**June 14, 2022, the State Board of Education approved updates to UI Faculty-Staff Handbook 3080 CLASSIFICATION AND APPOINTMENT OF UNIVERSITY POSITIONS.**

**What changed:**

Effective July 1, 2022 the University of Idaho will no longer be issuing salary agreements to exempt staff at the time of hire.

**New process:**

Offer letters will serve as the sole appointment document at time of hire for exempt staff. The employee’s first salary agreement will be issued through VandalWeb during the next eligible digital renewal cycle. Most exempt staff will receive a digital renewal agreement approximately the first week of June for the upcoming fiscal year.

HR approved [offer letter templates](https://www.uidaho.edu/human-resources/forms) have been updated to reflect this change in policy and are available for use now. Old versions saved on a local computer should be deleted.

**Specific to new staff hires between mid-May and the date digital renewal documents are issued:**

Digital renewal documents are created in early June based on the salary budgeted for the position in Banner, which is finalized mid-May for the upcoming fiscal year. Classified and exempt staff that start a position between these dates will only be issued a renewal agreement if their hiring salary (NBAJOBS) matches the budgeted salary (NBAPBUD) for the position in Banner. If Banner cannot be updated to match the hiring rate of pay, the employee will not receive a renewal agreement until the next renewal cycle. Until their first digital renewal document can be issued, their offer letter stands as their appointment document.

**Staff starting a new position between when digital renewal documents are created in VandalWeb and the end of the current fiscal year:**

Classified and exempt staff starting after digital renewals are created approximately the first week of June, will not receive a digital renewal agreement until the following year. Until their first digital renewal document is issued, their offer letter stands as their appointment document.