



IDAHO SOIL & WATER CONSERVATION COMMISSION

REGULAR MEETING NOTICE & AGENDA

Idaho Soil & Water Conservation Commission
September 22, 2022, 10:00 a.m. to 2:00 p.m. MT

Location: Idaho Water Center, 322 E Front St, Suite 560, Conference Room, Boise
TELECONFERENCE # 1-877-820-7831 Passcode: 922837

[ZOOM Meeting Link](#)

Zoom Meeting ID: 873 1021 1580 Zoom Passcode: 498240

Members of the public may address any item on the Agenda during consideration of that item. Those wishing to comment on any agenda item are requested to so indicate on the sign-in sheet in advance. Copies of agenda items, staff reports and/or written documentation relating to items of business on the agenda are on file in the office of the Idaho Soil & Water Conservation Commission in Boise. Upon request, copies can be emailed and will also be available for review at the meeting.

The Commission will occasionally convene in Executive Session, pursuant to Idaho Code § 74-206(1). Executive Session is closed to the public.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The meeting will be held in facilities that meet the accessibility requirements of the Americans with Disabilities Act. If you require special accommodations to attend, participate in, or understand the meeting, please contact the Idaho Soil & Water Conservation Commission at (208) 332-1790 or Info@swc.idaho.gov so advance arrangements can be made.

| | | |
|------------------------------|---|-----------------|
| 1. | WELCOME, SELF-INTRODUCTIONS, AND ROLL CALL | Chairman Wright |
| * 2. | AGENDA REVIEW (<u>potential action item</u>) The Agenda may be amended by formal Board action, if necessary, at the meeting. If so, a motion that states the reason for the amendment and the good faith reason the item was not included in the original agenda will be made and approved by the Board. | Chairman Wright |
| 3. | PARTNER REPORTS (information only) | |
| POSSIBLE ACTION ITEMS | | |
| * 4. | EXECUTIVE SESSION <i>Executive Session is closed to the public. Under the relevant Idaho Code Section(s) noted below, any Board action will be taken publicly in open session directly following Executive Session.</i> <u>ACTION</u> : Move to enter Executive Session pursuant to Idaho Codes § 74-206(1)(d) for the purpose of discussing a loan. <u>Roll Call Vote</u> | Chairman Wright |
| # a. | RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM The Commission will convene in Executive Session to consider decision appeal of loan application. <ul style="list-style-type: none">• Loan Application # X 3.10.2022 <u>ACTION</u> : For consideration and possible action outside of Executive Session | Hoebelheinrich |

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Thursday, September 22, 2022 Meeting Agenda

Date of Notice: September 16, 2022

| ACTION ITEMS | | |
|--|--|----------------------|
| *# | 5. DISTRICT SUPPORT SERVICES ANNUAL MATCH ALLOCATION UPDATE <ul style="list-style-type: none"> • Staff Recommended Match • District Allocations Work Group Report • Recommended Distribution of Available FY22 Match Funds <u>ACTION:</u> For information only. | Strickland |
| NON-ACTION ITEMS | | |
| | 6. REPORTS <i>Commissioners and staff only, no discussion</i> <u>ACTION:</u> For information only. | Commissioners, Staff |
| | 7. EXPECTATIONS FOR LEGISLATIVE SESSION <u>ACTION:</u> For information only. | Adams, Fisher |
| # | 8. ENGINEERING REPORT <u>ACTION:</u> For information only. | Lillibridge |
| # | 9. WATER QUALITY PROGRAM FOR AGRICULTURE (WQPA) UPDATE <u>ACTION:</u> For information only. | Trefz |
| | 10. ADMINISTRATOR'S REPORT <ul style="list-style-type: none"> • FY2024 Budget Request Submitted • Performance Measures Report Submitted • Update on Work with Steve Stuebner • Fall IASCD Division Meetings Schedule • Commission Meeting Schedule <u>ACTION:</u> For information only. | Trefz |
| # | 11. FISCAL OFFICE REPORT <ul style="list-style-type: none"> • Review of Fiscal activities • Budget to Actual Financial Statements <u>ACTION:</u> For information only. | Ziegler |
| # | 12. REVISED PERSONNEL POLICY <ul style="list-style-type: none"> • Background on update • Personnel Policy Manual publication <u>ACTION:</u> For information only. | Rosen |
| ADJOURN | | |
| <i>The next Regular Commission Meeting will be on November 15, 2022, at 4:00 PM MT in Burley, Idaho.</i> | | |

(*) Action Item

(#) Attachment

ACTION: Staff recommended action for Commission consideration

Thursday, September 22, 2022 Meeting Agenda

Date of Notice: September 16, 2022



**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Erik Olson
Vice Chairman

Wendy Pratt
Secretary

Steve Becker
Commissioner

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS PRATT, OLSON, BECKER,
SHARPKNACK, CLOONAN AND SAVAGE**
FROM: LORETTA STRICKLAND, DEPUTY ADMINISTRATOR
DATE: SEPTEMBER 14, 2022
RE: DISTRICT SUPPORT SERVICES ANNUAL MATCH ALLOCATION UPDATE

ISWCC Staff Recommended Match

After reviewing all District Financial and Match Reports, the ISWCC Staff recommendation of match eligible local support was sent out to all District staff and supervisors via constant contact on August 30, 2022. To date, I have not received any comments or questions from any District supervisors or staff regarding the recommendations.

District Allocations Work Group (DAWG) Update

The District Allocations Work Group (DAWG) met via Zoom on September 14, 2022. Participating DAWG members were Tom Daniel (Boundary SCD, Division I), Art Beal (Squaw Creek SCD, Division III), and ISWCC Commissioner Erik Olson. Staff appreciate the commitment of the DAWG members who help us accomplish the important work of allocating available match funds in a fair and transparent fashion.

Prior to the meeting, all District Financial and Match Reports were sent to the DAWG members on flash drives. During the meeting, DAWG members reviewed each District report and by voice vote acted to recommend which of the funds and services received by each District during FY 2022 were eligible to receive state match funding. This year the match recommendation developed by the DAWG is identical to the match recommendation developed by SWCC staff and is attached (FY 2023 District Match Eligibility Recommendation – Joint DAWG & SWCC Staff).

After the DAWG meeting, the match recommendation was distributed to all Districts and they were encouraged to contact SWCC staff if they had questions or concerns related to the recommendation. To date, no District has registered a disagreement with the recommendation.

Recommended Distribution of Available FY22 Match Funds

For FY 2023, \$1,508,400 of state general funds were appropriated for distribution to Districts. To date we have disbursed \$725,000 as District base and operations allocations leaving \$783,400 available for distribution for District match allocations in October. If you approve the match recommendation presented here, the recommended match fund allocation for each District will be as presented in the Recommended District Match Allocations for October 2022 Distribution.

RECOMMENDED ACTION: Approve the FY 2023 District Allocation Matching Funds to be distributed as recommended by ISWCC staff and DAWG.

ATTACHMENT:

- FY 2022 District Match Eligibility Recommendation – Joint DAWG & SWCC Staff
- Recommended District Match Allocations for October 2022 Distribution

[Back to Agenda](#)

FY2022 DISTRICT MATCH-ELIGIBLE LOCAL SUPPORT; DAWG and ISWCC STAFF RECOMMENDATIONS

| District | Local Support Submitted on District Report | Staff Recommended Match-Eligible Local Support | SWCC Staff Comments |
|-------------------|---|--|---------------------|
| Ada | \$60,000.00 | \$60,000.00 | |
| Adams | \$8,100.00 | \$8,100.00 | |
| Balanced Rock | \$0.00 | \$0.00 | |
| Bear Lake | \$14,648.00 | \$14,648.00 | |
| Benewah | \$5,000.00 | \$5,000.00 | |
| Blaine | \$18,000.00 | \$18,000.00 | |
| Bonner | \$16,500.00 | \$16,500.00 | |
| Boundary | \$9,700.00 | \$9,700.00 | |
| Bruneau River | \$500.00 | \$500.00 | |
| Butte | \$11,476.40 | \$11,476.40 | |
| Camas | \$5,500.00 | \$5,500.00 | |
| Canyon | \$15,000.00 | \$15,000.00 | |
| Caribou | \$13,232.50 | \$13,232.50 | |
| Central Bingham | \$3,850.00 | \$3,850.00 | |
| Clark | \$7,500.00 | \$7,500.00 | |
| Clearwater | \$20,000.00 | \$20,000.00 | |
| Custer | \$6,000.00 | \$6,000.00 | |
| East Cassia | \$6,000.00 | \$6,000.00 | |
| East Side | \$10,000.00 | \$10,000.00 | |
| Elmore | \$8,500.00 | \$8,500.00 | |
| Franklin | \$6,500.00 | \$6,500.00 | |
| Gem | \$6,250.00 | \$6,250.00 | |
| Gooding | \$7,200.00 | \$7,200.00 | |
| Idaho | \$10,000.00 | \$10,000.00 | |
| Jefferson | \$9,500.00 | \$9,500.00 | |
| Kootenai-Shoshone | \$0.00 | \$0.00 | |
| Latah | \$22,750.00 | \$22,750.00 | |

FY2022 DISTRICT MATCH-ELIGIBLE LOCAL SUPPORT; DAWG and ISWCC STAFF RECOMMENDATIONS

| District | Local Support Submitted on District Report | Staff Recommended Match-Eligible Local Support | SWCC Staff Comments |
|-----------------|---|---|----------------------------|
| Lemhi | \$8,580.00 | \$8,580.00 | |
| Lewis | \$8,000.00 | \$8,000.00 | |
| Madison | \$6,500.00 | \$6,500.00 | |
| Minidoka | \$12,000.00 | \$12,000.00 | |
| Nez Perce | \$51,755.64 | \$51,755.64 | |
| North Bingham | \$2,200.00 | \$2,200.00 | |
| North Side | \$0.00 | \$0.00 | |
| Oneida | \$16,500.00 | \$16,500.00 | |
| Owyhee | \$0.00 | \$0.00 | |
| Payette | \$7,000.00 | \$7,000.00 | |
| Portneuf | \$18,500.00 | \$18,500.00 | |
| Power | \$9,500.00 | \$9,500.00 | |
| Snake River | \$8,500.00 | \$8,500.00 | |
| South Bingham | \$2,000.00 | \$2,000.00 | |
| Squaw Creek | \$7,950.00 | \$7,950.00 | |
| Teton | \$7,000.00 | \$7,000.00 | |
| Twin Falls | \$0.00 | \$0.00 | |
| Valley | \$16,141.00 | \$16,141.00 | |
| Weiser River | \$28,000.00 | \$28,000.00 | |
| West Cassia | \$6,000.00 | \$6,000.00 | |
| West Side | \$12,500.00 | \$12,500.00 | |
| Wood River | \$7,700.00 | \$7,700.00 | |
| Yellowstone | \$0.00 | \$0.00 | |
| TOTALS | \$538,033.54 | \$538,033.54 | |

Recommended District Match Allocations for October, 2022 Distribution

| District | Recommended Match Eligible Local Funds & Services | Match Allowed (2:1, not to exceed \$50,000) | Recommended Match for Distribution November, 2022 |
|-------------------|---|---|---|
| Ada | \$60,000.00 | \$50,000.00 | \$ 50,000.00 |
| Adams | \$8,100.00 | \$16,200.00 | \$ 12,985.75 |
| Balanced Rock | \$0.00 | \$0.00 | \$ - |
| Bear Lake | \$14,648.00 | \$29,296.00 | \$ 23,483.37 |
| Benewah | \$5,000.00 | \$10,000.00 | \$ 8,015.90 |
| Blaine | \$18,000.00 | \$36,000.00 | \$ 28,857.23 |
| Bonner | \$16,500.00 | \$33,000.00 | \$ 26,452.46 |
| Boundary | \$9,700.00 | \$19,400.00 | \$ 15,550.84 |
| Bruneau River | \$500.00 | \$1,000.00 | \$ 801.59 |
| Butte | \$11,476.40 | \$22,952.80 | \$ 18,398.73 |
| Camas | \$5,500.00 | \$11,000.00 | \$ 8,817.49 |
| Canyon | \$15,000.00 | \$30,000.00 | \$ 24,047.69 |
| Caribou | \$13,232.50 | \$26,465.00 | \$ 21,214.07 |
| Central Bingham | \$3,850.00 | \$7,700.00 | \$ 6,172.24 |
| Clark | \$7,500.00 | \$15,000.00 | \$ 12,023.85 |
| Clearwater | \$20,000.00 | \$40,000.00 | \$ 32,063.59 |
| Custer | \$6,000.00 | \$12,000.00 | \$ 9,619.08 |
| East Cassia | \$6,000.00 | \$12,000.00 | \$ 9,619.08 |
| East Side | \$10,000.00 | \$20,000.00 | \$ 16,031.79 |
| Elmore | \$8,500.00 | \$17,000.00 | \$ 13,627.02 |
| Franklin | \$6,500.00 | \$13,000.00 | \$ 10,420.67 |
| Gem | \$6,250.00 | \$12,500.00 | \$ 10,019.87 |
| Gooding | \$7,200.00 | \$14,400.00 | \$ 11,542.89 |
| Idaho | \$10,000.00 | \$20,000.00 | \$ 16,031.80 |
| Jefferson | \$9,500.00 | \$19,000.00 | \$ 15,230.21 |
| Kootenai-Shoshone | \$0.00 | \$0.00 | \$ - |
| Latah | \$22,750.00 | \$45,500.00 | \$ 36,472.33 |
| Lemhi | \$8,580.00 | \$17,160.00 | \$ 13,755.28 |
| Lewis | \$8,000.00 | \$16,000.00 | \$ 12,825.44 |
| Madison | \$6,500.00 | \$13,000.00 | \$ 10,420.67 |
| Minidoka | \$12,000.00 | \$24,000.00 | \$ 19,238.15 |
| Nez Perce | \$51,755.64 | \$50,000.00 | \$ 50,000.00 |
| North Bingham | \$2,200.00 | \$4,400.00 | \$ 3,526.99 |
| North Side | \$0.00 | \$0.00 | \$ - |
| Oneida | \$16,500.00 | \$33,000.00 | \$ 26,452.46 |
| Owyhee | \$0.00 | \$0.00 | \$ - |
| Payette | \$7,000.00 | \$14,000.00 | \$ 11,222.26 |

| District | Recommended Match Eligible Local Funds & Services | Match Allowed (2:1, not to exceed \$50,000) | Recommended Match for Distribution November, 2022 |
|-----------------|--|--|--|
| Portneuf | \$18,500.00 | \$37,000.00 | \$ 29,658.82 |
| Power | \$9,500.00 | \$19,000.00 | \$ 15,230.21 |
| Snake River | \$8,500.00 | \$17,000.00 | \$ 13,627.03 |
| South Bingham | \$2,000.00 | \$4,000.00 | \$ 3,206.36 |
| Squaw Creek | \$7,950.00 | \$15,900.00 | \$ 12,745.28 |
| Teton | \$7,000.00 | \$14,000.00 | \$ 11,222.26 |
| Twin Falls | \$0.00 | \$0.00 | \$ - |
| Valley | \$16,141.00 | \$32,282.00 | \$ 25,876.92 |
| Weiser River | \$28,000.00 | \$50,000.00 | \$ 44,889.03 |
| West Cassia | \$6,000.00 | \$12,000.00 | \$ 9,619.08 |
| West Side | \$12,500.00 | \$25,000.00 | \$ 20,039.74 |
| Wood River | \$7,700.00 | \$15,400.00 | \$ 12,344.48 |
| Yellowstone | \$0.00 | \$0.00 | \$ - |
| TOTAL | \$538,033.54 | \$946,555.80 | \$783,400.00 |

[Back to Agenda](#)



**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Erik Olson
Vice Chairman

Wendy Pratt
Secretary

Steve Becker
Commissioner

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS OLSON, PRATT,
BECKER, CLOONAN, SHARPNAK, AND SAVAGE**
FROM: BILL LILLIBRIDGE, LEAD ENGINEER
DATE: SEPTEMBER 15, 2022
RE: ENGINEERING REPORT

The Commission filled a long-vacant position in Southeast Idaho with Ricki Garden. Ricki comes to us with an impressive suite of skills and has hit the ground running on several irrigation and streambank stabilization projects. She is currently studying for her Professional Engineering licensure and should be fully licensed next year. George Hitz has built a collaborative team in Division 5 that includes Ricki, Steven Smith, from DEQ and Chris Banks representing various Districts. They have built a grant and project tracking system through Microsoft Teams that I have shared with Delwyne and Loretta (screenshot attached) that we might consider adopting on a regional basis to keep all our WQPA, Ag BMP, and other projects on at timeline. This might be a model for including grant funders in ongoing status updates.

The addition of WQPA projects has added to a relatively heavy engineering load for Bill and will definitely keep Ricki busy as she settles into her position. We are prioritizing projects by due dates and coordinating with District Admins relative to their project priority. We should be able to keep them all moving forward.

REQUESTED ACTION: For information only.

ATTACHMENTS:

- Grant and Project Tracking screenshot
- Additional attachments to be provided under separate cover.

[Back to Agenda](#)

| <div> <div>+ New</div> <div>Edit in grid view</div> <div>Integrate</div> <div>...</div> </div> <div>All Items*</div> | | | | | | |
|--|--|---------------------|---------------|--|---------------|--|
| District Name | Project Name | Participant ... | Funding So... | Category | Task Due date | Project Task (once completed, add to notes) |
| SWCD | Project 2019-2022 | | | | | |
| Bear lake SWCD | Bear Lake Nutrient Reduction Project 2019-2022 | Alleman, Paul | NPS/319 | Ready for Implem | October 1 | Stay in contact with Landowner, ready to install |
| Bear lake SWCD | Bear Lake Nutrient Reduction Project 2019-2022 | Beck, Marvin | NPS/319 | Payment Request | October 1 | Need receipts to request reimbursement, finalized implementation |
| Oneida SWCD | Cottonwood Off-stream Watering and Diversion Project 2019-2022 | Bloomington Grazing | NPS/319 | Contracting | October 1 | Contracting? |
| Caribou SCD | Chesterfield Ag BMPs Project 2023 | | State Ag BM | Implementation i Final Report | December 1 | Wrap-up, Final Report |
| Bear lake SWCD | Dingle Irrigation Ditch to Pipe Project 2023 | Robinson, Michael | WQPA | Grant Contracts Planning Contracting | June 1, 2023 | Conservation Planning, Contracts, Contractor |
| Bear lake SWCD | Dingle Irrigation Ditch to Pipe Project 2023 | Dingle Irrigation | WQPA | Cancel | June 1, 2023 | ? modify contract/grant |



**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Erik Olson
Vice Chairman

Wendy Pratt
Secretary

Steve Becker
Commissioner

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS OLSON, PRATT,
BECKER, CLOONAN, SHARPNACK, AND SAVAGE**
FROM: DELWYNE TREFZ, ADMINISTRATOR
DATE: SEPTEMBER 13, 2022
**RE: WATER QUALITY PROGRAM FOR AGRICULTURE (WQPA)
REPORT**

Water Quality Program for Agriculture (WQPA) Update

Attached is a spreadsheet that includes forty-eight FY 2022-2023 WQPA Projects approved by your board through June 15, 2022. As you can see, nearly all of our \$5M appropriation has been committed with the exception of just under \$6,500. Funds have been committed to at least one project proposed by each of the thirty-three conservation Districts that submitted proposals as well as to one individual landowner and one irrigation ditch company who submitted proposals directly.

What the spreadsheet doesn't show is the overall response to the program. Between March 28th, when staff were charged with assisting conservation Districts to develop WQPA project proposals until your June 15th Board meeting, ninety-three proposals were submitted. The WQPA funding requested totaled \$12,083,421 and the total cost of the projects these WQPA funds would have helped to implement is \$30.9M.

