University of Idaho

FC-09-074

POLICY COVER SHEET

(See *Faculty Staff Handbook* 1460 for instructions.)

[1/08]

Faculty/Staff Handbook [FSH] ☐ Addition **X Revision*** ☐ Deletion* ☐ Emergency
Minor Amendment ☐

Chapter & Title: **3360 PROBATION, PROMOTION, DEMOTION, AND TRANSFER OF CLASSIFIED EMPLOYEES**

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): **Melissa DiNoto** **2/20/09 & 3/24/09**
(Please see FSH 1460 C) Name Date
Telephone & Email: **885-3611 melissad@uidaho.edu**

Policy Sponsor: (If different than originator.) Mike Jolly, April Preston 2/20/09 & 3/24/09
Name Date
Telephone & Email: **885-3473, 885-3616 jolly@uidaho.edu, aprilp@uidaho.edu**

Reviewed by General Counsel _X__Yes ___No Name & Date: __Hoey Graham, 3/23/09 & 3/24/09__

I. **Policy/Procedure Statement:** Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.
Ensure the procedures in FSH 3360 and APM 50.15 are in alignment with each other.

II. **Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above?
Since APM 50.15 and 3360 currently contradict each other yet are similar, it was decided to incorporate 50.15 into 3360 (deleting 50.15) to avoid similar policies in two different places.

III. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?
None.

IV. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.
APM 50.15. The language being added to FSH 3360 also comes from APM 50.15.

V. **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: _ Reviewed by HR, General Counsel, appr. 3/24/09 sent to Staff Affairs 3/24/09

Policy Coordinator
Appr. & Date:
_____3/24/09__
[Office Use Only]

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

FSH
Appr. _____
FC __FC-09-074___
GFM _____
Pres./Prov. _____
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Track # _UP-09-037___
Date Rec.: __2-23-09_____
Posted: t-sheet __2/23/09_
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web_____
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