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* □ XX Emergency
Minor Amendment □
Chapter & Title: Chapter Three, Title 3710, LEAVE POLICIES FOR ALL 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): Kent E. Nelson, General Counsel – 3/2/10
(Please see FSH 1460 C) Name Date

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Policy Sponsor: (If different than originator.) M. Duane Nellis, President 3/2/10
Name Date

Telephone & Email: 5-9191 dnellis@uidaho.edu

Reviewed by General Counsel _x__ Yes ____No Name & Date: Kent E. Nelson, 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.

This is a temporary emergency policy adopted by the President pursuant to FSH 1460 C-3 to implement furloughs for fiscal year 2010 as a means of meeting budgetary challenges caused by holdbacks of state appropriated funds.

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

This policy will support a fiscal year 2010 furlough to create salary/benefit savings to be used to offset holdbacks of state appropriated funds. The full extent of the fiscal impact will depend upon the nature and extent of the furloughs as determined by the President.

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

None.

IV. Effective Date: This policy shall be effective immediately as a temporary emergency policy and shall continue through the balance of fiscal year 2010.

If not a minor amendment forward to: __________________________________________

Track # _______________ Date Rec.: _____________
Register: ________________  web___________

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

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

FSH Appr. ____________
FC ____________
GFM ____________
Pres./Prov. ____________
[Office Use Only]
Enactment of Temporary Emergency Policy

Pursuant to FSH 1460 C-3, I enact the following temporary emergency policy to implement furloughs for fiscal year 2010 as a means of meeting budgetary challenges caused by holdbacks of state appropriated funds.

There shall be added to FSH section 3710 a new subsection R. to read as follows:

R. FURLOUGH – Fiscal Year 2010

R-1. Furlough is a mechanism used to create salary/benefit savings, which can be applied across an organization to alleviate budget shortfalls. Furlough is leave without pay, but with all benefits other than leave accrual and retirement contributions.

R-2. The general delegation of authority granted the President by the Regents includes the discretion to institute furloughs to respond to financial challenges. The President has consulted with and received input from faculty and staff representatives regarding the need for furloughs as well as the mechanism for implementing furloughs for fiscal year 2010. The President has determined that furloughs are necessary to assist the institution in addressing the funding shortfalls caused by the holdbacks in its appropriated funds for fiscal year 2010.

R-3. Furloughs implemented by the President for fiscal year 2010 will comply with Regents’ policies under Section II.B.2, including uniform application of the furlough across the University, 30 days notice to affected employees and an opportunity for affected employees to be heard regarding application of the furlough to the affected employee.

R-4. This temporary emergency policy shall be effective immediately and remain in effect though the end of fiscal year 2010.

M. Duane Nellis, President

March 1, 2010