RECOMMENDED ACTION:

For information only

ATTACHMENT:

FY 2022-2023 WATER QUALITY PROGRAM FOR AGRICULTURE PROJECTS

[Back to Agenda](#)

FY 2022-2023 WATER QUALITY PROGRAM FOR AGRICULTURE PROJECTS

| SPONSORING CONSERVATION DISTRICT | PROJECT NAME | PROJECT NO. | WQPA FUNDS COMMITTED | LAND OWNER'S SHARE | OTHERS' SHARE | PROJECT TOTAL COST | AS % OF TOTAL PROJECT | SOURCES OF OTHER FUNDING |
|--|--|----------------|-------------------------|-----------------------|------------------|-----------------------|-----------------------------|---|
| ADA | NEW YORK CANAL LINING | WP 22071 | \$ 267,000.00 | \$ 247,000.00 | \$ - | \$ 514,000.00 | 52% | BOR Water Smart, Landowner |
| BALANCED ROCK | CORNER PIVOT CONVERSION | WP 22073 | \$ 103,045.00 | \$ 31,226.00 | | \$ 134,271.00 | 77% | Landowner Only |
| BEAR LAKE | DINGLE DITCH TO PIPE | WP 22037 | \$ 155,404.00 | \$ 119,746.00 | \$ - | \$ 275,150.00 | 56% | Landowner Only |
| BUTTE | NICHOLS WATER QUALITY & EFFICIENCY IMPROVEMENTS | WP 22052 | \$ 335,177.00 | \$ 101,569.00 | \$ - | \$ 436,746.00 | 77% | Potential EQUIP, Landowner |
| CANYON | BICANDI IRR CONVERSION | WP 22056 | \$ 214,276.00 | \$ 292,196.00 | \$ - | \$ 506,472.00 | 42% | Landowner Only |
| CANYON | CANYON DITCH CO AUTO HDGATE | WP 22080 | \$ 69,736.00 | \$ 21,245.00 | \$ - | \$ 90,981.00 | 77% | Landowner Only |
| CARIBOU | THATCHER LEGO STOCKWATER & IRRIG. | WP 22043 | \$ 158,235.00 | \$ 53,124.00 | \$ - | \$ 211,359.00 | 75% | Landowner Only |
| CENTRAL BINGHAM | C BINGHAM IRRIGATION | WP 22018 | \$ 110,000.00 | \$ 126,292.93 | \$ - | \$ 236,292.93 | 47% | Landowner Only |
| CLEARWATER | HEYWOOD CR CULVERTS | WP 22001 | \$ 19,250.00 | \$ 37,568.00 | \$ 37,475.00 | \$ 94,293.00 | 20% | IWRB Flood Grant, Landowner |
| CLEARWATER | LOUSE CR CULVERTS | WP 22002 | \$ 9,061.00 | \$ 32,950.00 | \$ 24,687.00 | \$ 66,698.00 | 14% | IWRB Flood Grant, Landowner |
| CUSTER | SALMON R RANCH IRRIGATION | WP 22092 | \$ 70,000.00 | \$ 80,418.00 | \$ - | \$ 150,418.00 | 63% | Landowner Only |
| EAST SIDE | COLES PIVOTS | WP 22003 | \$ 55,000.00 | \$ 61,940.00 | \$ 109,668.00 | \$ 226,608.00 | 24% | NRCS EQUIP, Landowner |
| EAST SIDE | COLE'S NOFENCE | WP 22021 | \$ 33,000.00 | \$ - | \$ 20,000.00 | \$ 53,000.00 | 62% | E & W Side SWCDs |
| ELMORE | HAMMETT PIPELINE | WP 22054 | \$ 275,000.00 | \$ 300,000.00 | \$ 4,364,000.00 | \$ 4,939,000.00 | 6% | EQUIP, IWRB, Landowner |
| FRANKLIIN | IMPROVEMENT | WP 22041 | \$ 55,623.00 | \$ 68,369.00 | \$ 635,383.00 | \$ 759,375.00 | 7% | EQUIP, DEQ AG BMP, Landowner |
| FRANKLIN | MOUND VALLEY STREAMBANK | WP 22085 | \$ 47,445.00 | \$ 7,570.00 | \$ 20,500.00 | \$ 75,515.00 | 63% | Bear River Eniron. Coord. Comm., Landowner |
| GEM | LOWER PAYETTE PIVOTS | WP 22004 | \$ 205,658.25 | \$ 62,320.75 | \$ - | \$ 267,979.00 | 77% | Landowner Only |
| GOODING | WAITE RANCH SEDIMENT PONDS | WP 22075 | \$ 10,477.00 | \$ 9,525.00 | \$ - | \$ 20,002.00 | 52% | Landowner Only |
| GOODING | WAITE RANCH S. SED POND | WP 22086 | \$ 13,611.00 | \$ 12,371.00 | \$ - | \$ 25,982.00 | 52% | Landowner Only |

FY 2022-2023 WATER QUALITY PROGRAM FOR AGRICULTURE PROJECTS

| SPONSORING CONSERVATION DISTRICT | PROJECT NAME | PROJECT NO. | WQPA FUNDS COMMITTED | LAND OWNER'S SHARE | OTHERS' SHARE | PROJECT TOTAL COST | AS % OF TOTAL PROJECT | SOURCES OF OTHER FUNDING |
|--|--|----------------|-------------------------|-----------------------|------------------|-----------------------|-----------------------------|---|
| IDAHO | E CR LIVESTOCK BMPs | WP 22005 | \$ 29,125.45 | \$ 35,304.60 | \$ 121,739.95 | \$ 186,170.00 | 16% | DEQ AG BMP, Landowner |
| IDAHO | COTTONWOOD CR BMPs | WP 22006 | \$ 275,177.50 | \$ 83,392.50 | \$ 170,000.00 | \$ 528,570.00 | 52% | DEQ AG BMP, Landowner |
| JEFFERSON | PARKS & LEWISVILLE IRR CO. | WP 22048 | \$ 55,000.00 | \$ 46,281.00 | \$ 100,000.00 | \$ 201,281.00 | 27% | BOR, Landowner |
| JEFFERSON | ALLRED PIPELINE | WP 22087 | \$ 34,570.80 | \$ 10,476.00 | \$ - | \$ 45,046.80 | 77% | Landowner Only |
| LATAH | CORRAL CR/W FK BIG BEAR CR | WP 22034 | \$ 101,574.00 | \$ 27,750.00 | | \$ 129,324.00 | 79% | 319, PCSRF, BPA, Latah SWCD, Landowner |
| LEMHI | LEMHI R MILE 32 RESTORATION | WP 22083 | \$ 209,539.00 | \$ 50,000.00 | \$ 59,510.00 | \$ 319,049.00 | 66% | PCSRF, EQIP, Landowner |
| LEWIS | LIVESTOCK OP BMPs | WP 22007 | \$ 105,471.75 | \$ 52,383.25 | \$ 49,203.00 | \$ 207,058.00 | 51% | Lawyer Cr Ag BMP & Big Canyon 319, Landowner |
| LEWIS | SOIL HEALTH BMPs | WP 22008 | \$ 58,300.00 | \$ 71,000.00 | \$ 250,000.00 | \$ 379,300.00 | 15% | DEQ AG BMP, Landowner |
| MADISON | BANNOCK FEEDER CANAL CO. HEADGATE REPLACEMENT | WP 22068 | \$ 110,000.00 | \$ 97,509.04 | \$ 146,263.55 | \$ 353,772.59 | 31% | IWRB, Landowner |
| MINIDOKA | NPA IRR EFFICIENCY | WP 22049 | \$ 41,800.00 | \$ 7,544.00 | \$ 46,978.00 | \$ 96,322.00 | 43% | EQIP, RCRDP, Landowner |
| MINIDOKA | IRRIG AND NUTRIENT MGT IN BEETS | WP 22065 | \$ 20,584.00 | \$ 7,737.00 | \$ 2,000.00 | \$ 30,321.00 | 68% | Minidoka SWCD, Landowner |
| NEZ PERCE | LAPWAI CR WQ IMPROVEMENT | WP 22070 | \$ 156,729.00 | \$ 8,832.00 | \$ 106,507.00 | \$ 272,068.00 | 58% | BPA, EQIP, Landowner |
| NORTH BINGHAM | IRRIGATION PROJECT | WP 22009 | \$ 110,000.00 | \$ 140,163.67 | \$ - | \$ 250,163.67 | 44% | Landowner Only |
| ONEIDA | IRR ENHANCEMENT | WP 22031 | \$ 54,502.00 | \$ 33,032.00 | \$ - | \$ 87,534.00 | 62% | Landowner Only |
| OWYHEE | SOUTH BOARD LAT 26.9 | WP 22010 | \$ 315,000.00 | \$ 637,500.00 | \$ 610,080.00 | \$ 1,562,580.00 | 20% | NRCS EQIP, Landowner |
| OWYHEE | COSSEL IRR CONVERSION | WP 22055 | \$ 24,590.00 | \$ 10,000.00 | \$ 62,759.00 | \$ 97,349.00 | 25% | EQIP, Landowner |
| P KNEFEL LANDOWNER | SURFACE TO SPRINKLER IRRIG | WP 22011 | \$ 43,509.00 | \$ 20,000.00 | \$ 49,593.16 | \$ 113,102.16 | 38% | NRCS EQIP, RCRDP Loan, & Landowner |

FY 2022-2023 WATER QUALITY PROGRAM FOR AGRICULTURE PROJECTS

| SPONSORING CONSERVATION DISTRICT | PROJECT NAME | PROJECT NO. | WQPA FUNDS COMMITTED | LAND OWNER'S SHARE | OTHERS' SHARE | PROJECT TOTAL COST | AS % OF TOTAL PROJECT | SOURCES OF OTHER FUNDING |
|--|--|----------------|-------------------------|------------------------|------------------------|-------------------------|-----------------------------|--|
| PORTNEUF | SWAN LAKE CR FORAGE KOCHIA PROJECT | WP 22013 | \$ 1,159.88 | \$ 351.47 | \$ - | \$ 1,511.35 | 77% | Landowner Only |
| PORTNEUF | YELLOW DOG CREEK | WP 22014 | \$ 55,000.00 | \$ 17,171.75 | \$ 749.00 | \$ 72,920.75 | 75% | NRCS CSP & EQIP, Landowner |
| POWER | ROCK CR WATER IRRIG | WP 22015 | \$ 55,000.00 | \$ 45,178.06 | \$ - | \$ 100,178.06 | 55% | Landowner Only |
| POWER | ROC CR WATER QAULITY & QUANTITY | WP 22016 | \$ 93,524.12 | \$ 7,704.90 | \$ 215,253.09 | \$ 316,482.11 | 30% | NRCS EQIP, Landowner |
| SUNNY SIDE DITCH CO. | REPLACE FAILING DIVERSIOIN & WEIR | WP 22067 | \$ 40,125.00 | \$ 17,375.00 | \$ - | \$ 57,500.00 | 70% | Landowner Only |
| TETON | DESERT CANAL | WP 22025 | \$ 55,000.00 | \$ 15,000.00 | \$ 236,365.00 | \$ 306,365.00 | 18% | FTR, Patagonia, USFWS, BOR, Jackson Hole One Fly Foundation, Landowner |
| TWIN FALLS | CLOVER PUMPING COMPANY UPGRADE | WP 22044 | \$ 330,000.00 | \$ 183,600.00 | \$ 260,400.00 | \$ 774,000.00 | 43% | EQIP, IWRB, RCRDP Loan, Landowner |
| WEST CASSIA | IRRIG EFFICIENCY | WP 22050 | \$ 60,500.00 | \$ 105,308.00 | \$ 157,670.00 | \$ 323,478.00 | 19% | EQIP, Landowner |
| WEST SIDE | HYNDMAN PIVOTS | WP 22028 | \$ 182,118.75 | \$ 55,187.50 | \$ - | \$ 237,306.25 | 77% | Landowner Only |
| WOOD RIVER | IRRIG EFFICIENCY | WP 22051 | \$ 60,500.00 | \$ 33,200.00 | \$ 72,641.00 | \$ 166,341.00 | 36% | EQIP, Landowner |
| YELLOWSTONE | N FORK TETON R PIVOT | WP 22017 | \$ 69,661.21 | \$ 42,218.93 | \$ - | \$ 111,880.14 | 62% | Landowner Only |
| YELLOWSTONE | CONANT CR CANAL LINING, HD GATE... | WP 22078 | \$ 38,500.00 | \$ 104,000.00 | \$ 1,961,304.00 | \$ 2,103,804.00 | 2% | BOR Water Smart, INEL, HFF, IWRB, Landowner |
| TOTALS YTD - 8/22/2022: | | | \$ 4,993,559.71 | \$ 3,596,238.35 | \$ 9,899,166.25 | \$ 18,511,776.81 | 27% | |

[Back to Agenda](#)

* ACRONYMS:

- 319 - Clean Water Act Section 319 grant funds, administered in Idaho by the Dept of Environmental Quality
- AG BMP - Agricultural Best Management Practices grant program, administered by the Dept of Environmental Quality
- BOR - U.S. Bureau of Reclamation
- BPA - Bonneville Power Administration
- CSP - Conservation Stewardship Program, a Natural Resources Conservation Service program
- ECC - Bear River Environmental Coordinating Committee
- EQIP - Environmental Quality Incentives Program, a Natural Resources Conservation Service program
- FTR - Friends of the Teton River
- HFF - Henry's Fork Foundation
- INEL - Idaho National Engineering Laboratory
- IWRB - Idaho Water Resources Board
- PCSRF - Pacific Coastal Salmon Recovery Fund (administered by the National Oceanic & Atmospheric Administration Fisheries)
- SWCD - Soil & Water Conservation District
- USFWS - U.S. Fish & Wildlife Service



**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Erik Olson
Vice Chairman

Wendy Pratt
Secretary

Steve Becker
Commissioner

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS
ROEMER, OLSON, PRATT, BECKER, SHARPBACK, AND SAVAGE**
FROM: DELWYNE TREFZ, ADMINISTRATOR
DATE: SEPTEMBER 13, 2022
RE: ADMINISTRATOR'S REPORT

FY2024 Budget Request Submitted to the Division of Financial Management and the Legislative Services Office

Staff worked closely with DFM and LSO to refine and submit our FY 2024 budget request. Melonie will have more to say about the request and answer any questions during her financial report.

Performance Measures Report Submitted

The 2022 Performance Report was submitted to the Division of Financial Management. The two Performance Measures (PMs) which relate to District survey responses were revised per your request to clarify exactly what the reported percentages represent.

Specifically, the PM formerly described as:

"Percentage of Conservation Districts satisfied with services & programs provided",

was revised to:

"Percentage of those Conservation Districts who responded to the ISWCC annual survey and expressed satisfaction with the services & programs provided".

Likewise, the PM formerly described as:

"Percentage of Conservation Districts satisfied with the effectiveness of the communications received from the Commission",

was revised to:

"Percentage of those Conservation Districts who responded to the ISWCC annual survey and expressed satisfaction with the effectiveness of the communications received from the Commission".

Update on Work with Steve Stuebner to Develop a WQPA-Focused Video

As directed by your Board during your August meeting, staff have met with Steve to discuss ideas for a video to tell the story of our 2022-2023 WQPA program. Working within budgetary constraints we will highlight a variety of project types in different geographic regions. Current, very preliminary ideas for projects to highlight include an irrigation district infrastructure project in Owyhee CD, culvert projects in Clearwater SWCD, and an irrigation project in Minidoka SWCD.

The end products we are striving for are a video of perhaps 10 minutes length and a considerably shorter version suitable for presenting to legislative committees and for posting to and sharing on social media sites. Steve can produce these products for a cost of \$8,000. At present our fiscal officer is looking closely at our operating budget to assure adequate funds are available before commencing with this project.

Fall Idaho Association of Soil Conservation District (IASCD) Division Meetings

IASCD Divisions are scheduling their Fall meetings. Here are the details available as of Sep 15th:

FALL 2022 IASCD DIVISION MEETING SCHEDULE

| DIV | HOST DISTRICT | DAY, DATE | LOCATION |
|-----|------------------|-----------------------------|------------|
| I | Boundary SCD | Thursday, October 13, 2022 | TBD |
| III | Latah SWCD | Thursday, October 6, 2022 | TBD |
| III | Ada SWCD | Tuesday, October 11, 2022 | Boise |
| IV | West Cassia SWCD | Thursday, October 27, 2022 | TBD |
| V | Bear Lake SCD | Thursday, October 20, 2022 | Montpelier |
| VI | Lemhi SWCD | Wednesday, October 19, 2022 | Carmen |

Commissioners typically attend the meeting in their own Division while the administrator and deputy administrator attend all six. The Divisions give us time on their meeting agenda to give a brief agency report. Our report begins with a few remarks from the attending Commissioner followed by information staff want to present to or discuss with the Division. It is important that we respect the Division's schedule and limit our report to the time they've allocated to us. As soon as possible, please let Crystal know if you plan on attending your Division's meeting and she will handle the registrations for us all.

Upcoming Commission Meeting Schedule

Below is the tentative Regular Meetings Schedule through June 2023. The November meeting will be in conjunction with the IASCD Annual Conference in Burley. As has become our tradition, the November Board meeting will include a Listening Session during which Districts are encouraged to bring up and discuss any topic they choose. If additional items come up that need your action, we will add them to the agenda and expand the length of the meeting if necessary.

May 2022 – November 2022 SWCC Meeting Schedule

| Date & Time | Location | Meeting Type* |
|-----------------------|---|-------------------|
| Sep 22, 2022, 10-3 MT | 322 E. Front Street, Suite 560, Boise | Regular |
| Nov 15, 2022, 4-5 MT | Burley, IASCD 2022 Conference | Listening Session |
| Jan 20, 2023, 10-3 MT | 322 E. Front Street, Suite 560, Boise | Regular |
| Feb 17, 2023, 10-3 MT | 322 E. Front Street, Suite 560, Boise | Regular |
| Apr 21, 2023, 10-3 MT | 322 E. Front Street, Suite 560, Boise | Regular |
| May 19, 2023, 10-3 MT | 322 E. Front Street, Suite 560, Boise | Regular |
| Jun 16, 2023, 10-3 MT | MT322 E. Front Street, Suite 560, Boise | Regular |

*All meetings listed as Regular Meetings should be held in person and/or via video conference (Zoom) and teleconference. If necessary, additional Special Meetings can be added within the proper public meeting noticing requirements.

RECOMMENDED ACTIONS:

For information only

[Back to Agenda](#)



**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Erik Olson
Vice Chairman

Wendy Pratt
Secretary

Steve Becker
Commissioner

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS OLSON, PRATT,
BECKER, CLOONAN, SHARPNACK, AND SAVAGE**
FROM: MELONIE ZIEGLER, FISCAL AND HR MANAGER
DATE: SEPTEMBER 14, 2022
RE: FISCAL OFFICE REPORT

Fiscal Year 2023 is off to a productive start. We have processed approximately 98% of the yearly State Controller's Office's (SCO) closing packages, made the districts base and operating allocation payments, completed two months' worth of payroll and operating expenditures, and last but certainly not least, we submitted the SWCC's Fiscal Year 2024 Budget to the Governor's and Legislative Services Offices on September 1, 2022.

We will continue to work through the budget editing process with the Governor's office over the next few weeks. This process is scheduled to be completed by mid-October.

Another large project on our 'pallet' and worth mentioning is the SWCC's involvement in the transition to the new statewide LUMA Enterprise Resource Planning (ERP) system. For SWCC to be in the best possible position to migrate on to the new ERP system, as early as January 1, 2023, or as late as July 1, 2023, we will have to complete a full audit of our general ledger accounts, verify all balances, and process any required adjustments. Also, we will be required to test our data in a simulation system before we can Go-Live.

Currently, fiscal is working with the SCO-LUMA team to verify our general ledger, complete required workbooks, and participate in relevant workgroup trainings. Since I'm new to the agency and getting familiar with the financial data, I'm only providing a Budget to Actual Statement for the months of July and August currently. As we work through the audit and verify our account balances, we will continue to buildout the financial statements.

Budget to Actual Financial Statement

The Budget to Actual Financial Statement is a 20K foot view of SWCC's expended appropriation by the major appropriated objects for personnel, operating, capital outlay, and trustee and benefits for each fund. The statement lists the summary objects within the major objects. Examples of summary objects are – communication costs, employee travel costs, and professional services, just to name a few. The summary object budget amounts in the 'Budget' column are our best estimate of expenditures based on the prior years' activities and current year expectations.

REQUESTED ACTION:

For information only

ATTACHMENTS:

- General Fund Budget to Actual Financial Statement for Month Ending August 2022
- RCRDP Budget to Actual Financial Statement for Month Ending August 2022

FY2023 - Budget to Actual Expenditures
For Month Ending - August, 2022

GENERAL FUND

| Object | Expenditure Type | Budget | July | August | Year to-date Total | Available Balance |
|-------------|--|------------------|-------------------|-------------------|-----------------------|---------------------|
| 4000 | Personnel TOTALS | 1,391,200 | 93,923.24 | 103,062.98 | 196,986.22 | 1,194,213.78 |
| 5001 | Communication Costs | 13,000 | 106.71 | 1,085.24 | 1,191.95 | 11,808.05 |
| 5051 | Employee Development Costs | 3,500 | | 43.22 | 43.22 | 3,456.78 |
| 5101 | General Services | 10,000 | | 114.46 | 114.46 | 9,885.54 |
| 5151 | Professional Services | 13,000 | | 450.00 | 450.00 | 12,550.00 |
| 5201 | Repair & Maintenance Services | 7,000 | 456.10 | 133.66 | 589.76 | 6,410.24 |
| 5301 | Computer Services | 48,000 | | 0.15 | 0.15 | 47,999.85 |
| 5351 | Employee Travel Costs | 14,300 | 709.24 | 424.55 | 1,133.79 | 13,166.21 |
| 5401 | Administrative Supplies | 2,500 | 333.17 | 240.30 | 573.47 | 1,926.53 |
| 5451 | Fuel & Lubricants Costs | 15,000 | 1,854.63 | 1,844.27 | 3,698.90 | 11,301.10 |
| 5551 | Computer Supplies | 7,000 | 185.66 | 43.34 | 229.00 | 6,771.00 |
| 5601 | Repair & Maintenance Supplies | 2,000 | | 14.99 | 14.99 | 1,985.01 |
| 5751 | Insurance | 6,700 | | 6,697.44 | 6,697.44 | 2.56 |
| 5901 | Rentals & Operating Leases | 38,000 | | 112.84 | 112.84 | 37,887.16 |
| 5961 | Miscellaneous Expenditures | 25,800 | | 465.78 | 465.78 | 25,334.22 |
| 5000 | Operating TOTALS | 206,600 | 3,645.51 | 11,670.24 | 15,315.75 | 191,284.25 |
| 6000 | Capital Outlay (Encumbrance FY22) | 10,920 | - | - | - | 10,920.00 |
| 7601 | District Base Allocation | 425,000 | 425,000.00 | | 425,000.00 | - |
| 7601 | District Operating Allocation | 300,000 | 300,000.00 | | 300,000.00 | - |
| 7601 | District Match Allocation | 783,400 | | | - | 783,400.00 |
| 7601 | CREP Direct Payments | 264,000 | | | - | 264,000.00 |
| 7000 | Trustee & Benefits TOTALS | 1,772,400 | 725,000.00 | - | 725,000.00 | 1,047,400.00 |

| RESOURCE CONSERVATION & RANGELAND DEVELOPMENT PROGRAM (RCRDP) | | | | | | |
|--|--|----------------|------------------|------------------|-------------------------------|--------------------------|
| Object | Expenditure Type | Budget | July | August | Year to-date Total | Available Balance |
| 4000 | Personnel TOTALS | 191,700 | 12,667.21 | 14,517.51 | 27,184.72 | 164,515.28 |
| 5001 | Communication Costs | 5,000 | 83.98 | 249.91 | 333.89 | 4,666.11 |
| 5051 | Employee Development Costs | 3,000 | | | - | 3,000.00 |
| 5101 | General Services | 35,000 | 271.50 | 49.84 | 321.34 | 34,678.66 |
| 5151 | Professional Services | 15,000 | | 350.00 | 350.00 | 14,650.00 |
| 5201 | Repair & Maintenance Services | 7,000 | | 16.35 | 16.35 | 6,983.65 |
| 5251 | Administrative Services | 2,500 | | | - | 2,500.00 |
| 5301 | Computer Services | 10,000 | | | - | 10,000.00 |
| 5351 | Employee Travel Costs | 18,000 | | 142.08 | 142.08 | 17,857.92 |
| 5401 | Administrative Supplies | 1,000 | (16.98) | 109.67 | 92.69 | 907.31 |
| 5451 | Fuel & Lubricants Costs | 2,500 | | 122.97 | 122.97 | 2,377.03 |
| 5551 | Computer Supplies | 5,000 | 64.47 | 2.64 | 67.11 | 4,932.89 |
| 5601 | Repair & Maintenance Supplies | 1,500 | | | - | 1,500.00 |
| 5701 | Specific Use Supplies | 1,500 | | | - | 1,500.00 |
| 5751 | Insurance | 6,700 | | 823.59 | 823.59 | 5,876.41 |
| 5901 | Rentals & Operating Leases | 28,300 | | 56.42 | 56.42 | 28,243.58 |
| 5961 | Miscellaneous Expenditures | 18,000 | | | - | 18,000.00 |
| 5000 | Operating TOTALS | 160,000 | 402.97 | 1,923.47 | 2,326.44 | 157,673.56 |
| 6000 | Capital Outlay (Encumbrance FY22) | 3,200 | - | - | - | 3,200.00 |

[Back to Agenda](#)



**SOIL & WATER
CONSERVATION
COMMISSION**

H. Norman Wright
Chairman

Erik Olson
Vice Chairman

Wendy Pratt
Secretary

Steve Becker
Commissioner

Joan Cloonan
Commissioner

Karen Sharpnack
Commissioner

Richard Savage
Commissioner

Delwyne Trefz
Administrator

MEMO

**TO: CHAIRMAN WRIGHT AND COMMISSIONERS OLSON, PRATT, BECKER,
CLOONAN, SHARPBACK, AND SAVAGE**
FROM: CRYSTAL ROSEN, ADMINISTRATIVE ASSISTANT
DATE: SEPTEMBER 15, 2022
RE: UPDATED PERSONNEL POLICY HANDBOOK

Reasons for Updating ISWCC Personnel Policy

Approximately a year ago, during Delwyne's transition into the Administrator position, it came to my attention that our Policy Manual was severely outdated. Due to changes in legislation and DHR policies many of our Agency level policies were out of alignment with general policy and standards. During my search to get us up to date I also realized that somewhere along the line two separate documents (Agency Policy Manual and Employee Handbook) got blended into a single manual. This merging of documents created a lot of repeated information.

