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

**Administrative Procedures Manual [APM]** □ Addition □ Revision* □ Deletion* □ Emergency
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):
(Please see FSH 1460 C)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td><a href="mailto:crowley@uidaho.edu">crowley@uidaho.edu</a></td>
<td>885-6151</td>
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Policy Sponsor: (If different than originator.)

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td><a href="mailto:wmatthews@uidaho.edu">wmatthews@uidaho.edu</a></td>
<td>9/8/16</td>
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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: _________________________

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

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

Track # _______________
Date Rec.: _______________
Posted: t-sheet ____________
h/c ____________
web ____________
Register: _______________________
(Office Use Only)

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