



Eastern Idaho
Public Health

Prevent. Promote. Protect.

EMPLOYEE HANDBOOK

Date: May 2016

PREFACE

Eastern Idaho Public Health's (EIPH's) Employee Handbook has been developed in compliance with [IDAPA 15.04.01 - Rules of Idaho's Division of Human Resources and Personnel Commission](#).

All policies contained in this handbook are supported by EIPH's Board of Health. These policies shall prevail, provided they are not in conflict with Idaho Code or the Rules and Regulations of the Division of Human Resources. This manual replaces and supersedes all other employee policy and procedure manuals.

All EIPH employees are required to review these policies and procedures and sign an Acknowledgement Form that will be kept in the Human Resources office. Any questions regarding these policies and procedures may be answered by EIPH's Director, Division Directors, Supervisors, or the Human Resource Specialist. ***Employees who violate these policies are subject to disciplinary action up to and including dismissal.***

TABLE OF CONTENTS

ATTENDANCE (ABSENTEEISM AND TARDINESS)	5
POLICY	5
PROCEDURE	5
EMPLOYEE RESPONSIBILITY	5
EXCEPTIONS	5
AUDIO-VISUAL EQUIPMENT	6
AUTOMATED EXTERNAL DEFIBRILLATOR (AED)	7
BENEFITS	7
INSURANCE	7
RETIREMENT	7
EMPLOYEE ASSISTANCE PROGRAM (EAP)	7
STATE HOLIDAYS	8
WORKERS COMPENSATION	8
BIOHAZARDOUS AND CHEMICAL MATERIALS	9
BREASTFEEDING MOTHERS – REASONABLE BREAK TIME	9
CLEAN INDOOR AIR POLICY	9
CLIENT BILL OF RIGHTS	10
EMPLOYEE COMMUTING	11
COMPENSATION	11
COMPUTER USE ACCESS AND SECURITY	12
COMPUTER PASSWORDS	12
SCREEN LOCK.....	13
CONFERENCE/MEETING ROOM USAGE	14
CONFIDENTIALITY	15
PERSONNEL CONFIDENTIALITY	15
CLIENT CONFIDENTIALITY	15
Return to Table of ContentsCONTINUING EDUCATION	16
CONTINUING EDUCATION	17
CUSTOMER SERVICE POLICY	17
COMMUNICATION EXPECTATIONS	17
DISTRICT VEHICLES	19
IDAHO FALLS CAR POOL.....	19
USE OF PRIVATELY OWNED VEHICLE.....	20
VEHICLE MAINTENANCE AND REPAIRS	20
REPORTING OF AUTOMOBILE ACCIDENTS.....	20
DRUG- AND ALCOHOL-FREE WORKPLACE	21
DOMESTIC VIOLENCE	23
DUE PROCESS	25
ELECTRONIC CIGARETTES	26
ELECTRONIC RESOURCES USAGE	27
INTERNET, E-MAIL, AND NETWORK USE & ACCESS	27
HARDWARE	28
SOFTWARE	29
EMERGENCIES	29

EMPLOYEE RESPONSE ROLES	29
EMERGENCY CALL CODES	29
EVACUATION PROCEDURE	30
CLOSURES OF OFFICES.....	31
EMPLOYEE CONDUCT	32
ORGANIZATIONAL VALUES	32
EMPLOYEE CONDUCT/WORK ETHICS	32
PERSONAL CONDUCT	32
Dress and Personal Hygiene	32
Work Area	33
Religious Expression	33
Solicitation.....	33
Family Members at Job Site	33
Personal Use of District Resources	33
CONFLICT OF INTEREST	33
Disclosure Requirements	34
Limitation of Political Activities.....	34
Private Interests.....	34
Cohabitation and Romantic Relationships	34
Gratuities and Other Benefits	34
Nepotism	34
Serving on Boards and Committees	34
Volunteering	34
EMPLOYEE ILLNESS	35
DEFINITION	35
EMPLOYEE IMMUNIZATIONS	37
EMPLOYEE USE OF HEALTH DISTRICT SERVICES	38
FAMILY & MEDICAL LEAVE ACT (FMLA)	39
HUMAN RESOURCE RULES & POLICIES	40
RULES OF THE DIVISION OF HUMAN RESOURCES AND IDAHO PERSONNEL COMMISSION	40
ON-CALL TIME	40
OVERTIME	40
PERFORMANCE EVALUATIONS	41
PROFESSIONAL DUES	41
REPORTING CONCERNS	41
TIME WORKED FOR MORE THAN ONE STATE DEPARTMENT.....	41
WORKING “OFF THE CLOCK” PROHIBITED	41
LEAVE DONATIONS	42
LIMITED ENGLISH PROFICIENCY	43
MEDIA RELATIONSHIPS	44
PAYROLL	45
PROBLEM-SOLVING	46
REASONABLE ACCOMMODATIONS	48
RECORDS DISCLOSURE (Idaho Public Records Law)	48
PUBLIC RECORDS.....	48
RECORD REQUESTS.....	48

CLIENT RECORDS	48
RETENTION AND DISPOSAL OF RECORDS	49
SERVICE REQUEST POLICY	49
SEXUAL HARASSMENT AND OTHER PROHIBITED DISCRIMINATION PRACTICES	50
SICK LEAVE	51
ELIGIBILITY	51
ACCRUAL	51
USE OF SICK LEAVE	51
SOCIAL MEDIA	54
SPECIAL LEAVES	54
LEAVE OF ABSENCE WITHOUT PAY (LWOP)	54
MILITARY LEAVE - (FEDERAL ACTIVE DUTY)	54
MILITARY LEAVE - (STATE ACTIVE DUTY)	55
ORGAN AND BONE MARROW DONATION LEAVE	55
ADMINISTRATIVE LEAVE WITH PAY	55
COURT AND JURY SERVICES	55
MISCELLANEOUS LEAVE	56
ELECTION LEAVE	56
RELIGIOUS LEAVE	56
RED CROSS DISASTER SERVICES LEAVE	56
TELECOMMUTING	56
TOBACCO-FREE ENVIRONMENT	57
TORT CLAIMS, SUMMONS, OR COMPLAINTS	58
TRAVEL	58
Travel Authorization	58
Travel Vouchers	58
Meals While Traveling	59
Meal Expense Allowed	59
Registration Fees	59
Third-Party Reimbursement	59
VACATION LEAVE	60
WORKPLACE VIOLENCE	62
FORMS	63
APPENDIX A: INCIDENT REPORT FORM	64
APPENDIX B: MEDICATION ERROR REPORT FORM	65
APPENDIX C: PROBLEM-SOLVING REQUEST FORM	66
APPENDIX D: REQUEST FOR REASONABLE ACCOMMODATION FORM	69
APPENDIX E: NOTICE OF CLAIM FORM	71
APPENDIX F: TRAVEL EXPENSE FORM	72
APPENDIX G: ABUSE/NEGLECT/POLICE/EMS REPORT FORM	73
APPENDIX H: SERVICE REQUEST FORM	74
APPENDIX I: CONFERENCE ROOM SET-UP FORM	75
APPENDIX J: AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) INCIDENT USE REPORT FORM	76

ATTENDANCE (ABSENTEEISM AND TARDINESS)

POLICY

The purpose of this policy is to provide a fair, consistent, and effective method of monitoring employee attendance in order to help maintain efficient operations.

Good attendance habits are integral part of every employee's job. Habitual tardiness and unscheduled absenteeism is unprofessional and puts a burden on co-workers and clients. It is therefore the policy of the EIPH that all employees practice good attendance habits.

PROCEDURE

Perfect attendance is desirable in the interest of efficient workflow and fairness to co-workers; however, there are instances where absences or late arrivals to work may be unavoidable. A habitual pattern of failure to report for duty at the assigned time or place will result in disciplinary action up to and including dismissal from employment.

Definitions:

Scheduled Absence - An absence that is known, requested, and approved in advance by the employee's supervisor (or designee). Examples include, but are not limited to, approved leave (vacation, compensation time, sick, or leave without pay).

Unscheduled Absence - An absence that occurs suddenly and is taken without advance notification or approval. Examples include, but are not limited to, an unplanned illness, the failure to report to work as scheduled, tardiness, leaving a post early, or abandoning a post or job.

An employee may be asked to provide a doctor's certification of illness or injury for absences in excess of three (3) days, or for periods of less than three (3) consecutive working days whenever a supervisor believes it is warranted (Rule 240.07). Any employee who is on approved sick leave and is found to be improperly using that sick leave shall be subject to disciplinary action up to and including dismissal (Rule 190).

EMPLOYEE RESPONSIBILITY

1. Employees are responsible to be at their work station on time as scheduled and prepared to work. (For example, if your shift starts at 8:00 a.m., you are expected to be at your assigned station ready to begin work at 8:00 a.m., not walking in the door at 8:00 a.m.). An employee is tardy when he/she arrives at the assigned work station after the scheduled start time.
2. Maintain a consistent and reliable level of attendance.
3. Know and follow the notification requirements of their division for reporting absence or tardiness. Notification requirements include: whom to notify, how to notify (such as email, phone, text, or similar), and timeline for notification.
4. Accurately report in I-Time all work performed and leave time.
5. Request time off as far in advance as possible.
6. Don't work beyond your scheduled hours unless you have been given permission from your supervisor, except in emergency situations.
7. Remain at their work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks).
8. Remain at work during entire work schedule, unless excused by their supervisor.

DIRECTOR/SUPERVISOR RESPONSIBILITY

1. Manage work schedules and leave requests of employees. Be aware of employee's leave accrual when approving leave requests.
2. Post or make known to division employees the notification requirements of the division. Notification requirements include: whom to notify, how to notify (such as email, phone, text or similar), and timeline for notification.
3. Address employee attendance issues promptly and investigate suspected attendance-related performance issues, such as excessive absence or tardiness, and take appropriate action in a timely manner.
4. Train employees to ensure all staff are knowledgeable about the attendance policy.
5. Notify Human Resources of staff who has consecutive absences over three days. This does not apply to pre-planned vacation.

