University of Idaho  
2011-2012 FACULTY SENATE AGENDA  
Meeting #8  
3:30 p.m. - Tuesday, October 18, 2011  
BRINK HALL FACULTY LOUNGE – Moscow  
IWC Room 390 – Boise  
145c – Coeur d’Alene  
TAB 321 IF4 – Idaho Falls  

Order of Business  

I. Call to Order.  
II. Minutes.  
   • Minutes of the 2011-12 Faculty Senate Meeting #7, October 11, 2011  
III. Chair’s Report.  
IV. Provost’s Report.  
V. Other Announcements and Communications.  
   • FS-12-006: APM 5.08 – Vehicle Coverage and Use (Graham/Spink)  
   • FS-12-007: FSH 3860 – Grievance Procedures for Classified Employees (Graham/Spink)  
VI. Committee Reports.  
   Information Technology Committee Report (Hunter/Eveleth-Baker)  
   Teaching and Advising Committee Report (Anderson)  
VII. Special Orders.  
VIII. Unfinished Business and General Orders.  
IX. New Business.  
X. Adjournment.  

Professor Paul Joyce, Chair 2011-2012, Faculty Senate  

Attachments: Minutes of 2011-2012 FS Meeting #7  
              FS-12-006  
              FS-12-007
Present: Baillargeon, Bathurst, Bird, Bowlick, Budwig (Boise), Vice Provost Christiansen for Baker (w/o vote), Corry, Dakins (Idaho Falls), Eckwright (w/o vote), Garrison, Goddard, Hartzell, Hasko, Joyce (Chair), Wagner for Marshall (w/o vote), Morra, Ostrom, Padgham-Albrecht, Pendegrant, Safaii-Fabiano (Coeur d’Alene), Strawn

Absent: Aiken, Baker, Barlow, Friddle, Halloran, Hopper, Marshall, Riesenber, Stark

Guests: 4

A quorum being present, Senate Chair Joyce called the meeting to order at 3:32PM.

Minutes: It was moved and seconded (Goddard, Morra) to approve the minutes of meeting #6. Approved unanimously.

Chair’s Report. The Chair, noting that Brink had been without heat for a week, suggested it could be worse: Idaho Falls recently had been showered with 5 inches of snow. The Chair reported on the following items:

- The next Faculty Gathering and Interdisciplinary Research Reception, hosted by CLASS, takes place on Friday, Oct. 14, from 4-6PM in the Clearwater-Whitewater rooms of the Commons. These receptions are an opportunity for faculty to develop research relationships with faculty across UI units.
- Marty Peterson, Special Assistant to the President for Government Relations, recently retired. Candidates for the position are on the Moscow campus this week:
  - Wayne Hammon, Administrator, Division of Financial Management State of Idaho – Executive Office of the Governor;
  - Joe Stegner, Idaho State Senator Legislative District 7, Nez Perce County;
  - Travis Jones, Association Executive Director, Idaho Grain Producers Association. Interviews will be completed this week.
- Current policy relating to hiring of emeriti faculty requires units to conduct a search or apply for a search waiver before hiring an emeritus faculty member to teach a course. The Chair worked on this issue with Dr. Suarez, Director of Human Rights, Access and Inclusion, and they were able to draft modifications to the procedures as follows: a unit may apply for a search waiver which will be in effect for 3 years; after 3 years, the unit will need to reapply for a search waiver. This proposed procedural change will be brought to Senate in the near future for Senators’ input and vote.
- At the Senate’s August retreat we briefly discussed proposed changes in credits required for graduation, reducing the current 128 to 120. Academic units may continue to require more credits for their majors. This proposed change will be on the UCC agenda very soon; any Senators who have questions or comments are encouraged to attend the UCC meetings (Mondays at 3:30PM, SUB Cataldo room) or contact Gail Eckwright, Senate representative on UCC.

Provost’s Report. Vice Provost Jeanne Christiansen is filling in for Provost Baker who is away from the university serving on a Northwest Commission on Colleges and Universities (NWCCU) accreditation visit. She reported on the following:

- Searches are ongoing for deans of the College of Engineering and the College of Business and Economics. Faculty are encouraged to nominate qualified candidates.
- Vice Provost Christiansen is the author of the memo accompanying the proposed change in credits required for graduation from 128 to 120. At UI the intent of this proposed change is to move to 120 credits in programs where it is appropriate to do so, but it is not expected that all programs will
change from 128 to 120 credits. SBOE policy loosely defines that students must complete 4 years of fulltime study to qualify for graduation. At its August 2011 meeting SBOE approved another Idaho institution’s request to make a change to 120 credits. Most universities are at the 120 credit requirement.

Other Announcements and Communications. Senator Bird announced the Borah Symposium’s program this evening featuring 1987 Nobel Peace Laureate and former president of Costa Rica, Oscar Arias.

Instituting Institutes. Jack McIver, Vice President for Research and Economic Development, provided an overview of the recent examination of UI’s institutes and centers via a proposal process. The process was designed to review and recertify those that meet UI’s mission and goals and to terminate or sunset those that do not. Deans reviewed and made comments on the institutes’ and centers’ missions and goals, achievements and plans for the future. Highlights of the Instituting Institutes program include:

- Institutes are designated Level I, Level II or Level III.
  - Level I: These institutes may report to either a college or a unit; it may be a great idea with a number of people coming together but are not yet organized enough for UI to put major resources into it at this time; but it may work into something more later.
  - Level II: These institutes are primarily centered in one college and report to a dean, with some limited involvement from other colleges.
  - III: These institutes do not reside in any one college but rather have major contributions from a number of colleges; these report to the Vice President for Research and Economic Development.
- Level III institutes include the Institute for Bioinformatics and Evolutionary Studies (IBEST); the Idaho Water Resources Research Institute (IWRRI); and the Aquaculture Research Institute (ARI).
- All institutes will be re-examined on a yearly basis to ensure they are making progress toward their goals. Also, institutes are on 5-year-charters and will lose their charters at the end of that time period. But they may reapply and continue if re-approved. Additionally, UI has an affiliated not-for-profit Applied Research Institute. Its purpose is to enable UI’s work with the private sector.

McIver responded to the following questions and comments from Senators:

There’s concern that institutes can be insular and that faculty can run grants through institutes and get different overhead rates. This can have an impact on units. The point of creating institutes is to focus resources in areas where we can build. All institutes must have a clearly written mission statement. Proposals that do not relate directly to the mission of an institute are not allowed to go through the institute. Institutes are not a catch-all to be used to avoid going through units. In the past all overhead went back to the institutes and very little, if any, went back to the colleges. A new ground rule is institute directors must negotiate with deans and unit administrators how much overhead is returned to the college.

How much does it hurt the faculty doing research who are not part of an institute? If you are putting resources into the institutes, does this mean there’s less for those faculty who are not part of an institute? No. This money was not available otherwise, this was cost neutral and reinvesting. This process did not take any new money. These could be growth areas that are broad enough to include others, not just a select group. The groups may change with time.

