

**UP to 3 Annual Procedure Review Form**

FULL NAME: (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USU Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Initial upon completion** | **EMPLOYEE RESPONSIBILITIES** |
|  | **Up to 3 specific:**  Procedural Manual \_\_\_\_\_ date reviewed  EI Code Ethics (turn in signed review form)  Travel Memo (turn in signed review form) |
|  | **EQUIPMENT**  □Computer and Hot spot  □Off-premise equipment form signed and returned See Michael Jeppson for form & policy  □OAE  □BDI test kit & AEPS test kit  □Responsibility when loaning Equipment to families. (books, ITTT books, adaptive equipment). Up to 3 staff need to monitor and follow up with families on returning the equipment |
|  | **CPD specific**: Common Resources on the Intranet: <https://www.cpdusu.org/intranet/Trainings/> for:  □Driver’s Training: Every two years  □Complete Sexual Harassment Training (every three years). Notify Julie Wilson when complete. Date taken: \_\_\_\_\_\_\_  □Pcard Training if appropriate N/A or date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Performance review:  □USU position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Up to 3 working title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □Complete CPD profile and picture  □Job Statement/Description  □Completion of NIRS data  □Completion of Accessibility Orientation Date taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **USU policy**  **-**Leave  □HR policy on leave \_\_\_\_\_ date reviewed  □Up to 3 memo on how leave is approved and what can be carried over from year to year. \_\_\_\_\_ date reviewed  -Optional phone reimbursement <https://www.usu.edu/policies/518/>  <https://controllers.usu.edu/forms/Communication_Allowance.pdf> |

Dec 2018