University of Idaho  
2019 – 2020 Faculty Senate Agenda  
Meeting #20  
Tuesday, February 18, 2020 at 3:30 pm  
Paul Joyce Faculty-Staff Lounge & Zoom  

I. Call to Order  

II. Approval of Minutes (Vote)  
   • Minutes of the 2019-2020 Faculty Senate Meeting #19 (February 11, 2020) Attach. #1  

III. Chair’s Report  

IV. Provost’s Report  

V. Other Announcements and Communications  
   - Discussion of Temporary Emergency Policy for admittance to Vandal Gateway Program  
     (Terry Grieb, Faculty Senate Chair, and Ralph Neuhaus, Chair of Admissions Committee) -  
     Attach. #2  

VI. Special Orders; Diane Whitney will present on all  
   - FSH 3090 Temp Hourly Employment – Attach. #3  
   - APM 55.39 Retiree Benefits Approval – Attach. #4  
   - APM 50.55 Writing UJD – Attach. #5  
   - APM 50.53 Temp Hourly Employment – Attach. #6  
   - APM 50.04 Verifying Employment New Employees – Attach. #7
Attachments:

- **Attach. #1** Minutes of the 2019-2020 Faculty Senate Meeting #19 (February 11, 2020)
- **Attach. #2** Temporary Emergency Policy/Vandal Gateway Program
- **Attach. #3** FSH 3090 Temp Hourly Employment
- **Attach. #4** APM 55.39 Retiree Benefits Approval
- **Attach. #5** APM 50.55 Writing UJD
- **Attach. #6** APM 50.53 Temp Hourly Employment
- **Attach. #7** APM 50.04 Verifying Employment New Employees
Call to Order: Chair Grieb called the meeting to order at 3:30 pm.

Approval of Minutes (vote): A motion (Dezzani/A. Smith) to approve the minutes of the 2019-2020 Faculty Senate Meeting # 18 (February 4, 2020) passed unanimously.

Consent Agenda: None.

Chair’s Report:

• The first University Faculty Meeting of the Spring semester will be on Wednesday, February 26, 2:30pm PT. More information to come.
• A reminder: On January 24, Senate and other groups received a memo from the President concerning “Other Post-Employment Benefits” (OPEB), requesting input from these groups. The deadline for providing comments has been extended by one week, to this Thursday, end of business.
• There were no questions or comments following the Chair’s report.

Provost’s Report:

• The Provost gave a brief recap of last week conversation on the Vandal Gateway Program (VGP) and an update. Provost Wiencek thanked the Senate for the robust conversation which helped moving forward in the best interest of students, faculty, and the university as a whole. In the early stages of the proposal, due attention was not paid to the appropriate procedures for making exceptions to the Catalog, to FSH and the shared governance process. There are also issues with SBOE policies about minimum GPA. The concerns raised at the Senate meeting of 02/04 were valid and appropriate steps are being taken to correct former mistakes. For instance, the VGP website has been taken down. Although the Admission Committee was consulted, the committee did not fully understand their jurisdiction as described in FSH 1640.08. It is in the best interest of the university to honor the letters that have already been sent out to students. In the meantime, the Admission Committee, who met today, is working on a path forward. Scott Green is very supportive of VGP, which he sees as a great opportunity to fulfill our mission as a land grant university and increase diversity in our student body. Increasing enrollment is not the primary purpose. Dean Kahler did engage with Dean of Class Sean Quinlan, who is also very excited about the program.
Requirements such as GPA and test scores must be worked out more carefully. President Green wishes to set up a pilot program for Fall 2020. He hopes for a cohort of 100 students, but leaves it to the faculty to determine what is the right size for the cohort. Running the pilot program for 1-2 years will allow us to determine how successful the program is, whether GPA and test scores are in an appropriate range, what kind of resources are needed, etc... Provost Wiencek will continue to work with Faculty Senate Leadership to find the best path forward.

- Discussion:
  A Senator observed that the program will help students with diverse socioeconomic background and that she is very excited about working with the VGP curriculum. The implementation of the program may not result in the revenue that had been projected originally, but we are on the right path to a good outcome.

  Chair Grieb noted that a “temporary emergency policy” to allow admission of the VGP students may be ready to go before Senate at the next Senate meeting.

  Comments from Senators indicated their support of broader access to education, although, some noted, the numbers presented at the previous Senate meeting were rather vague. It is important to keep track of what the program really costs moving forward. Reaching “break even” would be good, because we are not pursuing this project for profit, but for the benefit of broader education. If the program ends up being a losing proposition, and we have seen others in the past, we must take appropriate measures. The “cost vs. benefits” argument comes up often during these difficult times.

  The Provost agreed on the statement above. The recent communications have been a great example of shared governance. There has been good interaction in the past two weeks with both CLASS and COS, particularly with regard to Math and English. He is optimistic, and looks forward to a statistically meaningful assessment to take the pilot program to a second or third year.

  A Senator inquired about the Academic Prioritization Program (APP). He noted that there is also a college-level process going on. What if there is a discrepancy between the two processes? The Provost replied that we are now entering a new phase (including data from VSIP and ORIP as well as program closure). The deans were given a minimum and a maximum “target” and they will do what they need to do to meet their targets, but they do not have the complete picture yet. We are still collecting data, but soon we will have more certainty (also from APP). We will then come together with the deans and consider all aspects which must be taken into account. At that point, APP recommendations will be joined with those from the colleges. The Senator followed up asking a clarification about the following: in his understanding, if a program falls in the upper quintiles, it may still not be “safe” from measures recommended at the level of the colleges. Indeed, the Provost confirmed, such program would be safe from closure, but could still, for instance, lose employees. The Provost reiterated that, within a few weeks, they will engage with the most impacted people in a gradual and appropriate way, while remaining open to all information and perspectives.

  **Committee Reports:**

  **University Curriculum Committee** (Voting items).
  - **UCC-020-41: Cybersecurity Degree**
Representative Terry Soule gave a brief rationale for the proposal. This is a new degree within Computer Science (CS), although many of the courses comprising the curriculum already exist. More details can be found in Attachment #2.

A brief discussion followed, including inquiries concerning the fiscal impact of opening a new program at a time where programs may be closed. The representative noted that there is high demand for Cybersecurity. Some more TA’s may be needed, but no additional faculty. The CS department has branches in Coeur d’Alene and Idaho Falls. Offering the program in Idaho Falls would require clinical faculty. Support from INL would make it possible to offer the program in Idaho Falls. Funds may also come from SEL. It was observed that Cybersecurity is a growing area and its expansion will help our students be more marketable thus facilitating growing enrollment. Senators were very supportive.