Since January I have been working to clean up the language and streamline this policy manual to be as concise as possible. I've also worked with our DAG to ensure that we are in compliance with applicable laws and regulations.

Personnel Policy Manual Publication

This is a living document and subject to change due to potential changes in legislation, DHR policy that governs our employment policies, or other changes as they arise.

However, with the support of Delwyne and our DAG, Shane Bell, I am confident that we are ready to reissue this as final document. This document be distributed to all staff and published on the SWC website before the end of the September.

REQUESTED ACTION: For information only

ATTACHMENTS:

- DRAFT Personnel Policy Manual

[Back to Agenda](#)



IDAHO SOIL & WATER
CONSERVATION COMMISSION

**Idaho Soil and Water
Conservation Commission
Employee Handbook**

Delwyne Trefz, Administrator

Disclaimer

This handbook was created by the Idaho Division of Human Resources and has been formatted for state agency adoption. The adopting agency must review the entire handbook and all appendices prior to use. Items that must be modified have been highlighted in yellow, however edits should not be limited to only those identified items. Agency legal counsel needs to review the final draft ensuring compliance with state and agency policies before disseminating to staff.

Contents

| | |
|--|-----------|
| Disclaimer | 2 |
| Welcome and Purpose of the Handbook..... | 7 |
| ISWCC's Role in State Government..... | 7 |
| ISWCC Strategic Plan | 8 |
| Policies Related to Federal and State Employment | 9 |
| Equal Opportunity | 9 |
| Respectful Workplace Policy | 9 |
| Reasonable Accommodation | 10 |
| Background and Reference Checks | 12 |
| Idaho Protection of Public Employees Act..... | 13 |
| Employment Categories and Definitions..... | 13 |
| ISWCC's Independent Contractors | 15 |
| Employment Information / Personnel Data Changes | 15 |
| Probation Periods | 16 |
| Performance Evaluations | 17 |
| Employee Compensation | 17 |
| Merit Raises/Bonuses | 17 |
| Appointments and Transfers | 18 |
| Outside Employment..... | 18 |
| Separation of Employment..... | 18 |
| Resignation of Position | 18 |
| Failure to Return to Work | 18 |
| Retirement | 18 |
| Insurance | 19 |
| Leave Balances | 19 |
| Policies Related to Hours of Work / Employee Breaks | 19 |
| Employee Work Hours and Breaks | 19 |
| Core Hours | 19 |

| | |
|---|-----------|
| Lunch Breaks | 19 |
| Additional Breaks | 19 |
| Flex Time and Telecommuting Policy | 20 |
| Travel Policy | 20 |
| Timekeeping, I-Time, and Bi-Weekly Payroll | 20 |
| Overtime/Compensatory Time | 21 |
| Payroll | 22 |
| Payroll Deductions | 23 |
| Direct Deposit and Electronic Pay Stub | 23 |
| W-4 Form | 23 |
| State Income Tax Forms | 24 |
| Form I-9 and E-Verify | 24 |
| Policies Related to Information Technology | 25 |
| Internet Use, Electronic Mail, IT Equipment, Cybersecurity Training and Social Media Policy ... | 25 |
| Employee Mobile Phone Policy | 26 |
| Waiver of Privacy Rights | 27 |
| Policies Related to Communication | 27 |
| Confidential Information Disclosure | 27 |
| Management's Right to Access Information | 28 |
| Forbidden Use and Content of Communications | 28 |
| Public Records Requests | 28 |
| Public Information | 29 |
| Media Requests | 29 |
| News Releases | 29 |
| Web Publications | 29 |
| External and Internal Communication and Contacts | 29 |
| Legislative Contact Policy and Procedure | 29 |
| Policies Related To Workplace Conduct | 30 |
| State Employee Complaint Line | 30 |

| | |
|--|-----------|
| Employee Conduct Policy | 31 |
| Alcohol and Drug-Free Workplace Policy | 31 |
| Employee Ethics | 31 |
| Dress Code and Personal Appearance | 32 |
| Safe Driving Policy | 32 |
| Political Activities | 33 |
| Workplace Violence Policy | 34 |
| Domestic Violence Policy | 34 |
| Safety-Loss Prevention Policy..... | 34 |
| Disciplinary Action..... | 35 |
| Problem Solving and Due Process..... | 36 |
| Policies Related to Benefits | 37 |
| Holidays | 37 |
| Sick Leave | 37 |
| Vacation Leave | 38 |
| Family Medical Leave Act | 40 |
| Paid Parental Leave..... | 40 |
| Special Leaves..... | 41 |
| Leave Donations | 41 |
| Bereavement | 41 |
| Medical, Dental, and Vision Benefits | 42 |
| Flexible Spending Accounts | 42 |
| Life and Disability Benefits | 42 |
| Retirement Benefits | 43 |
| Public Employee Retirement System of Idaho | 43 |
| PERSI 401K Choice Plan..... | 43 |
| 457 Retirement Plan – Nationwide Public Employees Benefit Services Corporation | 43 |
| (PEBSO) Deferred Compensation Plan | 43 |
| Idaho National Conference on Public Employee Retirement Systems Plan (NCPERS)..... | 43 |

| | |
|--|-----------|
| Additional Voluntary Benefits | 44 |
| Idaho College Savings Program (IDeal) | 44 |
| Life Flight Network | 44 |
| Consolidated Omnibus Budgets Reconciliation Act (COBRA) | 44 |
| Health Insurance Portability and Accountability Act (HIPAA)..... | 44 |
| Workers' Compensation..... | 45 |
| Educational Assistance Policy..... | 45 |
| Employee Handbook Receipt and Acknowledgment..... | 47 |
| Statewide Policies and Procedures | 48 |
| Appendix: ISWCC Agency Policies | 49 |
| Appendix A: Performance Evaluation..... | 49 |
| Appendix B: Conflict of Interest..... | 50 |
| Appendix C: Flextime and Telecommuting..... | 53 |
| Appendix D: Overtime and Hours of Work..... | 56 |
| Appendix E: Internet Use | 60 |
| Appendix F: Public Records Request..... | 63 |
| Appendix G: Public Information Web Publishing | 65 |
| Appendix H: Employee Conduct | 66 |
| Appendix I: Safe Driving Policy | 68 |
| Appendix J: Workplace Violence..... | 71 |
| Appendix K: Safety-Loss Prevention | 73 |
| Appendix L: Problem Solving and Due Process | 76 |

Idaho Soil and Water Conservation Commission

Welcome and Purpose of the Handbook

Congratulations and welcome to the Idaho Soil and Water Conservation Commission or “ISWCC.” ISWCC strives to provide an employee-friendly environment where employees are able to thrive as we achieve even more demanding challenges. ISWCC is committed to serving the citizens of Idaho by serving those employed by the State.

This handbook is designed to acquaint you with ISWCC and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. Employees are expected to read, understand, and comply with all provisions of the handbook. This handbook provides an overview of the Agency’s expectations, policies, procedures, and the benefits that may be available to eligible employees. Employees should reference applicable laws, policies, and websites to obtain all information for topics listed in the handbook. Websites and resources are linked throughout the handbook for your convenience. Please also consult with your supervisor if you need assistance to access all information, policies, and benefits offered.

This handbook, and the policies set forth herein, do not constitute a contract (express or implied), nor are they to be construed as constituting contractual obligations of any kind or a contract of employment between the Agency and its Employees. This handbook does not guarantee any fixed terms or conditions of employment.

The Administrator of ISWCC reserves the right to modify, change, disregard, suspend, or cancel at any time with or without written or verbal notice, all or any part of the handbook’s contents as circumstances may require. Please consult with your supervisor for any questions or concerns regarding the content listed in the handbook.

Although every effort will be made to keep employees informed, the information described in this handbook is subject to change with or without written or verbal notice, and revised information may supersede, modify, or eliminate existing information at any time. Furthermore, to the extent that any of the information in this handbook is inconsistent with actual plan documents, the actual plan documents will supersede.

ISWCC’s Role in State Government

ISWCC promotes and implements agricultural best management practices to meet soil health, water quality and quantity, and other natural resource health through a focus on Conservation the Idaho Way. Private forest, range, and croplands account for 71% of all land in the lower 48 states, including 82% of wetlands and 80% of endangered species habitat. They support urban areas and agricultural production, provide energy and transportation corridors, and habitat for fish and wildlife. Conservation the Idaho Way is voluntary, locally led stewardship of private lands. It includes projects that improve water quality and

restore forests, range, and cropland health. It balances our economic health with that of our natural resources and helps satisfy environmental laws and regulations.

ISWCC Strategic Plan

Mission: We facilitate coordinated non-regulatory, voluntary, and locally led conservation by federal, state, and local governments including Idaho's conservation districts and other partners to conserve, sustain, improve, and enhance soil, water, air, plant, and animal resources. (Idaho Code § 22-2718)

Vision:

Conservation in Idaho reflects locally led natural resource conservation leadership and priorities, is voluntary and incentive-based, non-regulatory, and demonstrates scientifically sound stewardship. The Conservation Commission and local conservation districts are the primary entities to lead coordinated conservation efforts with partners to provide landowners and land-users with assistance and solutions for natural resource concerns and issues.

Key External Factors:

There are key external factors that could affect the agency's ability to meet the goals and objectives contained in this Strategic Plan. They include:

- Availability of funding
- Changing demographics and land use designations
- State and federal regulatory pressure and mandates that could shift priorities and resources away from current activities
- Changing economics and pressures of agricultural and natural resource dependent industries which could result in significant increases or decreases in conservation program participation
- Changing economics of local, state, and federal budgets, which could result in reductions in agency personnel, services and/or fewer conservation dollars.

For a complete version of the ISWCC's Strategic Plan visit the ISWCC website by clicking www.swc.idaho.gov.

Policies Related to Federal and State Employment

Equal Opportunity

The State of Idaho is an equal opportunity employer, and its policies, procedures, and personnel programs are administered without regard to race, color, religion, sex, national origin, age, disability, marital status, citizenship, genetic information, pregnancy, military status, or any other characteristic protected by federal, state, or local laws. The State complies with applicable federal, state, and local laws governing non-discrimination and harassment in employment at every location. This policy of equal employment opportunities applies to appointments, promotions, demotions, separations, transfers, compensation, or other terms, conditions, or privileges of employment, personnel programs, policies, procedures, and terms and conditions of employment.

Respectful Workplace Policy

The State of Idaho is committed to a work environment in which all individuals are treated with dignity and respect. Every employee has the right to work in a professional atmosphere promoting equal employment opportunities and prohibiting unlawful discriminatory practices, including harassment. All employees are required to complete Respectful Workplace training within 30-days of hire, online annually thereafter and in-person every three years from their hire date.

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and/or the Americans with Disabilities Act of 1990.

The Equal Employment Opportunity Commission (EEOC) defines harassment as unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws. Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures (e.g., written or graphic material that is displayed on the employer's premises and/or circulated in the workplace during business or while using company equipment via email, phone, voicemail, text message, social networking media, etc.), and interference with work performance. Harassment includes "off-work" activities as well. Harassment can occur in a variety of circumstances, including, but not limited to, the following: The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee. The victim does not have to be the person harassed but can be anyone affected by the offensive conduct. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions; or (3) such conduct results in unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Individuals who believe that they have been subject to, or have witnessed, conduct prohibited by this policy should discuss their concerns with an immediate supervisor, human resources, a member of management, or may file a complaint through the [Employee Complaint Line](#). Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. Retaliation against any individual who makes a good-faith complaint regarding discrimination or harassment, or who participates in the investigation of a related complaint, is expressly prohibited.

For information and to review the full policy, please refer to the Statewide Respectful Workplace Policy by clicking [here](#).

Reasonable Accommodation

Purpose

It is the policy of ISWCC to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. ISWCC will adhere to all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal employment opportunity to qualified individuals with disabilities. Reasonable accommodations shall be provided in a timely and cost-effective manner.

Definitions

Individual with Disability – Any person who has or who has acquired a physical or mental impairment or who has a history of such an impairment, which substantially limits one or more major life activities, such as, self-care, performing manual tasks, seeing, hearing, speaking, breathing or working.

Qualified Individual with a Disability – An individual with a disability whose experience, education and/or training enable the person with or without reasonable accommodation to perform the essential functions of the job.

Reasonable Accommodation – The effort made to make adjustments for the disability of an employee or applicant by structuring the job or the work environment in a manner that will enable the individual with a disability to perform the essential functions of the job. Reasonable accommodation includes, but is not limited to, modifying written examinations, making facilities accessible, adjusting work schedules, restructuring jobs, providing assistive devices or equipment, providing readers or interpreters and modifying work sites.

Undue Hardship – Accommodations that are excessively costly, extensive, substantial, disruptive or that would fundamentally alter the nature or operation of the business.

Applicants for Employment – Reasonable accommodations for applicants for employment include: Asking only those questions which determine whether an applicant can perform specific job functions, and which focus on an applicant's ability to perform the job, not on disability (includes application and interview process).

Informing applicants that they may request any needed accommodation to participate in the application or interview process.

Providing the requested accommodation unless it would cause an undue hardship.

PRACTICES

Managers and supervisors shall utilize an analysis of jobs within their units to define the essential functions of the position as well as the environment in which such activities occur (job descriptions, position description questionnaires, class specifications, etc.). Such documentation shall be updated periodically. Documents prepared or utilized for this purpose may be used for other personnel actions. In considering an individual with a disability for employment or for promotion or in any other personnel action, the existence of their disabling condition should not adversely affect a personnel decision.

Employment opportunities shall not be denied to anyone because of the need to make reasonable accommodation to the individual's disability.

In considering an individual with a disability, it is appropriate to determine the ability of the person to perform the essential functions of the job with reasonable accommodation. A request for reasonable documentation of the disability of the person requesting the accommodation may be appropriate when the disability and/or need for accommodation is not obvious. Supervisors shall have the authority to make reasonable accommodations for applicants or employees. Any requested accommodation for which disapproval is contemplated or which involves structural change, or any other unusual accommodation request, will be submitted to the Administrator for review before a decision is acted upon.

If the employee wishes to challenge a decision of the Administrator, he or she shall have access to the problem solving or due process procedure.

The employee and his or her supervisor shall monitor the effectiveness of the accommodation on a yearly basis, or earlier as the circumstances demand.

Individuals with disabilities shall be afforded the opportunity to provide accommodations for themselves if it is determined that ISWCC will not provide them. However, the individual with a disability shall not be afforded the opportunity to make accommodations which affect a temporary or permanent change to any structure, or which involve restructuring of the job in question without the written consent of the responsible individual in ISWCC.

IMPLEMENTATION PROCEDURE REASONABLE ACCOMODATION (DISABILITY)

Employees are responsible to inform their supervisor that they need and are entitled to an accommodation. Whether the employee's request is communicated verbally or in writing, the attached

Request for Reasonable Accommodation Form should be used to document the request and to initiate dialogue about it.

Inasmuch as deciding who is a "qualified individual with a disability" is a case-by-case process, depending on the circumstances of the particular employment situation, consultation with the is required.

When a qualified individual with a disability requests an accommodation, reasonable effort must be made to provide an accommodation that is effective for that individual. When considering accommodation requests for employees or job applicants, the following process will be used: Look at the particular job involved. Determine its purpose and its essential functions. Consult with the individual with the disability to find out his or her specific physical or mental abilities and limitations as they relate to the essential job functions. Identify the barriers to job performance and assess how these barriers could be overcome with an accommodation. In consultation with the individual, identify potential accommodations and assess how effective each would be in enabling the individual to perform essential job functions. If this consultation does not identify an appropriate accommodation, technical assistance is available from a number of sources. If there are several effective accommodations that would provide an equal employment opportunity, consider the preference of the individual with a disability and select the accommodation that best serves the needs of the individual and the employer.

If more than one accommodation would be effective for the individual with a disability, or if the individual would prefer to provide his or her own accommodation, the individual's preference should be given first consideration. However, management is free to choose among effective accommodations, and may choose one that is less expensive or easier to provide.

The fact that an individual is willing to provide his or her own accommodations does not relieve management of the duty to provide this, or another reasonable accommodation should this individual for any reason be unable or unwilling to continue to provide the accommodation.

The Administrator may provide reasonable accommodation after consultation with the individual and others concerned, including the HR Representative, and shall make a good faith effort to implement the accommodation suggested by the individual, unless it would cause an undue hardship on the operation of ISWCC.

Reasonable accommodations requests which are denied or with which the individual with a disability is dissatisfied, may be appealed through the established problem solving or procedure or alternate discrimination complaint procedure if eligible. If not eligible, the appropriate complaint procedure may be utilized.

Background and Reference Checks

ISWCC is committed to selecting the most qualified and suitable applicants when filling vacancies. As part of the hiring process, the Agency may conduct background and reference checks in compliance with all legal guidelines. All offers of employment subject to a background and/or reference check are

contingent upon clear results of a completed thorough check. Background checks may be conducted on all final candidates and on employees who post for a position to transfer or promotional positions including interim or acting positions, as deemed necessary.

Background checks may include:

- Social Security Verification
- Prior Employment Verification
- Personal and Professional References
- Educational Verification
- Criminal History
- Motor Vehicle Records
- Credit History

Circumstances may also arise for which such background checks of current employees will be necessary to determine whether their employment status with ISWCC should be changed. This process is necessary to ensure individuals are selected or retained who possess the qualifications to perform the duties of the position most effectively and who are best to serve the Agency.

Information sought during a reference check may include employment history, beginning and ending dates, salary and questions relating directly to requirements of the job. ISWCC will not inquire about age, national origin, economic status, race, religion, disability, or marital status. Questions about medical conditions, impairments, or physical limitations are allowed only as they relate to the applicant's ability to perform essential functions of the job.

ISWCC reserves the right to determine which checks are necessary based upon the position being filled.

Idaho Protection of Public Employees Act

[Title 6, Chapter 21](#), Idaho Code, establishes Idaho public employees are protected from retaliation for reporting, in good faith, waste, violations of law, rules or regulations, participating in or giving information in informal or formal investigations, or objecting or refusing to carry out a directive they believe violates law, rule, or regulation. This law applies to all three branches of Idaho government, local governments and bodies created by state or local governments.

Employers are forbidden to discharge, threaten or discriminate against an employee in any manner that affects the employee's employment, including compensation, terms, conditions, location, rights, immunities, promotions, or privileges.

Employees shall report retaliation to their supervisor, the Administrator, the Idaho Employee Complaint Line, the Governor's Office, the Attorney General's Office, or the Idaho Human Rights Commission.

Employment Categories and Definitions

Fair Labor Standards Act

Federal and state laws have established certain employment classifications to ensure employees understand their employment status and benefit eligibility in accordance with the [Fair Labor Standards Act \(FLSA\)](#). These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship, at will, at any time is retained by both the Employee and the Agency. Each employee is designated, at minimum, as either Non-Exempt or Exempt from federal and state wage and hour laws. Information and provisions are outlined in [Title 67, Chapter 53](#), Idaho Code, and/or the rules of the [Division of Human Resources and Idaho Personnel Commission](#). The categories are defined below.