EXCEPTIONS

Corrective action against an employee, up to and including dismissal, may be taken to resolve issues with the employee's attendance based on the unique characteristics of each case and the presence or absence of other work-related problems.

If the absence is authorized under the Family Medical Leave Act (FMLA), an employee shall not be considered as having excessive absenteeism.

Except for those employees on authorized leave, an employee who has not returned to work within five working days after approved paid or unpaid leave or release by their medical provider shall be considered as having voluntarily separated. (IDAPA 15.04.01.244)

[Return to Table of Contents](#)

AUDIO-VISUAL EQUIPMENT

Equipment

Each Division and satellite office should maintain a list of all audio-visual equipment.

Scheduling

The use of any audio-visual equipment that has not been assigned to a specific division or program is scheduled through the IT department. Each department should maintain a schedule for checking out audio-visual equipment. Never take any equipment, even for a short time, without scheduling it first.

Responsibility

When a staff member checks out any equipment, he/she is responsible for stating when they plan on using that equipment and when the equipment will be returned. If you do not know how to operate the piece of equipment, get instructions from someone who does before using it. Any problems noted with the equipment must be reported to the supervisor upon check-in for repairs to be made.

Check-out Policy

Only EIPH staff may be allowed to check out equipment for work-related duties. It is **NOT** to be loaned to any other agency, facility, organization, or to be used for personal use.

[Return to Table of Contents](#)

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Location of AEDs

Automated External Defibrillators (AEDs) are located in all EIPH offices, except Mud Lake, Dubois, and Mackay. All staff should familiarize themselves with the location of the device in the office(s) in which he/she works.

Indications for AED Use

The AED is intended to be used by personnel who have been trained in CPR and AED use. This training will conform to the American Heart Association (AHA) Heartsaver AED standards. The AED is indicated for emergency treatment of victims exhibiting symptoms of sudden cardiac arrest who are unresponsive and not breathing.

Emergency Medical Response Plan Activation

Any employee witnessing or being made aware of a medical emergency in EIPH facilities in which CPR or AED use is indicated should follow these steps:

1. Page “**Medical Assistance Needed**” Code-Blue to (area that incident is occurring), “**Medical Assistance Needed**” Code-Blue to (area that incident is occurring).”
2. Call or assign someone to call “911” to report the emergency.
3. If trained, initiate CPR until help arrives. This could include use of the AED if indicated. This should be done in accordance with the American Heart Association’s CPR/AED Protocol.
4. After the incident, if the AED was used, complete the [AED Incident Use Report Form \(Appendix J\)](#) and turn it in to the district’s AED Coordinator as noted on the form.

[Return to Table of Contents](#)

BENEFITS

EIPH employees receive the same benefits as state employees. Benefits are available to all employees who are expected to work at least twenty (20) hours per week for a period of at least five (5) months. Further information regarding employee benefits can be found on the State of Idaho Employee Portal at <http://employee.idaho.gov>. EIPH’s Human Resources Specialist can assist you with enrollment, changes, additional information and any questions you may have.

INSURANCE

EIPH employees’ insurance information is accessible through Idaho’s Department of Administration, Office of Group Insurance.

[Department of Administration - Insurance](#) <http://ogi.idaho.gov/employees>

On this site, employees can find information on the following topics:

Health Promotion	Benefits Summary & Plan Contracts	Premium Rates
Medical Plans	Dental Plans	Vision Plans
Prescription Drug	Flexible Spending Accounts	

RETIREMENT

State employee retirement benefits information is accessible through PERSI, the Public Employment Retirement System of Idaho.

PERSI: <http://www.persi.idaho.gov/>

EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP benefits are included in each medical plan. The EAP is designed to provide short-term counseling services for you and your dependents (1 to 5 visits per person per benefit period with no copayment required). In addition to individual counseling, the EAP also includes Conflict Resolution and Critical Incident Stress Debriefing services (http://ogi.idaho.gov/employees/additional_benefits.html). Employees should consult their individual medical plan contract for more details about this service.

STATE HOLIDAYS

EIPH offices are closed on the following State Holidays.

WORKERS

Idaho State Holidays	
New Years Day	January 1st
Martin Luther King, Jr.-Idaho Human Rights Day	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11th
Thanksgiving	4th Thursday in November
Christmas	December 25th

COMPENSATION

Workers compensation insurance is a no-fault insurance policy which provides wage loss and medical benefits to workers with a job-related injury or disease. EIPH carries workers compensation insurance on all employees through the State Insurance Fund. Employees are covered beginning with their first day of work and during all hours when they are actually working.

Workers compensation insurance pays for “reasonable and necessary” medical care to treat a job-related injury or disease. Such care usually includes, but is not limited to: payment for emergency medical care, doctor bills, x-rays, medications, hospitalization, crutches, and some travel expenses required for medical care. Bills for medical treatment are sent by the medical care provider (physician, clinic, emergency room) directly to the State Insurance Fund and do not need to be paid by the employee.

In addition, if the physician confirms that an employee cannot immediately return to work because of the job-related injury or disease, the employee is eligible for temporary disability benefits until the physician releases the employee to return to work OR the condition has reached a point of maximum improvement. Normally, the employee qualifies for compensation for lost wages if he/she misses more than five (5) days of work or is hospitalized as an in-patient. If such a time loss exceeds fourteen (14) days, Workers Compensation will pay for the first five (5) days as well.

If an employee is able to return to part-time or modified work while recovering, but is receiving less than the usual earning, he/she may be entitled to temporary partial disability benefits. If the employee is determined to have permanent impairment, he/she may receive permanent partial impairment or disability benefits. For further information on these benefits, refer to the Idaho Industrial Commission.

Any job-related injury or disease must be reported immediately to the employee’s immediate supervisor, including when, where, and how the injury occurred. The employee is required to complete an [Incident Report Form \(Appendix A\)](#) or [Medication Error Report Form \(Appendix B\)](#) as soon as possible after the injury occurs and give it to his/her immediate supervisor who is to report the injury to the Human Resource Specialist. (If the immediate supervisor is not available, the incident should be reported directly to the Human Resource Specialist or EIPH Director).

EIPH has entered into a working relationship with Eastern Idaho Regional Medical Center (EIRMC) to provide occupational health services. Employees in the Idaho Falls office, whose injuries necessitate medical intervention, are to contact the Human Resource Specialist and he/she will contact EIRMC’s occupational health services that will designate a particular physician. Idaho law allows an employer to designate physicians for injured employees. If time is a factor or during evenings and weekends, the employee should go directly to the emergency department at the hospital or an emergency care facility. The physician will examine the employee, schedule necessary evaluative tests (such as x-rays, MRI’s, etc.), determine the treatment plan, make referrals for therapy and other treatments

as indicated, determine work limitations, and issue the release to return to work when appropriate. **Employees can be held responsible for medical costs associated with their injuries if they decline to use the designated physicians.**

There are exceptions to the above plan. If an employee's injury requires emergency treatment, he/she is to seek treatment immediately, reporting the injury as soon as possible afterwards. If an injury to an employee in a satellite county occurs, the employee should seek treatment locally and report the injury per the policy above.

[Return to Table of Contents](#)

BIOHAZARDOUS AND CHEMICAL MATERIALS

Be Aware

It is the responsibility of each employee to be aware of potential exposure to biohazard and chemical materials and the safety precautions necessary for the handling of such materials.

Handling

It is the responsibility of the employee to obtain the knowledge on how to safely handle any product prior to usage. Employees who have not been instructed in biohazardous and chemical handling precautions should not handle any of these products.

Each office has a binder that contains Material Safety Data Sheet (MSDS) on all chemicals used by EIPH.

[Return to Table of Contents](#)

BREASTFEEDING MOTHERS – REASONABLE BREAK TIME

EIPH shall provide reasonable break time for an employee to nurse or express breast milk for her nursing child for up to one year after the child's birth. EIPH shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used for this purpose. EIPH shall not be required to compensate an employee who exceeds reasonable break times for this purpose. Time allowed for nursing or expressing breast milk will be based on management decision.

[Return to Table of Contents](#)

CLEAN INDOOR AIR POLICY

PURPOSE

Due to the acknowledged dangers arising from exposure to environmental tobacco smoke and other indoor air pollutants, limiting exposure to indoor air pollutants is vital since air quality is linked to asthma, allergies, and other respiratory disorders. It is the intent of EIPH to provide a safe and healthy environment for its employees and customers. Therefore, the purpose of this policy is to address the issues that may have an impact on Health District staff and customers.

POLICY

In an effort to reduce the incidences of complications related to asthma, allergies, and/or other respiratory disorders, the following steps will be implemented in order to limit exposure to these particular indoor air pollutants by employees and customers of EIPH.

1. There will be no smoking or use of electronic cigarettes (e-cigs) or vaping allowed on EIPH premises at any time. Any use of these products or devices must be done off district property or in approved designated areas.
2. There will be no smoking or use of electronic cigarettes in EIPH vehicles at any time.
3. Only district-approved air deodorizers/fresheners are allowed for use in EIPH's buildings and vehicles. All products must be approved by the district's Custodial Foreman.
4. Candles, melts, warmers, sachets, diffusers, and other such scented materials are not allowed in EIPH offices.

[Return to Table of Contents](#)

CLIENT BILL OF RIGHTS

Clients of EIPH and their families have a right to expect that employees will comply with the following:

Access to Care

Individuals shall be accorded impartial access to treatment or services that are available regardless of race, color, sex, national origin, religion, age, handicap, sexual preference, or diagnosis.

Respect and Dignity

The client has the right to considerate, respectful service at all times and under all circumstances with recognition of his/her personal dignity.

Privacy and Confidentiality

The client has the right, within the law (Health Information Portability and Accountability Act – HIPAA), to personal and information privacy and to expect that all communications and records pertaining to his/her service will be treated as confidential. All clients are offered a copy of the District's privacy policy upon receiving services. The District's privacy policy is also available on the District's website.