The motion from UCC passed unanimously.

- **UCC-020-48: Certificate in Remote Sensing.**
  - Representative Lee Vierling briefly introduced the proposal. More details can be found in Attachment #3. The purpose is to add a graduate-level certificate in Remote Sensing of the Environment. An undergraduate certificate already exists in this area. Faculty met to assess the undergraduate certificate, and found that there was interest and support for a graduate level certificate offering as well. All of these courses currently exist and are now being packaged together so that they can best serve the student as well as meet stakeholder/employer requests for a coordinated curriculum in this growing area of study.
  - A brief discussion followed. There were some questions concerning possible additional costs. The representative noted that the new certificate will rely mostly on existing courses, as they have a tradition of strengths in this area.
  - The motion from UCC passed unanimously.

- **UCC-020-47: Geography Minor.**
  - Representative Ray Dezzani explained that, in recent years, there have been many requests for a geography minor from students in lower division geography courses and some specialized upper division courses. By instituting a minor in geography, the department is increasing department enrollments and offer undergraduate students greater flexibility in choosing major options. Furthermore, the geography department is coming into line with other major geography departments across the country as well as many other departments at the University of Idaho. A minor in Geography will provide undergraduates with an introduction into the four primary branches of Geography: Physical Geography; Human Geography; Human Environment Interaction, and Geospatial Methods. The minor is designed to supplement geographical content useful to other majors but not taught in those other majors. A Geography minor will allow a student to broaden his or her educational background and enhance academic and employment options in various fields of study. See Attachment #4 for more details.
  - The motion from UCC passed unanimously.

- **UCC-020-50: Master in Natural Resources. Restoration Ecology and Habitat Management Option.**
  - Representative Alistair Smith gave a brief description. A graduate degree in this discipline used to exist. They have repackaged existing courses and there will be no need for
additional staff. This option is important to State and Federal agencies, and it addresses a growing area. See Attachment #5 for more details.
  - The motion from UCC passed unanimously.

- **UCC-020-51: International Agriculture Minor.**
  - Representative James Connors presented the proposal. The agriculture industry of today is a global entity. Agriculture producers, processors, and multi-national corporations need graduates who are knowledgeable about global agricultural systems, international business practices, geography, food practices, and culture. The proposed International Agriculture Minor will provide students with academic coursework and international travel opportunities that will give them the experiences necessary to understand global agriculture in an inter-connected world. It will prepare College of Agricultural and Life Sciences and University of Idaho graduates with the knowledge, technical skills, and leadership abilities to be successful in the future of global agriculture. All department heads were supportive of the initiative. Moreover, they looked at aspirational and peer institutions and observed that most of them had similar minors. More details can be found in Attachment #6.
  - A brief discussion followed. In reply to a question, the representative said there is no sure way to predict the number of students who will apply to the minor.
  - The motion from UCC passed unanimously.

**University Committee on General Education: Stopgap Proposal for the ISEM Program.**

- Representative Cassidy Hall was the presenter. The ISEMs can no longer be offered due to the lack of funds to support them. Thus, UCGE came up with a stopgap strategy. Their recommendation was as follows: ISEMs will not be offered while the 6 institutionally designated credits (Integrated Studies J-3-g.) temporarily consist of: 1 American diversity course and 1 international course (J-3-f.) The capstone requirement is moved to general university requirements. See Attach. #7 for more details and the history of the proposal. In the final version of the proposal as approved by UCC, j-3-g as originally proposed no longer appears but the capstones remain in GenEd.
  - Student still need 36 credits in General Education (from j-3-a to j-3-f) in order to graduate.

  - A discussion followed. Senators were supportive of the proposal. One suggestion was to have American Diversity courses which focus on Tribal issues. The representative agreed and noted that preserving American Diversity was an important part of all conversations on the matter.

  What about a student who completed ISEM 101 but cannot complete ISEM 301 (which no longer exists)? Such cases, it was noted, will be handled, possibly with a waiver, on a case-to-case basis, keeping in mind that a student has the right to adhere to the Catalog as it was when he/she was admitted.

  A question was raised about faculty engagement in working out an alternative path now that the ISEMs have disappeared. A GenEd Steering Committee, composed of 18 members (from the original 9), is working on this. By following the proper path from UCGE to UCC to Senate, the hope is to have recommendations by the end of this semester and start the approval process next Fall. A website will be maintained to keep everyone informed.

- The motion from UCC passed unanimously.
Committee on Committees: University Teaching Committee and University Advising Committee (voting item).

- Representative Aaron Johnson presented the proposal. FSH 1640.87 currently has the Teaching and Advising Committee responsible for teaching and advising related issues. With the recent changes on campus concerning advising, as well as the concerted focus on teaching excellence, it was deemed important to split the roles of the committee in two separate groups. In addition, it was thought that the work on teaching and advising award selection would be best taken up by the Center for Excellence in Teaching and Learning and UI ACADA, respectively. Also, having separate awards for Teaching or Advising Excellence works well. See Attachments #8,9 for more details.

- Discussion:
  Some questions were posed about the structure of the advising committee, specifically about the “lead advisor”, a role which is now referred to as “associate director for advising”. This replacement of words was accepted as a friendly amendment.

  The question was asked: Why are the words in (former) Section A “...Information Technology Committee...to advise the director of CETL and the Chief Information Officer...” removed? The Senator wondered whether it was wise to remove that sentence, since, in his opinion, interaction with IT is already limited. The representative replied that the committee’s expectation is that CETL will connect with IT concerning hardware and software support of teaching. They wished to avoid confusion and “overlap” with the charge and purview of the IT Committee, as described in FSH 1640.55.

- The motion from the Committee on Committees (with the friendly amendment) passed unanimously.

Other Announcements and Communications: None

Special Orders: FSH 3910, Dismissal and Discipline of Faculty (No vote)

- There was no presentation due to absence of the speaker. Chair Grieb gave a brief explanation of this non-voting item. The main reason for the changes is to bring the policy in line with SBOE policy.
- There were no questions.

New Business: Vandal Card Expiration Date.

- Alistair Smith explained that Vandal Cards have no expiration date (for reasons of security and/or convenience). A valid student ID card is accepted as proof residence when registering to vote. This is not possible if the Vandal Card cannot be shown to be current. Note: a Vandal Card is not a state-issued ID, and can carry the student’s preferred name instead of their legal names. The point raised by Senator Smith is specifically about the possibility of using the card as a proof of residence. Often times, students whose permanent address is elsewhere have no other way to prove that they live here. Thus, the point raised by Senator A. Smith is about facilitating the exercise of voting rights for our students. (Note: even if the Vandal Card showed an expiration date, students who choose to have on it a name other than their legal name would not be able to use it at voter registration.)
Some discussion followed. It was suggested that ITS should be invited to discuss this with Faculty Senate and to ask if they have a recommended solution.