Do you select the members for the institutes’ advisory boards? The institute members suggest names and I may approve, disapprove, and/or add names.
In the past institutes were very loosely structured, but now it seems they’ve gone to the other extreme. All this administrative oversight, reporting and reviewing may become burdensome for institute faculty. The Research Office pays for 50% of the Level III institute directors’ salaries. The institutes address how they’ve met their goals for the year in their annual reports, which are a 5-page maximum. What we want is structure and if it becomes too burdensome we’ll revise what we’re doing.

Do you plan to ask for feedback on what could be done to improve the process? The plan is to do that after the second year. I also meet with the directors as a group during the year to get feedback. If something is not working, we will make corrections.

Is there a place to find a listing of all these institutes? More information is available on the Research Office website: [http://www.uidaho.edu/research](http://www.uidaho.edu/research); and the Instituting Institutes website: [http://www.uidaho.edu/research/institutesandcenters](http://www.uidaho.edu/research/institutesandcenters)

**FS-12-005**: UCC-12-010. J.D./J.S. Bioregional Planning and Community Design. Dr. Jerrold Long provided a brief overview of this agreement to allow students to concurrently enroll in the J.D. and the Bioregional Planning and Community Design (BPCD) programs. Students in each program may count up to 12 credits toward the degree in the other program. After a brief discussion this seconded motion from the UCC was approved unanimously.

**Athletics Advisory Board.** Senator John Hasko reported on three issues that were discussed at the AAB’s first fall meeting:
- NCAA’s academic performance rating. There are 16 UI teams that report academic progress to the NCAA. The benchmark for academic performance is “900” and most UI teams achieve this standard, although a few do not. Three women’s teams – golf, volleyball, and cross-country – achieved the highest mark of 1000. The volleyball team will be given a special recognition from the NCAA for achieving 1000 for four consecutive years.
- WAC membership. UI remains in the WAC. BSU, Hawaii, Fresno State and Nevada have left or soon will be leaving the WAC.
- UI’s athletic scholarship packages. Some universities have proposed giving stipends to student athletes. This may put pressure on the UI to do so, too, although it could cost $400,000.

**University Budget and Finance Committee.** Senator Ralph Budwig spoke to a concern relating to UI’s efforts to become a more entrepreneurial institution. He observed that UI’s business processes seem to have been set up when most activities were supported from General Education funds rather than from a variety of funding sources. This makes it difficult for faculty to conduct business as they routinely need to ask for exceptions from the system. For example, Budwig is aware of a staff member who gets paid from a different budget every bi-week. Perhaps UI could work on a more robust business system that will better support these situations.

**Adjournment:** It was moved and seconded (Strawn, Padgham-Albrecht) to adjourn at 4:40PM. Approved unanimously.

Respectfully submitted,

Gail Z. Eckwright, Faculty Secretary

Quote of the meeting (as relates to emeriti faculty teaching courses at UI): “One day you’re on the faculty, the next day you’re an unemployed PhD at the back of the line.”
POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)
[3/09]

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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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### Originator(s):
(Please see FSH 1460 C)

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### Policy Sponsor: (If different than originator.)

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<td>Mike Lyngholm</td>
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### Reviewed by General Counsel

[ ] Yes [ ] No

Name & Date: Hoey Graham June 2, 2011

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### 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 add clarity to current policy, and to create the opportunity for units and the university to consider specific mitigating and aggravating circumstances when determining the appropriate response to a driving offense.

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

No negative impact anticipated. In giving units greater ability to address specific circumstances, revised policy may result in savings through greater discretion to devise appropriate responses that permit the unit to assist and retain valued employees, thereby avoiding direct and indirect costs of hiring and training new employees.

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

These revisions will require amendment of FSH 3860

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

FSH
Appr. ____________
FC ____________
GFM ____________
Pres./Prov. ____________

[Office Use Only]

APM
F&A Appr.: ____________

[Office Use Only]
05.08 – Vehicle coverage and use
July 13, 2010 (rewrite incorporating APM 5.09 and 5.10)

Contents:
A. Definitions
B. Overview
C. University Vehicle Coverage
D. Privately-Owned Vehicle Insurance
E. Rental Car Coverage / Insurance
F. Motor Pools
G. Annual Renewal, Addition, or Deletion of State RMP Coverage
H. Passengers
I. Drivers
J. Claims
K. Contact Information
L. Forms and Examples

A. Definitions.


A-3. Collision Insurance. Collision insurance covers damage to the operator’s vehicle through impact with another object when the operator’s vehicle is in motion or is struck while parked, and (1) when the impact is the fault of the operator; (2) when the other driver is at fault, but is uninsured; or (3) as a result of a hit-and-run accident.

A-4. Comprehensive Insurance. Comprehensive insurance covers damage to the operator’s vehicle that occurs from causes other than a collision with another vehicle or a stationary object. Examples include fire and vandalism.

A-5. Driving Related Conduct. Actions of a driver while in control of a motor vehicle. Unsatisfactory driving related conduct is action or inaction that could cause harm to the driver, the passengers, the vehicle, or other vehicles and their passengers.

A-6. Liability Insurance. Liability insurance covers damages to the person or property of another through the fault of the operator of a vehicle.

A-7. Idaho Tort Claims Act. The Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), in addition to other provisions, established the State of Idaho Risk Management Program and charged that agency with the management of a retained-risk fund.

A-8. Medical Payments Coverage. Medical payments coverage covers the medical, hospital, and funeral expenses of an insured, others in the vehicles, and pedestrians struck by the insured. It provides a limited amount (usually $5,000) of first-dollar insurance for medical expenses for injuries to passengers. Payments are available regardless of fault. Medical payments coverage is not carried on university vehicles (see C-3).
A-9. **Motor Pool.** The College of Natural Resources has a number of university vehicles that are available on a rental basis.

A-10. **Passenger Vehicle.** A sedan, light truck, or sport utility vehicle.

A-11. **Privately-Owned Vehicle.** A vehicle licensed and titled to an individual, business, or organization other than the university.

A-12. **Rental Vehicle.** A passenger vehicle or pickup rented in the name of the university for official university purposes.

A-13. **Trucks and Moving Vans.** Vehicles larger in size that in some cases require special operator training and licensing through the State of Idaho (State).

A-14. **University Vehicle.** Any licensed vehicle owned, rented or leased by the university for official university purposes.

A-15. **University-Owned Vehicle.** A vehicle licensed and titled in the name of the university. All university-owned vehicles must be reported annually to the Office of Risk Management (Risk).

A-16. **Volunteer.** Authorized volunteers are persons who are not employees of the university but who have been asked to perform a specific function on a volunteer basis. Volunteers must be recruited and authorized by a university employee who has hiring authority (see APM 5.11).

**B. Overview.** University vehicles are provided to further the educational mission of the university, and may be used only for official university business. The use of university vehicles for personal or other non-official business is strictly prohibited. Operators of university vehicles are expected to be good stewards of this important asset. The title of a vehicle determines which party responds to auto losses. Vehicles titled to the university must be enrolled in liability coverage, and if five years old or newer, physical damage coverage. Coverage is through the State of Idaho Risk Management Program (State RMP). In order to ensure safe operation of university vehicles, drivers must qualify to use the vehicles. Before operating a university vehicle, a university employee must have on file with his/her unit: an Authorization to Travel form signed by the appropriate authority for the unit; verification of completed driver training; a satisfactory driver’s record check; and a signed Vehicle Use Agreement (VUA). If an accident occurs, drivers (see I) of university vehicles must report claims promptly.

