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: FSH 3360 – Probation, Promotion, Demotion & 3930 Separation of Classified Employees


Minor Amendment ☐

Chapter & Title: ____________________________

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): Don Crowley, Faculty Secretary June 2016

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Policy Sponsor: Wes Matthews, Exec. Dir. Human Resources

Telephone & Email: wmatthews@uidaho.edu 9/8/16

Reviewed by General Counsel  _ __Yes ___No _____________________

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.

Address a contradiction between 3360 B-2 (keep language) and 3930 C-3, deleting last sentence that causes the contradiction.

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.

IV. Effective Date: This policy shall be effective immediately upon final approval (see FSH 1460 D) unless otherwise specified in the policy.

If not a minor amendment forward to: ____________________________

Policy Coordinator
Appr. & Date: ____________________________

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

APM
F&A Appr.: ____________________________

Track # _______________
Date Rec.: ____________________________
Posted: t-sheet _______________
h/c _______________
web _______________
Register: ____________________________

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