**Adjournment:** A motion to adjourn (Fairley/Dezzani) passed unanimously. The meeting was adjourned at 5:00pm.

Respectfully Submitted,

Francesca Sammarruca
Secretary of the University Faculty & Secretary to Faculty Senate
Title: Resolution on Temporary Emergency Policy for Admission to the Vandal Gateway Program
Author: University of Idaho Faculty Senate

WHEREAS The University of Idaho intends to enroll a pilot cohort for the Vandal Gateway Program (VGP) beginning in the Fall 2020 semester;
WHEREAS Students being accepted to the VGP do not meet the current standards for acceptance to the University of Idaho;
WHEREAS The University of Idaho wishes to admit students to this pilot VGP cohort without requiring a petition to the Admissions Committee as stated in the Faculty Staff Handbook and the Catalog;
WHEREAS It is deemed that the VGP has potential to improve access to higher education and to increase diversity in the student body.

BE IT RESOLVED THAT THE UNIVERSITY OF IDAHO FACULTY SENATE SUPPORTS the implementation of a Temporary Emergency Policy by President Scott Green as allowed by FSH 1460 C-3 to allow qualifying students to be directly admitted to the Vandal Gateway Program until 100 students matriculate or June 30th, 2020, whichever comes first.

BE IT FURTHER RESOLVED THAT THE FACULTY SENATE RECOMMENDS that, in conjunction with the implementation of the pilot cohort of the VGP, the administration work with the faculty to define the areas of accountability, the tools to assess the program, and the reporting mechanism for the assessments.

BE IT FURTHER RESOLVED THAT THE FACULTY SENATE RECOMMENDS that SEM work in conjunction with faculty and administrators from the College of Letters, Arts, and Social Science and the College of Science to develop an academic curriculum and a program of support for students admitted to the pilot cohort of the VGP.

BE IT FURTHER RESOLVED THAT THE FACULTY SENATE SUPPORTS efforts to provide VGP qualified students with a program that provides reasonable support to help them succeed at the University of Idaho in a way that also recognizes the serious budget challenges facing the university.
FSH 4345
Vandal Gateway Program

A. General. In furtherance of the University of Idaho’s commitment to educational access, the pilot Vandal Gateway Program (VGP) is established. The pilot program shall begin Fall semester of 2020.

B. Admission.
1. The Office of Admissions is authorized to admit to the VGP pilot cohort, without additional review, students who meet the following admissions criteria:

<table>
<thead>
<tr>
<th>GPA</th>
<th>ACT Composite</th>
<th>SAT EBRW + Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.60-2.99</td>
<td>11-14</td>
<td>650-820</td>
</tr>
<tr>
<td>2.50-2.59</td>
<td>14-16</td>
<td>780-910</td>
</tr>
<tr>
<td>2.40-2.49</td>
<td>15-17</td>
<td>830-950</td>
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<tr>
<td>2.30-2.39</td>
<td>17-20</td>
<td>920-1050</td>
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<tr>
<td>2.20-2.29</td>
<td>19-22</td>
<td>990-1120</td>
</tr>
<tr>
<td>2.00-2.19</td>
<td>20-36</td>
<td>1030-1600</td>
</tr>
</tbody>
</table>

2. The Office of Admissions shall manage acceptance notifications to arrive at a cohort size of approximately 100 students or June 30th, whichever comes first.
3. All VGP participants shall be enrolled in the Bachelor of General Studies program for their first two semesters.

C. Administration.
1. The Strategic Enrollment Management Division (SEM) will administer the pilot program.
2. SEM shall work with the College of Letters, Arts, and Social Sciences and the College of Science to establish academic course offerings for VGP students.
3. SEM shall arrange for the provision of support programming for VGP students. Support programming may include extended classroom time, tutoring, social support programming, study hours, and similar services.
4. SEM may establish program requirements such as residence in UI on-campus housing, class attendance, and participation in support programming.

D. Assessment. SEM shall update the provost and faculty senate on the results of the pilot program in February 2021 and again in June 2021.
POLICY COVER SHEET

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

**Faculty/Staff Handbook [FSH]**
- **Addition** XX
- **Revision** *
- **Deletion** *
- **Emergency**

**Chapter & Title:** FSH3090 Temporary Hourly Employment

**Administrative Procedures Manual [APM]**
- **Addition**
- **Revision** *
- **Deletion** *
- **Emergency**

**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.”

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- Name: Kim Rytter
- Date: July 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.

Updating policy to reflect changes based on streamlined recruitment process that was finalized two years ago, current hiring practices and reflect current processes and procedures. Updates to ensure compliance with state policies.

**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.

No other policies or APM need updated due to changes.

**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:
TEMPORARY HOURLY EMPLOYMENT

PREAMBLE: This section defines 'temporary hourly employment' (until the July 1997 update to the Handbook known as 'temporary irregular help') and outlines the procedures for establishing such positions and securing temporary hourly employees. This section appeared in the 1979 Handbook and has been revised frequently for greater clarity and better to conform to state and federal law the text following is July 1, 2002. For further information, contact Human Resources (208-885-4660/4661). (ed 7-97, 7-02, 9-06)

CONTENTS

A. Definition and Establishment of Positions
B. Appointments
C. Benefits
D. Restrictions on Use of Grievance Procedures
E. Employment of Relatives
F. Supervision
G. STAR & COMET Program/FAST Roster Program (ed 7-06)

A. Definition and Establishment of Positions.

A-1. A temporary hourly (TH) position is established when there is a temporary or intermittent need for services not expected to exceed 1385 hours per calendar year. (ed 7-97)

a. If the temporary services are expected to exceed 1385 hours in any one year or a one year period, the department administrator will need to establish, should consider establishing a temporary or continuing board-appointed position, and advertise the position through the University’s recruitment system. (rev. 7-02) [See 3080 for establishing a board-appointed position]

A-2. Department administrators are authorized to engage TH employees to be paid from the Department’s TH budgets on an hourly basis. (ed 7-97, 7-02)