Vehicles titled to individuals, or privately-owned vehicles, even if used for university business, are not part of the State RMP coverage. For more information about the use of privately-owned vehicles (see D).

Units that own vehicles must: ensure that each vehicle has an accident claim kit; post cautionary, safe-use guideline signs provided by Environmental Health and Safety in conspicuous locations in all 8-12 passenger vans; immediately report all accidents to Risk; assist Risk in any accident investigation; maintain vehicles, including update maintenance records and inspect vehicles on a regular basis; have each vehicle inspected by a qualified inspector annually; and ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher.

The College of Natural Resources requirements for use of its vehicles may be more restrictive than university requirements, but may not be less restrictive. Information on procedures and charges for these vehicles can be obtained by calling the College of Natural Resources. If a unit wishes to rent vehicles to other university units, it must consult with Risk before the rental occurs.

The president and certain other university employees designated by the president (e.g., persons who are subject to emergency call) are authorized to drive university vehicles between the campus and their homes and to keep the vehicles at their residences. All vehicles, except as described above, are to be kept in assigned parking areas when not in use.
Units are responsible for notifying Risk and Asset Accounting of newly acquired vehicles, regardless of vehicle age or value, and notifying Risk annually thereafter. Units are responsible for putting an accident claim kit in university vehicles, owned or rented, and for making sure the forms are updated or replaced as needed.

The university does not allow the purchase or rental of any 15 passenger vans, whether new or used. Effective 7/1/2010, 15 passenger vans may not be purchased, rented, borrowed or used by any university units. For alternatives to 15 passenger vans, contact Risk (see K).

C. Insurance Coverage for University Vehicles.

C-1. Liability Coverage for University Vehicles. Through the Idaho Tort Claims Act (Idaho Code 6-901 through 6-929), State RMP is charged with management of auto liability and auto physical damage (comprehensive and collision) coverage. The university participates in the State RMP coverage, and all university vehicles (owned or rented) are covered. Units must notify Risk and Asset Accounting of newly acquired vehicles, regardless of vehicle age or value, and must notify Risk annually thereafter to maintain coverage (see G).

C-2. Physical Damage Coverage for University Vehicles. (Comprehensive and Collision Coverage). The university maintains physical damage coverage on its owned vehicles of the five most recent model years, as determined July 1 each year, and on specific other vehicles at the request of a unit, with a deductible of $500 per loss. Units are responsible for notifying Risk and Asset Accounting of newly acquired vehicles, regardless of the vehicle age or value and notifying Risk annually thereafter to maintain coverage. Units must have physical damage coverage on vehicles that are five years old or newer. Physical damage coverage for vehicles older than five years is acquired by unit request (see G). Units are responsible for deductibles and damage not covered through the State RMP.

C-3. Medical-Payments Coverage for University Vehicles. Medical-payments coverage is not carried on university vehicles. For this reason, university policy restricts passengers (see H) in university vehicles.

D. Insurance for Privately-Owned Vehicles. When a university employee uses a privately-owned vehicle for official university business, the privately-owned vehicle’s insurance is primary. Up to the limit of the Idaho Tort Claims Act ($500,000), the university’s liability coverage is secondary, only on behalf of the university, not the employee. The university’s comprehensive-collision coverage will not extend to a private vehicle driven on university business by its owner or by another driver with the consent of the owner. The private vehicle’s comprehensive-collision insurance (if available) will provide the only coverage (see H for passengers). Employees should check with their personal insurance agent to determine coverage on their privately-owned vehicle when used for business purposes.

D-1. Student drivers of privately-owned vehicles must provide proof of liability insurance to the university and complete and provide a completed Registration of Personal Vehicle for Official University Travel form to Risk.

E. Rental Vehicles.

E-1. Rental vehicles are only to be used for official university business. The driver must have on file with his/her unit an Authorization to Travel form signed by the appropriate authority for the unit.

The driver must sign the rental agreement in his/her name, followed by the initials “UI”, to indicate to Risk and State RMP that the vehicle is being rented for official university business. The driver is responsible for ensuring that he/she has met the requirements of the university’s driver policies and any specific requirements of the rental agency or loaning organization (e.g., age requirements, credit card, etc). When traveling, the driver must carry an accident claim kit, available by contacting Risk.
E-2. Purchasing Services has entered into contracts with rental agencies that will give UI employees special rental rates and/or benefits. Contact Purchasing Services at 885-6116 for details on contract specials or cost savings. Visit Accounts Payable’s website at http://www.uidaho.edu/controller/accountspay regarding reduction of the deductible and the benefits of using the UI Purchasing Card to pay for a rental. [ed. 11-10]

E-3. Inspect the vehicle before operating and immediately bring any damage to the attention of the rental agency. When returning the vehicle, inform the rental agency (before leaving the lot) of all obvious damage or defects.

E-4. Collision Damage Waiver and Liability Insurance from the rental agency. Within the United States, State RMP coverage (liability and physical damage) automatically extends to a vehicle rented by a university employee for official university business. Only purchase rental car agency insurance (liability and physical damage), if:

a. the unit is unwilling to pay the $500 comprehensive and collision deductibles charged by the State RMP;

b. the vehicle is rented outside the United States;

c. the rented vehicle is a truck or moving van. (State RMP does not provide coverage for truck rentals or moving vans. When an employee rents a truck for official university business, the employee must purchase the liability and physical damage insurance offered by the rental agency because the university cannot provide the coverage required in the agency’s rental agreement. Units are responsible for any deductible for the insurance.);

d. see section H for information regarding passengers.

F. Motor Pools. The College of Natural Resources has vehicles available for rent. Any unit wanting to rent vehicles to other university units must consult with Risk before the rental occurs and must ensure the following requirements are met before releasing a vehicle:

F-1. Obtain verification that a signed VUA form is on file in the driver’s unit;

F-2. Ensure that each vehicle has an accident claim kit. To request an accident claim kit, contact Risk (see K);

F-3. Post cautionary, safe-use guideline signs provided by EHS in conspicuous locations in all 8 - 12 passenger vans (see B for van details);

F-4. Immediately report all accidents to Risk, and when appropriate, assist Risk in any accident investigation or information gathering activity;

F-5. Maintain vehicles, update maintenance records, and inspect vehicles on a regular basis. All university vehicles must pass inspection by a qualified inspector annually. An Annual Vehicle Inspection Checklist must be used to document a university vehicle has passed an annual inspection in order for it to remain in service. It is recommended that checklists that are at least as comprehensive as those provided in the Idaho Office of Insurance Management’s Statewide Safety and Loss Control Program Model, are used to perform weekly, monthly and quarterly inspections; approved checklists may be found and downloaded from the EHS website at www.uiweb.uidaho.edu/safety.

F-6. Ensure that each university-owned vehicle is equipped with a first aid kit and a fire extinguisher.
G. Annual Renewal, Additions, or Deletions of State RMP Auto Coverage. In return for the low auto coverage premiums enjoyed by the university, it is necessary to provide timely and accurate information about university vehicles to State RMP. Procedures can be found on Risk’s website (see K).