Personal Safety

The client has the right to expect reasonable safety in obtaining Health District services. In the event a client is involved in an incident while obtaining services at EIPH, proper documentation of the event is required. District staff should complete either the [Incident/Damage Report Form \(Appendix A\)](#) or the [Medication Error/Clinic Services Injury Report Form \(Appendix B\)](#) and give it to his/her supervisor immediately for follow-up with the client.

Information

The client has the right to obtain from the staff responsible for coordinating his/her service, complete and current information regarding services to be provided. This information should be communicated in terms the client can reasonably be expected to understand.

Consent

The client has the right to reasonably informed participation in decisions involving his/her service. Teaching or counseling will be provided to enable the client to understand treatment or service options prior to his/her consent.

Refusal of Treatment

The client may refuse services to the extent permitted by law. The client has the right to present grievances about services without fear of discrimination or reprisal, to have grievances investigated, and to be informed of the resolutions.

Health District Program Charges

The client has the right to examine and receive an explanation of his/her bill regardless of source of payment. The client also has the right to be informed of the range of charges that apply to the services rendered.

Any client who believes their rights have been violated should be referred to the EIPH Director, Division Director, or Human Resource Specialist.

[Return to Table of Contents](#)

EMPLOYEE COMMUTING

Generally, commuting is travel between an employee's home and a work location. Travel from home before the regular workday and return to home at the end of the workday is ordinary home-to-work travel and is a normal incident of employment. This is true whether an employee works at a fixed location or at different job sites. Normal travel from home to work is not work time. Costs of the transportation between home and workplace are not reimbursable.

Exceptions:

Employee is assigned on a temporary basis to report outside the area defined as his/her primary work area for full day of work.

1. Primary work area is defined as the area within a 20 mile circle around the location where the employee reports the most days of the week.
2. When an employee is assigned to work at a location outside of his/her 20-mile work area, he/she is authorized to report to the main work location to check out a district vehicle to use for transport to the temporary work location. The employee may also operate his/her own personal vehicle to complete the transportation to the temporary location according to the district's travel policy. Travel time and mileage will be based on map calculations from the office within the 20-mile work area that is closest to the temporary work location.

[Return to Table of Contents](#)

COMPENSATION

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 1: COMPENSATION](#)

Table of Contents

Permanent Merit Increases
Temporary Merit Increases
Performance Bonuses
Bonuses for Employee Suggestion Program
Retention Award Pay
Recruitment Award Pay
State Minimum Wage
Holiday Compensation
Shift Differential
Geographic Differential

It is the intent of EIPH to fund competitive employee compensation and benefit packages that will attract qualified applicants, retain employees who have a commitment to public service excellence, motivate employees to maintain high standards of productivity, and reward employees for outstanding performance. Maintaining a competitive compensation system is based on the following conditions and standards:

1. EIPH is not a state agency; therefore, can only compensate employees to the extent funding is available from the following sources: State General Funds, County Contributions, Fees Collected, and Contracts Awarded.
2. Advancement in pay shall be based on job performance and market changes.
3. Pay for performance shall provide faster salary advancement for higher performers based on a merit increase matrix. For more details about the matrix, contact your Division Director, the Fiscal Officer, or EIPH Director.

It is the intent of this policy to ensure a consistent and fair approach to EIPH's hiring process and to provide specific parameters which determines salary rates for newly hired and permanent employees.

EIPH adopts the Rules of Division of Human Resources and Personnel Commission, IDAPA 15.04.01 as required. [EIPH's Compensation Plan](#) (available on EIPH's intranet under the Administration section), which is updated annually, incorporates those items outlined in Idaho Code 67-5309B.

[Return to Table of Contents](#)

COMPUTER USE ACCESS AND SECURITY

All EIPH computers any other applicable devices (smart phones, tablets, etc.) require a user name and password to access the network shared or mapped drives. Access to information stored on the network also requires system rights, which are set up by IT support staff.

COMPUTER PASSWORDS

A password may be reset at any time by a network administrator by request, or at the request of a supervisor. Regardless, the user will be informed of the generic password which they will be required to change at their next logon attempt.

Password Length

- A password must be a minimum of 8 characters in length.
- There is not currently any regulation concerning a maximum password length.

Complexity Requirements

A password must contain characters from 3 of the 4 categories listed below:

1. UPPERCASE LETTERS [A-Z]
2. Lowercase letters [a-z]
3. Numerals [0-9]
4. Special Characters [! # \$ ^ * () ? - ~ _ | < = > +] including spaces

A password may not contain any part of your given names or logon username.

Certain special characters should not be used: At @, single ' or double " quotation marks, percent %, period ., comma ,, apostrophe ', ampersand &, forward slash /, backward slash \, curly braces {} or square brackets [].

Automatic Account Access Lock

If you attempt to logon and are unsuccessful 20 times, consecutively, you will be forced to wait at least 20 minutes prior to attempting again.

Expiration

Passwords will expire every 90 days. You will be prompted to change your password once it has expired. Any new password will need to be unique in comparison to the prior 24 passwords used.

Retention and Security

EIPH employees are to never divulge passwords to anyone except the employee's immediate supervisor, Division Director, the EIPH Director, or members of the IT Staff. Instances requiring disclosure of an employee's password are extremely rare as the IT staff may change an employee's logon password at any time.

If the password needs to be written down, it should never be kept in or around an employee's work area or in any place accessible to others. Employees should memorize their credentials as quickly as possible and hard copies destroyed securely.

- Do not say the credentials while typing them or otherwise broadcast them.
- Do not reuse the credentials with any other logon process

Employees should be extremely cautious of any communication requesting any information about his/her logon or password, as NO ONE will ever request them via e-mail or unsolicited phone call. Requests for your user credentials will only be conducted in person and by the people identified previously.

First Logon / Password Reset Instructions

1. Enter the account logon, as it has been provided to you by the IT staff
2. Enter the initial password which has also been provided to you by the IT staff
3. You should be prompted to change your password immediately, and the Change Password screen will be displayed
4. After reviewing the aforementioned criteria for password complexity, enter your new password in the spaces provided

SCREEN LOCK

In an effort to not only protect the sensitive information of our clients, but also that of our personnel, and to ensure the proper handling of said information, EIPH requires the use of the Screen-Lock functionality of workstations to limit access from unauthorized sources.

EIPH's current policy dictates automatic Screen Lock after 10 minutes of inactivity (subject to change); however, employees should lock their workstations manually prior to leaving them unattended, regardless of time frame.

To conduct a manual Screen Lock = press and hold Windows key + L



Image of the Windows key on a keyboard (bottom left hand corner).

[Return to Table of Contents](#)

CONFERENCE/MEETING ROOM USAGE

EIPH has several meeting rooms available for use by district employees and other authorized outside agencies, including state, county, and city agencies and non-profit organizations (only non-profit organizations that have a public health mission; meeting rooms should not be scheduled for non-profit organizations that do not have a public health purpose or mission).

EIPH Meeting Rooms

Board Room (room 145)
WIC Classroom (Room 223)

FACHS Classroom (Room 186)
Environmental Health Meeting Room A (Room 107)

HPPS Classroom (Room 155)

EIPH Conference Rooms

Idaho Falls Conference Room

EIPH Satellite Meeting Rooms

POLICY

1. EIPH staff should schedule meeting/conference rooms through the District's Outlook calendars. For training on how to schedule a room, please contact EIPH's IT staff.
2. Use of EIPH's conference rooms by an outside agency must be approved by a Division Director or EIPH Director and then scheduled through the district's Human Resource Specialist. With authorization, the conference rooms may be scheduled during regular business hours, evenings, and/or weekends. The Human Resource Specialist will then coordinate with the outside agency.
3. Fees for conference room rentals can be found on the district's website under the Fees tab (<http://www.eiph.idaho.gov/Fees/feesmain.html>). Then, click on the "Miscellaneous Fees" document.

*Fees may be waived by the Director in instances where the training/meeting being held in EIPH's conference/meetings by an outside agency is a benefit to EIPH employees.

4. No business or other public agency may use the district's other meeting rooms (Board Room, EH, FACHS, HPPS, WIC or satellite classrooms) outside of regular business hours (8:00 a.m. – 5:00 pm.)
5. Each division is responsible for their own classroom and conference room that they have granted the use of to an outside agency. This includes scheduling, set-up, and cleaning of the room. If assistance is needed with cleaning of a meeting room, a [Service Request Form \(Appendix J\)](#) should be completed and turned in to the Human Resource Specialist. EIPH will not provide custodial or IT assistance other than during normal working hours.
6. When any meeting room is scheduled to be used by an outside agency, the division submitting the request for approval must provide at least one district employee to be in attendance at all times and supervise the use of the room.

Since district maintenance staff does not check the cleanliness of the meeting rooms on a daily basis, any individual or group using a meeting room should empty the garbage at the end of the meeting IF FOOD IS INVOLVED. This will prevent unwelcoming odors from being created in the room.

7. If a room set-up or any computer or audio visual equipment is needed in any of the meeting rooms, a [Conference Room Set-up Form \(Appendix H\)](#) should be completed and given directly to the Human Resource Specialist **at least one week in advance**. No computer or audio visual equipment set up or take down by the IT staff will be approved other than during regular working hours. Outside agencies will need to provide their own equipment after regular business hours.

The use of audio visual equipment in the conference rooms should involve a test of any devices and software prior to any scheduled activity. When guests use EIPH's facilities, district personnel filling the role of host will need to ensure that district property is used according to district policies.

PLEASE DO NOT ATTEMPT TO USE THE EQUIPMENT UNLESS YOU HAVE BEEN TRAINED.

8. EIPH **WILL NOT** provide copies, faxes, or catering of refreshments to outside agencies using conference or meeting rooms.
9. It is the policy of EIPH not to allow **any** outside organizations or agencies to use/rent or occupy any office space or clinic rooms during normal office hours or after hours except in the case of public health emergencies.

