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 XX Revision* □ Deletion* □ Emergency
Minor Amendment □
Chapter & Title: FSH 3340, Performance Evaluation of Staff Employees

Minor Amendment □
Chapter & Title: APM 50.21, Documenting and Addressing Unsatisfactory Performance of Classified Staff

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): Wesley Matthews 1/8/2019
(Please see FSH 1460 C)
Name Date
Telephone & Email: 5-3478; wmatthews@uidaho.edu
Policy Sponsor: (If different than originator.) (same)
Name Date
Telephone & Email:

Reviewed by General Counsel _X Yes ___No Name & Date: _Kim Rytter 1/10/2018___

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.
Revises sections A-9, A-10(d), and A-10(e) of FSH 3340 and APM 50.21 to correct policy regarding probationary status. The statements regarding probationary status for employees are incorrect. An employee is only on probation for the first six months of employment. (During probation the employment condition is “employment at will” which means the employee can be terminated without cause and without appeal rights.) Once probation is completed, then the employee is “certified.” (Once certified, termination must be with cause and the employee has appeal rights.) We cannot simply place a certified employee back into probationary status and essentially take away their rights. A-9 is further revised from the rigid schedule of follow-up evaluations to incorporate the use of performance development plans.
Delete section B from the FSH 3340, these instructions are already materially captured in the APM 50.08. FSH 3340 also contains less significant and housekeeping revisions; “should” to “shall”, deletions covered in the APM, “department” to “unit”, etc.

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.
Probationary status is discussed in FSH 3360, Probation, Promotion, Demotion, and Transfer of Classified Employees.
APM 50.08, Evaluations for Classified and Exempt Staff – No edits necessary.
APM 50.21, Documenting and Addressing Unsatisfactory Performance of Classified Staff – Edits attached.

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: ____Staff Council __appr. 1/25/19__________________

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

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

APM
F&A Appr.: ____________
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