

BOISE COUNTY BOARD OF COUNTY COMMISSIONERS

ROGER B. JACKSON  
District I Commissioner



DALE HANSON  
District III Commissioner

JOHN S. FOARD, JR.  
District II Commissioner

RORA A. CANODY  
Clerk to the Board

RESOLUTION #2003-01

A BOISE COUNTY RESOLUTION ADOPTING  
THE BOISE COUNTY PERSONNEL POLICY

**WHEREAS**, the Boise County Board of Commissioners has drafted an updated version of the Boise County Personnel Policy known as Resolution #98-06, and added to under Resolution #2001-09; and

**WHEREAS**, diligent review and discussion of the new policy has been held by the Board;

**NOW THEREFORE BE IT RESOLVED**, that the Boise County Board of Commissioners do hereby rescind Boise County Resolution #98-06, and Boise County Resolution #2001-09; and

**FURTHER BE IT RESOLVED**, that Resolution #2003-01, to be known as the Boise County Personnel Policy Manual and be effective upon the date of adoption.

**PASSED and ADOPTED** this 3<sup>rd</sup> day of December 2002, during the regular meeting of the Board of Boise County Commissioners.

BOARD OF BOISE COUNTY COMMISSIONERS

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John S. Foard, Jr., Chairman

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Roger B. Jackson, Commissioner

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Dale Hanson, Commissioner

Attest:

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Rora A. Canody, Clerk to the Board

# BOISE COUNTY PERSONNEL POLICY MANUAL

RESOLUTION #2003-01

Adopted December 2002



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# **BOISE COUNTY PERSONNEL POLICY**

## **I. GENERAL POLICIES**

### **A. INTRODUCTION TO PUBLIC EMPLOYMENT**

Working for Boise County may be somewhat different from any employer for whom you may have worked in the past. Boise County is a political subdivision of the State of Idaho, though it is not a part of state government. The Board of County Commissioners (Board) serves as the governing body for Boise County, and as such, has primary authority to establish terms and conditions of employment with Boise County. The Board also appoints personnel to help carry out its administrative responsibilities.

As with all elected public officials, the Board is ultimately responsible to the voters of Boise County. The terms set forth in this booklet reflect public entity policy at the time of its printing, but they are subject to change at any time, without prior notice, and at the sole discretion of the Board.

Only the Board has authority to establish general policy for Boise County employees. Each employee should recognize that although he/she may serve as an employee in the office of an elected or appointed official, he/she remains an employee of Boise County, not of the official who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements which support it, cannot be superseded by any other official's commitment, without the express written agreement of the Board. That is particularly true for terms or conditions, which would establish a financial obligation for Boise County, now or in the future. It is important that all employees understand the relationship between policy adopted by the Board and department policy implemented by other elected officials.

For purposes of this policy, "departments" as referred to herein are: the Board, Clerk/Auditor/Recorder, Treasurer, Assessor, Coroner, Planning & Zoning, Sheriff, Prosecuting Attorney, Road and Bridge, Solid Waste/Noxious Weed, Disaster Service, East Boise County Ambulance, Community Justice, Indigent and any other department that may be developed by the Board.

### **B. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

All selection of Boise County employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to the race, religion, gender, age, national origin, or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. It is the policy of Boise County to comply in all respects with the Americans with Disabilities Act. All objections to application of Boise County's policy in this regard shall be brought to the attention of the office of the Board, or in the case of objection to actions undertaken by the Board, to legal counsel for the entity.

C. **VETERAN'S PREFERENCE**

Boise County will accord a preference to employment of veterans of the U.S. armed services in accord with provisions of Idaho Code §65-502 or its successor. In the event of equal qualifications for an available position, a veteran who qualified for preference pursuant to Idaho Code §65-502 or its successor will be employed.

D. **NEPOTISM PROHIBITION**

No personnel related by blood or marriage within the first or second degree, i.e. parent, child, brother, sister, shall be employed on a permanent full time basis within a same department within Boise County, this does not prohibit such related personnel from working for Boise County in different departments as more fully described in Resolution #2001-09. And, per I.C. §18-1359(4) no person related to a county commissioner by blood or marriage within the second degree may work for county in any capacity.