- **Non-Exempt (Covered):** Employees are entitled to accrue overtime, compensation time, for hours worked in excess of 40 hours in a work week. Employees defined as Non-Exempt may also be eligible to receive overtime compensation for overtime accrued in accordance with Idaho Code. Overtime is compensated at one and one-half (1 ½) hours for each overtime hour worked.
- **Exempt:** Employees are entitled to accrue overtime, compensation time, for time worked in excess of 40 hours in a work week. Employees defined as exempt are not eligible to receive any overtime compensation for overtime accrued in accordance with Idaho Code. Overtime is accrued at one (1) hour for each overtime hour worked. These exemptions include:
 - Administrative Employees
 - Professional Employees
 - Employees in Computer-Related Occupations
- **Other Exempt:** Employees are not eligible for overtime and overtime is not reported.
 - Executive Exempt
 - Board of Education Exempt
- **Non-Covered:** Employees are not eligible for overtime, overtime is not reported, and employees are not covered by the FLSA.

Work Types

- **Full-Time:** Employees are not in a temporary or introductory status and who are regularly scheduled to work the Agency's full-time schedule at forty (40) hours or more per week. They will be eligible for those benefits for which they are qualified under the terms, conditions, and limitations of each benefit program.
- **Part-Time:** Employees are not assigned to a temporary or introductory status and who are regularly scheduled to work less than forty (40) hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for paid vacation or sick time off, or holiday pay and all other benefits unless otherwise specified in this handbook, or current policy statement. They are also not eligible for group insurance.

- **Temporary:** Employees are working for the Agency on a temporary basis and will receive all legally mandated benefits (such as Social Security and workers' compensation insurance); they are ineligible for all of the Agency's other benefit programs. Temporary employees may be full or part-time.

Appointment Types

- **Classified:** Any person appointed to, or holding a position in, any department of the State of Idaho, which position is subject to the provisions of the merit examination, selection, retention, promotion and dismissal requirements of section 67-5309, Idaho Code.
- **Permanent Classified:** An employee who has been certified by the appointing authority to have successfully completed the required probationary period and whose employment is permanent, subject to removal or discipline only under the provisions of Title 67, Chapter 53, Idaho Code, and the rules of ISWCC and Idaho Personnel Commission.
- **Non-Classified:** Any person appointed to or holding a position in any department of the State of Idaho, which position is exempted from the merit provisions of section 67-5309(e),(f),(g),(j),(m),(o),(p),(w), and (x), Idaho Code.

ISWCC follows the FLSA and all applicable federal and state laws and rules regarding employee compensation. Any employee who believes that a problem exists regarding hours of work, whether a position is non-exempt (covered) or exempt, or any issue related to hours of work and overtime compensation is encouraged to report the issue to their supervisor, manager, or Administrator as soon as possible. ISWCC will take prompt action to investigate, make any necessary corrections, and communicate the final determination to the employee. No employee will be subject to retaliation for reporting a wage and hour concern.

ISWCC's Independent Contractors

ISWCC may contract with independent contractors or consultants for work to be performed that cannot be performed by a ISWCC employee, at the discretion of the Administrator. However, independent contractors and consultants must fit the criteria established for "employee" versus "contractor". For additional information, please refer to the State of Idaho Fiscal Policies Manual by clicking [here](#).

ISWCC employees may not interview or select individuals that the contractor provides to fulfill the obligations of the contract. If the contractor provides an individual who is not qualified to perform or fulfill the obligations of the contract, the ISWCC Administrator must notify the contractor of their dissatisfaction and address any breach of contract.

Employment Information / Personnel Data Changes

The Agency maintains personnel files containing certain employment information. Employees may review their own personnel file during regular administrative business hours with prior approval.

It is the responsibility of each employee to promptly notify the Agency of any changes in personnel data, including but not limited to:

- Personal mailing address
- Telephone numbers
- Contact information, number and names of dependents, individuals to be contacted in the event of an emergency.
- Update of educational accomplishments, certifications, and other such documents should be accurate and current at all times.

Employees may update their records by utilizing the employee self-service portal, accessible through the State Controller's Office website, or by notifying your supervisor.

Probation Periods

The State of Idaho requires, except as provided in [Rule 040](#), Non-classified Employees Subject to Classified Service Subsequent to APRIL 5, 1985, every appointment and promotion to a classified position be subject to a probationary period. This policy applies to all prospective and existing employees. The probation period serves as a working test period to provide the Agency an opportunity to evaluate a probationary employee's work performance and suitability for the position. The State established three probation periods as defined below.

- **Entrance Probation:** The probationary service required of an employee at the time of his/her original appointment or any subsequent appointment to State classified service excluding reinstatement and transfer, the duration of which is one thousand forty (1,040) hours of credited State service except for peace officers (defined in Section 19-5101, Idaho Code), who must serve two thousand eighty (2,080) hours.
- **Promotional Probation:** The probationary service required when an employee is promoted, the duration of which is one thousand forty (1,040) hours of credited State service except for peace officers (defined in Section 19-5101, Idaho Code), who must serve two thousand eighty (2,080) hours.
- **Voluntary Probation:** An agreement between employees and the appointing authority for interagency employment actions such as reinstatement, transfer, or voluntary demotion. A voluntary probation is not to be used for employment actions within the agency. The probationary period is negotiable but may not exceed one thousand forty (1,040) hours of credited state service except for peace officers.

The Administrator may extend the probationary period of an employee for an additional specified period not to exceed one thousand forty (1,040) hours of credited State service. Extension must occur before an

employee has worked one thousand forty (1,040) hours or two thousand eighty (2,080) hours for peace officers. (Ref. Section 67-5309(j), Idaho Code)

Additional probation information may be found in the Rules of the Division of Human Resources ([IDAPA](#)). (Ref. Rule 150.01; 119.02; 040.)

Performance Evaluations

Employee performance plans provide a means of establishing and communicating major work requirements of the employee's job description and key responsibilities. The plan includes the goals and objectives to be met as well as the methodology for comparing actual performance to work requirements and expectations.

Performance evaluations provide an objective evaluation by the immediate supervisor of an employee's performance in comparison with established expectations for the position; and to identify an employee's strengths and weaknesses and where improvement is necessary. All performance evaluations must be discussed with the employee. Each employee will be allowed opportunity to submit written comments regarding the evaluation contents.

In accordance with Idaho Code, all classified employees must be evaluated for their performance during probationary periods for appointments and promotions and for every two thousand eighty (2,080) hours of credited state service thereafter (generally, an annual basis). Part-time employees must be evaluated on an annual basis. Supervisors are required to manage performance on a consistent basis including completion of performance evaluations on all employees under their direct supervision.

ISWCC uses Idaho DHR's I-Perform as its current evaluation tool. Employees will be evaluated in accordance with the state expectations outlined and measured by the state rating scale.

Employee Compensation

The State of Idaho provides a competitive merit-based compensation structure to attract qualified applicants to the State workforce; retain employees who have a commitment to public service excellence; motivate employees to maintain high standards of productivity; and reward employees for outstanding performance. This structure is an integral, necessary, and expected cost of providing state services to the citizens of Idaho which complies with applicable federal and state law; and is based on available funding and good stewardship of taxpayer dollars. For additional information and to review the full policy, please click [here](#).

Merit Raises/Bonuses

Merit raises and bonuses may be awarded when funds are available based on the determination of the Administrator. Merit raises are reviewed, determined, and approved by the Idaho Legislature on an annual basis. Employees may be considered for a merit raise based on their individual performance evaluation rating.

Appointments and Transfers

Idaho's Division of Human Resources (DHR) has the responsibility to oversee the State's hiring process. This process, known as the merit system, was established by the Idaho Legislature and provides a way for applicants to be recruited, retained, and promoted based on merit and job performance.

ISWCC is committed to providing opportunities to advance within the agency and within the State. As transfer and promotional opportunities arise, qualified employees are encouraged to apply. Employees interested in mobility must follow rules and statutes established by the Idaho Legislature and IDAPA, including but not limited to, applying, completing, and passing an exam. The Agency reserves the right to limit the recruitment to within the agency or to statewide employees.

Outside Employment

ISWCC recognizes an employee may need or want to hold additional jobs outside their employment with the agency. Employees are permitted to engage in outside employment (this includes self-employment), subject to certain restrictions and should complete a Conflict-of-Interest Statement. Outside employment is any activity, including consulting, which is beyond the employee's normal responsibilities, and which may result in remuneration to the employee beyond that provided by the Agency. Outside employment must be disclosed and approved by the Administrator in advance. Employees should refer to Appendix B for full details regarding outside employment.

Separation of Employment

Resignation of Position

Resignation is initiated by the employee to terminate employment with the Agency. The Agency requests that employees give a two (2) week written resignation notice to their supervisor. Both written and verbal resignations are binding.

Failure to Return to Work

An employee who has not returned to work within five (5) working days after approved paid or unpaid leave or release by his or her physician shall be considered as having voluntarily separated.

Retirement

Employees separating their employment due to retirement are encouraged to contact [PERSI](#) about six months prior to the anticipated retirement date.

Insurance

An (eligible) employee's coverage and the coverage of all enrolled eligible dependents will terminate on the last day of the last month for which a premium payment was made.

Leave Balances

An employee who is separated/terminated will receive final pay for all hours submitted, pay off for all vacation hours remaining, and pay off for comp time hours remaining (if applicable) after all statutory obligations have been deducted. Statutory obligations include (not limited to) insurance, retirement contributions, etc.

Employee will receive their final payroll warrant on the regularly prescribed payday for that pay period. (Two weeks after the pay period in which the separation/termination date occurs.)

It is the responsibility of the employee to make suitable arrangements with any financial institutions or vendors should the final pay amount not meet the employee's obligations. (i.e., direct deposit and voluntary deductions.)

For additional information regarding separations, please refer to [IDAPA rules](#).

Policies Related to Hours of Work / Employee Breaks

Employee Work Hours and Breaks

The Boise ISWCC office is open 8:00 AM - 5:00 PM, Monday through Friday.

Core Hours

Supervisors may require an employee who works during normal business hours to be present during certain core times such as 9:30 to 11:00 AM and 1:30 to 3:30 PM Monday through Friday. Supervisors may also establish core hours for flexible schedules such as a requirement those hours of work must occur between 6 AM and 6 PM.

Lunch Breaks

Every employee is permitted up to a one-hour lunch break. Lunch breaks are not paid hours.

Additional Breaks

Every employee is permitted one paid fifteen-minute break for every four hours worked. Break time cannot be accumulated.

Flex Time and Telecommuting Policy

ISWCC provides flexible work arrangements at the discretion of the Administrator, to enable staff and management to serve customers well, meet departmental goals, and balance personal and professional responsibilities. Flexibility in the workplace can provide a way to manage people, time, space, and workload more effectively, efficiently, and responsively. It can also help decrease facility overhead costs, improve ability to recruit and retain valuable employees, and extend hours of customer service.

An employee may request to work a flexible/modified schedule through their supervisor. If such a schedule is approved, it may be changed at any time by the supervisor.

Employees requesting telecommuting arrangements should refer to the [Statewide Telecommuting Policy](#) and complete all required forms. Telecommuting is not a benefit of employment, and no employee is entitled to telecommute simply by virtue of his or her employment with the State.

Any work arrangement may be implemented on a trial basis and can be modified at any time with the prior consent of the Administrator. Any arrangement can be terminated at any time for any reason. All requests shall be put in writing for approval from the ISWCC Administrator. For additional information or to review the full policy, please see Appendix C.

Travel Policy

ISWCC employees required to travel are expected to follow the State Travel Policy and Procedure as established by Idaho Code [Title 67, Chapter 20](#). Work assignments that require an employee to travel or to stay out over a weekend or overnight(s) may qualify for expenses, but no time will be compensated beyond travel and actual hours worked. The policy is intended to establish guidelines and limits that promote cost-effective and efficient methods for incurring travel and related expenses while performing official business of the State of Idaho. All travel costs and related expenses claimed to the State must be properly authorized, actually incurred, essential in achieving the goals or fulfilling the responsibilities of the State government entity and conducted in the most economical and practical manner for the State.

For additional information or to review the full policy, click [here](#).

Timekeeping, I-Time, and Bi-Weekly Payroll

The work week for employees of ISWCC is 12:01 AM Sunday through 12:00 Midnight Saturday. All hours worked are to be recorded on the employee's time sheet and approved by the authorizing supervisor. Employees are prohibited from working "off the clock". Employees may not volunteer their time in this or other State agencies if they would be performing work similar to their primary State job.

If a non-exempt (covered) employee is expected or permitted by the supervisor to continue to work or is interrupted by work requests, phone calls, etc., during the lunch break, the entire lunch break may be

considered work time. More flexibility in scheduling occurs with exempt employees, but all time worked must be reported. If lunch breaks are interrupted, only actual time worked is reported.

Federal and state laws require ISWCC to keep accurate records of time worked and leave time taken for each employee for calculation of pay and benefits. Time worked is the time spent on the job performing assigned duties. Employees are required to use the State reporting system, [I-TIME](#), to record and submit payroll timesheets. I-TIME requires employees to record total hours per day and allows employees to save and update as often as needed during the pay period. Time should be entered into I-TIME after the hours have been worked rather than in anticipation of time to be worked.

All employees are responsible for recording accurate timesheets. ISWCC requires requests for time off be submitted through the timekeeping system for approval prior to the time off being taken. Any timesheets requiring correction should be conducted prior to final submission. Please consult with your supervisor and agency CPO (Central Payroll Officer) for corrections needed after payroll submission.

Accurate preparation and timely submission of timesheets is critical. The electronic submission of the timesheet certifies that employees are accurately reporting the actual hours you worked. All time worked and any exceptions (sick leave, vacation, overtime, etc.) must be recorded on the timesheet. Any exceptions on a timesheet require prior authorization from the supervisor before the timesheet may be submitted.

ISWCC takes every measure to ensure payroll is processed accurately; however, from time-to-time errors do occur. Any discrepancy realized after final submission of your timesheet must be reported to your supervisor and the CPO upon discovery. Corrections will be made as promptly as possible.

The State of Idaho is on a bi-weekly payroll system. ISWCC employees are paid once every two weeks. The normal payday is on Friday. If a regularly scheduled payday falls on a holiday, paychecks will be distributed on the preceding workday. Depending on the hire date, it may take new hires approximately one (1) month to receive the first paycheck.

Employees may refer to the State Controller's website, <http://www.sco.idaho.gov/>, for additional information regarding payroll, I-TIME, and timesheet training.

Overtime/Compensatory Time

When operation requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's **prior** authorization via I-TIME. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Eligible employees may accrue overtime for time worked in excess of 40 hours in the State's legally defined work week, and all hours worked on a holiday. Overtime is calculated on actual hours worked. Time off recorded as sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Additionally, any work week in which a

holiday or multiple holidays occur, holiday hours will not be considered as hours worked for the purpose of calculating overtime.

In an effort to manage overtime, the supervisor may alter the employee's work schedule, within a normal work week, to the extent that the employee may take an equal amount of time off within the same work week (i.e., employee can take four hours off Friday because he/she worked four extra hours on Tuesday of the same workweek). Supervisors and employees should work cooperatively to select dates to discharge accrued compensatory time in a way that minimizes disruption of ISWCC services. Employee preference should be supported, if possible.

No ISWCC employee shall accrue more than forty (40) hours of compensatory time without the prior written approval of their supervisor. Even when approved, no employee will be allowed to accrue more than 240 hours. Supervisors will be held accountable for managing these accruals.

The sequence leave should be taken is:

- Compensatory Leave
- Vacation Leave

This is provided that the order does not cause the employee to lose vacation leave due to the maximum accrual limits. If the employee is nearing their maximum vacation limits, an exception to this sequence may be made with prior approval.

Overtime and compensatory time are outlined below in accordance with the FLSA categories and in accordance with [Title 67 Chapter 53](#), Idaho Code.

The State is considered a single employer for determining the number of hours worked. If an employee works for more than one State department, the employee's combined service will be subject to applicable laws and ISWCC rules governing overtime.

For additional information or to review the full policy, please see Appendix D.

Payroll

The following information will help you understand payroll issues and the forms you will be required to complete and submit to your payroll representative for processing upon your initial hire. ISWCC's payroll information is managed by the State Controller's Office. These forms may be completed with your payroll representative or by logging on to the [State Controller's Office website](#) and clicking on the Employee Self Service tab. Employees will receive a user name and password from the State Controller's Office to access this website. The forms include:

- W-4 Form
- State Income Tax Form
- I-9 Form and E-Verify
- Bi-weekly payroll and I-TIME procedures
- Payroll deductions
- Direct Deposit

Payroll Deductions

The Agency is required by law to make certain deductions from employee paychecks each pay period. Mandatory deductions include:

- Federal Withholding Tax
- Social Security (FICA) - SSDI and SSHI
- State Withholding Tax
- Retirement (if eligible)
- Parking fee, if purchasing a parking permit

In addition, the Agency will comply with all court-ordered garnishments, child support, tax levies, and/or other legally mandated deductions.

Employees may also elect voluntary deductions to be withheld from their paychecks. The list of optional deductions below is not an all-inclusive list, please refer to the [Office of Group Insurance website](#) for additional voluntary benefit options and deductions.

- Medical/dental insurance (eligibility requirements may exist)
- Various supplemental life and/or cancer insurance programs
- Group medical/dental plan for dependents
- Idaho College Savings Program (IDeal)
- Flexible Spending Accounts (FSA)
- Supplemental life insurance
- Deferred compensation

Direct Deposit and Electronic Pay Stub

It is the policy of the State of Idaho that all employees paid by the State Controller's Office (SCO) be required to use the direct deposit feature to receive payroll related payments. In accordance with state and federal requirements regarding direct deposit of payroll, the employee may select an eligible financial institution of his/her choice to accommodate the receipt of direct deposit payments.

An employee desiring to request an exemption from the direct deposit requirement shall do so by completing a Direct Deposit Personal Exemption Request Form.

Associated forms and electronic copies of pay stubs can be accessed by visiting the State Controller's [website](#).

W-4 Form

This form is used for tax purposes to indicate the exemptions you wish to claim for state and federal withholding.

Employees must furnish a valid, signed Form W-4 on or before the date of employment, indicating the employee's marital status and the number of withholding exemptions claimed. This number should not exceed the number to which the employee is entitled by law. If an employee fails to provide a Form W-4, the Agency is required to withhold as if the individual were single with zero withholding exemptions.

Non-resident aliens are required to complete a Form W-4 with special circumstances. For information on the proper completion of Form W-4 for non-resident aliens, please contact the payroll department.

There are circumstances wherein employees may choose to amend their Form W-4. Some examples would be divorce, marriage, a birth, or a death in the family.

Employees claiming exemption from withholdings are required to submit a new Form W-4 each year by February 15th to claim such an exemption. If an employee fails to complete a new Form W-4 by the required date, the Agency is obligated to change the employee's withholding status to single with no other adjustments.

State Income Tax Forms

Employees must furnish a valid, signed State of Idaho Income Tax Form on or before the date of employment, indicating the employee's marital status and the number of withholding exemptions claimed, if applicable. This number should not exceed the number to which the employee is entitled by State law. If an employee fails to provide a State of Idaho Income Tax Form, ISWCC is required to withhold as if the individual were single with zero withholding exemptions.

For employees that work in a state that requires a state income tax withholding but reside in a state without state income tax, the Agency is required to withhold the applicable State of Idaho Income Tax.

Employees claiming exemption from withholdings are required to submit a new State of Idaho Tax Form each year to claim such an exemption. If an employee fails to complete a new State Tax Form by the required date, the Agency is obligated to change the employee's withholding status to single with zero withholding exemptions or with no other adjustments.

Form I-9 and E-Verify

The Form I-9 is required as proof of your employment eligibility. The Immigration Reform and Control Act of 1986 makes it unlawful to hire any person who is not a citizen of the United States or who is an alien unauthorized to work in the United States. Federal law requires all employers to verify each new employee's identity and legal authority to work in the United States. All offers of employment are conditioned upon the receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States.

ISWCC is committed to employing individuals that are authorized to work in the United States. The Agency does not unlawfully discriminate based on citizenship or national origin. ISWCC does not intentionally or knowingly hire, or continue to employ, an individual who is not legally authorized to

work in the United States. All offers of employment are conditioned upon the receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States. The Agency requires all new hire employees to complete a Form I-9 as required by law. The Agency also utilizes E-Verify for all new hire employees.

It is against the law to utilize another person's identity to secure employment. ISWCC will not tolerate any employee utilizing another person's identity to obtain employment with the Agency.

Policies Related to Information Technology

Employees of ISWCC are expected to adhere to the Idaho Statutes and Executive Orders regarding computer, computer resources, internet, electronic mail usage, and Cybersecurity as outlined in the policies published by Idaho Technology Authority (ITA) and/or Information Technology Services (ITS). Employees may refer to the ITS website, its.idaho.gov, to access all related policies.

The term "computer resources" refers to ISWCC's entire computer network. Specifically, computer resources include, but are not limited to host computers, file servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files, mobile devices, and all internal and external computer and communications networks (for example, internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

Computer resources shall be considered ISWCC property and are intended to be used only for legitimate state business purposes. Employees are permitted access to the computer resources to assist them in the performance of their jobs. Use of the computer system is a privilege that may be revoked at any time. Each employee is given permission to utilize the network, or other IT access rights, and may only access information that is necessary to perform their job duties. Improperly accessing information on the network that is not related to and within the scope of the user's job may be considered misconduct and will be addressed accordingly.

Computer software, whether purchased, developed, or modified by the Agency, may not be downloaded, copied, reproduced, altered, or appropriated by employees without prior authorization. Any such computer software is the property of ISWCC and may not be copied or appropriated by employees for personal use during employment with the Agency or upon separation. Employees may not access another employee's electronic mail without proper prior authorization.