G-1. Annual Renewal. Each spring, State RMP requires the university to verify that the list of vehicles reported to the State RMP is an accurate listing of all university vehicles. Units must verify the vehicle spreadsheet received from Risk for the annual renewal. Only changes to the spreadsheet should be reported to Risk using a Vehicle Coverage Worksheet. If there are no changes to report, Units must send an email to Risk stating no change needed. Units can optimally manage their annual renewal by ensuring they have put Risk on notice of any changes to the unit’s contact, and of newly acquired or divested vehicles.

Units are responsible for notifying Risk and Asset Accounting of newly acquired or divested vehicles, regardless of vehicle age or value. Units can make this notification by completing a Vehicle Coverage Worksheet.

G-2. Additions or Deletions of University Vehicles to Liability Coverage. Units that own vehicles are responsible for adding each new vehicle to liability coverage when it is acquired. There is no cost to the unit for liability coverage. Units can easily manage their schedule of vehicles by deleting a vehicle from coverage when sold or surplused. Units can make these changes by completing a Vehicle Coverage Add/Change/Delete Worksheet.

G-3. Additions or Deletions of University-Owned Vehicles to Comprehensive and Collision (Physical Damage) Coverage. Units that own vehicles are responsible for adding each new vehicle to comprehensive and collision coverage when the vehicle is acquired. Units must have comprehensive and collision coverage on vehicles that are five years old or newer, and can request coverage on older vehicles. The charges will be processed annually when the billings are received from the State RMP. Premiums are not prorated. Units can easily manage their schedule of vehicles by deleting vehicles from coverage when sold or surplused. Units can make these changes by completing a Vehicle Coverage Add/Change/Delete form.

H. Passengers. Medical-payments coverage is not carried on university vehicles. Only the following persons may ride in university vehicles: UI employees, persons cooperating in UI projects or programs, and students participating in authorized travel. In the event persons other than those listed above are to be carried in a rental vehicle for official university business, consultation with Risk is required before the trip. Purchase rental car agency insurance for liability and physical damage if any passenger is uninsured by student insurance or by worker’s compensation insurance. Non-employees in university vehicles used for official university business need to have a signed waiver (see K) that is specific to the activity.

Passengers in a privately owned vehicle may be covered through the insurance of that vehicle, if available. There is no coverage through State RMP for passengers.

I. Drivers. Driving a university vehicle is a serious responsibility reserved for university employees and select others. Units assist the university to control risks by making sure that drivers demonstrate responsibility through satisfactory driving records and performance, completing driver training, and signing a VUA stating they will operate vehicles safely. If unsafe practices are observed, please report them to Risk.

I-1. ASUI Student Drivers. Students may be authorized to drive ASUI vehicles by procedures approved by the ASUI. Names of students authorized to drive ASUI vehicles must be filed in writing, in advance, with Risk. Student drivers must meet the UI driver qualifications listed in section I-3.

I-2. Non-Employee Drivers. The president, or designee, provost, a vice president, dean or director may authorize a non employee to drive a university vehicle, excluding 8-12 passenger vans, if the purpose is for official university business and the individual holds a valid driver's license. All such
authorizations must be approved in writing in advance and signed by one of the above officials. A UI Authorization of Approved Driver of University-Owned Vehicle(s) form must be completed. Examples of situations that may be approved under this section include use of university vehicles by members of boards or councils performing services for the university. Persons authorized to drive vehicles under this section are considered to be authorized volunteers for purposes of financial responsibility and for purposes of the Idaho Tort Claims Act, Idaho Code §§6-901 through 6-929.

I-3. Qualifications for Driving University-Owned Vehicles. A driver must meet the following qualifications before being permitted to drive a university vehicle on official university business or officially sanctioned student activity: satisfactory driving performance, a signed VUA, and proof that he/she has taken the UI driver’s training course.

   a. Satisfactory driving performance. Employee drivers must provide proof of a satisfactory driver’s record check and must maintain satisfactory driving related conduct. In addition to the conditions listed in I-3, a driver’s privileges may be suspended or revoked at the discretion of the Risk Management Officer paragraph (ii) below based on reports of unsatisfactory driving related conduct.

   (i) Driver’s record check. Employee drivers are responsible for providing a three year driver’s record when first hired or before the employee’s initial use of a university vehicle. The record check must be repeated at least every three years. Drivers licensed in the State of Idaho may have the check made by designated unit personnel using the Idaho Department of Transportation’s website at no charge to the unit. For a list of unit personnel designated to obtain Idaho driver’s records, visit the Risk website (see K). Out-of-state or international license holders are responsible for providing a current copy of their three-year driver’s record and any legend, key or other documentation necessary to interpret the record.

   Unit personnel interested in gaining access to check an employee driver’s record from the Idaho Department of Transportation, please contact Risk.

   (ii) Disqualification.

   Any of the following conditions listed on a driver’s record or disclosed by the driver will disqualify an employee from driving a university vehicle, including rental vehicles; (collectively “University Vehicle”):

   a.(i) Accumulation on the employee’s Idaho driver’s license record of 6 or more points within the past 12 months; 9 or more points within the past 24 months; or 12 or more points within the past 36 months [see IDAPA §39.02.71]; or

   (ii) Accumulation on the employee’s out-of-state or international driver’s license record of one-half the point total that would trigger suspension or revocation of the driver’s license; or

   b.(iii) Suspension or revocation of the employee’s driver’s license within the past 3 years for any driving-related conduct. This will result in prohibition from driving a university vehicle for 1 year from whether or not involving a University Vehicle, subject to the most recent suspension/revocation date; or provisions of (iii)(b), below.
(iv) A conviction, plea of guilty, withheld judgment, or other determination of fault ("Conviction") for an alcohol or drug-related offense while driving. The first offense will result in prohibition from driving for 2 years from the date of conviction, whether or other disposition--not involving a University Vehicle.

A second offense Conviction will result in permanent prohibition from driving privileges.

The university's ability to suspend or revoke an employee's driving privileges for the reasons stated above shall not limit the university's ability to dismiss the employee for cause under the provisions of FSH 3910, FSH 3920, and FSH 3930.

(iii) Reinstatement

a. An employee who accumulates excessive points on his/her record will be prohibited from driving a University Vehicle until he/she successfully completes an approved safe driving course, and the responsible Vice President, Director, or Dean, in his or her sole discretion, thereafter authorizes resumption of driving privileges;

b. An employee whose license has been suspended will be prohibited from driving a University Vehicle until the license is reinstated. The university may, however, suspend university vehicles driving privileges for a longer period, up to one year, for serious offenses, and may require driver training. In making this determination, the university will decide in its sole discretion whether the offense is serious enough to warrant a longer suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, level of impact on the employee, and past work performance, and may permit limited driving with restrictions. An employee's driving privileges may be reinstated only by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer.

c. An employee who receives a Conviction for an alcohol or drug-related offense while driving will be prohibited from driving a University Vehicle until the Conviction is reviewed by the responsible Vice President, Director, or Dean in consultation with General Counsel and the Risk Management Officer. Driving privileges may be reinstated only if the following two conditions are met: 1) the employee successfully completes, at the employee’s expense, an approved drug and alcohol awareness class; and 2) the employee is authorized to resume driving by the responsible Vice President, Director or Dean, in consultation with General Counsel and the Risk Management Officer. In making this determination, the university will decide in its sole discretion the appropriate length of time of the suspension, and may consider aggravating and mitigating circumstances, such as previous driving record, past work performance, and whether driving is a minimum qualification of the employee’s position. The university may permit limited driving with restrictions.
The employee will be subject to random alcohol and drug testing at the direction of the university under the procedures set forth at APM 35.34 C-2 for one year from the date of Conviction. Failure of an alcohol or drug test, or failure to submit to required testing, will be grounds for immediate dismissal from employment.

