

APPENDIX 1

PROPOSAL TO DEVELOP OR REVISE A UPS OPERATIONAL POLICY

Person responsible for the proposal:

Primary contact name, e-mail, phone:

New, revision, or decommission:

Policy name (& number if applicable):

Date policy proposal submitted:

Target Completion Date:

Person responsible for the proposal:

1. Draft Policy Statement:

2. Reason for policy and desired result: *(Include a statement of what you are trying to accomplish or fix; and why you are recommending a new or revised policy.)*

3. **Individuals and stakeholders affected by the policy:** *(Identify employees to whom the policy will apply and who will be affected.)*

4. **Anticipated impact** on UW System institutions. *(Who, what, when, cost, etc.)*

5. **UPS policy drafting group members (if applicable):** *(Add rows as needed)*

Name	Position	UW Institution	Phone	E-mail

6. **Policy interactions.** *(List all current UPS policies and any federal or state legislation and regulations that govern, require, or relate to the policy.)*

7. **Attach** a timeline and communication/implementation plan.