Internet Use, Electronic Mail, IT Equipment, Cybersecurity Training and Social Media Policy

This Internet Usage Policy applies to all employees of ISWCC who have access to computers and the internet to be used in the performance of their work. Use of the internet by employees of ISWCC is permitted and encouraged where such use supports the goals and objectives of the business. As a state agency that values the trust and confidence of the public, we have high standards for the use of State equipment. These are designed to enhance the efficient and effective use of the internet and electronic

mail. However, access to the internet through ISWCC is a privilege and all employees must adhere to the policies concerning computer, email and internet usage. All internet data and electronic mail that is composed, transmitted and/or received by ISWCC's computer systems is considered to belong to ISWCC and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

Per [Executive Order 2017-02](#), all employees are required on an annual basis to complete the State's online cybersecurity training. The responsibility for information security is shared by all employees with access to the Agency's information. All employees are expected to actively support and participate in the compliance with all related policies. Employees accept responsibility and accountability for compliance with the policies and procedures to protect the integrity, reliability, security, and availability of data and systems used.

All agency-related communication through social media outlets (social media Web sites, such as Facebook®, Twitter®, YouTube®, and LinkedIn®) should remain professional in nature and should always be conducted in accordance with the ISWCC's standards and policies, practices, and expectations. Employees must not use social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action.

Like e-mail, communication via agency-related social networking web sites are a public record. This means that both the posts of the employee, administrator, and any feedback by other employees or non-employees, including citizens, will become part of the public record.

For additional information and to review the Internet Usage Policy, please see Appendix E.

Employee Mobile Phone Policy

ISWCC responds timely to stakeholder inquiries and needs to quickly address work related issues as they arise. To improve responsiveness and increase flexibility, it is beneficial for certain identified employees to be accessible by phone or email at times when these employees may be outside of the office due to travel, meetings, and varying schedules. Where job or ISWCC needs require immediate access to an employee, ISWCC may issue a business cell phone to an employee for work-related communications.

ISWCC Employees who are requested by the Administrator to carry a state-owned phone for their use while employed with ISWCC will be provided a device that is approved by the Administrative Services IT group for use with the state network and meets the business needs of ISWCC. The phone will be included in the State of Idaho contract with Verizon Wireless. Employees are expected to abide by all information technology, cybersecurity, communications, and waiver of privacy rights policies and guidelines as they extend to the use of mobile phones.

Incidental Personal Use

Just as with the standard desk phones issued to employees it is understood that there will be some incidental personal use of the state-owned mobile phone. Such use is acceptable as long as the use is

reasonable and does not result in excessive charges to the state. The state Verizon Wireless plan has shared minutes so limited personal use will not impact the expense to the agency. Pay special attention to avoid potential roaming charges while traveling that result from personal use.

Employees shall return the state-owned device prior to the final day of employment or at the discretion of the Administrator.

Waiver of Privacy Rights

Employees waive any right of privacy in anything they create, store, send, or receive on the computer, mobile phone, other electronic devices or through the internet or any other computer network. Employees consent to allow the Agency to access, review, and monitor all materials users create, store, send, or receive on the computer or through the internet or any other computer network. Employees understand that ISWCC may use human or automated means to monitor use of its electronic data, information and/or computer resources.

Policies Related to Communication

Confidential Information Disclosure

There will be instances in which confidential information pertaining to clients, RCRDP loan applications, fellow workers, and certain functions of ISWCC may, as a part of routine, become known to employees and contractors of ISWCC. Employees and contractors are expected to maintain the confidentiality of information according to [Title 74 Chapter 1](#), of the Idaho Public Records Act. ISWCC employees and contractors are prohibited from making any disclosure of confidential information to any person other than employees of ISWCC or employees of federal or state regulatory agencies, who are acting in the course of their employment. All employees may consult with their supervisor or the ISWCC Administrator should they have any questions. All employees and contractors shall report impermissible access, acquisitions, use, or disclosure of confidential information to their supervisors for assistance and direction.

Because ISWCC often works closely with Natural Resources Conservation Service (NRCS) as a cooperating partner, employees are required to comply with Section 1619 of the 2008 Farm Bill. This includes reviewing the Section 1619 requirements and signing an Acknowledgment Form during onboarding and annually thereafter. (Reference United States Code 7 U.S.C. 8791(b)(2))

Except for the records open to inspection pursuant to the Idaho Public Records Act, all employee or applicant records are considered to be confidential and are open only to ISWCC personnel; to offices and agencies carrying out their official duties; to persons in compliance with a judicial order; and to persons in an emergency to protect the health or safety of employees or other persons. Employees have the right to review, upon request, records pertaining directly to them, and may obtain a copy of their record at no cost. Confidential information may be released to others only after obtaining the employee's/applicant's written consent.

Management's Right to Access Information

The Agency's systems, including but not limited to computers and internet connections, are primarily for business use. Excessive personal or otherwise inappropriate use of ISWCC's systems may result in disciplinary action, up to and including termination of employment. The Agency has the right, but not the duty, to monitor all communications and downloads passing through its communication equipment, at its discretion. Employees have no expectation of privacy with respect to their use of ISWCC's systems or any information transmitted or shared within the Agency's systems and, therefore, should not place information they intend to be personal or private on any Agency system.

Any passwords created by an employee on an agency system may only be for the purpose of preventing access by other employees and does not preclude the Agency from acquiring or accessing any information on any Agency computer. Employees may not share their password with any other employees but may be required to disclose all passwords to the appropriate Information Technology personnel.

Forbidden Use and Content of Communications

Employees may not use agency systems in any way that may be seen as insulting, disruptive, unproductive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to:

- Conveying insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks.
- Sending sexually explicit messages, propositions, love letters, cartoons, jokes or other potentially offensive material that could be construed to be harassment or disparagement of others in violation of the Respectful Workplace policy.
- Running computer games or other personal software or copying such software.
- Excessive or otherwise inappropriate personal communications or use and,
- Failing or refusing to disclose all passwords to the Agency designated individual.

Public Records Requests

The Idaho Public Records Act went into effect on July 1, 1990. It sets the ground rules for the release of government information to the public. Persons may request copies of public records without specifying their purpose. Generally, public agencies are not allowed to ask why a person wants public records. (Reference Idaho Code 74-102(5)). If you receive a public records request, immediately contact your supervisor or the Administrator. Your supervisor or the Administrator will determine whether it is appropriate to refer the request to ISWCC's Deputy Attorney General. Additional information may be found in the complete policy and by viewing the [Idaho Public Records Act](#) and reviewing the agency's full policy in Appendix F.

Public Information

Media Requests

All requests for information from representatives of the media should be routed to the Administrator. Employees who receive such requests should ask for the name of the person making the request, what entity they represent, their telephone number, the general nature of the request, and whether they have a deadline. Employees should indicate that someone who can respond to their questions will get back to them as soon as possible. ISWCC staff receiving media requests should consult with the Administrator to determine the best source to respond to the media.

News Releases

News releases may be drafted by anyone at ISWCC but shall be reviewed or edited by the Administrator or his/her designee. All releases should be reviewed by the Administrator before being sent outside the agency.

Web Publications

Agency requests for web publications require the Administrator's approval. The Administrator, before publication, must approve all ISWCC web information. The final content and message should be consistent and complementary of other web based ISWCC communications.

All staff that have information posted on the website are responsible for maintaining and providing updated information to the ISWCC designated Webmaster. Attention to detail, especially regarding time-sensitive material, is an important indicator of quality in our website.

For additional information, employees may review the full policy in Appendix G.

External and Internal Communication and Contacts

Information that may be of interest to ISWCC's internal and external contacts are to be copied to your supervisor. This ensures communication is shared with all of ISWCC's internal and external partners, instead of just a select few.

For contact or communication with the Legislature or Executive Offices, discuss with your immediate supervisor.

Legislative Contact Policy and Procedure

The ISWCC Administrator serves as the "designated public contact" — the person who is designated as the ISWCC's single point of contact for the purpose of fulfilling any requirements with the Governor's office, Secretary of State or Legislative Body.

Only personnel authorized by the Administrator may represent ISWCC. (If you are unsure of your status, please contact your supervisor.)

Contact with the Legislature

ISWCC staff may not initiate contact with legislators or legislative staff without first advising their supervisor, who shall then notify the Administrator.

ISWCC staff shall report contacts initiated by legislators or legislative staff to their supervisor. When meetings with legislators are requested or testimony is requested at hearings, ISWCC staff shall give prior notice so that the Administrator can attend.

When a ISWCC staff person receives a legislative request for information or constituent assistance, he or she shall document the request with copies forwarded to their supervisor who will advise on the appropriate response protocol. The Administrator in conjunction with the appropriate ISWCC staff shall respond on behalf of the ISWCC.

Interaction with Stakeholder Groups

ISWCC staff shall notify their supervisor regarding their involvement in “stakeholder” meetings that lead to legislation. If possible, ISWCC staff shall give prior notice so that the Administrator can attend the meeting or decide on appropriate action.

Development of ISWCC Rules

ISWCC staff wishing to propose administrative rules shall consult their supervisor on the appropriate process to follow. Forms and procedures can be found at:
https://adminrules.idaho.gov/forms_menu.html.

Distribution of ISWCC -Related Legislation

The Administrator shall circulate all ISWCC related legislation to external contacts and ISWCC staff.

Policies Related to Workplace Conduct

State Employee Complaint Line

The State of Idaho Employee Complaint Line was created to allow State employees to submit complaints to DHR. This complaint line is for reporting suspected instances of fraud, waste, abuse, and employment claims in state government. The Employee Complaint Line is a critical part of the Governor’s efforts to protect the integrity and safety of the State of Idaho and its employees. Additional information and instructions on how to submit a complaint can be found on the DHR website by clicking [here](#).

Employee Conduct Policy

ISWCC's goal is excellence in public service for our customers and the public. Each employee is responsible for both the integrity and consequences of his or her actions. Every employee is expected to follow the highest standards of honesty, integrity, and fairness when engaging in any activity concerning ISWCC. Employees are expected to be aware of standards of conduct and ensure they follow those, always using good judgment in all situations. If employees have questions, they should ask their supervisor or Administrator. The Employee Conduct Policy outlines employee expectations including the following:

- Age Requirements
- Personal Use of ISWCC Property
- Dress and Personal Hygiene
- Punctuality/Attendance
- Work Area
- Religious Expression
- Solicitations
- Non-Smoking Policy
- Conflict of Interest (Reference Appendix B)

For additional information, employees may review full the policy in Appendix H.

Alcohol and Drug-Free Workplace Policy

It is the policy of the ISWCC to maintain an alcohol and drug-free workplace. Drug abuse in the workplace has many detrimental effects on any organization and its employees. Drug abuse impacts morale lowers productivity and increases health care costs. ISWCC is committed to maintaining a work environment free from illegal drugs and drug abuse.

State employees are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace. Violations of this policy will result in corrective action, which may include discipline up to and including dismissal. As a condition of employment, ISWCC employees are required to abide by this drug-free policy and must notify the Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

The consumption of alcohol on the job is prohibited. Employees may not work if their performance is impaired by the use of alcohol.

Employee Ethics

All employees of ISWCC are expected to maintain a high standard of honesty, ethics, impartiality, and conduct per State Statute. See [Idaho Ethics in Government Act- Office of the Attorney General](#)

Dress Code and Personal Appearance

It is the intent of ISWCC that work attire should complement an environment that reflects an efficient, orderly, and professionally operated agency. Casual attire will be permitted on Fridays. “Casual Fridays” are suspended during the Legislative session. Dress standards for the Agency require that the employee’s clothing and appearance is neat, clean, in good condition, safe, and non-disruptive in the workplace.

This policy is intended to define appropriate “business attire” during normal business operations and “casual attire” on Fridays. The Agency reserves the right to continue, extend, revise or revoke this policy at its discretion.

The key point to sustaining an appropriate causal business attire program is the use of good judgment and applying a dress practice that the ISWCC deems conducive to our business environment. If you question the appropriateness of the attire, it probably isn’t appropriate. Requests for advice and assistance in administrating or interpreting this guideline should be directed to your supervisor.

Business attire is to be worn Monday and through Thursday. Appropriate business attire in an office setting is business casual: dress pants and dress shirts. Blazers or suits may be required for some positions or meetings. Footwear should be in good condition and safe for the work performed.

Casual attire may be worn on Friday of each week. Appropriate casual attire for employees should be clean and neat. Casual attire such as athletic clothing, cutoff or ripped jeans, casual flip-flops, underwear as outerwear, beach wear, and similar items are not considered appropriate.

Enforcement:

ISWCC supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately.
3. Repeated policy violations will result in disciplinary action.

Safe Driving Policy

The purpose of this policy is to ensure the safety of employees and to provide guidance on the proper use of vehicles while conducting business on behalf of ISWCC. Vehicle accidents can be costly, but more importantly, they may result in injury to an employee and/or others. It is the driver’s responsibility to operate the vehicle in a safe manner to prevent injuries and property damage. ISWCC expects each driver to conduct themselves in a safe, lawful and courteous manner when operating a personal or state provided

vehicle to conduct state business. Employees driving on behalf of ISWCC must follow all state and local traffic laws and only use hands free devices while driving.

For additional information, employees may review the full policy in Appendix I.

Political Activities

The purpose of this policy is to specify permitted and restricted politically related activity by employees. Idaho law says that classified employees retain the right to “participate fully in public affairs, except as prohibited by law, in a manner which does not materially compromise the neutrality, efficiency or integrity in the employees' official duties.” For further information See [Idaho Code § 67-5311.C](#)

The agency reserves the right to evaluate, on an individual basis, whether an employee is acting in accordance with the policy. Any employee wishing to participate in any political activities should do so outside normal business hours. Employees wishing to attend any activities during normal business hours should follow the process for requesting time off. Examples of such activities may include, but are not limited to:

- Register and vote in any election
- Express an opinion as an individual privately and publicly on political subjects and candidates
- Display a political picture, sticker, badge, or button
- Participate in the nonpartisan activities of a civic, community, social, labor, or professional organization, or of a similar organization
- Be a member of a political party or other political organization and participate in its activities
- Attend a political convention, rally, fund-raising function, or other political gathering;
- Sign a political petition as an individual
- Make a financial contribution to a political party or organization
- Take an active part, in support of a candidate, in an election
- Be politically active in connection with a question which is not specifically identified with a political party, such as a constitutional amendment, referendum, approval of a municipal ordinance or any other question or issue of a similar character

Classified employees may not:

- Use his official authority or influence for the purpose of interfering with an election to or a nomination for office, or affecting the result thereof
- Directly or indirectly coerce, attempt to coerce, command, or direct any other such officer or employee to pay, lend, or contribute any part of his salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes
- Be a candidate and hold elective office in any partisan election

Workplace Violence Policy

ISWCC is committed to providing a safe work environment free from violence for all employees. ISWCC will not tolerate any form of violence in the workplace including verbal or physical threats or through intimidation, which includes the possession of weapons in the workplace, which can undermine the safe and effective performance of employees while they work.

Violence and threats of violence include, but are not limited to:

- An act, which is physically aggressive (hitting, shoving, fighting).
- A substantial, communicated, or suggested intent to harm another, endanger the safety of an employee(s), or destroy property.
- Behavior or actions that carry a potential for violence (throwing objects, waving fists, destroying property, etc.).
- Obsessively directed behavior which threatens, seriously alarms, annoys, or harasses another person, and which serves no legitimate purpose (harassing phone calls, stalking, intensely focusing on a grudge or grievance, or pursuing a romantic interest in another employee who does not share that interest).
- Inappropriate use, display, or possession of firearms, weapons, or any other dangerous devices in the Capital Mall area or near the vicinity of ISWCC's business premises.

Any potentially dangerous situation must be reported immediately to the Administrator or call 911 and in accordance with ISWCC's procedures outlined in the procedures section of this policy. For further information and to review the full policy, please see Appendix J.

Domestic Violence Policy

The State of Idaho offers support and referrals for assistance to employees who are victims and disclose concerns or request help. The Agency will work with the employee to develop an individualized workplace safety plan when necessary and provide any internal an/or external resources available.

The State recognizes and respects an employee's right to privacy. The employee's disclosure will remain confidential to the fullest extent possible. Employees are encouraged to disclose the existence of court orders for protection to their supervisor.

For further information and to review the full policy, please click [here](#).

Safety-Loss Prevention Policy

Every employee is expected to adhere to all safety rules and exercise caution in all work activities. Employees should report any unsafe condition(s) to their supervisor immediately. Employees who violate safety standards, cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the event of an accident that results in an injury, regardless of how insignificant the injury may appear, the employee should notify their supervisor as soon as it occurs, or by the end of the shift and no later than seven (7) days. Incident reports are necessary to comply with laws and initiate workers' compensation benefits, when necessary. Any employee seeking treatment for a work-related injury must notify their supervisor of the need for treatment and comply with all guidelines associated with the agency and workers' compensation policies, procedures, and laws. Additional information can be found by reviewing the full policy in Appendix K.

Disciplinary Action

The purpose of discipline is to bring an employee's performance up to an acceptable level or to respond to inappropriate conduct. The disciplinary action taken will depend upon the nature and seriousness of the specific circumstances. The agency will act in accordance with IDAPA rules and regulations pertaining to discipline measures up to and including termination.

Any employee in classified service may be dismissed or suspended or otherwise disciplined for any of the following causes outlined in [IDAPA 15.04.01 Rule 190](#) which occur during the period of the employee's employment:

- Failure to perform the duties and carry out the obligations imposed by the State constitution, State statutes, rules and regulations of his/her department or rules and regulations of the Idaho Personnel Commission.
- Inefficient, incompetent, or negligent performance of duties or job performance that fails to meet established performance standards.
- Physical or mental incapability for performing assigned duties, if a reasonable accommodation cannot be made for the disabling condition.
- Refusal to accept a reasonable and proper assignment from an authorized supervisor.
- Insubordination or conduct unbecoming a state employee or conduct detrimental to good order and discipline in the agency.
- Intoxication or being under the influence of alcohol, or the misuse of medications or controlled substances, while on duty.
- Careless, negligent, or improper use or unlawful conversion of State property, equipment, or funds.
- Use of any influence, which violates the principles of the merit system in an attempt to secure a promotion or privileges for individual advantage.
- Conviction of official misconduct in office, or conviction of any felony or of any other crime involving moral turpitude.
- Acceptance of gifts in exchange for influence or favors given in an official capacity.
- Habitual pattern of failure to report at the assigned time and place.
- Habitual improper use of sick leave privileges.
- Unauthorized disclosure of confidential information from official records.
- Absence without leave.
- Misstatement or deception in application for employment.

- Failure to obtain or maintain a current license or certificate lawfully required as a condition in performance of duties.
- Prohibited participation in political activities.

The Agency may take disciplinary action against an employee including, but not limited to, coaching sessions, verbal warnings, written reprimand/counseling, suspension, and/or termination depending on the severity of the violation. Although normally applied progressively, any of these disciplinary measures may be used at any time when warranted by the particular circumstances up to and including dismissal.

Any ISWCC employee in a non-classified position is not subject to the provisions outlined in IDAPA regarding progressive discipline, property rights, and due process. Non-classified employees should model their behavior after Rule 190.

Other actions, which may be utilized to improve performance, include involuntary demotion, reductions in pay, and special performance evaluations. Demotion, suspensions, and disciplinary dismissals are appealable to the Idaho Personnel Commission after completion of the due process procedure. Employees should refer to the Due Process section in the handbook for additional details for appeal processes and procedures.

Problem Solving and Due Process

After first making a reasonable attempt to discuss and resolve any non-disciplinary matter with his or her immediate supervisor, an eligible employee may utilize the problem-solving process to seek resolution of any job-related matter.

Due process provisions for disciplinary matters involving classified employees with permanent status are also covered under this procedure. For additional details and to review the full policy, please see Appendix L.

All State employees who are classified and have attained permanent status (satisfactory completion of the probationary period) are entitled to due process before ISWCC makes any decision to dismiss, demote, suspend, or involuntarily transfer an employee. Due process requires ISWCC to provide the employee with notice and an opportunity to be heard before such a decision is made.

Due Process information includes:

- Notice of the Contemplated Action
- Notice of the Basis for the Contemplated Action
- Explanation of the Evidence
- Set a Time to Respond
- Opportunity to Respond
- Decision
- Right to Appeal

The Agency policy follows the Problem Solving and Due Process Procedures outlined in IDAPA. For additional information and to review the full process and procedures, employees should refer to [IDAPA 15.04.01 Rule 200](#).

Policies Related to Benefits

Holidays

The term "holiday" is a day of exemption from work granted to employees during which the employees are compensated as if they actually worked.

In the event that a holiday falls on a Saturday, the preceding Friday shall be a holiday; and if the holiday falls on a Sunday, the following Monday shall be a holiday. Holidays shall be on the following dates:

- January 1st (New Year's Day)
- Third Monday in January (Idaho Human Rights Day)
- Third Monday in February (President's Day)
- Last Monday in May (Memorial Day)
- June 19th (Juneteenth)
- July 4th (Independence Day)
- First Monday in September (Labor Day)
- Second Monday in October (Columbus Day)
- November 11th (Veterans Day)
- Fourth Thursday in November (Thanksgiving Day)
- December 25th (Christmas Day)

Employees required to work on the holiday may be eligible to accrue compensatory time based on his/her FLSA code. Please consult with your supervisor or your Human Resources representative for additional details. Employees may refer to the ISWCC website for a complete calendar of recognized holidays or by clicking [here](#).

Sick Leave

Paid sick time is available for employees to use for their own or an immediate family member's illness, medical appointments, bereavement and for Employee Assistance Program (EAP) appointments.

When possible, employees are expected to plan time away from work by notifying their supervisor in advance prior to the absence. For example, when scheduling a routine doctor's appointment or planned surgery an employee's supervisor should be consulted. Employees must use some type of paid leave for these circumstances (i.e., sick, vacation, or compensatory time).

Whenever absent from work due to illness, notify your immediate supervisor by telephone or email as soon as possible on the first day of absence and each day thereafter as required by your supervisor.