A-3. Deans and directors are responsible to ensure—and are expected to be able to document—that recruitment, employment, personnel actions and personnel policies for TH employees comply with legal requirements and are conducted in a manner which is consistent with the principles of affirmative action and equal opportunity. Human Resources provides assistance in classifying positions, determining compensation ranges, writing job descriptions, recruiting, and hiring of temporary positions upon request. Required new hire paperwork is processed and verified by Human Resources such as payroll and verification of I-9 status. If a background check is required, it must be requested through Human Resources and the results obtained before any work is started and other paperwork is completed or before an EPAF is initiated. (ed 7-97, 7-06)

A-4. Persons employed as TH employees may be terminated without prior notice without cause assigned. The supervisor may give advanced notice of termination when appropriate. (ed 7-97, rev. 7-02)
B. Appointments. TH appointments must be entered and approved on the Electronic Personnel Action Form (EPAF) for each TH employee before employment begins. All data requested must be entered on the EPAF screen. [fed 7-97, rev. 7-02]

B-1. Each new TH employee must visit Human Resources to present information required to document I-9 status including and complete payroll, Social Security, tax withholding, and other related required documents before beginning employment. Appropriate alternate arrangements are made for persons employed at locations away from Moscow. [fed 7-97, 7-00, 9-06]

B-2. Contact Human Resources or a current HR Banner manual for instructions regarding reporting of hours worked. [rev. 7-02, ed. 9-06]

C. Benefits.

C-1. TH employees are eligible only for annual leave, sick leave and pay for holidays on which they do not work [see C-2 below and 3460 D-1-a] and said eligibility is contingent on participation in the Public Employees Retirement System (PERS!, see 3730 for PERS! eligibility). [fed 7-97]

a. Exemption from Social Security taxes for international students enrolled less than full-time or working more than 20 hours per week will be determined based on the visa type and length of stay in the United States. Contact HR for more information. [rev. 7-02, ed. 9-06]

b. TH employees normally working at least 20 hours a week for a period of 5 months are required to participate in PERS!. Department administrators are expected to record PERS! eligibility upon submission of employee's EPAF. Those not normally working at least 20 hours a week are ineligible to participate in PERS!. (See policy 3730 for a discussion of PERS! eligibility.) PERS! eligibility is governed by PERS! rules in place at the time of hire. [fed. 7-97, ed. 7-02]

c. Department administrators are responsible for notifying Human Resources when a TH employee who is expected to qualify for participation in PERS! is hired. This is generally conducted through the selection of a PERS! eligible EPAF category. Human Resources/Payroll Services will inform department administrators and TH employees when the TH employee has worked 20 or more hours a week for 4 consecutive months. The notice will explain that the employee is approaching the threshold for PERS! enrollment. The UI may choose from among the following options when this threshold is about to be met: (1) terminate employment, (2) reduce hours to less than 20 hours per week, or (3) enroll the employee in PERS!. [fed. 7-97, 9-06, rev. 7-02]

d. If the employee continues to work 20 or more hours a week (option 3 above) enrollment in PERS! is mandatory, and the enrollment will be retroactive to the original hiring date. When the employee is enrolled, the employing department and the employee are responsible for the appropriate contributions to PERS! from the date of hire. (See 3730 for a complete discussion of contributions.) Employees may be allowed to spread these contributions over a period not to exceed six months.

e. TH employees working at least 30 hours per week for a period of 5 months or longer are eligible to enroll in the University's medical and prescription healthcare may be eligible to enroll (under the Affordable Care Act (ACA)). Benefits, including contribution amounts, may differ from other employee groups and will be governed by the plan documents in effect at the time of eligibility.

C-2. TH employees who are paid for 40 or more hours in a biweekly pay period of 80 hours and who work for five consecutive months or longer are required to participate in PERS! and accrue annual leave during the first 10,400 hours of service (five years of full-time work) and sick leave on a pro-rata basis at the rate per hour worked which is represented by the proportion 96/2080. For example, an eligible TH employee who is paid for 62 hours in a two-
week pay period accrues 2.9 hours of annual leave and 2.9 hours of sick leave (62 hours times 96/2080, rounded to the nearest tenth of an hour). Sick leave accrual is unlimited; annual leave accrual is limited to 192 hours maximum. [ed. 7-97, 7-98, rev. 7-00]

a. Department administrators - TH employees are responsible for entering into the UI Human Resources Information System (HRIS), the leave taken and hours worked into an electronic timesheet in Vandalweb. Annual leave must be unapproved by the employee’s supervisor. Leave for each biweekly pay period must be entered-submitted between the second Friday of the pay period for which leave is being reported, and the following Tuesday before 5 p.m. The reporting day may be altered if affected by closure of UI for a designated holiday or other time constraints affecting reporting requirements. (See 37.10.4.6 for applicable leave policies for board-appointed employees, questions regarding leave should be directed to Human Resources.) The assistant vice president for human resources or designee is responsible for monitoring paid leave taken by all UI employees. The provisions of this paragraph apply also to paid sick leave. [ed. 7-97, 7-98, rev. 7-00]

b. If a TH employee obtains a board-appointed position, his or her accrued annual and sick leave may be paid out at the time of the new appointment, or transferred. Employees may be asked to reduce or eliminate annual leave prior to transferring to the new hiring department at the new hiring department’s discretion. Sick leave is transferred. There is no annual leave pay out when transferring when positions without a required break in service. [ed. 7-97, rev. 7-02]

c. Upon termination or resignation, a TH employee is paid for unused accrued annual leave. All unused sick leave is forfeited when a TH employee is separated from service and no compensation is paid for unused sick leave. If an employee returns to eligible service within three years after separation, any sick leave that was forfeited at the time of separation will be reinstated. [ed. 7-97, ed. 7-00]

d. Departments are responsible for maintaining accurate annual and sick-leave records for their TH employees and entering proper web timesheets are submitted and approved in Vandalweb. [ed. 7-97, ed. 7-02]

D. Restrictions of Use of Grievance Procedures. TH employees do not have access to the grievance procedures outlined in 3860, for matters pertaining to prohibited harassment or discrimination, TH employees should contact the Director of Human Rights, Access and Inclusion Office of Civil Rights and Investigations. [ed. 7-97, 7-98, 7-00, 7-02, 9-06, 6-09]

E. Employment of Relatives. The policies relating to the employment of relatives [see 6240 B and 6241 B] apply to TH employees. [ed. 7-97, 7-98, 7-00]

F. Supervision. The departmental administrator is responsible, subject to any provisions set by the appropriate dean or administrative officer, for the supervision of the employee’s work. [ed. 7-98, 7-00]

G. STAR AND COMEFAQ Roster Program. Departmental administrators seeking part-time, short-term, intermittent or replacement TH clerical or laborer employees are encouraged to contact Human Resources regarding the Secretarial-Technical Assistance Resource (STAR) Flexible Administrative Support Temps Roster program and the Combination of Maintenance Employment Tasks (COMET) program. Individuals in the FAST Roster STAR and COMET programs seek temporary or part-time employment. Completed applications are available for departmental administrators to review. [ed. 7-97, 7-98, 9-06, rev. 7-98, 7-02]
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* □ Emergency
Minor Amendment □
Chapter & Title: _____________________________________________

Minor Amendment □
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Date:  

Reviewed by General Counsel  □ Yes □ No Name & Date:
K Rytter - Reviewed & Approved 1-8-2020

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.
Updated APM to reflect correct benefit offerings. Retiree Dental is no longer an option for retirees as of 1/1/2020

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have?
This was done as a cost saving measure recommended by Retiree Benefit Advisory Group and Approved by UI Leadership.