E. **PREFERENCE FOR PROMOTION FROM WITHIN**

Qualified individuals who are already employees of Boise County may be given preference over outside applicants to fill vacancies in the work force. The transfer between departments may occur.

II. **HIRING PRACTICES: RECEIVING APPLICATIONS**

A. **ADMINISTRATION OF THE HIRING PROCESS**

Each elected official and department head is responsible for seeing that employment procedures established by the manual are followed. The requirement for hiring practices contained in this manual are directory only and may vary as circumstances warrant to achieve fair and equitable employment practices.

All employment application(s) will be accepted in the office of the Chief Personnel Clerk (Risk Manager), and in the office of the elected official or department head who may place a newspaper advertisement or otherwise solicit application at the time described by any such notice. Applications received at times other than when direct solicitations are made will be kept in the office of the Chief Personnel Clerk to be accessed by any county official who is seeking an employee at any time. Placement of a completed application in this clerk's file shall not constitute application for any specifically advertised position, and shall not require further action by any elected official or department head.

B. **NOTICE OF VACANCIES**

Vacancies in Boise County employment may be announced in one or more of the following ways:

1. Notice of the vacancy shall be given to county employees and any qualified persons whose application is on file with Boise County, and/or;

2. Publication in the classified section of one or more newspapers of general circulation, and/or;
3. Posting on a bulletin board at the county office, post office and/or city halls throughout the county, and/or;
4. Employees of Boise County may contact individuals and advise them privately of job openings and request those persons submit an application for employment. If county employees who are supervisors do this, they must inform the county personnel clerk of such contact.

The employment application solicitation process may also include a recruiting effort outside Boise County when deemed necessary to obtain applications from individuals with necessary technical skills or other specialized qualifications.

#### C. HIRING PRACTICES – PART TIME OR CASUAL/SEASONAL EMPLOYEES

The requirements set forth for advertising, soliciting, and recruiting new employees may be abbreviated in the instance of part time or casual/seasonal employees as deemed appropriate by the elected official or department head responsible for any such hiring.

#### D. EMPLOYEE SELECTION PROCEDURES

1. Authority and responsibility for employee selection

The authority to select Boise County employees is vested with the department head who is responsible for supervision of that employee. Any selections shall be subject to budgetary authority approved by the Board and subject to policies and procedures for employee selection established for the county by the Board. Each applicant for a position shall complete a standard application form required of all Boise County job applicants. Additional application information may be required by department heads or other elected officials subject to possible review by the Board. The Chief Personnel Clerk shall be made aware, in writing, by department heads prior to their soliciting applicants for potential employment, or their offering employment to any individual.

2. Testing of applicants

Applicants for county positions may be subject to testing to determine their competence or their abilities to perform certain tasks, providing that the tests are directly related to the requirements of the applicable position. Such tests may be subject to approval by the Board.

3. Interviews

The employing official or his/her deputies will conduct interviews to determine the fitness of applicants for a certain position. Interviews should encompass a similar scope of questioning for all applicants for a similar position. Differences of interviewing queries shall be based upon information contained in job resumes' and

application forms. The employing official, during all interviews of applicants, shall comply with Federal and State laws, as well as the Boise County Personnel Policy and all Boise County procedures when interviewing.

4. Final responsibilities for the employment decision

The decision to employ a county employee shall be made by the department head that will serve as the ultimate supervisor for that employee. All permanent appointments by appointed supervisors are subject to final approval of the Board. No employment decision shall be deemed valid unless the salary and budget authorization shall first have been approved by the Board.

### **III. EMPLOYMENT START-UP**

#### **A. EMPLOYMENT FORMS TO BE COMPLETED**

The following pre-employment forms must be completed before the employee may begin work for Boise County:

1. Employment application form
2. Insurance forms
3. Immigration form (I-9)
4. W-4 Form
5. Any other benefit forms necessary for employee information

#### **B. PAYROLL REPORTING SYSTEMS**

Reports of hours worked and time on and off the job must be completed in a timely manner in accord with procedures established by the Chief Personnel Clerk. Each report of employee time must be signed by both the supervisor and the employee and shall contain a certification that it is a true and correct record of the employee's time and benefit usage for the time period covered.