[Return to Table of Contents](#)

CONFIDENTIALITY

EIPH personnel and client information will be regarded as confidential and will be available only to authorized users for approved purposes

PERSONNEL CONFIDENTIALITY

Although some information about EIPH employees is a matter of public record, much of the information is not. The following is a breakdown of the type of information subject to disclosure and the circumstances under which such information may be disclosed.

All disclosures shall be coordinated through EIPH's Human Resources staff.

Personal Information

The following information is of a personal nature and is **never** subject to dissemination to outside parties without authorization from the individual concerned:

- social security number
- date of birth
- home address
- home or cell phone number
- marital status
- spouse's name
- number of dependents
- any other information regarding the employee's personal life

Information Contained in an Employee's Personnel File

The contents of an employee's personnel file are the property of EIPH; therefore, any information dissemination from the file shall be on a strictly limited basis. Documents in the personnel file shall not be photocopied or disseminated without prior approval of EIPH Human Resources staff. Performance evaluations shall in no way be disseminated to outside agencies, public or private.

"Outside agencies" **DO NOT** include the Division of Human Resources or State Controller's Office, where the official personnel records are maintained, nor does it include state agencies, since all state agencies are considered by law to be one employer.

Employment Verification

All requests for employment verification will be directed to the Human Resources office. Per Idaho Public Records Law, Section 9-340C, the following information can be disclosed of a current or former employee:

- Employment History
- Classification
- Pay Grade and Step
- Longevity
- Gross Salary and Salary History
- Status
- Workplace
- Employing Agency

All other information in an employee/applicant's personnel file is not available to the public without the written consent of the individual to whom the file pertains. All other personnel information relating to an employee includes, but is not limited to, information regarding: sex, race, marital status, birth date, home address, telephone number, applications, testing and scoring materials, grievances, correspondence, and performance evaluations.

CLIENT CONFIDENTIALITY

According to federal HIPAA regulations, confidential client information includes any information that directly or indirectly could lead to the identification of a person served by EIPH; any information that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual.

Release of Information

All requests for release of confidential client information will be handled in accordance with HIPAA regulations. Court orders and subpoenas will be referred to the appropriate Division Director who will review the subpoena and take appropriate action to comply with the subpoena's instructions as well as notify EIPH's Director of such action.

Protocol and Procedures

All EIPH employees, volunteers, interns and any others working on behalf of EIPH who may have access to EIPH offices will be provided with a copy of this policy and required to sign an acknowledgement of such which will be kept in the Human Resources office.

All client-specific records are strictly confidential and only personnel who have a “need to know” in the course of their job duties will have access to confidential records and information. All hardcopy client information is to be kept in a locked/secured area. File cabinets containing confidential information are to be locked when not in use. Confidential information should not be kept on removable electronic devices, such as a USB device.

Mail, Fax, and Telephone Protocol

Confidential information sent to EIPH by mail is to be addressed to a specific person, and marked “confidential” on the outside of the envelope. Only the person addressed on the envelope, or their representative with supervisory staff approval, will open the confidential mail.

All confidential information sent by fax must be addressed to a specific person and include a cover sheet stating that the information is confidential, and that disclosure, copying or distribution of the information by anyone other than the addressee is prohibited. Confidential information received at EIPH by fax is to be handled in a secure manner by placing the fax in an interoffice envelope and routing to the individual.

Confidential telephone discussions are to be completed with discretion, noting that conversations can be overheard by unintended audiences. Confidential information is never to be left on an answering machine. Confidential information relayed by cell phones or cordless phones is to be limited as much as possible, and avoided in public places.

Electronic Security

Information sent by e-mail is not secure. E-mail is not to be utilized to send confidential information unless it is encrypted.

All EIPH computers require a user name and password to access the network shared or mapped drives. Access to information stored on the network also requires system rights, which are set up by IT support staff.

Confidential information displayed on computer screens will be kept secure by viewing the information in a private area, using a screen saver, logging off, minimizing the program window, locking the workstation, or turning the monitor away when a person approaches the computer station. Refer to the Computer Use Access and Security policy for more details.

VIOLATIONS

Any violation of the EIPH confidentiality policy may result in disciplinary action, up to and including dismissal. Violations of federal HIPAA regulations can result in personal fines and imprisonment. Additionally, according to Idaho Code, it is a misdemeanor to willfully or maliciously disclose the content of any confidential public health record to a third party without the patient’s written authorization.

Examples of breaches of client confidentiality by EIPH employees could include, but are not limited to:

- Discussing client information in a public area.
- Leaving a copy of a client record in an unsecured or public area.
- Leaving a computer unattended in an accessible area with medical record unsecured.
- Looking up birthdates and/or address of family and friends.
- Reviewing a client record out of curiosity or concern for a client or reviewing a record of a public personality.
- Reviewing a record to use in a personal relationship.
- Using client information to compile a mailing list for personal use or to sell to others.

[Return to Table of Contents](#)

CONTINUING EDUCATION

EIPH believes continuing education to be an important part of a District employee's professional development.

Training and travel requests must have prior approval by Division Director using the Travel/Education Request Form (included in this policy). Approval will be based on available funds. Training must relate to employee's job responsibilities.

[Return to Table of Contents](#)

CUSTOMER SERVICE POLICY

Service to customers is of the highest priority to EIPH. As we continue to operate in an increasingly competitive environment, our ability to exist and provide services is closely tied to the quality of services. Initial training in the District's Customer Service Policy will occur by the Human Resources Specialist during at new employee orientation. Additional specific training will occur within the various departments and programs.

To ensure our customers receive the highest possible service quality, the following work priorities are to be observed.

- Customers will not be denied or receive delayed services because employees are busy with non-customer activities – ***remember, our customers come first.***
- Customers arriving on time for a scheduled appointment are to be served first. Walk-in customers are to be given second priority as the schedule allows. Late arriving scheduled customers are to be treated as walk-in customers if their originally scheduled appointment time has already been given to another.
- Non-direct customer activities such as coding, typing, ordering and stocking supplies, preparing reports, preparing presentations, filing, etc. are an important part of the Health District workload and should be completed during regular business hours. These duties are to be completed as your work permits. In other words, customers will be served first and non-direct customer activities will be interrupted to provide prompt customer service. Non-direct customer services (billings, reports, etc.) are crucial and important to the successful operation of the District. It is important to plan ahead and manage time carefully to ensure all responsibilities are accomplished within established timelines.

COMMUNICATION EXPECTATIONS

In order to provide excellent customer service and promote positive interpersonal communications, the following expectations have been developed for communicating with others in person, by phone, or through e-mail. All EIPH employees are expected to follow these expectations. Failure to do so will result in a "Does Not Achieve" in the Customer Focus portion of the employee's performance evaluation.

In Person

- SMILE 😊
- Make eye contact and verbally acknowledge clients immediately upon their entrance into your work area. Suggested greetings include:
 - *"Hello. How may I help you?" or "Hello. I will be with you in just a moment."*
- If staff or clinics are running behind when a client arrives for an appointment, apologize for the delay and notify the client of approximately how long the wait is estimated to be, giving the client a choice up front to wait or reschedule. If clients have to wait for more than a few minutes or longer than expected, check in with them frequently.
- Be friendly and extend personal greetings to coworkers.

Telephone

- Greeting: When answering the telephone for outside calls (this includes main lines in the Idaho Falls office and all satellite offices, as well as all external calls to direct lines in the Idaho Falls office), all staff should use the following script. Please say it with a SMILE 😊:

Thank you for calling Eastern Idaho Public Health. This is (first name). How may I help you?

EXCEPTIONS: The Environmental Health and WIC Divisions have modified greetings for the answering of their main phone lines.

- **Environmental Health:** *Thank you for calling Eastern Idaho Public Health’s Environmental Section. This is (name). How may I help you?*
- **WIC:** *Thank you for calling the Eastern Idaho Public Health WIC program. This is (name). How may I help you?*

INTERNAL CALLS: For internal calls, you do not need to use this entire greeting, but you should identify yourself to the caller.

- **Transferring Calls:** Sometimes, calls are received from individuals who share details with the person initially answering the call, but who cannot assist them. When this happens and the call must be transferred to another employee, the person transferring the call should give the employee to whom the call is being transferred a brief explanation of the call prior to the transfer in order to prevent the caller from becoming frustrated by having to repeat his/her issue. To do this, tell the caller the name of the employee that his/her call will be transferred to and then press the “Transfer” button on the phone—**but do not hang up**. The call will ring at the other employee’s desk. When he/she answers, provide him/her with the details of the call and then hang up. The caller will now be connected to the other employee, who should greet the caller by introducing himself/herself, summarize the issue and then provide assistance to the caller.
- **Voicemail:** All employees should record a personal greeting on his/her voice mailbox (if they have one). Employees can choose a generic greeting or can choose to record a daily message. At a minimum, the voicemail message should say something to the effect of:

Thank you for calling Eastern Idaho Public Health. You have reached the voice mail of (name). I am not available to take your call right now. Please leave your name, phone number, and a brief message and I will return your call within one business day.

However, if an employee is going to be away from the office for more than one business day, this should be shared in the voicemail message. The message should also include an alternate phone number the caller can use to get assistance from another health district employee if needed.

For example: *Thank you for calling Eastern Idaho Public Health. You have reached Jane Doe. I will be out the office until Tuesday, November 12. You are welcome to leave a message and I will return your call at that time. However, if you need immediate assistance, please dial 162 now and you will be transferred to Sally.*

- **Out of Office Phone Coverage:** For Idaho Falls staff, if you are out of the office for more than one business day, you can forward your phone to another staff member to be answered, but please get that person’s permission before doing so. However, when your phone is forwarded to someone else’s extension and he/she does not answer the call, the call will revert back to your voicemail box where the caller can leave a message. Instructions are available from IT for call forwarding upon request.
- **Returning Messages:** The expectation is that all voicemail messages be returned within one business day (unless you are out of the office and your message indicates this).