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 on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.
January 1, 2020

If not a minor amendment forward to: ____________  
Policy Coordinator

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[Office Use Only]
A. General. A retiree may qualify for certain UI retiree benefits by meeting the retirement criteria stated in FSH 3730. UI retirement benefits are subject to Regents’ approval and may be altered or discontinued at any time. [See FSH 3730][ed. 12-18]

A-1. Life Insurance. The university retiree death benefit is available to Tier 1 retirees only and in a set amount based on Plan Documents at the time of the event retirement. [rev. 12-18]

A-2. Health Benefits. Retirees who qualify may continue their medical and dental coverage for themselves as well as for their qualified dependents after retirement. Health coverage for qualified retirees is provided in a Retiree Medical Plan. The retiree must accept Medicare Part A and B coverage when first eligible. Once the retiree qualifies for Medicare Parts A and B, these must be accepted when first eligible. Dental benefits cease upon Medicare eligibility. In the event that Medicare Part A and B coverage is not accepted when the member first becomes eligible, coverage under the UI Retiree Health Medical Plan will cease and rights of participation in the Plan will forever be forfeited. Once Medicare coverage is accepted, it becomes primary under the retiree program and benefits with Medicare are coordinated on a carved-out basis. See Summary Plan Description for Retiree Medical Benefits at Benefits Website for more information. [ed. 12-18]

There is no open enrollment period for retirees. Adding or dropping dependents requires a qualified life event change. [ed. 12-18]

B. Process. The prospective retiree must meet with Benefit Services prior to retirement to determine eligibility for retiree medical and life insurance, as well as other benefits.

B-1. Confirm Life Insurance Beneficiary Data. At the time of retirement, the prospective retiree must review and update his or her beneficiary data. These documents are filed on file in Benefit Services and may be reviewed at any time. Current beneficiary addresses are very important, as is notifying your beneficiary of the available benefits. [ed. 12-18]

B-2. Payments Statements for the retiree medical plan for either a qualified self-pay retiree and or any dependents are sent to the retiree at the address on file. Failure to pay contributions may result in cancellation of coverage and may affect eligibility for continued participation. [ed. 12-18]
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:**

**Administrative Procedures Manual [APM]**
- □ Addition
- □ Revision*
- □ Deletion*
- □ Emergency
- □ Minor Amendment

**Chapter & Title:**

**APM50.55 Writing University of Idaho Job Descriptions (Title Change)**

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):**
Brandi Terwilliger, July 10, 2018

**Telephone & Email:**
885-3008 brandit@uidaho.edu

**Policy Sponsor:**
Brian Foisy, July 10, 2018-Reviewed and Approved

**Telephone & Email:**
885-7590 brianfoisy@uidaho.edu

**Reviewed by General Counsel**
Yes No Name & Date: Kim Rytter, July 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.

Updating to current process and language

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.
None

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.
ASAP

If not a minor amendment forward to:

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Pres./Prov. ________________

**Track #**

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(Office Use Only)
50.55 -- Writing Results-Oriented Job Descriptions

A. General. Results-oriented job descriptions (RJDJ) are written statements defining a specific job based on the findings of a job analysis. The job description includes duties and responsibilities, minimum and preferred qualifications needed to perform the job, and working conditions. The job description is the foundation for performance expectations, classification, and compensation. The results that must be accomplished, the duties that must be performed in order to accomplish the results, and the minimum qualifications needed to perform those duties. Job descriptions provide a base to which management and employees can refer when questions arise. They provide the employee with a clear definition of the skills needed, the duties expected to be performed, the relative importance of priority of duties and responsibilities, the results that are expected, and the criteria to be considered in evaluation of performance.

B. Process. Job descriptions for new positions are prepared prior to recruitment by the administrator responsible for hiring, with assistance from Employment Services in Human Resources. Job descriptions are the "measuring-stick" standard by which employee performance is evaluated. Therefore, job descriptions for continuing employees are reviewed annually by the supervisor, with the employee, and revised if necessary.

C. Procedures. To prepare a results-oriented job description (or to convert an existing job description to the results-oriented format), the administrator determines the desired results and identifies representative duties which will accomplish each result. Included are examples of specific tasks, types of equipment that must be operated and the frequency of operation; potential exposure to chemicals, human or animal fluids or secretions, vapors, dust or hazardous materials; educational requirements; certificates or licenses; work schedules; skill requirements; and necessary physical abilities. Essential and marginal functions, and the approximate percent of time allocated to each process, are identified. All job descriptions should contain the following specific elements of information:

C 1. Job Title. Use the official title of the position. Each title has a title number. Employment Services maintains the university's title table and this information is available by contacting Employment Services at (208) 885-3611.

C 2. Job Summary. A statement that highlights the major purpose and functions of the position. The purpose of the job summary is to give the employee an overall impression of the scope of work.

C 3. Reporting Relationship. Include an organization chart which shows where the position fits into the department or unit. The chart should show the title to which the position reports and the titles of employees supervised, if any.

C 4. Responsibilities. Identify the results to be accomplished and provide examples of major duties and responsibilities which will accomplish those results, listing them in order of importance. Also include the percentage of time to accomplish each result. The sum of the percentages must equal 100%.

C 5. Minimum Qualifications. Summarize the knowledge required, the experience and education, the physical demands, any licenses or certificates required, and the equipment to be used on the job. Minimum qualifications must be tied to the essential duties and responsibilities. Applicants who do not meet minimum qualifications cannot be forwarded to the search committee.

C 6. Additional Desirable Qualifications. Education or experience that is desired but not required. Examples might include specific scores on clerical exams; typing speed; knowledge of a particular software product.