#### **C. DISTRIBUTION OF POLICY**

At time of employment each employee shall receive a copy of this personnel policy. It is the responsibility of the employee to familiarize him or herself with the contents of the personnel policy and to acknowledge its receipt. Periodic updates or changes shall also be acknowledged.

#### **D. COMMERCIAL DRIVER'S LICENSE REQUIREMENTS**

All employees who drive vehicles that meet the requirements for a CDL as identified by the Division of Motor Vehicles are required to have a valid CDL driver's license.

Copies of all valid CDL drivers' licenses will be placed in the employee's permanent personnel file located in the clerk's office.

E. PROBATIONARY PERIOD

New employees are subject to a six-month probationary period where employees must demonstrate their abilities to handle the responsibilities of their position. Boise County uses this six-month period to determine if the employee meets the expectations for the position for which the employee was hired. During this six-month probationary period either the employee or Boise County may end the employment relationship at will, with or without cause or advance notice.

An employee supervisor may extend the probationary period if they deem it necessary to work with an employee who is only marginally meeting the requirements for their position.  
Appeal process

Employees who transfer or promote to another position within Boise County will be subject to at least a thirty-day (30) probationary period for the new position. The probation period may be extended with approval by the Board on recommendation from the department head. If the probationary employee is terminated during the probationary period they may be returned to their previous position or transferred to another position they are fully qualified for if such a vacancy exists with Boise County.

All supervisors shall have a written plan for training all new employees, which includes necessary orientation of such employee. That plan shall be on file with the Chief Personnel Clerk, and shall be discussed with the new employee by the supervisor at the time of employment.

F. BOISE COUNTY DRUG AND ALCOHOL POLICY

**BOISE COUNTY  
DRUG/ALCOHOL TESTING POLICY**

**POLICY STATEMENT**

In recognition of the harmful effects that the use of illegal drugs and the misuse of alcohol can have on employees, **Boise County** has a responsibility to its employees and the public at large, to see that its employees in the above mentioned areas are both drug and alcohol free while on duty. This responsibility comes in light of recent studies showing that employees who are under the influence of drugs or alcohol while on duty are more likely to cause accidents and injuries, both to themselves and co-workers, as well as the public at large.

Therefore, **Boise County** has implemented this Drug and Alcohol Free Workplace Policy that includes within its provisions those regulations contained within the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing, as contained in 49 CFR Part 382.

**Questions Regarding this Policy**

The Board hereby designates the Chief Personnel Clerk as the person responsible for implementing this policy.

### **Employees Use of Alcohol**

Boise County is committed to ensuring that all employees and volunteers are not on duty and do not operate a county vehicle while under the influence of alcohol. Therefore, employees and volunteers of this County are not to consume alcohol within four (4) hours of reporting to work. Employees and volunteers are not to report to work or remain at work while having an alcohol concentration of .02 or greater. Employees and volunteers are prohibited from using or possessing alcohol while they are on duty.

### **Employees' Use of Illegal Drugs**

Boise County has an absolute prohibition against an employee and volunteer's use of illegal drugs, or the illegal use or misuse of prescription medication. Evidence that an employee or volunteer has tested positive for the presence of illegal drugs pursuant to a test given under the terms of this policy will be proof sufficient to establish the employee's or volunteer's violation of this provision.

