

**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 reviewedEI 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