D. Information:

D 1. Equal Opportunity Employer. The University of Idaho follows federal and state regulations in the employment process. These include but are not limited to the Fair Labor Standards Act, Affirmative Action, Equal Employment Opportunity, Americans With Disabilities Act, Age Discrimination in
Employment Act, Vietnam Era Veterans Readjustment Assistance Act, State of Idaho Codes affecting employment and other applicable regulations, Employment Services, the Affirmative Action Office, and Auditing Services assure that the University of Idaho is in compliance with these regulations. Questions about any of these codes, regulations or procedures may be addressed to the compensation and classification analyst in Employment Services.

D-2. Preparation of University of Idaho Results-Oriented Job Descriptions. The Employment Services analyst, Human Resources is available to offer assistance in the development or revision of the results-oriented job descriptions. Training materials for writing UIJD can be found on the HR webpage. Forms are available at www.hr.uidaho.edu/downloads to help organize the material in the standard UI format. Contact Human Resources at (208) 885-3638 or Employment Services at (208) 885-3611 or hrppmployment@uidaho.edu for additional assistance.
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* □ Emergency
Minor Amendment □
Chapter & Title: ___________________________________________________

Minor Amendment □
Chapter & Title: APM50.53 Temporary Hourly Employment

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)
Brandi Terwilliger July 10, 2018
Name Date
885-3008 brandit@uidaho.edu
Phone Email:

Policy Sponsor: (If different than originator.)
Brian Foisy July 17 2018-Reviewed and Approved
Name Date
885-7590 brianfoisy@uidaho.edu
Phone Email:

Reviewed by General Counsel □ Yes □ No Name & Date: Kim Rytter, July 17, 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.
Updating to reflect current process, procedures and approved streamlined process.

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.
None

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.
ASAP

If not a minor amendment forward to: ___________________
Policy Coordinator
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**50.53 -- Temporary Hourly Employment**

Last updated November 7, 2006 July 10, 2018

A. **General.** Temporary employment (Temporary Hourly or TH) positions are paid on an hourly basis as the services are needed. TH positions are not board-appointed positions. Employment can be terminated at-will with twenty-four (24) hours notice and the employee has no expectation of continuing employment. Temporary hourly employees have no expectation of continuing employment and can be terminated at-will. See FSH3090 for additional information.

A-1. **Establishment of Temporary Hourly (TH) Positions.** A Temporary Hourly (TH) position is established when there is a temporary or intermittent need for services not to exceed 1385 hours or one (1) year whichever is less per year. If the temporary services are expected to exceed 1385 hours per year, the departmental administrator should consider establishing a temporary (contingent) board-appointed position that would be eligible for full subsidized benefits. Departmental administrators are authorized to engage temporary help to be paid from the department's budgets on an hourly basis. All TH positions are covered by FLSA so hours worked over 40 per week are paid at 1.5 times the hourly rate. TH employees do not accrue compensatory time.

i) **Short-term Clerical Positions.** Departmental administrators seeking part-time, short-term intermittent or replacement TH clerical employees are encouraged to contact Employment Services in Human Resources regarding the Flexible Administrative Support Temps (FAST) Secretarial Technical Assistance Resource (STAR) Roster program. Application materials completed by individuals on the FASTSTAR roster seeking temporary or part-time employment are available for departmental administrators to review.

ii) **Exception.** Teaching Assistants (TAs) and Research Assistants (RAs) serve pursuant to wage agreements which specify the hourly wage to be paid over the period of an academic or fiscal year. In all other respects, these employees are student TH employees whose terms and conditions of employment are described below.

A-2. **Fringe Benefits.** TH employees are may not be eligible for the same health benefits as appointed employees. Benefits are determined by the benefit plan documents—health, life, dependent life, accidental death and dismemberment insurance, or short or long-term disability insurance. Eligibility for a Vandal Card, annual leave, sick leave and pay for holidays on which they do not work is contingent on participation in the Public Employees Retirement System of Idaho (PERSI).

i) **Social Security.** TH employees who are students enrolled half-time or greater do not participate in Social Security.

ii) **Retirement.** TH employees not working at least 20 hours a week are not eligible to participate in PERSI. Those working more than 20 hours a week are eligible if they work at least five consecutive months and are not full-time students. Those who are eligible are required to participate in PERSI.

a) If, at the time of initial employment, the employer anticipates that the employee will qualify for participation in PERSI (because the employee is not a student employee and employment is anticipated to average 20 hours or more a week for five months or longer), the administrator should authorize PERSI enrollment for the employee to avoid retroactive enrollment requirements.

b) If the duration or amount of employment is not projected to exceed an average of 20 hours a week for five months, or if the amount or duration of employment are not known, the employee may defer participation until five months have elapsed.

c) In the event the employee actually works an average of 20 hours a week or more for five months or longer, he or she is required to enroll in PERSI. Retroactive contributions to PERSI for the 5 month period is required by state law. Retroactive adjustments for annual and sick leave accruals are credited to the employee’s leave banks, but retroactive holiday pay is not.

d) If the employee elects to participate and then does not in fact work more than 20 hours a week for at least five months, he or she is entitled to a refund of the PERSI contributions.
e) Departmental administrators are responsible for notifying Benefit Services, in writing, when an TH employee who is expected to qualify for participation in PERSI is hired and which of the options above the employee has chosen.

f) Human Resources/Payroll/Benefit Services will inform all employers-departments and TH employees not already participating in PERSI that the TH employee is required to enroll in PERSI because he or she has worked 20 hours or more per week for 5 consecutive months. The employers-departments and employees must then agree on one of the following options: (1) termination of employment, (2) a reduction of hours to less than 20 hours per week, or (3) enrollment of the employee in PERSI.

iii) Sick and Annual Leave.

a) TH employees who are paid for 40 or more hours in a biweekly pay period of 80 hours and who participate in PERSI accrue vacation and sick leave on a pro-rata basis at the rate of .0462 hours of vacation leave and .0462 hours of sick leave for each hour they are paid. TH employees who do not participate in PERSI do not accrue sick or annual leave.

b) If an employee is transferred from TH status to regular Board appointed position, he or she accrues vacation leave and sick leave, on the basis described above, from the date of his or her initial employment or July 1, 1979, whichever is the latter.

iv) In compliance with the Family Medical Leave Act of 1993, the UI will provide up to 12 weeks of unpaid leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the UI at least one year and for 1250 hours over the 12-month period before leave begins.

B. Hiring Temporary Employees. The term “Temporary” includes student hourly positions.

B-1. Responsibilities.