## **DRUG AND ALCOHOL TESTING OF PROSPECTIVE AND CURRENT EMPLOYEES**

### **Pre-Employment Testing**

All prospective employees in safety sensitive areas or in positions where motorized equipment will be operated will be tested for the presence of illegal drugs, as well as evidence of alcohol intoxication prior to employment with Boise County. The Chief Personnel Clerk shall determine when a pre-employment test for illegal drugs will be administered to an interviewee. Furthermore, all prospective employees must disclose to Boise County all previous employers for whom they have worked in similar positions within the past two (2) years. Boise County will then request from those employers all information regarding any incidents where the prospective employee has tested positive for illegal drugs or alcohol, or refused to test. In the event that Boise County receives information from a past employer that the prospective employee has tested positive for drugs or alcohol within the last year, that prospective employee will not be offered employment. Employees will be required to sign a consent form authorizing Boise County to conduct a check with each employer the employee has been employed with during the past two (2) years to determine if the employee has tested positive for illegal drugs or alcohol. That consent form shall specifically release any former employer of any and all liability for information provided to Boise County about the employee.

### **Reasonable Cause**

Boise County may require an employee to be tested for illegal drugs or alcohol when there is reasonable suspicion to believe an employee is under the influence of illegal drugs or alcohol while at work. If an employee tests positive for illegal drugs or alcohol while at work, they may request a second confirming test of the previously tested sample, at their own expense. If the second confirming test shows no presence of illegal drugs or alcohol, Boise County shall reimburse the employee for the cost of the test.

### **Random Testing**

All employees will be subject to random drug and alcohol testing. Random testing selections shall be made by a scientifically valid method that will result in each employee having an equal chance of being tested each time selections are made; except in safety sensitive areas and those operating motorized

vehicles. The Board may increase the frequency and/or deviate from a scientifically valid method for safety sensitive areas and those operating motorized vehicles. Random testing for drugs and/or alcohol will take place just prior to, during, or just after an employee's duty time. When an employee tests positive for illegal drugs or alcohol while on duty, they shall be immediately suspended from duty, without pay.

### **Post-Accident**

An employee or volunteer operating a vehicle for Boise County that is involved in a reportable accident will be tested for both illegal drugs and alcohol as soon as practical. For terms of this policy a reportable accident means an accident that results in a fatality, or where someone involved required medical treatment away from the scene, or if one of the vehicles is towed away, and if there is a citation issued in connection with the accident. Alcohol testing must be administered within two (2) hours of the accident and drug testing must be administered within thirty-two (32) hours of the accident.

Any employee or volunteer required to be tested under this section must remain readily available for such testing and such an employee or volunteer may not consume alcohol within eight (8) hours of the accident. An employee or volunteer who is involved in an accident requiring a drug and alcohol test must notify Boise County of the accident as quickly as possible and comply with those instructions given them relative to their taking a drug and alcohol test.

## **Specimen Collection Procedures and Test Result Notification**

### **Adulteration or Submission of a Concealed Specimen**

If, during the collection procedure, the collection monitor detects an effort by an employee or volunteer to adulterate or substitute a specimen, a second specimen will be immediately required. If a second specimen is provided, that specimen will be tested. If the request for a second specimen is refused, the collection monitor will inform Boise County's contact of the employee's or volunteer's refusal to submit a true specimen. Such conduct by the employee or volunteer will be considered as a refusal to provide a true specimen for testing.

In the event that a prospective or current employee or volunteer submits a specimen that the laboratory later identifies as a diluted specimen, Boise County will advise the employee or volunteer of that result.

### **Drug/Alcohol Specimen Collection Procedures**

All testing for illegal drugs will be done by the testing of an employee's or volunteer's urine specimen. All such testing will utilize the split specimen collection procedure. Under that procedure, each employee or volunteer will have his/her urine specimen sealed in two separate containers and both sent to a SAMHSA certified laboratory for testing. If an employee's or volunteer's first specimen tests positive, that employee or volunteer may request, within three (3) days of the positive notification, that the other specimen be tested at another SAMHSA laboratory. This second test must be completed within five (5) working days and will be done at the employee's or volunteer's expense unless the second test comes back negative. During the time the second specimen is being tested, that employee or volunteer will be suspended without pay. Any employee or volunteer who has a test come back negative will be given back pay for the time of the suspension. All specimen collections will be conducted by personnel that have been instructed and trained in collection procedures set by the DOT. All testing for alcohol will be done