(iv) Grievances

An employee aggrieved by the suspension or revocation of driving privileges may file a timely grievance under the provisions of FSH 3840, 3860, 3880, or 3890.

b. Satisfactory driving-related conduct. To retain university driving privileges, all employees must maintain a satisfactory driver’s record throughout their employment, and have satisfactory driving-related conduct.

   (i) Employee drivers are expected to self-report driving occurrences that may cause disqualification under I-3.a.i., and to comply with all university driving policies. Employee drivers who become disqualified a second time will be subject to disciplinary action, up to and including dismissal. Supervisors are expected to report second disqualifications to Risk within 24 hours.

   (ii) Employee drivers must: report all accidents to their supervisor and to the unit to which the vehicle is permanently assigned; obtain a police report, as necessary; file an accident report with Risk; and when appropriate, assist Risk in any accident investigation or information gathering activity. The driver must also make required reports to law enforcement agencies.

   (iii) At the discretion of Risk, or if any university employee is found at fault for an accident while driving a university vehicle, the employee’s unit will be required to provide Risk with a copy of the driver’s record and VUA, and proof of driver’s training. At-fault drivers may be required to repeat driver training.

c. Drivers Training. All employees and authorized volunteers who wish to drive a university vehicle (owned or rented) must successfully complete an approved defensive driving course upon initial employment, unless they already possess a valid Commercial Drivers License (CDL). Defensive driving courses are offered and/or approved by the Environmental Health and Safety Office (EHS). Unit supervisors must ensure that employees have completed required training before they are allowed to drive a university vehicle.

   (i) Departmental responsibility for monitoring driver training. Units must ensure that their employees, authorized volunteers, or approved ASUI student drivers complete the appropriate training before driving a university vehicle for official university business or officially sanctioned student activity.

d. Grievances. Revocations or suspension of driving privileges that constitutes an adverse employment action that may be grieved under the provisions of the FSH 3860 and 3890.

e. Driver and Safety Requirements. Responsibilities and/or driver restrictions:

   (i) Drivers of university vehicles must be at least 18 years old. Drivers of vehicles that carry 8 or more passengers must be at least 21 years old.

   (ii) Drivers must have and maintain satisfactory driving performance (see I-3 a).

   (iii) As required, drivers must have successfully completed the appropriate driver training, or have a valid CDL.
(iv) A VUA must be signed and approved. Drivers must adhere to all conditions listed in the VUA which can be obtained from Risk.

(v) State and local traffic laws, and university regulations must be obeyed at all times. A UI employee or authorized volunteer who violates such laws or regulations may, under certain circumstances, be personally responsible for any consequent damages or fines and may be subject to disciplinary action.

(vi) Driving time per driver is limited to a maximum total of 8 hours per day. It is recommended that uninterrupted driving times not exceed 2 hours, separated by a minimum 15 minute break.

(vii) Cell phone use is prohibited while driving.

(viii) Smoking is not permitted in a university vehicle.

(ix) Open containers of alcohol are not permitted in a university vehicle, nor will the driver drive under the influence of drugs or alcohol. Medications that do not impair the driver's ability or cause drowsiness are permitted.

(x) Drivers and passengers must wear seat belts and/or shoulder belts at all times while driving or riding in all vehicles.

J. Vehicle Accidents and Claims.

J-1. University-Owned Vehicles. In the event of an accident involving a university-owned vehicle, notify Risk immediately and submit an Auto Accident Report Guide to Risk within 72 hours. If a loss arises from the vehicle accident, Risk will work with the driver and the driver's unit to submit a claim to State RMP (see K).

J-2. Rental Vehicles. In the event of an accident in a rental vehicle, inspect the vehicle with a representative of the rental agency to establish a mutual understanding as to the amount of damage. If you did not purchase collision insurance from the rental agency, inform the representative that the vehicle was rented for business use, and ask the agent to submit a claim to the State RMP. Give the rental agency the green “Citizen’s Claim Procedure” form from the accident claim kit, and provide Risk’s main number (208) 885-7177. If the rental agency demands immediate payment for a damaged vehicle, contact Risk.

J-3. When Injuries are Involved. In the event of injury to a university employee or authorized volunteer, inform the medical provider that the individual’s workers compensation insurance is provided through the State Insurance Fund. Supervisors must promptly notify EHS of the accident so a workers compensation claim can be initiated in a timely manner. In the event of injury to any other individuals, notify Risk immediately. In the event of a serious or life-threatening injury, notify your supervisor immediately and ask the supervisor to escalate the report to Risk immediately.

K. Contact Information. For any questions regarding the use of university vehicles, driver requirements, or vehicle insurance, please contact Risk at (208) 885-7177, risk@uidaho.edu or by fax at (208) 885-9490.

L. Forms and Examples. For all forms, examples and further instructions on procedures, visit www.uidaho.edu/risk/insurance/vehicles.
### 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))

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

*Minor Amendment* □

**Chapter & Title:** FSH 3860

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

*Minor Amendment* □

**Chapter & Title:**

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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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**Originator(s):**

(Please see FSH 1460 C)

Name: Nancy Spink  Date: June 2, 2011

Telephone & Email: 885-6177  nspink@uidaho.edu

**Policy Sponsor:** (If different than originator.)

Name: Nancy Spink  Date: Sep 1, 2011

Telephone & Email:

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**Reviewed by General Counsel**  X Yes  No  Name & Date: Hoey Graham  June 2, 2011

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**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.

**II. Fiscal Impact:**

What fiscal impact, if any, will this addition, revision, or deletion have?

The addition will require the time and expense related to hearing grievances and appeals of decisions to suspend or revoke driving privileges.

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**III. Related Policies/Procedures:**

Describe other policies or procedures existing that are related or similar to this proposed change.

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**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.

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If not a minor amendment forward to: _______________________________________

Track # ____________

Date Rec.: _____________

Posted: t-sheet ______  

h/c ___________  web___________

Register:  ______________

(Office Use Only)

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**APM**

F&A Appr.:  _______

[Office Use Only]

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**FSH**

Appr. ___________

FC ___________

GFM ___________

Pres./Prov. ___________

[Office Use Only]

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Policy Coordinator

Appr. & Date:  

[Office Use Only]
GRIEVANCE PROCEDURES FOR UNIVERSITY OF IDAHO CLASSIFIED EMPLOYEES

PREAMBLE: This section outlines the policy and procedures for staff grievances. A previous avatar formed a part of the 1979 Handbook, but the whole of the section was thoroughly revised in July of 2002 and in 2007 A-4 was revised to add a process for addressing retaliation complaints. For further information, contact Human Resources (208-885-3638). [ed. 7-97, 7-02, 9-06, 7-09 rev. 7-07]

CONTENTS:
A. Policy.
B. Problem-Solving Procedure.
C. Due Process Procedure.
D. Appeals.