Departmental administrators must be able to document that TH recruitment, employment and other personnel actions for TH employees are conducted in a manner consistent with the principles of affirmative action and equal opportunity. Human Resources provides assistance in classifying positions, determining compensation ranges, writing job descriptions, recruiting and hiring of positions if requested, Human Resources, and verification verifies of I-9 Forms status. To provide guidance with compliance of UI policies and legal requirements, and to assist with recruiting qualified candidates, Employment Services-Human Resources offers the online electronic Applicant Recruitment Tracking System (ATS). For more information on how to post a temporary position, contact Employment Services-Human Resources at (208) 885-3737.


i) Hiring managers, supervisors and departments may elect not to use the electronic applicant recruitment system and are responsible for following proper hiring policies and procedures, outlined in the Faculty Staff Handbook and Administrative Procedural Manual, as well as adhering to state and federal employment laws. Deans and directors are responsible to ensure, and be able to document that recruitment, employment, personnel actions and personnel policies for TH employees comply with legal requirements and are conducted in a manner which is consistent with the principles of affirmative action and equal opportunity.

a) If desired, Human Resources can provide assistance in the development of the Job Description, or contact Human Resources for assistance. Contact your Affirmative Action Coordinator for assistance on how to gain access to posting your job and reviewing received applications using the electronic applicant recruitment online Applicant Tracking System. Review applications, interview applicants, and select the best qualified candidate. Employment Services may have a roster of applications for some positions available for departmental administrators to review within 24 hours' notice to reduce recruitment time. For more information contact Employment Services-Human Resources at (208) 885-3638737.

   a) A list of exceptions to conducting a temporary search, approved by the Human Rights Compliance Officer, is available on the Human Resources website at www.hr.uidaho.edu, or contacting (208) 885-3737.
Persons needing to hire employees for out-of-state positions through the University must contact the Risk Management Officer at (208) 885-7177 BEFORE hiring to ensure worker’s compensation coverage. Penalties can be assessed for failing to maintain worker’s compensation coverage.

Advise the selected applicant to visit Human Resources to present verification of eligibility to work and other required complete payroll, Social Security, tax withholding, and related documents, and receive information about UI employment, before beginning employment.

Exception. Appropriate alternate arrangements are made for persons employed at locations away from Moscow.

i) Appoint the employee by entering on-line Electronic Personnel Action (EPAF) form [See 50.03], before employment begins and after a satisfactory criminal background check has been received from Human Resources if applicable, I-9 Form processed, and other required new hire paperwork, appropriate benefit and tax forms are completed.

Payroll Processing. The employing department enters hours worked on the on-line Banner PHA HOUR screens. The hours worked and any annual or sick leave used are entered on the on-line systems by 5:00 p.m. on the Tuesday after the end of the pay period. See FSH3090 for entering hours worked and APM 55.05 for information on Employee Pay Check Distribution. [See 55.05].

Sick and Annual Leave Reporting. Employing departments are responsible for maintaining vacation and sick leave records for their TH employees and entering leave used into the on-line systems each pay period. See FSH3090 for information on sick and annual leave reporting. For step-by-step instructions on entering leave taken and time worked, see HRIS Banner instructions distributed during HRIS module training.

Information. Additional information regarding job descriptions, hourly rates, hiring, payroll processing, benefits and other conditions of employment for student and temporary hourly employees may be obtained from Employment Services at (208) 885-3638-737 or employment@uidaho.edu.

Establishing Rate of Pay. The rate of pay for all TH should be based on a defined job description. Employees must be paid at or above the current minimum wage and at a rate consistent with the job responsibilities. Departmental administrators must be able to document that TH recruitment, employment and other personnel actions for TH employees are conducted in a manner consistent with the principles of affirmative action and equal opportunity and compliance with University policies and procedures.
# POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions at UI policy website: [www.webs.uidaho.edu/uipolicy](http://www.webs.uidaho.edu/uipolicy) [3/09])

### Faculty/Staff Handbook [FSH]
- □ Addition □ Revision* □ Deletion* □ Emergency
- Minor Amendment □

### Administrative Procedures Manual [APM]
- □ Addition □ Revision* □ Deletion* □ Emergency
- Minor Amendment □

**Chapter & Title:**

**APM 50.04 Verifying Employment Eligibility for New 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):**
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<td>Brandi Terwilliger</td>
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Reviewed by General Counsel  _Yes__ No Name & Date: Kim Rytter, July 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.

   Updating to comply with federal law and current process

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.

   None

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.

   ASAP

If not a minor amendment forward to: ________________________________

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50.04 -- Verifying Employment Eligibility for New Employees

Last updated February 16, 2008
July 16, 2018

A. General. The Immigration Reform and Control Act of 1986 requires the University to certify employment eligibility for new employees within 3 days of hire date. Because the certification process is combined with other new employee orientation procedures, including benefits enrollment, it is important that new employees are required to attend orientation-or-visit Human Resources as soon as possible after acceptance of an official job offer, but no later than the first day of employment. Alternative arrangements for off-site locations will be provided—preferably on the first day at work. Additionally, by executive order Governor Otter requires Idaho educational institutions to use the Employment Eligibility Verification Pilot Program, E-Verify, to verify employment eligibility of new employees. [rev. 2-08]

A-1. Legal Requirements.

i) Form I-9 Actions Required and Effective Date. The University of Idaho must verify identity and confirm eligibility to work in the United States for all employees hired after November 6, 1986, using the United States Citizenship and Immigration Services (USCIS) (formerly INS) Form I-9. [ed. 2-08]

ii) ] Form I-9 must be completed by the employee on or before the first day of employment; otherwise, the UI could be liable for fines of $1000 or more per employee. The employee must report to HR on the first day of employment, or to an HR approved representative to complete I-9. The University of Idaho uses E-Verify to verify eligibility to work in the United States and follows the rules and regulations as outlined. The University will follow Federal requirements and processes to verify eligibility with the use of the M-274 Handbook for Employers: Guidance for Completing Form I-9.

iii) ] E-Verify Actions Required and Effective Date. The University of Idaho must verify identity and confirm eligibility to work in the United States for all employees hired after January 28, 2008, using the E-Verify program provided by United States Citizenship and Immigration Services in partnership with the Social Security Administration. Employees are required to provide original documents described by Form I-9 for the purpose of establishing identity and employment authorization.