Sick leave shall accrue at the rate of .04615 hours per hour worked or paid (with the exception of paid compensatory leave). In situations where an individual transfers from one department to another, accrued sick leave shall transfer with the employee.

Employees may refer to the Division of Human Resources website to review the full policy by clicking [here](#).

Vacation Leave

ISWCC encourages employees to take an adequate amount of vacation days in such a way that maximizes their vacation benefit.

Vacation leave shall be earned on each hour or major fraction thereof that an employee is present for duty or on approved leave with pay, including vacation, sick, military, or compensatory leave, and holidays. All credited State service shall be counted in determining the leave accrual rate, regardless of the length of separation. Vacation leave shall not accrue to any employee on any kind of leave of absence without pay, suspension without pay, layoff, or when working overtime.

Vacation leave accrual rates and maximums are based upon FLSA designation and hours of service.

| Vacation Accrual Rates and Limits | | | | |
|---|------------------|-----------------------|--|---------------|
| Employee Designation | Hours of Service | Accrual Rate Per Hour | Accrual Rate per Pay Period for Full-Time Employees* | Accrual Limit |
| Covered | 0-10,400 | 0.04615 | 3.7 hours | 192 hours |
| Covered | 10,401 - 20,800 | 0.05769 | 4.6 hours | 240 hours |
| Covered | 20,801 - 31,200 | 0.06923 | 5.5 hours | 288 hours |
| Covered | 31,201 or more | 0.08077 | 6.5 hours | 336 hours |
| | | | | |
| Administrative/Professional/Computer Worker | 0-10,400 | 0.05769 | 4.6 hours | 192 hours |
| Administrative/Professional/Computer Worker | 10,401 - 20,800 | 0.06923 | 5.5 hours | 240 hours |
| Administrative/Professional/Computer Worker | 20,801 - 31,200 | 0.08077 | 6.5 hours | 288 hours |
| Administrative/Professional/Computer Worker | 31,201 or more | 0.08077 | 6.5 hours | 336 hours |
| | | | | |
| Executive | 0-10,400 | 0.09615 | 7.7 hours | 200 hours |
| Executive | 10,401 - 20,800 | 0.09615 | 7.7 hours | 240 hours |
| Executive | 20,801 - 31,200 | 0.09615 | 7.7 hours | 288 hours |
| Executive | 31,201 or more | 0.09615 | 7.7 hours | 336 hours |
| *amounts are rounded to the nearest tenth | | | | |

An employee's accrued vacation leave transfers with the employee when transferring from one State agency to another with no break in service. Employees are required to obtain approval from their supervisor prior to the use of vacation leave. Please consult with your immediate supervisor when requesting vacation time off.

Compensatory (comp) time may be used and should be treated under the same rules as vacation leave. Approval of time off will be granted after first considering the business needs of the agency and confirming adequate staffing coverage during the requested time off. Compensatory time should be exhausted before any vacation time can be used. Employees can use both compensatory time and vacation hours during the same pay period only if they do not have enough compensatory time to cover the entire absence. Accumulated compensatory time cannot be transferred to another department within the State. If comp time is not used before transfer or separation from State employment, it is forfeited. Compensatory time lost at the time of transfer or separation cannot be reinstated later.

Employees may refer the Division of Human Resources website to review the full policy by clicking [here](#).

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law which entitles eligible employees to unpaid, job protected leave, under qualifying circumstances, as follows: (1) for a qualifying health condition of the employee or a qualifying family member; (2) for the birth or adoption of a child; and (3) for specific purposes to family members of qualifying military service members. To qualify for FMLA leave, the employee must meet eligibility criteria, must submit a written request, and upon return to work must provide a medical release (as appropriate). To be eligible for FMLA, an employee must have been employed with the State of Idaho for a total of at least twelve months and must have at least 1250 hours of service during the twelve-month period immediately preceding the leave.

The FMLA only requires unpaid leave, however, the law permits an employee to elect, or the employer to require the employee, to use eligible accrued paid leave which includes sick, vacation, and compensatory time for some or all of the FMLA leave period.

The State of Idaho uses a rolling 12-month period measured backward from the date an employee uses any FMLA designated leave. Eligible employees may request FMLA as either continuous or intermittent/reduced work schedule. Employees requesting intermittent or a reduced work schedule should schedule their leave so as to disrupt the Agency's operations as little as possible.

An employee must provide advance notice prior (30 days) to taking such leave when the employee knows in advance of the need to take FMLA. In situations where advance notification is not practical, the employee shall notify the Agency as soon as feasible. Medical certification may be required to request and be approved under FMLA. Employees may be required to provide a Fitness for Duty certification to return to work. While on FMLA leave, the employee's health and dental benefits will remain unchanged.

For complete information, consult the [FMLA regulations, 29 CFR Part 825](#), or the Division of Human Resources [here](#).

Paid Parental Leave

In accordance with the Families First Act, [Executive Order 2020-003](#), eligible State of Idaho employees within the executive branch may use up to eight (8) weeks of paid parental leave due to the birth or adoption of a child, effective July 1, 2020. The purpose of this policy is to enable the employee to care for and bond with a newborn or newly adopted child.

Employees are to refer to the policy for full details and all related information. The policy outlines:

- General Information
- Eligibility
- Use and Compensation of Leave
- Request and Approval to Use Paid Parental Leave
- Use in Conjunction with Other Leave Types
- Effect of Separation on Leave

- Effect of Leave on Probation Status
- Tracking and Reporting

For complete information, consult the Division of Human Resources website by clicking [here](#).

Special Leaves

In addition to sick and vacation leave benefits, other miscellaneous leave benefits may be available to employees and include:

- Leave of Absence without Pay (LWOP)
- Military Leave – (Federal Active Duty)
- Military Leave – (State Active Duty)
- Organ and Bone Marrow Donation Leave
- Administrative Leave with Pay
- Court and Jury Services
- Miscellaneous Leave
- Election Leave
- Religious Leave
- Red Cross Disaster Services Leave

For comprehensive information on any special leave offered to employees, please consult the Division of Human Resources website by clicking [here](#).

Leave Donations

In the event an employee experiences a catastrophic illness or injury and does not have accrued time off, the employee may request a leave donation. A leave donation, under [Idaho Code 67-5334\(g\)](#), provides for the transfer of sick or vacation leave to other State employees to be used as sick leave.

ISWCC has specific guidelines addressing the conditions and approval process to transfer or receive leave. The ISWCC Administrator must approve the transfer and receipt of leave time. If leave is being donated to an employee in a different agency, signature of appointing authorities is required. Please consult the Division of Human Resources website to view the Leave Donations policy [here](#).

Bereavement

The State offers bereavement leave to provide a time for mourning after the loss of an immediate family member. Employees who need to take time off due to the death of an immediate family member should notify their supervisor immediately. The immediate family includes spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage or legal guardian. Time off for any persons not covered under immediate family must be charged to vacation leave. Please refer to the [Sick Leave](#) policy for additional details.

Medical, Dental, and Vision Benefits

Eligible employees are provided a wide range of benefits and election is optional. Benefits eligibility is dependent upon a variety of factors, including employee classification. Your local Human Resources representative can identify the programs for which you are eligible. Overviews of these programs can be found on DHR's website at <http://dhr.idaho.gov/information-for-state-employees/>.

The following benefit programs offered include but are not limited to:

- Medical
- Dental
- Vision
- Prescription Drug Coverage
- Flexible Spending Accounts (FSA)
- Life Insurance
- Disability
- Employees Assistance Program
- PERSI Retirement
- 401k Savings Plans
- Additional Supplemental Insurance Products

Employees will need to access the Office of Group Insurance [website](#) to obtain all benefit information including eligibility, dependent eligibility, premiums, summary plan descriptions, and more. Benefit enrollment will be completed through Self-Service on the State Controller's website. Training for enrolling online for your benefits is provide through the State Controller's Office and can be accessed by clicking [here](#).

Flexible Spending Accounts

Flexible Spending Accounts (FSA's) offer a convenient and easy way to save money for eligible medical and dependent care expenses. If you are interested, you can participate in either or both of these plans:

- Medical Reimbursement Account: Reimburses out-of-pocket health care costs not covered by any other plan; and
- Dependent Care Account: Reimburses the cost of dependent care necessary for you and your spouse to work or attend school full-time. For more information, visit the Office of Group Insurance's website.

Life and Disability Benefits

Eligible employees are provided complimentary basic life and Accidental Death and Dismemberment (AD&D) insurance plans for all eligible employees. Employees are also offered complimentary disability benefits to provide supplemental income while unable to work because of a qualifying

disability due to an injury or illness. Completion of the Principal Financial Group enrollment form provides for the designation of a beneficiary and enrolls the employee in the State's group life, accidental death and dismemberment, dependent life, and disability insurance.

Employees may also purchase Supplemental Life Insurance. Employees wishing to elect additional life insurance will be responsible for the full amount of the premium and will be automatically deducted from the employee's paycheck.

For more information regarding life and disability benefits, visit the Office of Group Insurance's website.

Retirement Benefits

Public Employee Retirement System of Idaho

Enrollment in the Public Employee Retirement System of Idaho (PERSI) "Base Plan" is mandatory for all benefit-eligible employees. Contributions are deducted from the employee's salary each pay period and deposited, along with the State contribution, into the State retirement fund. As a PERSI member, each employee has a percentage of their gross salary deducted, pre-tax, from the biweekly paycheck as contributions toward retirement. The State contributes to each employee's retirement fund. For more information, visit the PERSI website: <https://www.persi.idaho.gov>.

PERSI 401K Choice Plan

The PERSI 401K Choice Plan is open for enrollment to all active PERSI Base Plan members. Election of this plan and all contribution amounts are voluntary. This benefit is separate from and in addition to the mandatory PERSI Base Plan. For more information about the Choice Plan, visit the PERSI website: <https://www.persi.idaho.gov>.

457 Retirement Plan – Nationwide Public Employees Benefit Services Corporation

(PEBSCO) Deferred Compensation Plan

The State of Idaho Deferred Compensation Program is an officially sponsored and monitored supplemental retirement savings plan administered by Nationwide. For more information, visit: <http://www.idahodc.com/>.

Idaho National Conference on Public Employee Retirement Systems Plan (NCPERS)

NCPERS offers low-cost, group term life insurance and accidental death and dismemberment benefits for State employees and their dependents through payroll deduction. For more information visit: [NCPERS Life](#).

Additional Voluntary Benefits

Idaho College Savings Program (IDeal)

The IDeal, offered through the State of Idaho, provides families with an affordable way to save for college. For more information, visit the IDeal Web site at: <http://www.idsave.org>.

Life Flight Network

Life Flight Network, a nonprofit air medical transport service, has helicopter, fixed wing, and ground ambulance services. Life Flight provides ICU-level care and life-saving transport to seriously ill or injured patients from the scene of an emergency or from one hospital to another. For additional information, visit the Life Flight Network website at: <https://www.lifeflight.org>.

Additional voluntary benefits offered through the State may viewed on the State Controller's website by clicking [here](#).

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) allows employees and their dependents to temporarily continue medical and dental coverage at group rates following termination of employment by the employee. Any individual choosing continuation coverage will be charged the employer's group rate plus an administrative fee.

An employee who separates from employment before the 15th day of the month will have medical, dental, and life insurance through the end of the month. When separation occurs on the 15th of the month or after, coverage will continue through the end of the following month. Continuation of coverage may be available under the COBRA program and/or conversion to individual plans. Specific information for COBRA must be obtained directly from the Office of Insurance Management.

Eligible employees are provided a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the health insurance plan. The notice contains important information about the employee's rights and obligations.

Employees terminating employment may be eligible to convert their basic life, dependent life, supplemental life, and medical coverage to individual plans. Contact the appropriate insurance agent to obtain conversion information as far in advance of the separation as soon as possible.

Health Insurance Portability and Accountability Act (HIPAA)

The State values and protects the privacy of our employees, including their health plan information. We strongly believe in protecting the confidentiality and security of information we collect about you. Our health plans (any medical, dental, or vision plan you are enrolled in, or any other State sponsored plan where privacy rules may apply) are required to protect the privacy of your Protected Health

Information (“PHI”) and provide you with a HIPAA Notice that outlines our legal duties and PHI privacy practices. A separate HIPAA Notice will be provided to each employee and is available by contacting the Office of Group Insurance.

Workers’ Compensation

All employees of ISWCC are covered under Workers’ Compensation. Coverage pays for medical and kindred expenses for employees who are accidentally injured or occupationally diseased as a consequence of job-related activities.

An accident occurring during normal working hours must be reported before the end of the workday to the employee's supervisor, whether or not medical care is needed. The supervisor will complete the Supervisor Accident Report (SAR) for all accidents or injuries that may or do result in physical harm. If medical care is sought or is anticipated, the supervisor will provide the employee with a [First Report of Injury Form](#). The completed form will be sent to the State Insurance Fund within 10 days from when the accident occurred.

In the event of a disability incurred on the job and covered by Workers’ Compensation, the employee shall be given the choice of either (1) taking a leave of absence without pay while receiving Workers’ Compensation, or (2) utilizing a portion of accrued sick leave and annual leave to supplement Workers’ Compensation to maintain his/her regular salary.

No appointing authority may require an employee to accept sick or annual leave or time off for overtime in lieu of Workers’ Compensation provided by law. Additionally, any employee may not waive his/her rights to Workers’ Compensation and cannot accept earned leave or other benefits in lieu thereof.

For further information about Workers’ Compensation, visit the State Insurance Fund’s website at <https://www.idahosif.org/>.

Educational Assistance Policy

ISWCC encourages employees to improve their performance by taking courses at colleges, universities, accredited trade or business schools, and by attending seminars and workshops. All such education/training shall require prior approval by the employee’s immediate supervisor. ISWCC may assist in defraying all or a portion of the tuition and fees when the course is related to the employee's job and performance.

Employees may request to attend job-related workshops and seminars. If the employee obtains prior approval to attend, ISWCC may pay all or part of the expenses.

Financial reimbursement for costs of tuition and books related to college, university, trade, or business school course work must be approved by the Administrator and is subject to the following limitations.

- Employees who terminate employment with ISWCC prior to completion of the course will not be reimbursed. Employees who are laid off are reimbursed as if regularly employed.

- The percent of cost reimbursement for tuition, books, transportation, and per diem are negotiable. Attendance, grades, and impact of the educational activity toward ISWCC's goals all may factor into the reimbursed amount.
- ISWCC will pay all tuition and fees for course work required by ISWCC.
- Class attendance will usually be during the employee's non-working hours. Prior approval is required for an employee attending class during regular working hours.
- An employee requesting tuition reimbursement for course work must complete a written request and discuss the request with his/her immediate supervisor.
- The supervisor will complete the request, sign and forward it to the Administrator or his/her designee for approval.
- The request will be considered based upon its job-related merits, budget limitations, and compliance with the policy. The supervisor informs the employee of the decision.

Employees who attend training seminars shall, if requested by their supervisor, prepare a written report to enable others to share the information.

An Educational Assistance form must be submitted to your supervisor for approval prior to registering for the training.

Payment/Reimbursement of Expenses

For course work required by ISWCC, direct billing of tuition is preferred.

For employee requested, undergraduate courses, reimbursement may occur once the course has been completed and a passing grade of C. The reimbursement amount will be predetermined by the ISWCC Administrator. The IRS considers all tuition for reimbursement of graduate course work to be a taxable benefit. Reimbursement for these courses will be processed through the payroll system, with the standard deductions applied to the gross reimbursement amount.

Employee Handbook Receipt and Acknowledgment

On _____ (date) I _____ (employee name), received the ISWCC Employee Handbook and understand the policies and rules apply to me and agree to follow them during my employment with ISWCC. I acknowledge these policies are available to me via ISWCC's shared drive and ISWCC's website, as well as in print. I understand that employee policies, both electronic and written, may be amended, or altered at any time. If such amendment or alteration should occur, details of the changes will be communicated to me electronically.

I understand and I agree that I have been instructed to carefully review the policies and agree to comply with them, with the understanding that my failure to do so may result in disciplinary action against me, up to and including termination. In addition, I acknowledge the policies referred to above, and all of the policies of ISWCC are internal guidelines intended to provide authoritative statements explaining many of the rights and benefits attendant to my employment; however, said policies are not intended, nor do they create a legal or contractual promise or commitment of employment.

Employee Name (Printed)

Employee Signature

Date

Statewide Policies and Procedures

These human resource policies are applicable to all State of Idaho executive branch agencies. These policies are designed as a working guide for agency management and human resource staff in the day-to-day administration of our State's human resource program. They are not promulgated as rules under the Idaho Administrative Procedures Act nor do they carry the force and effect of law. However, a violation of any one of these policies may be grounds for disciplinary action up to and including termination.

- [Section 1 - Compensation](#)
- [Section 2 - Vacation Leave](#)
- [Section 3 - Sick Leave](#)
- [Section 4 - Family & Medical Leave Act \(FMLA\)](#)
- [Section 5 - Special Leaves](#)
- [Section 6 - Leave Donations](#)
- [Section 7 - Telecommuting, Application, Agreement and Safety Checklist](#)
- [Section 8 - Domestic Violence](#)
- [Section 9 - Respectful Workplace](#)
- [Section 10 – Paid Parental Leave](#)
- [State Travel Policy and Procedures](#)

Appendix: ISWCC Agency Policies

Appendix A: Performance Evaluation

Purpose

Employee performance evaluations provide a means of establishing and communicating major work requirements of the employee's job description, key responsibilities, and establishment of goals and objectives to be met as well as the methodology for comparing actual performance to work requirements and expectations. This is accomplished through planning and review discussions. Supervisors are responsible for discussing key responsibilities and for reaching agreement regarding the expectations to be met with the employee. This agreement will be the basis for the performance evaluation. Evaluations provide supervisors an opportunity to recognize and reward meritorious performance, to identify and correct unsatisfactory performance, and to increase and improve job-related communication. ISWCC uses the Idaho DHR's I-Perform Tool.

Policy

Employee performance evaluations are completed in the following situations:

Probationary Employee

Each employee's job performance may be evaluated thirty (30) to ninety (90) days after his/her initial appointment. An initial performance plan must be developed with the employee at the beginning of their employment. A formal performance evaluation shall be completed no later than 30 days after the probationary period of 1040 hours. If relevant, the evaluation should contain a statement certifying the employee to permanent status. Permanent status may be awarded based on satisfactory completion of 1040 hours of service in the position. If the employee has not satisfactorily completed his/her probationary period, the supervisor will take appropriate action.

Permanent Employee

Employees should be evaluated on an annual basis. The I-Perform system provides the employee evaluation in an electronic format and record.

Supervisory Responsibility

All ISWCC supervisors are responsible for the performance of their employees. Supervisors can improve employee performance by increased communication, and through the performance planning and review process. Supervisors may give additional help by establishing performance improvement or employee development plans. In both of these areas, the ISWCC supervisor plays a key role in informing employees of their job performance.

Discretionary Evaluation

A performance evaluation may be completed at any time a supervisor wishes to officially recognize and reward an employee's meritorious performance, at the completion of a project or special assignment, to modify a current performance plan, or to identify and correct unsatisfactory performance.

New or ongoing objectives for the coming evaluation period shall be developed and/or modified as a part of the performance evaluation.

Appendix B: Conflict of Interest

Disclosure Requirement. Any time a real, or potential conflict exists between an employee's public duty and his/her private interest, outside activities or employment, the employee shall disclose it to the Administrator, in writing, at the earliest opportunity, and prior to acting upon the conflict or potential conflict. Only the Administrator is authorized to waive this written disclosure requirement. Failure to disclose a conflict or potential conflict of interest or appearance of impropriety, when an employee knew or could reasonably have known of such conflict or potential conflict or impropriety, may result in disciplinary action, up to and including dismissal.

Private Interest. Any activity performed in the course of employment which might have the appearance of impropriety or preferential treatment of family or relatives, significant other, etc., is prohibited. Employees shall not profit, directly or indirectly from public funds under their control.

Contracting. Employees shall not have a private interest in any contract or grant or other written agreement made by them in their official capacity. Employees may not contract with ISWCC or with another agency or entity within state government. To prevent the appearance of impropriety in ISWCC contracts, the employee should refrain from disclosing insider, proprietary or confidential information to family, friends or business associates. This is especially so when there are or could be reasonable perceptions drawn that unfair contracting practices have occurred because of these relationships to employees.

Withdrawal. Employees should not act but withdraw from any matter coming before them in the course of their official duties, if they or their family, relatives, significant other, etc., have a private interest in it. For example, if an employee has a private interest in, or is likely to become interested in a contract of ISWCC, the employee should not take part in the preparation or approval of the contract or bid specifications.

Nepotism. No employee shall work under the immediate supervision of a supervisor who is a spouse, child, parent, brother, sister or the same relation by marriage.

Cohabitation and Romantic Relationships. Cohabitation of and/or relationships between employees and their supervisors and others holding positions of authority over them, should be conducted in a manner that avoids potential conflicts of interest, exploitation, or personal bias. The possibility of intentional, unintentional or perceived abuse of power should always be strongly considered in such relationships.

ISWCC recognizes that it is not uncommon for married couples to be employed in the same field of work. The presence of married couples within ISWCC does not automatically affect their employment status but may necessitate that the couple and ISWCC take steps either to manage or eliminate any potential conflict of interest.

Supervisor/Subordinate Relationships. Supervisor and employee relationships should remain professional. Supervisors should resist the temptation to become confidants, or counselors to employees. When friendliness becomes good "friends", work roles become confused.

Compensation From Outside Sources. Employees may not accept compensation from outside sources for performing their job.

Gratuities. Employees may not (either individually or as a member of a group) directly or indirectly ask, accept, or receive any gift, favor, service, loan, gift certificate or entertainment which might reasonably be interpreted as tending to influence the performance of their official duties. Advertising trinkets normally given to the public such as pencils, pens, or other small gifts are exempt.

Employees shall not accept gratuities or other benefits exceeding a total retail value of \$50 per person/organization or composite within a calendar year.