A. POLICY.

A-1. Purpose. The purpose of this policy is to provide clear processes through which UI classified employees may present grievances. As used in this policy “UI classified employees” includes UI classified employees and UI exempt classified employees. This policy aims to assist in maintaining a productive work environment and preventing minor complaints or problems from becoming major concerns. Unresolved grievances can result in a strained working environment, low morale, absenteeism, and diminished productivity.

A-2. Resolution at Lowest Level Possible.

a. Employees, supervisors, upper-level managers and administrators are encouraged to resolve job-related disputes at the lowest management level possible within UI. Before using the processes described below, an employee should make a reasonable attempt to meet with and resolve the matter(s) with his or her immediate supervisor. Advisors, except attorneys, are permitted at the informal meeting with the immediate supervisor. Employees and supervisors are strongly encouraged to engage in this informal meeting in order to identify the precise matter(s) at issue, discuss ways to resolve them and to resolve matters at the lowest level possible.

b. If an employee believes that meeting with his or her immediate supervisor would be futile, or if an issue is not adequately resolved, the employee is encouraged to contact the next higher administrator, Human Resources (HR) or the Ombuds Office. [ed. 9-06, rev. 2-07]

c. The Ombuds office [FSH 3820] provides a confidential, informal mechanism to facilitate voluntary communications between individuals in dispute, to help clarify issues involved, and to suggest avenues for dispute resolution. An employee who wishes to use the services of the ombuds should do so before using the procedures discussed below. [ed. 9-06, 1-11]

A-3. Financial Exigency. This policy does not apply under the circumstances described in FSH 3970, except as set forth therein.

A-4. Sexual Harassment, Illegal Discrimination or Retaliation. The processes in this policy should not be used when alleging sexual harassment or illegal discrimination. An employee alleging sexual harassment or discrimination based on race, color, sex, national origin, religion, age, sexual orientation, gender identity/expression or disability may file a complaint with the Director of Human Rights, Access and Inclusion. That Office investigates such complaints, and handles their resolution with appropriate regard for confidentiality. An employee alleging retaliation is required to follow the process set forth in FSH 3810 before proceeding under this policy. The time period for appeal will begin to run upon completion of the process set forth in 3810. [FSH 3210, FSH 3215, FSH 3220] [ed. 9-06, rev. 7-07, 7-09]
B. PROBLEM-SOLVING PROCEDURE.

B-1. Eligibility to Use the Problem-Solving Procedure. Any UI classified employee, including those with provisional or entrance probationary status, may file a grievance under the problem-solving procedure. The problem-solving procedure deals with all job-related matters except dismissals for cause, suspensions without pay, demotions, suspension or revocation of driving privileges, and involuntary transfers. Further, the problem-solving procedure shall not apply to unsatisfactory performance during entrance probation or to compensation except alleged inequities in compensation within UI or a department/unit. Upon mutual agreement of UI and the employee, time requirements or any intermediate step of the problem-solving procedure may be waived.

B-2. Elements of the Problem-Solving Procedure.

   a. To begin the Problem-Solving Procedure employees are required to file the Problem-Solving Request Form (see the end of this policy) no later than ten (10) working days after becoming aware of any matter which may be handled through this Problem-Solving Procedure or after ending informal processes with the Ombuds Office without resolution, whichever date is later. The time limit for filing shall be extended due to the employee's illness or other approved leave up to five (5) working days after returning to the job. UI may, but is not required to, accept a filing that is or appears to be filed late. Filing is made by hand delivering or mailing by first class mail, postage prepaid, to the executive director for human resources or designee, University of Idaho, Moscow, Idaho 83844-4332. Filing shall be deemed received on the date of hand-delivery or postmark. [rev. 2-07, ed. 7-09]

   b. An employee is entitled to be represented by an advisor, who may be an attorney, in the problem-solving process. Two or more employees may join together to use the problem-solving procedure. Retaliation for using the problem-solving procedure or for participating as a witness or representative is expressly prohibited. An employee who believes that he or she is being retaliated against should review the University’s retaliation policy, FSH 3810, and notify HR. [ed. 9-06]

   c. HR will arrange for the employee to meet with representatives of the unit or college who are best able to resolve the problem through a meeting with the employee. Because the goal of this procedure is to resolve problems at the lowest level possible, this meeting may involve the immediate supervisor and any additional people who may be helpful in resolving the issue(s) as determined by HR. The unit administrator, department head, director, or equivalent may consult with the employee, immediate supervisor, college administration, others who participated in the problem-solving procedure and any other resources or persons in order to determine how best to resolve the issue. [ed. 9-06, 7-09]

   d. The employee will receive a written response to the issues raised from the unit administrator, department head, director, or equivalent no later than five (5) working days after the meeting.

   e. Optional Mediation Step. At any time during the Problem-Solving Procedure, UI and the employee may mutually agree to engage in mediation. If both UI and the employee agree to engage in mediation, the other steps and time limitations (except for the initial filing deadline) of the Problem-Solving Procedure will be put on hold pending mediation. UI will pay for the costs of mediation. UI and the employee must also agree upon a mediator. The mediator cannot be a current or former employee of UI. The outcome of the mediation may include, at the mediator’s discretion, a written document of the resolution.

C. DUE PROCESS PROCEDURE

C-1. Subject Matter; Eligibility; Basic Elements. The due process procedure deals with dismissals for cause, suspensions without pay, demotions, and involuntary transfers. UI Classified employees, except those with provisional or entrance probationary status are entitled to due process before UI makes any decision to dismiss for cause, suspend without pay, demote, or involuntarily transfer. Due process requires that the employee receive notice and an opportunity to be heard before a decision is made.
C-2. Elements of the Due Process Procedure.

a. Notice. Before taking action to dismiss, suspend without pay, demote, suspend or revoke driving privileges, or involuntarily transfer an employee covered by this policy, UI will provide a Notice of Contemplated Action containing the following information:

(1) Notice of the Contemplated Action. UI will provide the employee with written notice of the contemplated action(s). For example, the notice may state that dismissal is the contemplated action. It may also set forth alternative forms of discipline, such as demotion or suspension.

(2) Notice of the Basis for the Contemplated Action. UI will provide the basis or reason for the contemplated action. The “basis” of the contemplated action is the for-cause reason and should include corresponding citation to applicable policy or law that supports disciplinary action against an employee.

(3) Explanation of the Evidence. UI will provide a written explanation of the information or evidence pertinent to the contemplated action. This could include an explanation of statements made by other employees, an explanation of documents, and/or an explanation of events leading to the notice. All supporting documentation relied on by UI in considering the contemplated action will be provided to the employee.

(4) Opportunity to Respond. The notice will inform the employee that he or she has the opportunity to respond and will provide a deadline for that response (see “Opportunity to Respond,” below).

(5) Mailing or Delivery. The Notice of Contemplated Action shall be hand-delivered to the employee or mailed by first class mail, postage prepaid, to the employee’s last known address on file with HR. A Notice of Contemplated Action is deemed received by the employee on the day it is delivered or three (3) working days after it is mailed. [ed. 9-06]

b. Opportunity to Respond.

