

## Checklist for Non-Renewals and Terminations - **STAFF**

Please complete the required information below for Presidential action of all non-renewals and terminations. If you have any questions, please consult your HR Business Partner or email [hrbp@uidaho.edu](mailto:hrbp@uidaho.edu).

### Terminating Employee Information *check all that apply*

Employee Name		Vandal #	
Department		Business Partner Assigned	
Mailing Address			
Date of Term		Last Day Worked (if different than term date)	
<input type="checkbox"/>	Classified Employee	<input type="checkbox"/>	Contingent on Funding/Work
<input type="checkbox"/>	Exempt Employee	<input type="checkbox"/>	Academic Year
<input type="checkbox"/>	Post-Doctoral Fellow	<input type="checkbox"/>	Fiscal Year
<input type="checkbox"/>	Other:		

### Supervisor Information\*

*Immediate Supervisor (Primary for purposes of this action)		Department (if different than Employee)	
Supervisor Primary Phone #		Supervisor Alternate Phone #	
Secondary Supervisor (Only for dual report structure)		Department (if different than employee)	
Supervisory Primary Phone #		Supervisor Alternate Phone #	

### Additional Information

### Review Confirmation Checklist and Documentation Included *Check all that apply*

(File for employee or background and information)

<input type="checkbox"/>	Recommendation by Department/Unit/College	<input type="checkbox"/>	ADA Documentation	<input type="checkbox"/>	Memo from Unit Administrator
<input type="checkbox"/>	Reviewed by Human Resources	<input type="checkbox"/>	FMLA Documentation	<input type="checkbox"/>	PDF of Regents Policy
<input type="checkbox"/>	Reviewed by General Counsel	<input type="checkbox"/>	Discipline and Other Supporting Documentation	<input type="checkbox"/>	PDF of Referenced FSH Policies and APMs
<input type="checkbox"/>	Recommendation of Provost/V. President/A. Director	<input type="checkbox"/>	Legal Analysis	<input type="checkbox"/>	Other:

### Approved and Signed Non-Renewal\Termination Letter Delivery Information

(Please notify [hrbp@uidaho.edu](mailto:hrbp@uidaho.edu) when sent to department and of final delivery so coordination can occur)

<input type="checkbox"/>	Final Letter Delivered By: (Supervisor/Director/President Office)
<input type="checkbox"/>	Best Contact Phone Number:
<input type="checkbox"/>	Delivery Method Preferred: (to unit for hand delivery to terminating employee)