E-Mail

- **Response Time:** The expectation is that employees do their best to respond to e-mail messages within two business days.
- **Automatic Reply:** When an employee is going to be out of the office for more than one business day, the expectation is that the employee sets up a rule in Outlook that sends automatic replies to people who send e-mails during the employee’s absence. Your automatic reply should give the e-mail sender an alternate e-mail or phone number to contact that can be used to get assistance from another health district employee if needed.

To set up an Automatic Reply, open Outlook, 1) click on the “File” tab, 2) then on “Automatic Replies.” 3) Click on the option to “send automatic replies” and type your message in the box. Please note that you have the option of sending replies to e-mails from “Inside my Organization” and “Outside my Organization.” Make sure you update the text for both responses. Click OK. *Make sure when you return from your leave, turn the automatic replies OFF.*

Written Correspondence

Written correspondence addressed to EIPH employees requires prompt attention and/or response. Typically, responses should occur as soon as possible, but no later than five business days. All written correspondence will be printed on EIPH’s official letterhead.

[Return to Table of Contents](#)

DISTRICT VEHICLES

EIPH maintains a fleet of vehicles for employees' business use. The vehicles are clearly identified with the district's logo, so employees are reminded to drive safely and responsibly in accordance with all State laws, while also being respectful of other drivers.

District vehicles are available in most offices and should be used rather than employees' personal vehicles whenever possible for both in-district and out-of-district travel. Employees will be required to provide the district's Human Resource Specialist with a copy of their current driver's license. Employees just carry liability insurance on their personal vehicle in the event it is used for business associated with EIPH. Acknowledgment of this coverage is obtained at hire and kept in the employee's personnel file. Employees who have their driver's license expire, suspended, or revoked are responsible to notify their immediate supervisor.

District vehicles may be used by employees and other persons (volunteers, students, interns, etc.) acting on behalf of the District, whether with or without compensation. Individuals not serving in an official capacity of EIPH may not operate or ride in an EIPH vehicle.

Satellite Offices

Staff in the satellite offices should check with the Office Specialist on how to check out a vehicle.

IDAHO FALLS CAR POOL

In an effort to better manage the district's fleet of vehicles, a centralized car pool system has been implemented in the Idaho Falls office. This will allow EIPH management to more effectively monitor district vehicle usage and needs, as well as develop a more efficient vehicle replacement plan. The central car pool is located in the Receiving Area. This is where employees will check out and return vehicles, pick up vehicle books, and report any problems with vehicles.

Rules and Responsibilities of All Responsibility of Employees Using a District Vehicle:

1. When the use of a district vehicle is needed, the employee should "check out" a vehicle in the Receiving Area. Each vehicle will have its own sign-out sheet. Please complete the sign-out sheet prior to taking the vehicle. Please make sure all boxes are completed and that the writing is legible. Upon your return, note the return date and time on the sign-out sheet.
2. Use of vehicles is on a first-come, first-served basis. PLEASE DO NOT CHECK OUT A VEHICLE UNTIL YOU ARE READY TO LEAVE ON YOUR TRAVEL. If more than one person needs a vehicle at the same time, the individual traveling the farthest distance should use the district vehicle. If there is no district vehicle available for use, employees have the option of driving their personal vehicle. In this situation, employees will be reimbursed the full mileage rate. Please make note of this ("No District Vehicle Available") on your travel reimbursement form. If a vehicle is needed for out-of-town travel, or the four-wheel drive vehicle is needed due to weather conditions, there is a "Reservation Form" available that can be posted on the vehicle's clip board. Employees should make every effort to comply with the reservations.
3. When checking out a district car, employees should perform a routine inspection before they take the car. The inspection should note the following:
 - Any vehicle body damage
 - Condition of windows (cracked, etc.)
 - Tires (do they appear to have good treads, do they appear to have adequate air pressure)
 - Cleanliness of car (inside and out).
4. Seat belts must always be worn when operating or riding in an EIPH vehicle.
5. The use of cell phones while driving is prohibited. If you must make/receive a call, please pull off the road and stop in a safe location.
6. Idaho law prohibits texting while driving. EIPH employees will refrain from texting while driving a district vehicle.
7. Prior to returning the vehicle, if the gas tank is less than half full, fill the tank with gas. If a gas station does not accept the agency credit card, you can use a personal credit card or pay cash. Turn in the receipt with your travel reimbursement form in order to receive reimbursement.
8. Prior to returning the vehicle, employee is responsible to clean any spills, crumbs, etc.; remove all garbage from inside the vehicle; and make sure the vehicle is left clean. A package of wet wipes is available in each vehicle.
9. A monthly trip report sheet is included in each vehicle binder. This is to be completed by the driver following each trip.
10. Immediately upon your return, return the car book to the Receiving Area. DO NOT KEEP THE BOOK AT YOUR DESK OR LEAVE IT IN THE CAR. In the event an employee returns to the office after hours and does not have access to the building, the vehicle should be left in the parking lot with the keys and mileage book locked in the vehicle. It is the responsibility of the employee to return the keys and book to the Receiving area first thing the next morning.
11. Report any problems on a "District Vehicle Problem Report" form and place the form in the box located by the district vehicle book.

Note: *There is one unmarked district vehicle that can be used when anonymity is required (currently x3408). The book for the four-wheel drive Escape is kept in the Fiscal Office and can be checked as needed.*

USE OF PRIVATELY OWNED VEHICLE

If an agency-owned vehicle is available to the traveler, but for personal convenience a privately owned conveyance is used, the reimbursement shall be limited to the District vehicle fleet average cost per mile for the prior fiscal year. This rate is noted on the Travel Reimbursement Form.

However, if there is already a district car going to a specific location and an employee chooses to drive a personal vehicle instead, the employee **will not** be reimbursed for mileage. In special circumstances, the EIPH Director may grant approval for mileage reimbursement in this case. If multiple employees take personal vehicles to the same location/event, one mileage reimbursement will be granted and shall be divided equally among the travelers.

VEHICLE MAINTENANCE AND REPAIRS

The District's Maintenance and Custodial staff will oversee the maintenance schedules (regular oil change, tire rotation, etc.) of the district vehicles.

If you experience any mechanical difficulties or other problems (cracked windshield, worn tires, worn wipers, unclean vehicle, etc.) with an agency vehicle, please complete a "District Vehicle Problem Report" form and give it to the Human Resource Specialist

REPORTING OF AUTOMOBILE ACCIDENTS

All accidents involving a District vehicle must be reported by the employee immediately to EIPH's Fiscal Officer. If the accident involves another vehicle, an instruction sheet is located in the vehicle packet, which is to be given to the other driver informing them how to file a claim, should they wish to do so. In addition, an Auto Accident Report Guide form, a copy of which is located in each EIPH vehicle binder, must be completed and submitted to the EIPH's Fiscal Officer. Any liability complaint filed against an employee while performing within the scope of his or her employment shall be immediately directed to the Director.

[Return to Table of Contents](#)

DRUG- AND ALCOHOL-FREE WORKPLACE

EIPH is committed to maintaining a working environment free from use of alcohol and illegal drug. Drug use and abuse (including alcohol) impacts morale, lowers productivity, and increases potential accidents and health care costs.

RESTRICTIONS

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited in the workplace, while on EIPH property, and while performing official business on behalf of EIPH. Consumption of alcoholic beverages or use of illegal drugs during work shift break times and lunch breaks is also prohibited.

Legal use of prescribed medication is not subject to this policy. However, prescribed use of narcotics for pain, or following surgery, should be brought to the attention of the employee's immediate supervisor for safety reasons.

REPORTING

Appearing for work or performing any job duties or EIPH business while intoxicated or impaired by alcohol or drugs is prohibited. An employee who suspects a prohibited incident is taking place shall immediately report the matter to his or her supervisor, Division Director, or the EIPH Director. The matter should never be discussed with co-workers or persons not directly responsible for investigating the situation.

INVESTIGATION

EIPH shall investigate and take corrective action whenever there is a "reasonable suspicion" of the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. Based upon information used to determine "reasonable suspicion," EIPH's director may authorize the inspection or search of an employee's clothing, purse, wallet, bag, desk, office, vehicle, or any other property located on EIPH premises. EIPH will clearly outline the place to be searched, the item searched for, and the rationale for any searching prior to conducting any inspections. Such search shall be conducted by at least two supervisors. Furthermore, the employee may be requested by EIPH's Director to undergo appropriate testing at a certified substance abuse testing facility. The employee may refuse testing; however, this refusal may result in disciplinary action, up to an including dismissal, in accordance with IDAPA rule 15.04.01.190.

An employee who pleads guilty to or is found guilty of any criminal drug violation or driving under the influence of alcohol or controlled substances, must notify his or her supervisor within five (5) days after the conviction. EIPH may be required to report such information to governmental agencies with whom it contracts.

DRUG AND ALCOHOL TESTING

Policy

EIPH may require any employee or job applicant to submit to a blood, breath, and/or urine test for drugs or alcohol, in the following circumstances:

1. **Pre-employment:** Pre-employment testing is required for all new hires, with job offers being contingent on the individual successfully passing the testing. Applicants who fail to pass a pre-employment drug or alcohol test will be ineligible for employment for a minimum of one (1) year.
2. **Post Accident Testing:** Employees involved in on-the-job accidents may be subject to testing. Based on the circumstances of the accident, the EIPH Director or his/her designee may initiate the testing process. An employee subject to post-accident testing shall not consume alcohol or controlled substances prior to testing. Exceptions will be made for prescribed maintenance medications and/or medications administered to treat an injury related to the accident.
3. **Reasonable Suspicion:** EIPH will require any employee to be tested for the presence of drugs or alcohol based on reasonable suspicion. Reasonable suspicion shall be defined as a reasonable suspicion, by a supervisor or above, concurred by the EIPH Director or his/her designee, that an employee is or has been impaired on the job. This determination of a reasonable suspicion may be based on a variety of factors, including but not limited to:
 - a. Direct observation or reliable reports from co-workers or others.
 - b. Possession of drugs or alcohol on the premises, or use of drugs or alcohol at work, prior to work, or on break.
 - c. Behavior, speech, or other physical signs consistent with impairment.