(1) An employee who receives a Notice of Contemplated Action is entitled to an opportunity to respond in person or in writing. It shall be the employee’s decision whether to respond in person or in writing. This is the employee’s opportunity to present his or her reason(s) why the contemplated action should not be taken. The employee may accept the opportunity and respond within the time period stated in the Notice of Contemplated Action, may waive the opportunity by failing to respond within that time period, or may waive the opportunity in writing.

(2) The Notice of Contemplated Action will contain a time period within which an employee may respond. This time period shall be no shorter than five (5) and no longer than ten (10) working days after the employee has received notice unless both UI and the employee agree in writing. UI will make the final decision on the contemplated action after the employee has responded, failed to respond, or otherwise waived in writing the opportunity to respond.

(3) An employee may be represented by an attorney, or other person of the employee’s choosing.

c. UI’s Decision. UI will notify the employee of its decision no later than three (3) working days after the employee has responded, failed to respond, or otherwise waived in writing the opportunity to respond. This three (3) working day period may be extended by UI. UI’s decision will be mailed or hand-delivered to the employee, HR, and the Provost, Vice President, Executive Director, or other similar individual in charge of the employee’s unit. A decision to dismiss an employee is final and effective on the date set forth in the notice. A dismissed employee shall be provided two (2) weeks pay in lieu of two (2) weeks notice of dismissal. If a sanction is imposed, the employee may have the right to appeal UI’s decision under section D of this policy. [ed. 7-09]

d. Optional Mediation Step. At any time during the Due Process Procedure, UI and the employee may mutually agree to engage in mediation. If both UI and the employee agree to engage in mediation, the other steps and time
limitations of the Due Process Procedure will be put on hold pending mediation. UI will pay for the costs of
mediation. UI and the employee must also agree upon a mediator. The mediator cannot be a current or former
employee of UI. The outcome of the mediation may include, at the mediator’s discretion, a written document of
the resolution.

e. Retaliation for responding or participating as a witness or representative in the Due Process Procedure is
expressly prohibited. An employee who believes that he or she is being retaliated against should review the
University’s retaliation policy, FSH 3810, and notify the Director of Human Rights, Access and Inclusion. [ed.
9-06, 7-09]

D. APPEALS.

D-1. These procedures apply to appeals from the Problem-Solving Procedure and the Due Process Procedure. After
completing the problem-solving procedure, an employee may appeal only the UI’s failure to provide a right or benefit
to which the employee is entitled by law. The filing of an appeal does not extend the effective date of the decision
being appealed.

a. Filing of Appeal and Appearances. Appeals from decisions made under the Due Process Procedure are filed
with the executive director for human resources or designee. Every appeal filed shall be written and shall state, at
a minimum, the decision being appealed, the grounds for the appeal, the action requested, and the name, address,
and telephone number of the employee’s attorney if the employee is represented. HR shall provide a copy of the
appeal to the administrator whose decision is being appealed, the Provost, Vice President, Executive Director or
other similar individual in charge of the employee’s unit, and the chair of the Staff Affairs. [ed. 9-06, 7-09]

b. Time Period for Filing an Appeal. An appeal from a decision made under the Due Process Procedure must be
received or postmarked within ten (10) working days after receipt of the written notice of final decision being
appealed. The notice of final decision is deemed received on the date personally delivered, or three (3) working
days after deposited in the United States mail, postage prepaid.

c. Upon receiving an appeal, the chair of Staff Affairs shall appoint three current or former members of Staff
Affairs to serve as the Staff Affairs Hearing Board (SAHB). The Staff Affairs chair will appoint one (1) member
of the SAHB as its chair. Current or former members of the Staff Affairs who wish to be eligible to serve on the
SAHB are required to participate in periodic training sessions conducted by the Office of General Counsel to
ensure their understanding of due process requirements. Only those members of the Staff Affairs who attend
training sessions are qualified to hear appeals. UI supervisors shall provide members of Staff Affairs paid time
away from their jobs to attend these periodic training sessions and other meetings associated with handling a
grievance under this policy. [ed. 6-09]

d. Once a grievance has been filed and an SAHB has been formed, the SAHB may meet as needed to prepare for
the hearing and to handle other issues that arise related to the grievance.

e. Setting of Hearing. Within ten (10) working days after receiving the appeal from HR, the chair of the SAHB
shall consult with the parties and thereafter shall set a mutually agreeable date for the hearing. The chair has
discretion to change the date of the hearing. The SAHB shall also set the date by which UI’s response to the
appeal shall be filed. [ed. 9-06]

f. Filing of Documents. Once an appeal is referred to the chair of the SAHB, all documents shall be filed directly
with the chair of the SAHB during the pendency of the appeal. Copies of all documents submitted shall be
provided to the staff member and the administrator who made the decision being appealed.

g. Recommendation of the SAHB. The SAHB shall issue a written recommendation to the President or his or her
designee within ten (10) working days after the hearing is concluded. If the President has a conflict of interest,
the recommendation shall be made to the Provost and if the Provost also has a conflict of interest the
recommendation shall be made to the Vice President for Finance and Administration who shall complete the
process as described below. The chair of the SAHB shall provide a copy of the recommendation to the employee,
the employee’s representative if any, the assistant vice president for human resources, and the administrator whose decision is being appealed.

h. The President or his or her designee shall issue a written decision to the employee within ten (10) working days after receipt of the recommendation. If the decision is materially different from the recommendation of the SAHB, the reason(s) for the difference(s) shall be set forth in the decision. A copy of the decision shall be provided to the employee, the employee’s representative if any, the SAHB, the executive director for human resources, and the administrator whose decision is being appealed. The decision of the President or his or her designee is final. [ed. 7-09]

D-2. Other Procedures. [ed. 1-11]

a. Hearings, generally, are held in Moscow. Employees who use the appeals process whose work locations are not in Moscow may request the chair of the SAHB to arrange for a video or telephone conference assisted hearing for the convenience of the employee appealing or, when feasible, to move the hearing to the location where the employee works.

b. Scope of SAHB’s Authority. The SAHB has no authority to declare a statute or regulation unconstitutional or to interpret a statute or regulation. In all appeals, the SAHB shall determine whether the employee has proven the matter at issue by a preponderance of the evidence.

c. Closed Hearing. Every hearing shall be closed and only those participating may attend, unless the parties agree otherwise in writing. A party may be represented by a person of his or her choice. The representative may be an attorney.

d. UI shall provide the employee with all records relied on in making the decision being appealed.

e. The chair of the SAHB, in consultation with the parties and except as provided in this policy, shall have the authority to set rules to govern the conduct of the appeal process and hearing. The hearing itself shall be conducted in an informal manner. The chair of the SAHB, with or without objection, may exclude evidence that is irrelevant, unduly repetitious, or protected by a privilege recognized in the courts of Idaho. All other evidence may be admitted if it is of a type commonly relied upon by prudent persons in the conduct of their affairs.

f. Settlement negotiations are confidential and shall not be disclosed, unless all participants in the negotiation agree to the contrary in writing. Facts disclosed, offers made, and all other aspects of settlement negotiations (including agreements reached) are not part of the file maintained by HR following a hearing. [ed. 9-06]

g. If the employee fails to appear at the hearing, the chair of the SAHB shall dismiss the employee’s appeal. Such dismissal may be rescinded only for good cause shown as determined by the chair of the SAHB.

h. The SAHB chair has responsibility for retrieving all documents used in the hearing process from all members of the SAHB and the UI. The chair shall deliver the documents used in and generated by the hearing process to HR. HR shall maintain a complete set of these documents for seven (7) years from the date of the decision of the President and thereafter shall destroy them. [ed. 9-06]

D-3. This policy shall be liberally construed to secure just, speedy and economical determination of all issues presented. The Idaho Rules of Civil Procedure and the Idaho Rules of Evidence do not apply to these proceedings. [ed. 1-11]

(Forms on next two pages.)
Problem Solving Request Form
This form should be filed within 10 working days after the events that the employee would like resolved.

