rollerblading activities. [rev. 10-11]

H. Weapons and Explosives.


H-2. Explosives. [ren. 1-15]

a. Explosives include but are not limited to any chemical compound, mixture, or device, the primary or common purpose of which is to function by explosion. The term includes, but is not limited to, dynamite and other high explosives, black powder, pellet powder, initiating explosives, detonators, safety fuses, squibs, detonating cord, igniter cord, and igniters.

b. Except in the case of law enforcement officers engaged in official duties, explosive substances are prohibited on university premises unless the Executive Director of the Office of Public Safety and Security (OPSS) approves their use. [ed. 1-14, ren. 7-14]

H-3. Violations of the Weapons and Explosives Policy. Anyone who has concerns about possible violations of this policy should notify the Executive Director of OPSS at (208) 885-7209. [ed. 1-14, ren. 7-14]
a. Employees who violate this policy are subject to disciplinary action, up to and including dismissal.

b. Students who violate this policy are subject to disciplinary action, up to an including expulsion, as outlined in the Student Code of Conduct.

I. Aircraft Use and Parachute Jumps.

I-1. Aircraft Use. The landing or use of aircraft (helicopters, ultralights, hang gliders, unmanned aircraft systems, etc.) on University property is prohibited except as approved by the Executive Director of OPSS. [ed. 10-11, 1-14]. See APM 95.XX.

I-2. Parachute Jumps. Parachute jumps, including skydiving, onto University property are prohibited. [ed. 10-11]

J. Dogs and Other Animals. See APM 95.16, Animals on Campus. [rev. 1-15]

K. Overnight Camping on Campus. Overnight camping on the University campus is prohibited unless authorized by Parking and Transportation Services (PTS), Facilities, or its designee for a University sponsored event. This privilege is extended only to persons attending University-sponsored activities (e.g., athletic events, short courses, Family Weekend, and/or Homecoming, etc.) and granted only for self-contained recreational vehicles ("RVs"). Unauthorized camping is considered a trespass on University property and is enforceable by MPD. The following guidelines explain allowable and unallowable procedures for overnight RV camping on University property. [rev. 10-11, ed. 1-14]

K-1. Designated Camping Areas. Authorized RV overnight camping is only allowed in parking lot 110 (west of the Kibbie-ASUI Activity Center, north of the all weather track and lot 57). Prior authorization from PTS is required. [rev. 10-11]

K-2. Open Fires Prohibited. Open fires are strictly prohibited. [ren. 10-11]

K-3. Camping Trash Collection. Trash and/or debris disposal should be made only in the designated trash receptacles for the sponsored events. [ren. 10-11]
K-4. Information. For additional information or questions regarding overnight RV camping on University property, please contact Parking and Transportation Services (PTS) at (208) 885-6424. [rev. & ren. 10-11, ed. 1-14]