POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

Faculty/Staff Handbook [FSH] □ X Addition □ Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: 3185 Employee Work Related Education

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): Elissa Keim 3/4/2014
(Please see FSH 1460 C)
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Policy Sponsor: (If different than originator.) Greg Walters 3/4/2014
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Reviewed by General Counsel _X__Yes ___No Name & Date:  Kent Nelson, 3/5/ & 12/3/2014

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.
Update the FSH to incorporate a policy related to university-directed and job-specific required education, clarify supervisor and employee responsibility, and documentation requirements.

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 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: _______________________________________
Track # ____________
Date Rec.: _____________
Posted: t-sheet _______
F&A Appr.: _______
Register: ______________

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