Honoraria. Employees shall not accept honoraria from the public, associations, corporations, or governmental entities for appearances or services given in the course of their official duties.

Impartiality in Performing Official Duties. Employees are expected to act impartially in performing official duties and not give preferential treatment to any outside organization or individual.

Outside Activities. Employees must critically assess their outside activities. Endeavors, with and without remuneration, that may be construed to be a conflict of interest with ISWCC operations or programs, or which would have the appearance of impropriety, are prohibited.

Serving on Boards and Committees. Employees shall not accept or serve in any policy-making position or office of an organization, board or commission in which an opportunity for conflict of interest might arise between the activity and ISWCC employment, except upon written approval of the Administrator.

Employee Organizations. Employees shall be protected in their right to form, join, and assist an employee organization or to refrain from any such activity.

Employee organizations have the right of reasonable access to state offices for meeting space and the use of bulletin boards as long as it does not interfere with the efficient administration of state business or the performance of the employee's duties during working hours.

Outside Employment. ISWCC neither encourages nor objects to employees engaging in outside employment. However, such employment must:

Be compatible with the role of the staff member as a public employee; and

Not conflict with the best interest of ISWCC or the employee's responsibilities or hours of work (reference Idaho Code 67-2508). Discuss with your immediate supervisor.

Not involve activities that would constitute a conflict of interest or have potential for a conflict of interest.

Dual Employment within State Service. Prior written approval from all appointing authorities is required for any dual employment within state service. An employee may accept employment in any educational program conducted under the State Board of Education or the Board of Regents of the University of Idaho provided such employment is conducted outside his/her normal work hours with ISWCC. (Ref. Idaho Code 67-2508) and there are no conflicting hours of work.

Employees Working for ISWCC as Volunteers. Employees are prohibited under the Fair Labor Standards Act (FLSA) from volunteering (without expectation of compensation) to perform for ISWCC the same type of services they are employed by ISWCC to perform. However, no violation of FLSA occurs if employees volunteer to perform work unrelated to their current job and does so without coercion or pressure from ISWCC.

Withdrawal from Conflict. Employees should not act but withdraw from any matter coming before them in the course of their outside activities, employment or volunteer work, if the outside organization is seeking official action from, doing business with, or conducting activities affected by ISWCC. For example, if an employee is a board member of an organization that is bidding on an ISWCC contract, the employee must withdraw and refrain from having interest in the contract, or from voting, or making decisions or recommendations concerning that contract. The employee must also disclose the conflict to the Administrator.

Elimination of Conflict/Appeal to Administrator. When an employee has received written approval to engage in outside employment or other activities, but that employment or activity impairs the employee's ability to perform or interferes or creates a conflict of interest, the employee will be requested in writing by the Administrator to modify or cease that employment or activity within five (5) working days. Failure to do so may result in disciplinary action. If the employee does not agree with the decision, he/she may appeal the action in a letter to the Administrator within three (3) working days.

References:

Protection of Public Employees [Whistle Blower Act] (Ref. Idaho Code 6-2101-2109).

Summary of Employee Travel Policy (Ref. FISCAL Manual, Chap. 7, Employee Travel).

Disciplinary Actions (Ref. IDAPA 15.04.01.190).

Ethics in Government Act of 2015 (Ref. Idaho Code 74-401-406).

Appendix C: Flextime and Telecommuting

Telecommuting

Employees requesting telecommuting arrangements should complete a Request for Telecommuting Form before entering into detailed discussions with their supervisor. If approved by the ISWCC Administrator, the employee and supervisor will complete the Telecommuting Agreement.

Employees may not compromise the confidentiality or security of ISWCC information due to telecommuting, remote computer access, etc. Unauthorized disclosure, perusal, or altering of information by an employee is a serious violation of ISWCC policy and may be cause for disciplinary action. Accidental breaches of confidentiality while telecommuting may be cause to terminate the Flexplace arrangement.

All telecommuting work schedules must conform to the overtime, record keeping, and provisions of the Fair Labor Standards Act and the Idaho State Labor Law for staff covered by those provisions. Implementation of flexible work schedules must be consistent with the need for administrative offices to remain open to the public from 8:00 AM to 5:00 PM Monday through Friday.

Flextime

Flextime allows for flexible scheduling arrangements that permit variations in lunch, starting times, and departure times. Flextime can be used to improve coverage, enhance recruitment, extend service hours, enhance staff morale, and reduce absenteeism.

Flextime work arrangements may be implemented on a trial basis (typically three months) to give everyone the opportunity to evaluate the effectiveness. Any work arrangement can be modified at any time with the prior consent of the Administrator. Any arrangement can be terminated at any time. All requests shall be put in writing for approval from the ISWCC Administrator.

All employee Flextime work schedules must be communicated to those internal and external customers who may have a need to know.

Exempt Employees

Exempt employees not covered by the requirements of the Fair Labor Standards Act (FLSA), have inherent flexibility in scheduling their work as they are exempt from certain overtime and record keeping requirements.

For example, exempt employees may flex their hours to work 50 hours in one week and 30 hours the following week for a total of 80 hours in a pay period. Since the state of Idaho payroll system operates on the basis of a 40-hour work week, compensatory time must first be accrued in week one, “or prior work week”, then used as compensatory time taken in week two. Accrued vacation could also be used to initiate this schedule. While the law allows this latitude, exempt employees still need to discuss specific work schedule arrangements with their supervisors and obtain their approval. Executive, administrative, and professional employees are generally exempt employees.

Non-Exempt Employees

Non-exempt employees are covered by the requirements of FLSA and are subject to overtime pay for time worked in excess of 40 hours in a week.

The regular number of hours worked by full-time, non-exempt employees is 40 hours in a workweek. Work beyond 40 hours in a week is subject to additional compensation under overtime policies. Therefore, non-exempt employees may have a flextime schedule as long as it does not alter the total number of hours worked in a work week.

Core Hours

Supervisors may require an employee who works during normal business hours to be present during certain core times such as 9:30 to 11:00 AM and 1:30 to 3:30 PM Monday through Friday. Supervisors may also establish core hours for flexible schedules such as a requirement those hours of work must occur between 6 AM and 6 PM. The following are examples of flextime work schedules:

Variable Day Schedule

This is defined as a flextime work schedule with or without core hours on each workday for a total of 40 hours in one week. The employee may or may not vary the arrival and departure time each day.

Variable Week Schedule

This is defined as a flextime work schedule, which may or may not include core hours on each workday in the biweekly pay period. The employee may vary the number of hours worked each day or the number of hours each week within the limits established. The basic work requirement is 80 hours each pay period (Not to exceed 40 hours per week for employees covered by the Fair Labor Standards Act (FLSA) overtime provisions.)

Compressed Work Schedule

This is a flextime option to work more than 8 hours per day in less than 10 days during a pay period. Compressed work schedules have predetermined days and hours of work. Once approved, the schedule remains the same until changed.

Holiday Pay

Schedules resulting in holiday time off in excess of eight (8) hours must only be approved in such a way as to treat all members of the affected job classification equally. Appointing authorities may suspend Flex schedules during holiday weeks or may grant administrative leave or otherwise adjust work schedules to ensure equity.

Changes

Flexible schedules may be revoked at any time, either by the employee or unilaterally by the supervisor or the ISWCC Administrator, with as much notice as possible, except as required by business necessity or by mutual agreement.

The Administrator may approve an alternate (flexible) work schedule for a full-time employee in accordance with the following:

1. The flexible schedule shall consist of 40 hours in one designated workweek for FLSA covered employees, or 80 hours in two consecutive workweeks for FLSA exempt employees. (Refer to **Exempt Employees** on the previous page.)
2. Overtime for an employee with an alternate work schedule shall be in accordance with ISWCC overtime policies.

The flexible schedule for a full-time employee shall provide for meal periods or rest breaks as required or appropriate.

Appendix D: Overtime and Hours of Work

Policy Communications

Employee Communication – It is the policy of the ISWCC that FLSA nonexempt (covered) employees will receive compensatory time for overtime worked, and not paid in cash except as otherwise provided in this policy. It is the responsibility of supervisors to consult with and communicate this policy to nonexempt (covered) employees as a part of each employee's job offer. All FLSA nonexempt (covered) employees should have a written acknowledgment of this policy on file.

Reporting Concerns – The ISWCC follows the FLSA and all applicable federal and state laws and rules regarding employee compensation. Any employee who believes that a problem exists in regard to hours of work, whether a position is nonexempt (covered) or exempt, or any issue related to hours of work and overtime compensation is encouraged to report the issue to their supervisor, manager, or Administrator as soon as possible. The ISWCC will take prompt action to correct problems identified and communicate the action to the employee. No employee will be subject to retaliation for reporting a wage and hour concern.

General Requirements

Overtime Defined – Overtime is that time worked that exceeds 40 hours in the state's legally defined work week (beginning 12:01 A.M. Sunday through 12:00 midnight Saturday) and hours worked on a holiday. Overtime work will earn credited state service at the rate of one hour for each hour that the employee actually works.

Time Worked for More than One State Department – The state is considered a single employer for determining the number of hours worked. If an employee works for more than one state department, the employee's combined service will be subject to applicable laws and ISWCC rules governing overtime.

Travel Time – Travel time between home and the employee's official workstation is a normal incident of employment and not considered hours worked. Employees required to work away from their assigned reporting location shall have such travel time considered as hours worked. If an employee is directed as part of his/her job to travel on non-working hours, the employee is eligible for travel time *en route*.

Nonexempt (covered) employees who travel as part of their job or to training or conferences must receive time and a half for overtime incurred due to such travel.

Travel time outside of a FLSA exempt employee's normal work schedule to attend conferences, seminars, association meetings, etc., when the employee requests the travel, shall be credited as work time if required by law or approved by the Administrator.

Time spent traveling by mode of transportation other than commercial airline shall earn compensable time equivalent to time spent in transit via commercial airline if the time is outside normal duty hours. Exceptions to this policy can be made if the Administrator of the ISWCC determines that modes of travel other than commercial airlines are more practical.

Work assignments that require an employee to stay out over a weekend or overnight(s) will qualify for expenses, but no time will be compensated beyond travel and actual hours worked.

State travel policies are governed by the State Board of Examiners; see policy #442-50 for more information (www.sco.idaho.gov).

Workweek – The workweek for employees of the ISWCC is 12:01 AM Sunday through 12:00 Midnight Saturday.

To avoid overtime accrual, the supervisor may alter the employee's work schedule, within a normal work week, to the extent that the employee may take an equal amount of time off within the same work week (i.e., employee can take four hours off Friday because he/she worked four extra hours on Tuesday of the same workweek). However, an employee's work schedule shall not be adjusted to reduce or avoid compensation of holiday, sick or military leave taken.

Compensation

FLSA Exempt Employees.

Administrative or Professional Exemptions. These employees are eligible to earn compensatory time for overtime worked. Compensatory time may be accrued and accumulated up to a maximum of 240 hours. (See Idaho Code Sections 67-5302(1) and (27) for definitions. Employees shall be allowed compensatory time off from duty for overtime worked. Such compensatory time shall be earned on a one hour for each hour worked basis. These employees are not eligible for cash compensation for overtime unless cash payment is specifically authorized by the State Board of Examiners for overtime accumulated during unusual or emergency situations [Section 67-5328(3)(c)]. Supervisors may request cash compensation for overtime for an individual in a highly unusual or emergency situation via the Administrator. Employees designated as "executive" shall be ineligible for compensatory time or cash compensation for overtime work. See Idaho Code Sections 67-5328(3)(b) and 67-5302(12).

FLSA Nonexempt (covered) Employees. These employees are eligible for cash or compensatory time off for overtime work. They shall receive cash compensation or compensatory time off in accordance with Idaho Code Section 67-5328(3)(d) at one and one-half times their regular hourly rate of pay for all overtime hours worked and all hours worked on a holiday, or the official day observed in lieu of the holiday. The requirement to compensate (cash compensation or compensatory time) for overtime worked may not be waived by an agreement between the employee and the supervisor. Although it is ISWCC policy that advance approval be given before an employee may work overtime, any overtime that is worked by a nonexempt (covered) employee must be compensated. All comp time accumulated that exceeds 240 hours must be paid in cash. Comp time accrued in a prior 6-month period must also be paid, pursuant to Idaho Code 67-5328(3)(d). In all other situations, the Administrator will determine when cash compensation is allowed for nonexempt (covered) overtime work.

Specific Requirements

Time Reporting – All hours worked must be recorded on the employee's time sheet and approved by the authorizing supervisor.

FLSA Nonexempt (covered) Employees. If a nonexempt (covered) employee does not eat lunch at their desk and continues to work or be interrupted by work requests, phone calls, etc., and such work is expected or permitted by the supervisor, the entire lunch break must be considered work time.

FLSA Exempt employees. More flexibility in scheduling occurs with exempt employees, but all time worked must be reported. If lunch breaks are interrupted, only actual time worked is reported.

No Volunteer Duty. Employees may not volunteer their time in this or other state agencies if they would be performing work similar to their primary state job.

Working “off the clock” prohibited. Employees and their supervisors who permit or engage in working without reporting such time may be subject to discipline, up to and including dismissal.

Approval – All overtime must be approved by the employee’s immediate supervisor in advance. All overtime worked will be documented on the employee’s time sheet and approved by the supervisor before being compensated in cash or by compensatory time off. Supervisors and employees should work cooperatively to select dates to discharge accrued compensatory time in a way that minimizes disruption of ISWCC services. Employee preference should be supported if possible.

Limitation – No employee will accrue more than forty (40) hours of compensatory time without the prior written approval of their supervisor. Even when approved, no employee will be allowed to accrue more than 240 hours. Supervisors will be held accountable for managing these accruals.

Discharge of Accrued Compensatory Time

Administrative and Professional Employees: With prior approval of his/her supervisor, an employee may take accrued compensatory time off. Accumulated compensatory time cannot be transferred from the ISWCC to another department within the state. If comp time is not used before transfer or separation from state employment, it is forfeited. Compensatory time lost at the time of transfer or separation cannot be reinstated at a later date.

Nonexempt (Covered) Employees: Accrued compensatory time should be taken off before vacation leave can be used, as long as the employee does not lose vacation time due to the maximum accrual provision of Idaho Code Section 67-5334. In addition, compensatory time should usually be taken before leave without pay. Compensatory time which has been earned during any one-half fiscal year but not taken by the end of the succeeding one-half fiscal year will be paid in cash on the first payroll following the close of such fiscal year. Accrued compensatory time must be paid in cash at one and one-half times the employee’s final regular hourly rate at the time of the transfer to another agency or upon separation from state service.

Call Back – Unscheduled Return to Work

Call Back – Employees who are called back to, and report to work, will receive up to two (2) hours of Administrative Leave regardless of if the employee is required to work or not. Actual time worked on call back shall replace Administrative Leave and be coded as regular or overtime work as appropriate.

DRAFT

Appendix E: Internet Use

This Internet Usage Policy applies to all employees of the ISWCC who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of ISWCC is permitted and encouraged where such use supports the goals and objectives of the business. As a state agency that values the trust and confidence of the public, we have high standards for the use of state equipment. These are designed to enhance the efficient and effective use of the Internet and electronic mail. However, access to the Internet through ISWCC is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, Email and Internet Usage

- Per Executive Order 2017-02, all employees are required on an annual basis to complete the State's online cybersecurity training.
- Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.
- All Internet data and electronic mail that is composed, transmitted and/or received by ISWCC's computer systems is considered to belong to ISWCC and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the Internet are the property of ISWCC and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- Electronic mail is subject to existing document retention and public records policies.
- All sites and downloads may be monitored and/or blocked by ISWCC if they are deemed to be harmful and/or not productive to business.
- The installation of software such as instant messaging technology is strictly prohibited.
- Employees shall not download executable files or application software (including but not limited to utility software, freeware and shareware) unless authorization from the Administrator is given. Approved downloads shall be performed by the Office of the CIO. If the software/files interfere and/or cause problems with agency business applications, the CIO staff may remove it.
- No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or appropriate Agency personnel.
- Employees must be aware that the electronic mail messages sent and received using ISWCC equipment or ISWCC provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection,

release, and archiving by ISWCC Administration at all times. The ISWCC has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with ISWCC policies and state and federal laws.

Unacceptable use of the Internet by employees includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via ISWCC email service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers
- Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization
- Security, virus checking, data backup and recovery will be performed by the Office of the CIO. Any electronic communication that appears suspicious or questionable please contact the CIO help desk immediately.

Employee-Owned Equipment:

Laptops, Notebooks, Tablets or Similar Computer Equipment, Handheld, PDA, and Pocket PC Type Technology:

- ISWCC management reserves the right to reject the connection of personal data accessories (PDAs) such as Tablets, Notebooks, or similar computer equipment, Pocket PCs, iPAQs, Palm units, Handheld PCs, cell phones etc., to our computer network system unless approval is given based on evaluation from the CIO staff. After such approval device shall be installed by the CIO staff and employee must sign a usage agreement.

Social Media

- All agency-related communication through social media outlets (social media Web sites, such as Facebook®, Twitter®, YouTube®, Flickr®, Blogger, and LinkedIn®) should remain professional in nature and should always be conducted in accordance with the ISWCC's standards and policies, practices, and expectations. Employees must not use social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action.

- Like e-mail, communication via agency-related social networking Web sites is a public record. This means that both the posts of the employee Administrator and any feedback by other employees or non-employees, including citizens, will become part of the public record.

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification. All terms and conditions as stated in this document are applicable to all users of the ISWCC network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by ISWCC.

User Compliance

I understand and will abide by this Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Appendix F: Public Records Request

Purpose

To inform employees of restrictions in disclosure of confidential information and of the expectation of confidentiality regarding information acquired during the course of employment with ISWCC.

Policy

If someone requests information or a copy of a record, determine if the record may be available for public inspection and copying. If you think the information is exempt from disclosure, if voluminous records are requested, if you have any doubt about whether the information can be disclosed, or if it is a request to correct a personnel record, immediately contact your supervisor or the ISWCC Administrator. Your supervisor or the ISWCC Administrator will determine whether it is appropriate to refer the request to our Deputy Attorney General.

If more than 100 pages are provided, we charge five cents per page. Offer a receipt to the payer and immediately remit the money to payroll personnel.

Required disclosures of the Idaho Public Records Act include the following:

Personnel Information - employment history, classification, pay grade and step, longevity, , gross salary, salary history, workplace and employing agency.

Current or former employees, or their authorized representatives, may inspect and copy their own personnel records, except for materials used to screen and test for employment.

Please note, the following major items are not public information:

- Employment tests
- Employee performance evaluations, grievances, and correspondence
- Applications for state employment
- Home addresses, phone numbers, birth dates, and marital status

When in doubt, employees should consult with the ISWCC Administrator, your supervisor for clarification, or the Office of the Attorney General.

Privacy Concerns

Information regarding an individual's health or other medical information; percentage of disability on veterans' forms; disability information for accommodation purposes under the ADA; and medical information for sick leave including FMLA are considered private and should be safeguarded and shared only with those individuals who have a need to know and are authorized to access such information.

Information regarding verbal discussions of agency/customer personnel actions or activities including probationary status or extensions, reasons for discipline, employee performance evaluations, and other sensitive matters must be considered confidential and not shared with other employees who do not need the information to perform their jobs. Confidential information should also not be shared with friends or family members or discussed where others might overhear the conversation.

Media Requests for Information

Any media requests about ISWCC, should be directed to the Administrator.

Enforcement

All employees, contractors, interns, volunteers or temporary staff of the Idaho ISWCC is responsible for acting in accordance with this policy. Employees found to be in violation with this policy will be subject to disciplinary action up to and including dismissal.

DRAFT

Appendix G: Public Information Web Publishing

Purpose

It is important that information provided be current, accurate and tailored to the specific situation when public information is provided.

Policy – Media Requests

Please handle all media requests following this process. All requests for information from representatives of the media should be routed to the ISWCC Administrator.

Requests from the media will be noted in writing. Employees who receive such requests should ask for the name of the person making the request, what entity they represent, their telephone number, the general nature of the request, and whether they have a deadline. Employees should indicate that someone who can respond to their questions will get back to them as soon as possible. ISWCC staff receiving media requests should consult with the Administrator to determine the best source to respond to the media. It may be the Administrator, or the Administrator may refer the request to the Governor's Press Secretary.

Policy – News Releases

News releases may be drafted at ISWCC but shall be reviewed or edited by the Governor's public information officer. All drafts should be reviewed and approved by the Administrator before being sent outside the agency.

Policy – Web Publications

The Administrator before publication must approve all ISWCC web information. The timing of the approval is flexible and discretionary. The final content and message must be consistent and complementary for all other web based ISWCC communications. Agency requests for web publications also need the Administrator approval.

All staff that have information posted on the website and/or [Project Tracker](#) are responsible for timely maintaining that information and/or providing updated information to the ISWCC designated Webmaster. Attention to detail, especially regarding time-sensitive material, is an important indicator of quality in our website.

Appendix H: Employee Conduct

At the ISWCC, our goal is excellence in public service for our customers and the public. Each of our employees is responsible for both the integrity and consequences of his or her actions. Every employee is expected follow the highest standards of honesty, integrity, and fairness when engaging in any activity concerning ISWCC. Employees are expected to be aware of standards of conduct and ensure they follow those, using good judgment at all times and in all situations. If employees have questions, they should ask their supervisor or executive management staff.

Age Requirements

Age Limits. It is ISWCC's normal practice not to employ persons who are less than eighteen (18) years of age. Present Child Labor Laws allows ISWCC to hire persons less than eighteen (18) years of age on a temporary basis under the guidelines contained in the Fair Labor Standards Act.

Personal Use of ISWCC Property

Time and Equipment. Employees shall not conduct personal business during work time and shall not use ISWCC facilities, equipment, materials, mail, supplies, electronic communications and systems (other than minimal use) for personal use or outside employment. Employees or their agents or relatives, shall not accept, lease, rent, sell, or purchase any ISWCC equipment or material.