b) [rev. 2-08]

ii) Form I-9 Required. The UI is required to maintain a valid Form I-9 on file for every employee currently on the payroll who was hired after November 6, 1986, and for a minimum of three years after such employees are hired or one year after the employee terminates employment, whichever is greater. [ed. 2-08]

v) Proof of Verification Required. For every employee currently on the payroll whose identity and work eligibility was verified after January 27, 2008, the University of Idaho is required to keep with the completed Form I-9 the verification number provided by E-Verify. [add: 2-08]

v) ] Form I-9 Timing. Section 1 of the Form I-9 must be completed by the employee on or by the first day of work. Section 2 of the Form I-9 is required to be completed within three days of the first day of work. BOTH Sections 1 and 2 of the Form I-9 must be completed on the first day of work if the employee is expected to work less than three days. [add: 2-08]

vi) E-Verify Timing. The E-Verify process must be initiated within three business days of the first day of work. The University must contact the employee as soon as possible to provide the employee an opportunity to contest a Tentative Non-confirmation. In the case of a Tentative Non-confirmation, the employee has eight Federal Government workdays from the date of referral to resolve the issue. The employee will not suffer any negative consequences during this process. [add: 2-08]

vii) Re-verification. The Form I-9 is required to be re-verified under three conditions. Specifically, (1) an employee changes his or her name; or (2) the employee's work authorization is about to expire (usually occurs when renewed documents or status changes are issued by the USCIS); or (3) the employee has
had a break in service, and the Form I-9 is three years old or older. The E-Verify process cannot be used to re-verify the Form I-9. [rev. 2-08]

vii) Audit and Sanctions for Non-Compliance: The UI is subject to USCIS audit for compliance with this act, and the following sanctions for non-compliance:

a) Penalties for non-compliance range from $100 per incorrectly completed form, for technical violations up to $2,000 per unauthorized worker (for the first violation).

b) An employer who fails to complete a valid Form I-9 within three days from the time a new employee begins work, and continues to employ that employee, is subject to fines up to $5,000 for the second violation, and up to $10,000 per violation for subsequent violations. [ed. 2-08]

B. Process.

B-1. Verifying identity and eligibility to work, and completing tax and benefit forms is necessary to process payroll payments for all university employees.

B-2. Sign-up for all board-appointed employees (faculty and staff) is done through New Employee Registration and Benefit Orientation (NERBO), presented by Benefits Services in Human Resources (HR). Sign-up for all other employees can be done during regular University business hours at HR. [See 50.3l]

i) For new employees, such as new faculty, who are appointed several weeks or months in advance of the date they are expected to report for work, processing can be accomplished by mail.

C. Procedures.

C-1. All Employees:

i) Prior to a new board-appointed employee's first day at work the administrator extending an offer of employment (or designee):

a) Includes the following language in every letter of offer to a prospective employee: "This appointment is conditional upon satisfactory verification of eligibility to work in the United States through correct completion and submittal of United States Citizenship and Immigration Service I-9 Form to the University of Idaho by the end of the third day on which you perform services for the University."

b) Arranges for the new employee to begin work on Monday (unless the appointment coincides with the beginning of the fiscal year or a different day is required pursuant to the terms and conditions of a grant or contract, or Monday is a holiday).

c) Schedules new board-appointed employees to attend New Employee Registration and Benefit Orientation (NERBO) within three days of beginning work. Orientations are held every Monday beginning at 8:30 a.m. at Human Resources.

ii) On the new employee's first day at work the department supervisor:

a) Must ensure that a new board-appointed employee goes to HR to attend the New Employee Registration and Benefit Orientation (NERBO) on the first Monday at work, so that the employee has the opportunity to become informed about applicable fringe benefits, complete benefit registration forms and complete Form I-9 verification. [ed. 2-08]

(i) Exception: Off-campus Employees. Because it is not practical for employees working in locations other than Moscow to travel to Moscow on their first day at work, administrators HR designated authorized I-9 representatives at those locations are required responsible to complete the following employment Form I-9 verification processing procedures for new employees.
(a) Provide new employee orientation, if applicable. The HR designated authorized I-9 representative must obtain and immediately fax Form I-9 along with any required documentation, Form W-4, Social Security card, Visa, passport and other new employee/benefits documents to HR (208) 885-3602. [rev. 2-08]

(b) Once confirmation is received from HR, the HR designated authorized I-9 representative must mail the original Form I-9 along with any required documentation, and other original new employee documents to, verification number, and Form W-4 to HR the same day. Retain a copy of Form I-9 only until receiving confirmation that the original was received by HR. Destroy all copies using proper procedure to protect confidential employee information. [rev. 2-08]

(c) The HR designated authorized I-9 representative may contact HR for assistance in establishing consistent procedures for processing new employees.

iii) Within three days of a new employee's first day at work, the required timeframe:

a) HR will verify that identification and employment eligibility have been appropriately documented and a valid Form I-9 is on file. [ed. 2-08]

b) If a valid Form I-9 is not on file at HR by the close of the third business day after the employee begins work, the hiring administrator must inform the employee that employment must be terminated immediately and handled as per federal law. [ed. 2-08]

c) If after following all E-Verify procedures, identity and work eligibility has not been confirmed, the hiring administrator must inform the employee that employment will be immediately terminated and handled as per federal law [add. 2-08]

d) It is the responsibility of the hiring administrator to ensure an EPAF is entered to effect the appointment and termination, if necessary. In the event of termination, the hiring administrator must immediately inform the employee that employment is being terminated as per federal law, due to failure to present verification of eligibility to work in the United States.

iv) Ongoing monitoring.

a) Employees whose initial Form I-9 documentation was valid for a specified period of time are responsible for re-verifying their employment eligibility. HR will monitor continued employment eligibility status for such employees. [ed. 2-08]

b) If employees with temporary employment eligibility do not re-verify eligibility, HR will immediately notify the departmental administrator.

c) Once notified, it is the departmental administrator's responsibility to terminate employment of employees whose status changes from "eligible to work" in the United States to "ineligible to work" and immediately inform the employee of that action.

D. Information. Call Employment Services at (208) 885-3880 for additional information regarding employment verification requirements for new employees.

D-1. Penalties for Non-compliance: Human Resources reviews all I-9 documentation for compliance with federal guidelines. Notification to the supervisor and other appropriate administrators will occur when necessary and non-compliance may result in disciplinary action. Pursuant to the principle that accountability follows responsibility, financial responsibility for any penalties assessed against the University for non-compliance with the Immigration Reform and Control Act of 1986, which result from failure to adhere to these procedures, lies with the management unit responsible for the action which led to the violation.

D-2. Procedures May Change. These procedures may change to stay in compliance with federal law. Our policy will always remain consistent with the M-274 Handbook for Employers: Guidance for Completing Form I-9. Changes are announced by HR as necessary.