Date __________________________ Department __________________________ Unit _______________________

Employee Seeking Problem Solving ________________________________
Employee’s Job Title ________________________________

1. I seek resolution of the following job-related matter(s): (Attach additional sheets if necessary)

2. My suggested solution(s) is/are: (Attach additional sheets if necessary)

3. I wish the following people to attend problem-solving meetings: (Please include name and telephone number)

________________________________________________________
Employee’s signature and date

________________________________________________________
Signature

Please file this form with the executive director for human resources by hand delivery or first class mail to HR, University of Idaho, Moscow, ID 83844-4332. [ed. 9-06, 7-09]
Employee Grievance and Appeal

This form may be used for appeals being filed pursuant FSH 3860 (classified employees) or FSH 3890 (exempt employees).

Date_________________________________

DepartmentUnit

Employee’s Name and Title__________________________________________________________________________

Please indicate whether you are a Classified or an Exempt employee: [ed. 7-09] ____________________________

Name and Title of Person (s) Grievance is being filed against________________________________________________

Brief Description of Employee’s duties (or attach HR position description): [ed. 9-06]

State the decision being appealed:

State grounds for appeal (use additional sheet if required):

When completing this section of the Staff Employee Grievance and Appeal of Due Process Final Decision form, please attach a copy of the applicable policy or regulation (Faculty-Staff Handbook). Also include any relevant documentation or references that support your grievance.

Requested Action:

Will you be represented in this proceeding Yes_________ No_________

If you will be represented provide person’s name and telephone number.

Unless the employee requests otherwise, the Staff Affairs / Staff Affairs Hearing Board will send all correspondence and notices regarding this matter to an employee’s representative. If you wish to have all correspondences and notices sent to you, the employee, rather than your representative please state so. [ed. 7-09]

Employee’s Signature and date:

________________________________________________________________________________________

Staff Affairs Hearing Board Chair’s signature and date:

__________________________________________________________________________

Completed Staff Employee Grievance and Appeal of Due Process Final Decision forms must be submitted to Human Resources either in person or by mail. The HR mailing address is: PO Box 444332 Moscow, ID 83844-4332. An appeal from a decision made under the Due Process Procedure (FSH 3860) must be received or postmarked within 10 working days after receipt of the written notice of Final decision being appealed. The notice of final decision is deemed received on the date personally delivered or three working days after deposited in the United States mail, postage prepaid. [ed. 9-06]
From: University of Idaho Information Technology Committee; Ben Hunter, Chair 2010-2011

Date: March 23, 2011

RE: ITS budget reduction recommendations

University of Idaho Information Technology Services (ITS) is expected to both provide adequate Internet bandwidth to satisfy ever-increasing demand and to offer a substantial number of services to the campus community. The Information Technology Committee understands that either increasing funding to ITS or decreasing costs within ITS will be necessary to sustain this level of service. In the current fiscal climate, this funding situation is not likely to improve. Furthermore, increases in student fees are not currently a viable option.

In response to this situation, the Information Technology Committee recommends that the following steps be taken by ITS as necessary in order to decrease expenditures. These steps are listed in the order of the committee’s preference:

1. Cancel the Microsoft student license. The savings from such a move would be substantial, and current usage of licensed software by students does not justify the price being paid. This would not affect the faculty and staff license, and by extension would not affect the licensed software in the computer labs.
2. Though a cap on individual Internet bandwidth usage would be ideal, we understand that the capacity to implement such a policy does not currently exist. Therefore, the committee endorses Dave Lien’s proposed plan to hire a student to manually monitor weekly usage and then personally contact heavy users in an attempt to curb their use. While this idea is untested, it would be significantly easier and less expensive than the alternative and warrants a trial. If it does not prove to be effective, the committee recommends re-examining the possibility of implementing an individual internet bandwidth usage cap.
3. Close selected computing labs on campus. Usage statistics are a good place to start in determining candidates for closure, but we recommend that the Information Technology Committee be used by ITS to help in this decision making process.

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Addendum: October 13, 2011

From: University of Idaho Information Technology Committee; Lori Eveleth-Baker, Chair 2011-12

1. Recommend to the Senate to close ITS computer labs in the residence halls (Tower, Wallace, McConnell, Targhee) with 42 computer stations and printers. This would be implemented in summer of 2012.
Teaching and Advising Committee
Faculty Senate Report
10/18/11 – 3:30 PM

“To promote a faculty and administrative culture dedicated to the enhancement of teaching and advising.”
FSH1640.87, Teaching and Advising Committee Function A-1

1. Additional committee mission highlights (excerpts from FSH 1640.87):
   A-2. To advise and assist in organizing university-wide forums, seminars, and programs that introduce new innovations or share proven ways to promote the enhancement of teaching and advising.
   A-3. To review and make recommendations concerning policies and procedures, which affect teaching, advising and the assessment of student outcomes.
   A-6. To publicize awards, review proposals, and select recipients for the Teaching and Advising Excellence Awards

2. 2012 Teaching and Advising Excellence Awards Update (A-6 above)
   a. Watch for the call for nominations to come out in early November
   b. Please encourage your college/department colleagues to nominate excellent teachers and advisors (at all UI campuses) for these awards!

3. Development of teaching events targeted for 2012 (A-2 above)
   a. A TEAC subgroup is developing concepts for a series of events that promote a culture of teaching excellence
   b. The group is looking at the ACADA Brown Bag Series as one possible model
   c. The group may ask past Teaching Excellence and Hoffman Award winners to share their approaches and successes at such events.
   d. The TEAC is soliciting suggestions for event topics and format ideas. Feedback may be submitted to: mirandaa@uidaho.edu

4. Proposed changes to Regulation C, “Changes in Registration” were reviewed by the TEAC and the following are excerpts from the feedback provided to the Office of the Registrar based on faculty and staff input (A-3 above)
   a. The question was raised as to how having the add/drop deadline on the same day as the 10-day enrollment snapshot could affect the accuracy of this information gathering
   b. Concerns were noted with the concept of students missing up to two weeks of course material with the late add date. The proposed instructor permission alternative could be an overly extensive process for large classes.
   c. Concerns with students no longer required to meet with advisors to withdraw from courses included such potential problem scenarios as a student that is unaware a class is only offered once a year or every other year, preventing them from having another opportunity to take the class prior to graduation. An advisor is more likely to know of such cases and inform the student.
   d. No concerns were noted in regard to the elimination of the W limit or with increasing the add/drop fee amount.

Submitted by Miranda S. Anderson, Teaching and Advising Committee Chair