Telephone Usage. Long-distance calls are allowed only under the ISWCC Travel Policy or when charged to personal credit cards or collect.

Personal Conduct

Dress and Personal Hygiene. All employees are expected to dress, maintain their personal conduct, and exercise personal hygiene in a manner consistent with the nature of work performed and within reasonably accepted limits of the community and the setting within which work is performed.

Punctuality/Attendance. Employees are expected to maintain regular, punctual attendance. When an employee is unable to report to work as scheduled, he/she shall notify his/her supervisor, prior to the absence, if at all possible.

Work Area. The work area of each employee should be properly maintained and provide a pleasant, orderly, and professional appearance. Any display of material reasonably considered being or having the potential to be offensive to others is prohibited.

Religious Expression. Employees may freely exercise their religious beliefs if doing so does not infringe on workplace efficiency and the requirements of the Civil Rights Act of 1964 as amended, concerning nondiscrimination on the basis of religion.

Employees and supervisors should respect the individuality of each person, and although they may share their belief that religion is important in a person's life, they must refrain from attempting to influence the religious beliefs of clients, colleagues, coworkers, or subordinates while acting in any capacity as an employee of ISWCC.

Solicitations. Employee and non-employee solicitations or the distribution of non-state-sponsored solicitation materials in the work area are prohibited. Solicitations and related staff time during working hours shall be limited to only those endorsed by the State of Idaho such as State Employees Charitable Giving Campaign, State-sponsored insurance programs, Red Cross blood drawings, etc. Other solicitations, which require employee time or use of ISWCC facilities must receive prior approval from the Administrator.

Non-Smoking Policy. All state-owned or state-leased buildings, facilities, or areas occupied by state employees shall be designated as "non-smoking" except for custodial care and full-time residential facilities. The directors of such facilities may determine the policy governing custodial care and full-time residential facilities. (Reference Executive Order 2000-01)

Appendix I: Safe Driving Policy

Minimum Driver Criteria

- A. Employees who operate a vehicle for the purpose of conducting state business must meet the following criteria:
 - 1. Possess a valid and current driver's license.
 - 2. Be 21 years of age or older or receive permission from the Administrator.
 - 3. Have at least two years of licensed driving experience.
- B. If driving a personal vehicle while conducting state business, the employee must maintain and upon request provide evidence of a motor vehicle liability policy that has at least the minimum level of automobile liability insurance required by state law.
- C. Motor vehicle records (MVR's) may be obtained on employees who are required to operate a vehicle as part of their official duties prior to employment and may obtain new MVR's no less than once every twelve months thereafter. ISWCC reserves the right to review all MVR's and make a recommendation to the Administrator regarding ongoing driver eligibility.
- D. The Administrator may designate an employee as an ineligible. Criteria for applying such designation includes, but is not limited to:
 - 1. Having within the previous twelve (12) month period, three (3) or more infraction convictions, guilty pleas, or no contest pleas for moving traffic infraction violations. Any combination of convictions, guilty pleas or no contest pleas can create the three (3) infractions for the purposes of this policy.
 - 2. Having within the previous twelve (12) month period, a single (1) conviction, guilty plea, withheld judgement, or no contest plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar offense as provided under Idaho law or the law of the jurisdiction in which the offense occurred.
- E. A driving record that fails to meet the minimum criteria stated in this policy, may result in the loss of privileges to drive a vehicle on behalf of ISWCC to conduct state business until the minimum driver criteria is met.
- F. Employees who fail to meet the minimum driver criteria or become ineligible to drive and hold a position for which driving is a requirement, may face disciplinary action up to and including dismissal.

Operating Standards

When operating a vehicle for the purpose of conducting state business, employees must:

- A. Demonstrate common courtesy toward other drivers and pedestrians.
- B. Obey applicable laws.
- C. Wear seat belts and ensure all passengers wear seat belts whenever the vehicle is in motion.
- D. Operate only those vehicles for which they are licensed and insured.

- E. Not drive if his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- F. Not use any intoxicating substances when operating a vehicle for the purpose of state business. If an employee is called to work unexpectedly, they must notify their supervisor if they are impaired.
- G. Except in the case of medication prescribed to the employee, not bring any intoxicating substances to the work site or transport opened intoxicating substances in any vehicle used to conduct state business.
- H. Use electronic communication devices only if the device is in hands-free or voice-activated mode while operating a vehicle that is being driven for state business. This includes writing, sending, or reading a text-based communication. In addition, employees must not be distracted by electronic communication, regardless of the activation of hands-free or voice-activated mode.
- I. When acting in a supervisory capacity, allow only authorized employees to drive when conducting state business.
- J. If involved in an accident on state business, act as a representative of ISWCC, including taking appropriate action while maintaining professional personal conduct.

Reporting Requirements

- A. All accidents in vehicles used while conducting official state business, regardless of severity, must be reported as required by law and to the employee's supervisor. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible).
- B. Employees must report all traffic violations received while driving on state business, to their supervisor as soon as possible, but no later than next business day.
- C. Upon revocation or suspension of their driver's license, employees must immediately cease driving on behalf of the agency and report the situation to their supervisor no later than next scheduled workday. Said reporting applies whether on state or personal business and whether in personal vehicle or one provided by or through the agency.
- D. If a supervisor is notified of an accident or violation, they must immediately report it to the Human Resources representative.
- E. Accidents involving a personal injury while driving any vehicle to conduct state business must be reported to the employee's immediate supervisor and the Human Resources representative for Workers' Compensation purposes.
- F. Supervisors shall ensure that all accidents and incidents are reported pursuant to this policy.

Policy Violations

- A. Employees who fail to comply with this policy, including the Operating Standards, may be subject to disciplinary action, up to and including dismissal.
- B. Employees who hold a position for which driving is a requirement and who lose or are denied driving privileges may be subject to disciplinary action, up to and including dismissal.

- C. Employees designated as an ineligible driver shall not drive a state provided vehicle for the period specified in the designation.
- D. Employees shall be personally liable and shall pay fines arising from the employee's violation of law while operating any vehicle during the course of state business, including traffic citations.
- E. Employees who leave the scene of an accident in violation of law while on state business may be subject to disciplinary action, up to and including dismissal.
- F. ISWCC may require any employee who operates a vehicle to conduct state business to successfully complete a drivers' safety course before operating or continuing to operate a vehicle on state business. Employees who hold a position for which driving is a requirement and fail to successfully complete a drivers' safety course be subject to disciplinary action, up to and including dismissal.

Appendix J: Workplace Violence

Implementation

Effective immediately, possession of a weapon in state facilities by any ISWCC employee at any time is expressly prohibited.

Duty to Report

Any potentially dangerous situation must be reported immediately to Capitol Mall Security or call 911 and also in accordance with the ISWCC's procedures outlined in the procedures section of this policy.

Confidentiality

After reporting the situation, employees shall not discuss the matter with co-workers and persons not directly responsible for investigating the matter, except in cases when there is a probability of imminent physical injury by an employee.

Action

The ISWCC Administrator will promptly convene an investigation to address concerns or incidents of workplace violence. Retribution and adverse treatment of employees who report concerns or incidents in good faith or who participate in an investigation is prohibited. If evidence exists to support the allegations of violence or threats of violence, and the offender is an employee, disciplinary action may occur, up to and including immediate dismissal. If the offender is not an employee, other appropriate action will be taken.

Employee Assistance Program (EAP)

The EAP can provide individual counseling to employees on a crisis response basis or on a longer-term basis if necessary.

PROCEDURES FOR DEALING WITH WORKPLACE VIOLENCE OR THREATS OF VIOLENCE

For situations requiring immediate medical attention beyond first-aid or involving an imminent and significant risk of substantial harm, the following procedural guidelines apply in the event of a crisis situation. They are designed to minimize the threat of violence in the workplace and to respond to crisis situations.

Imminent means the threat must be based on the employee's current condition and not speculation about the employee's future condition, for example, an employee threatens violence to persons or property by waving a firearm.

Responsibilities and Actions

Responsibility of any employee discovering a crisis situation:

Action -

1. In all situations, if the violence appears to be imminent, take the precautions necessary to assure your own safety and the safety of others, and then call 911.
2. Contact building security at 334-2222.

3. Contact the ISWCC Administrator or Supervisor. Their responsibility is to address the safety of those involved or affected by the crisis.

DRAFT

Appendix K: Safety-Loss Prevention

Workers compensation insurance is required by law and is a significant part of this Agency's insurance costs. This cost can be drastically reduced by controlling the frequency of job-incurred injuries. Every supervisor and employee shall accept their responsibility for accident prevention and conduct themselves in a manner that will ensure their own safety and that of those working with and for them.

Philosophy

The Agency believes in and follows the principle that accidents are preventable. The humanitarian and economic issues resulting from accidents demand that accident prevention be given primary importance in every phase of the Agency's activities. The objective is to prevent accidents by reducing or eliminating the unsafe acts or conditions that cause accidents.

Responsibilities

To administer the policy, the Agency will:

- Provide the supervision necessary to assure development and implementation of safe work practices and procedures.
- Comply with Federal, State, County and Municipal safety laws, regulations and codes.
- Do everything practical to provide an accident-free operation and provide all reasonable safeguards to ensure safe working conditions.
- Encourage and promote employee participation concerning safety.
- Make every effort to restore an injured employee to sound physical condition and place that employee back on the job as quickly as possible.

The Safety Officer will:

- Coordinate the development of a training and safety promotion program for managers, supervisors and employees.
- Collect, analyze and distribute data on the overall accident experience trends in each division.
- Assist managers in developing safe work practices and procedures for employees.
- Serve as the Agency's contact with safety organizations on safety matters.

Managers will:

- Distribute safety information in a manner that will reach and affect every employee under their supervision.
- Review quarterly accident summary reports and take appropriate corrective action when accident trends are unfavorable.
- Hold meetings with supervisors and employees to review safety conditions, safety procedures and specific hazards.
- Conduct job safety analysis for positions under their supervision to develop safe work practices and procedures.
- Ensure that all proper safety precautions are taken for safe use when new tools, equipment or procedures are introduced.

- Review time-loss accidents personally to verify that accident causes have been investigated and proper corrective action taken.
- Ensure that the necessary safety equipment and protective devices are provided for each job.
- Include the ability and interest in working safely in the evaluation of employee performance.
- Enforce established safety rules, practices and procedures; ensure that employees receive the training, instruction and guidance necessary to assure compliance.

Immediate Supervisors will:

- Ensure that employees understand and observe safe work practices and procedures.
- Instruct current and new employees on safe work procedures and emphasize specific job hazards and how to avoid them.
- Inspect equipment and work areas and observe employees performing daily tasks to determine unsafe work habits, conditions and general housekeeping in the work area.
- Take prompt, corrective action whenever unsafe conditions or acts are noted; immediately report any unsafe conditions beyond their ability or authority to correct.
- Insist that employees report every accident whether or not an injury occurred.
- Investigate and submit a report within 24 hours of every accident.
- Determine the cause of each accident and take corrective action.
- Hold safety meetings with employees to promote safe work habits, discuss specific job hazards and request safety suggestions from employees.
- Enforce safety rules, practices and procedures; ensure that each employee understands that violations will not be tolerated.
- Evaluate employee performance for the ability and interest in working safely.

Employees will:

- Act safely in daily activities and at no time do anything they expect could result in an accident or injury to themselves or others.
- Follow specific safe work practices and procedures given them by their supervisor.
- Be responsible for their own safe conduct.
- Be alert to unsafe conditions and report them immediately to their supervisor.
- Use all safety equipment provided and ensure guards are in place before operating machinery.
- Take care of any tools, equipment or vehicles placed in their charge and report any needed repair or replacement necessary for safe use.
- Not attempt to operate, repair or otherwise tamper with tools, equipment or vehicles without specific authorization.
- Reports all accidents immediately to their supervisor whether or not an injury occurred, or a physician's attention is necessary.
- Obtain authorization, if practical, from their supervisor before seeking medical treatment.

Disciplinary Action

Managers and Supervisors shall take corrective measures as necessary to ensure safety rules and safe work practices and procedures are not violated. Initial corrective measures include employee training, instruction and guidance to achieve a positive attitude toward working safely.

In every preventable accident the employee shall be made aware that the Agency will not tolerate unsafe work practices. Preventable accidents include those caused by:

- Failure to use available personal protective equipment.
- Failure to use proper lifting techniques.
- Failure to observe hazardous footing conditions.
- Careless or thoughtless acts.
- Horseplay or practical jokes.
- Misuse of equipment.
- An employee under the influence of alcohol or drugs.

In situations where there is a willful disregard for safety rules or the employee fails to accept and follow safe work practices, disciplinary action shall be considered. Disciplinary action may include verbal reprimand, written reprimand, disciplinary probation, suspension or dismissal. The following should be considered when determining whether disciplinary action is warranted:

- Action leading to the severity of the incident.
- Unsafe acts and contributing negligence.
- Previous accident violations.
- Safety rule violations.
- Repeated or willful disregard for safety rules.
- Work and safety attitude.
- Training and experience.
- Environmental conditions and degree of exposure to hazardous conditions.
- Use of personal protective equipment.
- Immediate supervisor's responsibility to have avoided the accident.

Agency Safety Goal

It is the goal of this Agency to eliminate or reduce the number and severity of accidents through aggressive promotion of safe work practices within the Agency. This goal requires the full cooperation of management at all levels, first-line supervisors and employees. Safety and training programs reduce accidents as well as the cost of operation. However, the first-line supervisor and employee have the first opportunity to recognize and eliminate unsafe conditions and work methods before an accident or injury occurs.

Summary

Work related injuries are always costly to individual employees and often disastrous to their future and the security of their families. They are also costly to the Agency, both in direct financial burdens and in the reduction of efficiency. The efficiency of any operation can be measured by its ability to control unnecessary loss. All employees are urged to fully cooperate not only for the good of the Agency but also for their own welfare and protection.

Appendix L: Problem Solving and Due Process

Purpose

For Classified Employees:

- To provide a process to discuss and resolve issues in the workplace.
- To provide due process for disciplinary dismissals, suspensions, demotions, and involuntary transfers.
-

Please carefully review these procedures. Your supervisor may answer any question regarding these procedures. (Refer to IDAPA 15.04.01.200 (DHR Administrative Rule 200))

Problem Solving Procedure

Classified employees with permanent, provisional, or entrance probationary status are eligible to use a formal conflict resolution process called Problem Solving. This procedure is for any job-related matter except the following: (1) compensation, except as it applies to alleged inequities within a particular agency or department; (2) termination during the entrance probationary period; (3) items set forth in IC 67-5315(2) (dismissals, demotions, and suspensions, see Due Process below) and (4) involuntary transfers.

In general, this procedure requires an employee to meet with his or her immediate supervisor to resolve the matter(s), file for problem solving, meet with the HR Representative appropriate to resolving the issue, and receive a final decision from the Administrator.

GENERAL INFORMATION:

Sexual Harassment and other Illegal Discrimination

Complaints alleging sexual harassment or other illegal discrimination based on race, sex, national origin, age, or disability may be filed using the problem solving procedure but should be filed in accordance with the procedures outlined in the policy.

Time Frames

An employee should file for Problem Solving in writing no later than ten (10) working days after being notified of an action, becoming aware of the issue or problem, or when discussions with the immediate supervisor to resolve the issue have reached an impasse.

The time limit for filing for Problem Solving does not include days the employee is away from work due to illness or other approved leave. The ten (10) working day calculation does not include the day on which the problem occurred but does include administrative leave.

If an employee does not meet the time limits specified in the Problem-Solving procedure for requesting the next level of review (five days), the matter may be considered resolved or dropped. Time elements or intermediate steps for this procedure may be waived upon mutual agreement of the employee and Administrator.

Waiver of Intermediate Steps and Time Period

The intermediate steps of the Problem-Solving procedure or the time frames may be waived upon mutual agreement of the employee and the supervisor. Internal time periods of the procedure may be extended

when the employee, immediate supervisor, management Representative or Administrator is not available due to illness or other approved leave, but in no case longer than ten (10) working days after their return unless expressly agreed upon by both parties.

Time limits specified for requesting the next level of review cannot be extended except when the employee is absent from work due to illness or approved leave. The employee must request the next level of review on the first day the employee returns to work, or the matter will be considered resolved or dropped.

Leave Issues

The employee and other staff involved, upon approval by their respective immediate supervisors, will be allowed to use regular work time for problem resolution discussions.

Prohibitions

No employee shall be disciplined or otherwise prejudiced in his or her employment for exercising his or her rights under the problem-solving procedure. No supervisor or any other official of ISWCC may retaliate against an employee for:

- Filing under this problem solving procedure.
- Participating as a witness or an employee representative; or
- Assisting another employee in preparing a filing.

Representation

Except as otherwise provided herein, an employee has the right to be represented by anyone he or she chooses at each step of the procedure. Employees are responsible for notifying representatives of the time and place for meetings. The schedule limitations of the employee's representative shall not unreasonably delay the process. The employee is responsible for compensating a representative and for paying the representative's expenses.

Problem Solving Procedure Steps (IDAPA 15.04.01.200)

Step 1: Meeting with Immediate Supervisor

Before actually filing for problem solving, an eligible employee must first make a reasonable attempt to meet with and resolve the matter(s) with his or her immediate supervisor. Representatives are not permitted at the informal meeting with the immediate supervisor (IDAPA 15.04.01.200.04).

Employees and supervisors are strongly encouraged to engage in this informal problem-solving meeting in order to identify the precise matter(s) at issue, discuss ways to resolve the matter(s), and hopefully resolve the matter(s) at the lowest possible level, consistent with the intent of the Problem-Solving Procedure.

Step 2: Filing for Problem Solving

Eligible employees are required to file for problem solving in writing no later than ten (10) working days after being notified of or becoming aware of any matter, which may be handled through the Problem-Solving Procedure. If the filing alleges an ongoing pattern of harassment or illegal discrimination, it shall be considered timely if filed within ten (10) working days after the last allegedly offensive action. The time limit for filing shall be extended due to the employee's illness or other approved leave, up to ten (10)

days after returning to the job. Problem Solving Request forms are available from and must be filed with the employee's supervisor.

Step 3: Meeting with Management Representative

The employee will meet with the appropriate higher-level management representative no later than five (5) working days after filing for problem solving. The management representative will consult with the employee's immediate supervisor to determine who may be best able to resolve the problem in this meeting with the employee. The management representative will also take into account the employee's preference in deciding who should be present. Since the goal of this procedure is to resolve problems at the lowest level possible, this meeting may involve the immediate supervisor and any additional people who may be helpful in resolving the issue(s).

Step 4: Final Decision from Administrator

The Administrator may consult with the employee, immediate supervisor and management representative, and any others who participated in the problem-solving procedure in order to determine how best to resolve the issue(s). The employee will receive a final decision from the Administrator no later than five (5) working days after meeting with the management representative. The problem-solving procedure ends with the decision of the Administrator. Problem solving decisions are not generally appealable to the Idaho Personnel Commission except as authorized by Section 67-5316, Idaho Code.

Due Process Procedure

General Overview

All state employees who are classified and have attained permanent status (satisfactory completion of the probationary period) are entitled to due process before ISWCC makes any decision to dismiss, demote, suspend, or involuntarily transfer an employee. Due process requires ISWCC to provide the employee with notice and an opportunity to be heard before such a decision is made.

Step 1: Notice

When ISWCC provides notice to a permanent classified employee, the notice will contain the following information:

- a. Notice of the Contemplated Action. ISWCC will provide the employee with notice of the contemplated action(s). For example, the notice may state that dismissal is the contemplated action. It may also set forth alternative forms of discipline, such as demotion or suspension.
- b. Notice of the Basis for the Contemplated Action. ISWCC will provide the basis or reasons for the contemplated action. The "basis" of the contemplated action is the for-cause reason and corresponding legal citation, which supports the action against a permanent classified employee. The "for cause" reasons are listed in IC 67-5309(n) and in IDAPA 15.04.01 190.01 (DHR Rule 190.01).
- c. Explanation of the Evidence. ISWCC will provide an explanation of the information or evidence pertinent to the contemplated action. This could include an explanation of statements made by other employees, an explanation of documents, and/or an explanation of events leading to the notice.
- d. Set a Time to Respond. ISWCC will set a time period within which the employee may respond, but in no event may that time period exceed ten (10) working days after the employee has received notice unless both ISWCC and the employee agree otherwise in writing. For

example, the notice might include, "You have an opportunity to respond no later than five (5) working days after the date of this notice."

The Notice of Contemplated Action will be sent or delivered to the employee. ISWCC will not maintain the notice in the employee's service record. It will be placed in a file reserved for such notices and not made public. The final decision information will be placed in the employee's personnel file.

Step 2: Opportunity to Respond

A permanent classified employee who receives a notice of contemplated action is entitled to an opportunity to respond in person or in writing. The opportunity to respond is the employee's opportunity to respond to the notice and present his or her reason(s) why the contemplated action should not be taken. The employee may accept the opportunity and respond within the time period, may reject the opportunity by failing to respond within the time period, or may waive the opportunity.

- **Time to Respond:** The Notice of Contemplated Action will contain a set time period selected by ISWCC within which an employee may respond. ISWCC will make the final decision after the employee has responded, failed to respond, or otherwise waived the opportunity to respond in writing.
- **Right to Representation:** The law provides an employee with the right to be represented by a person of his or her choosing during the opportunity to respond.
- **Mediator:** The use of an impartial mediator may be agreed upon by both the employee and the agency.

Step 3: ISWCC Decision

ISWCC will notify the employee of its decision no later than ten (10) working days after the employee has responded, failed to respond, or otherwise waived his or her right to respond in writing. If a disciplinary sanction is imposed, the employee may have the right to appeal the agency's decision to the Idaho Personnel Commission within thirty-five (35) calendar days. Any such appeal does not stay the action. ISWCC's final decision will be sent or delivered to the employee. The Due Process Procedure ends when the Administrator notifies the employee of the decision.