- d. A pattern of abnormal conduct or erratic behavior, which is not otherwise satisfactorily explained.
- e. Unexplained accidents, on the job injuries, or property damage.
- f. A combination of some of the above factors and/or other factors in the judgment of management.

Management's determination of whether reasonable suspicion exists shall be final.

Process

1. **Scope**: Drug and alcohol testing of applicants or employees may include a urinalysis, breath analysis, and/or blood sample testing as determined by EIPH and the testing service provider/laboratory. Testing may include, but not be limited to, detecting the presence of alcohol, marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). EIPH may increase or decrease the list of substances for which testing is conducted at any time, with or without notice. In addition, EIPH may require that separate samples of multiple tests are conducted. Test levels and standards will be established by EIPH and the testing service provider/laboratory. A positive result for alcohol at a level of .02 or greater will be considered in violation of this policy.
2. **Confirmation**: Initial positive tests shall be confirmed using a second test in accordance with applicable law.
3. **Specimen for Testing**: Job applicants and employees selected for testing shall appear at the designated time and place and provide the necessary sample for testing. If the test sample is drawn off-site, employees tested based on a suspicion that the employee may be impaired shall be transported to the site by a supervisor or another person designated by EIPH. The applicant and/or employee must sign any consent requested and provide any other information. Failure or refusal to do so may result in disciplinary action up to and including termination or denial of employment.
4. **Testing an Injured Employee**: An employee who is seriously injured and cannot provide a specimen at the time of the accident shall provide the necessary authorization to obtain hospital reports and other documents that may indicate whether there were any controlled substances or alcohol in his/her system.
5. **Notification of Results**: Employees and applicants will receive notification of positive test results and will be given an opportunity to explain such results. Failure to submit to a test in a timely manner may result in discipline up to and including termination.

REHABILITATION

1. **Purpose and Responsibility**: EIPH recognizes that drug dependency and alcoholism are health problems and will attempt to work with and assist an employee who becomes dependent on controlled substances and/or is abusing alcohol. Employees will be assisted in identifying rehabilitation services, referral agencies, or other resources to help the employee in dealing with his or her problem. It is the employee's responsibility, however, to see that such problems do not interfere with proper job performance or expose others to the risk of harm. All employees are urged to obtain any necessary help before a personal problem becomes an employment problem.
2. **Evaluation and Treatment**: An employee may be required, in addition to discipline or as an alternative to discharge for violation of this policy, to undergo an evaluation for alcohol or chemical dependency should the employer so elect. This alternative may be offered on a case-by-case basis at the sole discretion of EIPH management. If recommended by an evaluation, enrollment in and successful completion of chemical dependency treatment may, at the sole discretion of EIPH management, be accepted once as an alternative to disciplinary action of an employee (not applicable to job applicants), and as a condition of continuing employment. Eligibility to return to work and any special conditions on the employee's work shall be determined on a case-by-case basis considering all relevant circumstances, including EIPH's interest in client safety and operational efficiency.

RECORDS

EIPH shall not release the individual test results of any employee or applicant to any person outside EIPH without first obtaining written authorization from the tested employee or applicants unless otherwise directed by law. Information will be released within EIPH only to those employees and agents who have a legitimate need to know the information for EIPH business purposes.

COSTS

Mandatory drug/alcohol testing costs shall be paid by EIPH. Treatment costs shall be the responsibility of the employee to the extent not covered by the employee's health insurance.

[Return to Table of Contents](#)

DOMESTIC VIOLENCE

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [SECTION 8 – DOMESTIC VIOLENCE](#).

General Information

EIPH does not tolerate domestic violence. Domestic violence is a major public health issue. EIPH's health care professionals as well as our other front-line staff may be the first individuals to which abused victims turn for help. It is important that all district staff members are aware of accurate information and resources to provide appropriate assistance. EIPH offers support and referrals for assistance to employees who are victims and disclose concerns or request help.

Disclosures

Disclosures may be made to EIPH supervisors, Administration, or HR staff. When an incident involves employees from more than one state agency, agency heads will ensure that appropriate responses to the situation are coordinated.

Confidentiality

EIPH recognizes and respects the employee's right to privacy. The employee's disclosure will remain confidential unless there is a threat to the safety of the individual or other employees in the workplace. Whenever possible, the employee will be given notice of necessary disclosures.

Resources

Referral information will be provided to employees, and may include:

- local and state resources for domestic violence victims;
- advocacy and legal services;
- medical and counseling services;
- building security or local law enforcement agencies; and
- Employee Assistance Program information.

In addition, employees are encouraged to visit the Idaho Council on Domestic Violence and Victim Assistance website at <http://www.icdv.idaho.gov/>

Safety

EIPH will work with the employee to develop an individualized workplace safety plan when necessary. The safety plan may include, but is not limited to, the following measures:

- screening telephone calls;
- setting an alternate work schedule;
- arranging an escort to and from parking areas;
- working with building security or other law enforcement to enforce restraining orders or orders of protection on EIPH property;
- relocating an employee's workplace to a more secure area; and
- saving any threatening emails or voice mails.

Time Off

Time off will be in compliance with Idaho Code, Division of Human Resources rules, and statewide and EIPH policies. An employee may be asked to present court orders before leave is granted. Leave may include, as applicable:

- accrued compensatory time
- sick or vacation leave
- FMLA leave
- unpaid leave

Court Orders

Employees are encouraged to disclose the existence of court orders for protection from abuse or harassment to their supervisor or HR staff. Under no circumstances will these orders be placed in an employee's personnel file. Any information regarding an employee's involvement in a domestic violence situation will be kept separately from the employee's personnel records, in a secure location.

Any individual who applies for and obtains a protective or restraining order which lists EIPH locations as being protected areas must provide a copy of the order to the EIPH.

Work Performance

When an employee has performance problems as a result of domestic violence, EIPH will offer support and an opportunity to correct the problems. Supervisors may develop a work plan with the employee to assist them in meeting performance expectations. Nothing in this guideline alters the authority of EIPH to establish performance expectations, counsel employees, impose discipline, reassign duties, place an employee on leave, or take other action as necessary.

In addition, any employee who uses any EIPH resources including but not limited to telephones, cell phones, pagers, facsimile machines, mail, electronic mail, vehicles, or credit cards, at any time or place to commit domestic violence will be subject to corrective or disciplinary action, up to and including termination.

Retaliation

There will be no retaliation resulting from an employee making a complaint, reporting an incident of domestic violence, or otherwise asserting rights or responsibilities under this policy or relevant laws.

EIPH Responsibility

In response to an employee's notification of a domestic violence situation, management will be responsible for coordinating discussions with legal counsel and building security or local law enforcement.

Responding to Reports of Domestic Violence from EIPH Clients

If a victim of domestic violence or sexual assault calls or walks into the Health District stating they have been assaulted, referral can be made to the following staff:

- Reproductive Health Clinical Staff
- Public Health Nursing Staff
- Family and Community Health Services Division Supervisors

District staff members are required to complete an [Abuse/Neglect/Policy/EMS Report Form \(Appendix G\)](#) outlining the details of the complaint and the resulting referrals and reports made. It is important that Division Directors be informed of and review such incidents.

Additional resources for Victims of Domestic Violence and/or Sexual Assault

- Local police (911)
- Family Violence and Sexual Assault Intervention Center:
Crisis Line: (208) 235-2412 / Office (toll free): 1-866-322-4352 or (208) 529-4352
1050 Memorial Drive, Idaho Falls, Idaho 83402
- National Domestic Violence Hotline: 1-800-799-7233 or 1-800-799-SAFE
- Sexual Assault Hotline: 1-800-656-4673
- Blackfoot - Bingham Crisis Center: (208) 785-1047
- Driggs – Family Safety Network: (208) 354-8057
- Rexburg - Family Crisis Center: (208) 356-0065
- Salmon – Mahoney House: (208) 756-3146

According to Idaho Code Title 16, Chapter 16 (Child Protective Act), known or suspected child abuse must be reported. For anyone under 18 years of age who is a victim of abuse, Child Protective Services must be called.

- Idaho Falls: (208) 528-5900
- Blackfoot: (208) 782-2600 or 1-855-552-5437 (24-hour hotline)
- Rexburg: (208) 359-4750
- Salmon/Challis: (208) 756-2985

[Return to Table of Contents](#)

DUE PROCESS

In accordance with Division of Human Resources (DHR) Rule 200 (IDAPA 15.04.01.200), each agency must maintain written employee due process procedures. These procedures apply to classified employees only.

Purpose

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

Procedure

The following steps must be strictly adhered to before EIPH takes any disciplinary action listed in Department of Human Resources Rule 190.

Step 1: Notice

EIPH will provide notice to a permanent classified employee of the proposed disciplinary action, which will include the following information:

1. Notice of the contemplated action, for example, dismissal. It may also set forth alternative forms of discipline, such as demotion or suspension.
2. Notice of the basis for the contemplated action, which is the for-cause reason and corresponding legal citation which supports the action against a permanent classified employee. For-cause reasons are listed in IC 67-5309(n) and in DHR Rule 190.01.
3. Explanation of the 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.
4. A time period within which the employee may respond to the notice. EIPH will set the time limit which will not exceed ten (10) working days after the employee has received notice, unless both EIPH and the employee agree otherwise in writing.

The Notice of Contemplated Action (NOCA) will be sent or hand-delivered to the employee. EIPH will not maintain the NOCA 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

An employee who receives a notice of contemplated action (NOCA) is entitled to an opportunity to respond in person or in writing. This is the employee's opportunity to present his or her reason(s) why the contemplated action should not be taken. The employee may accept the opportunity and respond within the stated time period, reject the opportunity by failing to respond within the time period, or waive the opportunity in writing. The law provides an employee with the right to be represented by a person of his or her choosing during the opportunity to respond.

