

# Quick Reference Guide

TOPIC	REFERENCE	OFFICE	CONTACT INFORMATION
Abuse/Misuse of UI Property	FSH 3290 APM 10.40, 05.02, 21.13, 30.32	College/Unit Administrator <b>and</b> Auditing Services	Confidential Hotline 1-800-775-1056
Access to Departmental Resources	FSH 3245	College/Unit Administrator	
Accidents and Workers Compensation	APM 35.71	College/Unit Administrator <b>and</b> Environmental Health & Safety	Kelvin Daniels 885-6297 <a href="mailto:kelvind@uidaho.edu">kelvind@uidaho.edu</a>
ADA (Disability)	FSH 6420 APM 50.52	Employment Services	885-3638
Age Discrimination	FSH 3060	Civil Rights and Investigations	Erin Agidius 885-4285 <a href="mailto:hrco@uidaho.edu">hrco@uidaho.edu</a>
Behavior of Concern <b>AND</b> Violence in the Workplace	<a href="http://www.uidaho.edu/emergencymanagement/behavior">http://www.uidaho.edu/emergencymanagement/behavior</a>	Unit Supervisor  Emergency & Security Services	<b>Emergencies</b> - MPD 911 Then call <b>Emergency &amp; Security Services</b> Matt Dorschel Use UI Security 24/7 208-885-7054 <b>Consultations:</b> Matt Dorschel 885-7209 -or 2254
Benefits Information	<a href="http://www.uidaho.edu/benefits">http://www.uidaho.edu/benefits</a>	Benefit Services	Brandi Terwilliger, Director Benefits; 885-3638 <a href="mailto:benefits@uidaho.edu">benefits@uidaho.edu</a>
Career Path	FSH 3360	Employment Services	885-3638
Conflict of Interest	FSH 3260, 6240 APM 10.61	College/Unit Administrator <b>and</b> Ethical Guidance & Oversight Committee And Human Resources, Nepotism	885-3638
Consensual Romantic or Sexual Relationships	FSH 3205	Civil Rights & Investig.	Erin Agidius 885-4285 <a href="mailto:hrai@uidaho.edu">hrai@uidaho.edu</a>
Discrimination  Diversity	FSH 3060	Civil Rights & Invest. and Chief Diversity Office	Erin Agidius; 885-4285 <a href="mailto:hrai@uidaho.edu">hrai@uidaho.edu</a> Yolanda Bisbee; 885-2468 <a href="mailto:yobiz@uidaho.edu">yobiz@uidaho.edu</a>
Emergencies	Emergency Procedures <a href="http://www.uidaho.edu/emergencymanagement/emergencyprocedures">http://www.uidaho.edu/emergencymanagement/emergencyprocedures</a>	Emergency & Security Management	911 or Matthew Dorschel 885-7209 or 2254 <a href="mailto:mdorschel@uidaho.edu">mdorschel@uidaho.edu</a> UI Security 24/7 208-885-7054
Employee Assistance Program		KEPRO	(800) 999-1077 Emergency Crisis – (800) 833-3031
Employee Professional Development Policy	FSH 3180	Professional Development & Learning	Elissa Keim 885-2322 <a href="mailto:pdl@uidaho.edu">pdl@uidaho.edu</a>

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Fair Treatment	FSH 3820,3840, 3860, 3880	Civil Rights & Invest.  Ombuds Office	Erin Agidius 885-4285 <a href="mailto:hrco@uidaho.edu">hrco@uidaho.edu</a> <b>OR</b> Barbara Beatty 885-6151 <a href="mailto:barbarabeatty@uidaho.edu">barbarabeatty@uidaho.edu</a>
FERPA	<a href="http://www.uidaho.edu/registrar/faculty/ferpa">http://www.uidaho.edu/registrar/faculty/ferpa</a>	Registrar's Office	Registrar's Office 885-6731 <a href="mailto:registrar@uidaho.edu">registrar@uidaho.edu</a>
Flexible Schedules	FSH 3250	College/Unit Administrator	
Household Moves		Purchasing Services	Purchasing Services (208) 885-6116 <a href="mailto:juliam@uidaho.edu">juliam@uidaho.edu</a>
Nepotism	FSH 6241	Employment Services	885-3638
Performance Management	FSH 3190, 3340 APM 50.08, 50.21	Employment Services	885-3638
Probationary Issues	FSH 3360 APM 50.08, 50.20, 50.21,	Employment Services	885-3638
Record Keeping	FSH 6520, 6540 APM 65.02, 65.05	Supervisor/Manager or Human Resources	885-3638
Retaliation	FSH 3290, 3810	Civil Rights & Invest.  Ombud's Office	Erin Agidius 885-4285 <a href="mailto:hrco@uidaho.edu">hrco@uidaho.edu</a> <b>OR</b> Barbara Beatty 885-6151 <a href="mailto:barbarabeatty@uidaho.edu">barbarabeatty@uidaho.edu</a>
Risk Management	APM, Chapter 5	Risk Management	885-6177 or 7177 <a href="mailto:risk@uidaho.edu">risk@uidaho.edu</a>
Safety	APM Chapter 35	Environmental Health & Safety	Samir Abd El-Fatah 885-7208 <a href="mailto:samir@uidaho.edu">samir@uidaho.edu</a>
Scientific Misconduct	FSH 3230	Office of Research & Economic Development	
Security	<a href="http://www.uidaho.edu/security">http://www.uidaho.edu/security</a>  <u>Law enforcement issues:</u> Moscow Police Department  <u>Security:</u> AlliedBarton	Emergency & Security Management	Emergencies 91 or UI Security 24/7 885-7054 Matthew Dorschel 885-7209 or 2254 <a href="mailto:mdorschel@uidaho.edu">mdorschel@uidaho.edu</a>
Solicitation	APM 20.12	College/Unit Administrator Human Resources Auditing Services	
Supervisor Accountability	FSH 3190, 3340, 3950 APM 35.32, 35.33	College/Unit Administrator	
Supervisor Guidance on Employee Issues	<a href="http://www.uidaho.edu/human-resources.aspx">http://www.uidaho.edu/human-resources.aspx</a>	Employment Services	885-3638

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Supervisor Training	<a href="http://www.uidaho.edu/pdl">http://www.uidaho.edu/pdl</a>	Professional Development & Learning	Elissa Keim 885-2322 <a href="mailto:pd@uidaho.edu">pd@uidaho.edu</a>
Time Reporting		Supervisor <b>and</b> Payroll Services	Payroll Services 885-3868 <a href="mailto:payroll@uidaho.edu">payroll@uidaho.edu</a>
University Policy and Procedures	<a href="http://www.webs.uidaho.edu/fsh/">www.webs.uidaho.edu/fsh/</a> <a href="http://www.uihome.uidaho.edu/apm">www.uihome.uidaho.edu/apm</a> <a href="http://www.uidaho.edu/human-resources">www.uidaho.edu/human-resources</a>	Human Resources	HR Business Partner 885-3638 <a href="mailto:hrbp@uidaho.edu">hrbp@uidaho.edu</a>