

**STAFF SENATE RESOLUTION #221**

**Title: Revisions to the University of Wyoming Employee Handbook**

**Date: September 7, 2016**

**Author: Senators Kathy Kirkaldie and Rachel Stevens**

**Sponsors: Senators Lindsay Galey and Angela Reddick**

1 WHEREAS University of Wyoming staff employees are required to be in compliance with the  
2 policies found in the Employee Handbook, and;  
3 WHEREAS UW staff employees are subject to disciplinary action up to and including termination  
4 for failure to comply with the policies found in the Employee Handbook;  
5 THEREFORE, be it resolved that the Staff Senate of the University of Wyoming requests that all  
6 revisions to the Employee Handbook be executed according to a process which includes  
7 notification of the revision to all staff employees within three business days of the revision; and  
8 THEREFORE, be it further resolved that Staff Senate requests that wherever possible, UW Staff  
9 Senate be made aware of proposed revisions to the Employee Handbook in advance of the  
10 revisions being enacted.

**Date of Passage:** \_\_\_\_\_

**“Being enacted on \_\_\_\_\_, I do hereby sign my name hereto and approve this  
Senate action.”** \_\_\_\_\_

**Staff Senate President, Mark Gunnerson**