Step 3: Director's Decision

The Director will notify the employee of the final 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. If a disciplinary action is imposed, the employee may have the right to appeal EIPH's decision to the Idaho Personnel Commission within thirty-five (35) calendar days. Information regarding appeals may be found in Department of Human Resources Rule 201. Any such appeal does not stay the action. The Director's final decision will be sent or hand-delivered to the employee and the Administrator of DHR concurrently. The Due Process procedure ends when the Director notifies the employee of EIPH's decision.

[Return to Table of Contents](#)

ELECTRONIC CIGARETTES

EIPH prohibits the use of electronic cigarettes inside its buildings and on its premises.

The American Cancer Society, American Heart Association, The Campaign for Tobacco-free Kids, and the American Lung Association strongly support smoke-free laws that prohibit the use of electronic cigarettes. Currently, electronic cigarettes are not approved by the Food and Drug Administration (FDA) as nicotine delivery devices. According to the FDA, electronic cigarettes have been classified in the same category as regular cigarettes. Electronic cigarettes emit secondhand vapor (not smoke) that can be seen and smelled, but it has not been studied, so claims of safety are premature. It is likely that electronic cigarettes emit nicotine, propylene glycol, carcinogens, and other substances. Nicotine deposits react with an element in the air to form potent carcinogens. People are then exposed to “thirdhand smoke” by inhalation, skin exposure, and ingestion. Not only do electronic cigarettes cause confusion when enforcing smoke-free policies, electronic cigarettes model “smoking” for youth. As a courtesy to our employees and customers, and in order to act as a role model for promoting a healthy lifestyle, electronic cigarettes are not permitted inside EIPH facilities, nor any place on EIPH grounds (owned or leased), in EIPH vehicles, or in any vehicles parked on EIPH property.

As a reminder, signs prohibiting electronic cigarettes will be visibly posted. Enforcement of this policy is the shared responsibility of all EIPH personnel. The EIPH electronic cigarette policy applies to all employees, volunteers, clients, visitors, contractors, and vendors.

Violation of this policy by any employee will result in corrective action. Depending on the circumstances, this action may include disciplinary action, up to and including termination of employment.

[Return to Table of Contents](#)

ELECTRONIC RESOURCES USAGE

POLICY

The internet, e-mail, computers, printers, scanners, fax machines and the like are property of the health district. These are powerful research, communication, commerce, and time-saving tools that are provided for the use of EIPH employees to further the mission of the district through the conduct of official business. Perceptions and actions are important and EIPH employees must be constantly aware of how their actions are perceived by the public. Use of the district's electronic resources by employees should reflect the level of quality and professionalism expected by the district administration.

Only employees of EIPH or others serving in an official capacity on behalf of the district (students, interns, contractors, etc.) are authorized to access and use district property and resources to fulfill their duties and responsibilities associated with the district. Any device that is donated to the district is considered district property. Additionally, any information that is stored, created, produced, or otherwise communicated by anyone employed by the district is considered the intellectual property of the district and may be subject to state document retention and public records policies. Users should not have any expectation of privacy as to the use of EIPH electronic resources. EIPH has a right to access, monitor, audit, record, restrict, or disclose any information on any district device at any time and without notice.

New hardware or software purchases should follow the district's purchasing procedures. An impact analysis may need to be completed prior to completing any purchase.

EIPH property is not to be taken or used for personal use. Engaging in any activities with the intent and/or for the express purpose of personal gain during scheduled, work-time hours is strictly prohibited. In addition, EIPH reserves the right to assign financial responsibility to any person or entity that damages equipment through negligence or conscience act with intent to do harm.

Violation of any part of this Electronic Resources Usage Policy, and any other State or Federal laws/policies may result in revocation of employee privileges, disciplinary action, or possible legal action. ***Any exceptions to this policy must be obtained in writing from the EIPH Director.***

INTERNET, E-MAIL, AND NETWORK USE & ACCESS

1. Access to the Internet and e-mail offers a variety of benefits to EIPH; however, it can also expose the District and the State of Idaho, to significant risks to their data and system if appropriate security measures are not employed. Excessive, unnecessary Internet usage causes network and server congestion and reduces employee productivity. Unlawful Internet usage may also expose EIPH, the State of Idaho, and/or the individual user to legal liability. EIPH reserves the right and authority to dictate which Internet or network resources may or may not be available to personnel at any given time. Personnel who are authorized to use the Internet will be held accountable for any breaches of policy, security, or confidentiality resulting from their use of it.
2. Users should identify themselves properly when using the Internet and e-mail, conduct themselves professionally, as representatives of EIPH and Idaho State Government, and be aware that their activities reflect on the reputation and integrity of all state employees.
3. Users may access any web site owned or operated by the State of Idaho for the purpose of conducting business as authorized by the district, such as the online payroll system, providing they have the proper credentials to do so.
4. Users will be provided accesses to legitimate, reputable web sites needed to perform their jobs. If a website is blocked but access is needed by an employee to perform their job, a request should be made through the employee's Division Director to the IT staff to unblock the site, which will be granted as long as the site is deemed safe.
5. Social media websites may be made available for use only for authorized personnel, and may only be used to access information that pertains to the district, its services, functions, and activities.
6. If for any reason, anyone using the district network encounters inappropriate content on any website, without actual intent of finding such content, they must immediately exit that site and report the incident to their immediate supervisor. If such material is viewed with actual intent, appropriate disciplinary action will be instated.
7. Any e-mail containing Protected Health Information (PHI) ***MUST BE ENCRYPTED*** prior to sending it in order to comply with federally mandated regulations. Refer to the EIPH's HIPAA policies for guidelines with identifying what constitutes PHI.
8. When staff is not able to use any district networks to access e-mail, EIPH currently does have a web portal to the e-mail system, and it is encouraged to use this portal on personal devices - mobile or otherwise. (<https://164.165.189.70/owa>)
9. Network storage (for example, H and P drives) is provided for any of the electronic archival needs of the district personnel, but only for district-related information. Employees are expected to store their electronic work at these locations. DO NOT save work on a computer's desktop or hard drive (C drive).

Unacceptable Uses of Internet/E-mail/Network

1. Personal use of the Internet is prohibited and includes, but is not limited to: working for a third party, streaming media, social media sites, shopping, playing games, surfing the web, soliciting co-workers for personal gain, etc. *Note: Internet access to personal banking, educational, or child care resources may be allowed if deemed appropriate by the district administration. Exemptions for Internet resources will be approved by the EIPH Director after a genuine need has been identified. Any exemptions will be documented with their allowed time frames of access and applied scope of effect. Access to such sites by an employee must be done on personal time and must not interfere with EIPH business.*
2. Users may not:
 - a. Download, store, transmit, or display any kind of material on any district device that violates federal, state, or local laws and regulations, executive orders, or that violate any district adopted policies, procedures, standards, or guidelines.
 - b. Download or distribute pirated materials from any source.
 - c. View or distribute obscene, pornographic, profane, or sexually oriented material.
 - d. Violate laws, rules and regulations prohibiting sexual harassment.
 - e. Encourage the use of controlled substances for criminal or illegal purposes.
 - f. Engage in any activities for personal gain.
 - g. Obtain or distribute copyrighted information without permission.
 - h. Obtain or distribute advertisements for commercial enterprises, including, but not limited to, goods, services, or property.
 - i. Violate or infringe upon the rights of others.
 - j. Conduct business unauthorized by the district.
 - k. Obtain or distribute incendiary statements which might incite violence or describe or promote the use of weapons.
 - l. Obtain or exchange proprietary information, trade secrets, or any other privileged, confidential, or sensitive information that is not authorized.
 - m. Engage in any political activity prohibited by law.
 - n. Use the system for any illegal purpose.
 - o. Knowingly or willfully create or propagate any malicious software or other destructive program code.
3. Any of an employee's personal files, including, but not limited to: music files, photos, videos, scholastic projects, extra-curricular errata, personal business errata, and the like, are not to be stored on the district computers, network, or other associated devices. Such files are subject to removal at the discretion of the IT Staff or EIPH Director without notice to the offending party.

HARDWARE

1. Computers, laptops, tablets, printers, copy machines, fax machines, scanners, etc., are to be used for the general purposes of conducting official business of EIPH. Such equipment is not to be used for personal purposes of the employee, with the following exceptions:
 - A. **Copy Machines:** Employees are allowed to make personal copies (when less than 50 are needed) as long as the copies are paid for by the employee. Payment for personal copies should be made to the Human Resource Specialist in Idaho Falls or the Office Specialist in the satellite offices. The charges are calculated per printed face, i.e. per page. A sheet of paper has two faces: a front and a back. A page is defined as a printed face of a sheet of paper.
 - The price per page of black, printed material is \$0.05 each.
 - The price per page of color, printed material is \$0.10 each.
 - B. **Fax Machines:** Employees may use the fax machine for sending local personal faxes. Personal long distance faxes are allowed with the use of a personal calling card. Personal use should be kept to a minimum and should not interfere with District use.
2. Data storage devices must be authorized for use by an employee's supervisor and the IT department. At the district's discretion, other policies concerning the use of data storage devices may be applied.
3. The district may enforce policies that restrict any device's access to network resources unless specific security features are present and up-to-date.
4. As a need is identified, some employees may be issued equipment (cell phone, laptop, tablet, etc.) to assist them in performing their jobs. Before district-purchased equipment is issued to an employee, the employee will be required to sign an Equipment Use Agreement.
5. Personal mobile devices may be used to access the district e-mail system directly, but are subject to the district policy of being able to remotely wipe and/or otherwise control the device. This privilege may be revoked or modified by the district administration to affect the whole district, groups of individuals, or specific individuals.

Unacceptable Uses of Hardware

1. Personal devices or media for data storage of any type are prohibited for use with any district devices. The exception to this provision is that of personal media players which connect directly to audio speakers, and never connect to any other district devices in any other manner, especially by way of USB ports.

2. All foreign devices are prohibited from connecting to any of the district devices, in particular, any network or computer owned or operated by EIPH. The exception to this provision is USB thumb drives or optical media, which guests may use to store presentations for use while at EIPH. This exception applies expressly to conference room presentations. Such devices should be scanned for any malicious software prior to use.
3. Personal devices capable of providing wireless network or internet access are prohibited from doing so for use with any district devices. Exceptions may present themselves in extenuating circumstances, and need to be communicated to IT staff as soon as possible.

SOFTWARE

EIPH provides employees with the Microsoft Office suite (Outlook, Word, Excel, Publisher, PowerPoint, Access) to enable them to conduct official business of the district. Program-specific software or web-based programs are made accessible to employees as deemed appropriate (Greenway/SuccessEHS, CDP, Paragon, WISPr, Care Ware, SDWIS, TRIM, etc.) The uses of such software/programs for purposes that are not related to the district are prohibited.

Unacceptable Uses of Software

1. External or third-party data storage systems are prohibited from use and include, but are not limited to: Google Drive, Dropbox, SkyDrive, and the like.
2. Entertainment\Recreational software of any type or genre is prohibited for use on any district device. In respect to personal devices, any such software may not otherwise be used during regular work time hours.
3. Any form of software of malicious intent or design is prohibited.
4. Any unauthorized software used with district devices is subject to forfeiture without compensation. Regardless if the software has been provided by an individual using personal funds, or not. Corrective or disciplinary actions may be instated as a result.

[Return to Table of Contents](#)

EMERGENCIES

EMPLOYEE RESPONSE ROLES

EIPH has statutory obligations to preserve and protect the health of the public. A condition of employment is a willingness and to assist during public health emergencies as assigned and participation in preparedness training and exercises as requested.

Employee Responsibilities

All health district staff members have an emergency response role and may be expected to respond to threats of a public health emergency in accordance with the District's Public Health Preparedness Plan. This may include requirements to work longer shifts, nights, or weekends and to perform duties different than their daily routine. No one will be asked, expected, or allowed to perform duties for which they are not trained or qualified.

Condition of Employment

- New employees (unless otherwise approved by the Division Director) are required to complete Incident Command System (ICS) 100 and 200 as well as National Incident Management System (NIMS) ICS 700 within 90 days of employment.
- In addition to completing the ICS training, new employees shall also meet with the District's trainer or designee and complete any other emergency training. This could include reading the Point of Dispensing (POD) and other manuals such as: "Your responsibilities in a Public Health Emergency."
- All staff will be required to participate in emergency response training and exercises as appropriate to sustain a satisfactory skill level in their emergency response roles and core competencies.
- Performance Appraisals: Response roles will be included in the "Key Responsibilities" section for all staff and commented on in the performance section.
- Emergency Contact Information: EIPH employees will keep their after-hours contact information updated with their Division Director. The Division Director will inform Human Resources of changes to employees' contact information.

EMERGENCY CALL CODES OFFICE RESPONSE PLAN

Everyone at EIPH must take appropriate and deliberate action when an emergency strikes the office. Careful planning, with an emphasis on safety, can help handle office crises and emergencies with suitable responses, and may save lives. Each EIPH office has an Office Response Plan in place that is specific to the office that outline procedures for: ~~should have an emergency calling code system, which will enable other staff to assist those that need help in cases of threats, potential workplace violence, medical assistance, and, if necessary, evacuation.~~

- Reporting an Emergency
- Office Evacuation
- Fire Evacuation
- Active Shooter or Hostage
- Assistance Needed – “Dr. Armstrong”
- Medical Assistance Needed, Including Automatic External Defibrillator (AED)
- Responding to Criminal Activity
- Hazardous Materials
- Bomb Threat
- Suspicious Packages and Letters

In Idaho Falls, each Division Director will have a copy of the building’s Office Response Plan and will be responsible for ensuring their staff members are familiar with the plan. The plan is also available on the health district’s intranet. The clerical staff in each of the district’s satellite offices will be responsible for maintaining a copy of the plan and ensuring it is reviewed with the respective office staff on an annual basis. Periodically, training and drills will be conducted to ensure employees’ familiarity with the Office Response Plans.

[Click here to link to the plans.](#)

The following calling codes will be used and uniform throughout the district. The staff member requesting assistance should use paging system, if available, or loudly announce in the office the Code (color) and which room or area in which assistance is needed. **Be specific to the location of the incident so staff can respond to the correct area.** (Example: Code Blue Immunization Clinic Room 2.)

- **Code Green – Assistance Needed:** This code should be used when a staff member needs immediate assistance with a situation, including threatening clients/visitors, workplace violence, etc. When **Code Green** is announced overhead, all available staff (especially men and supervisory staff) should respond to that area as quickly as possible.
- **Code Blue – Medical Assistance:** This code should be used when there is need for medical assistance, including the need for an Automated External Defibrillator (AED). When **Code Blue** is announced overhead, all medical staff (nursing) should respond to that area as quickly as possible with an AED.
- **Code Red – Evacuation:** This code should be used if evacuation of the building is necessary. When **Code Red** is announced overhead, all staff should follow the district’s Office Response Plan for evacuation as quickly as possible. The Office Response Plan is located on the health district’s intranet. [Click here to link to the plan.](#)

EVACUATION PROCEDURE

Each EIPH office has an evacuation/fire plan that is specific to each individual office. The clerical staff in each of the district’s satellite offices will be responsible for maintaining a copy of the plan and ensuring it is reviewed with the respective office staff on an annual basis.

In Idaho Falls, each Division Director will have a copy of the building’s Office Response Plan and will be responsible for ensuring their staff members are familiar with the plan. The plan is also available on the health district’s intranet. [Click here to link to the plan.](#)

Periodically, drills will be conducted to ensure employees’ familiarity with procedures to follow in the event the evacuation of the building is required.

Generally, employees are to:

1. In the event of an actual fire, call 911 and pull the nearest fire alarm.
2. Assist clients to nearest building exit. Smocks for clients who are being examined should be located in each clinic room.
3. Check to make sure all clients have been notified.
4. Lock up files before vacating your office.
5. Close your office door as you leave.
6. Make sure all rooms have been checked and are clear of people (staff and/or public).
7. All employees should report to their assigned meeting location outside of the building allowing supervisory staff to ensure everyone is accounted for and that all rooms were checked.

CLOSURES OF OFFICES

When a Health District office is closed or declared inaccessible because of severe weather, loss of utilities, or other disruptions, affected employees shall be authorized administrative leave with pay to cover their scheduled hours of work during the closure or inaccessibility. The decision to close or declare it inaccessible shall be the decision of the EIPH Director or designated representative.

If an employee is unable to report to work because of severe weather, road, or other related emergency conditions, and the work facility HAS NOT been declared closed or inaccessible by the EIPH Director, the employee shall be permitted to use accrued vacation leave to cover the period of absence from work. Notification of the employee's supervisor is required.

When a severe storm occurs during the day, the EIPH Director or designated representative may authorize early release of employees. Such early release shall be treated as administrative leave with pay.

In the event of a power outage, the decision to close shall be the decision of the EIPH Director or designated representative.

If a Health District is closed due to a power outage or other reason, the safety of staff and clients/public is our top priority. Therefore, the following procedures will be followed:

- A supervisory staff or designee should check his/her work area to make sure that all clients have been taken to a safe location where there is natural light available. Do not continue client services unless you can maintain confidentiality and safety. **DO NOT TAKE A CLIENT OR ALLOW THE PUBLIC TO BE ANYWHERE IN THE BUILDING WHERE THERE IS NO LIGHTING.**
- Each division is responsible to have areas where they keep a working flashlight(s).
- Put away money, checks, client files, and lock up files.
- It is not necessary to turn off your computers, just leave them alone.
- Limit phone usage to important calls only.
- If necessary and deemed safe, each division will have a person who will remain at the office to assist clients that may come to the office or call.

[Return to Table of Contents](#)

EMPLOYEE CONDUCT

ORGANIZATIONAL VALUES

EIPH is a governmental agency established to serve the public. As public servants, it is important that we act with the utmost integrity and professionalism in all we do. Organizational values—enduring beliefs about the way things should be done and underlying principles that guide our decisions—are critical to our success as an agency. Collectively, we at EIPH agreed to embrace the following values—values we want to be known for as we work together to serve the residents of Eastern Idaho.

Honesty	Integrity	Dependability	Respect	Communication
Trust	Teamwork	Happiness	Accountability	Quality

EMPLOYEE CONDUCT/WORK ETHICS

At EIPH, 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/her own actions. Every employee is expected to follow the highest standards of honesty, integrity, and fairness when engaging in any activity concerning our agency. Employees are expected to be aware of standards of conduct and ensure they follow them, using good judgment at all times and in all situations. If employees have questions, they should ask their supervisor, Division Director, Human Resource Specialist, or EIPH Director.

The Board, Administration, and public expects you to be accountable for the work accomplished, which is reported in honest coding of time and work performed. You are expected to be to work on time and do an honest eight (8) hours of work for your eight (8) hours of pay. You are expected to use sick, vacation, and compensatory time properly. Your personal appearance and office is expected to be kept neat and professional. You are expected to be organized so you can carry out the workload assigned you, which means you should plan your day's activities, set goals, and then prioritize the activities in order to accomplish those jobs and tasks assigned you. It is expected that any written reports be accurate, complete, neat, and understandable. It is not appropriate to have sloppy workmanship and do substandard work.

You should be up-to-date in your specific job knowledge. You are expected to be professional and knowledgeable. You are expected to study your job responsibilities, any applicable laws, rules, regulations, and/or other scientific information necessary to know and do your job as a professional. Your work performed is expected to be of the highest quality.

EIPH employees should be aware of and comply with the "Client Bill of Rights" policy included in this manual, which explains what clients and their families can expect from Health District employees.

PERSONAL CONDUCT

Dress and Personal Hygiene

Health District dress standards for employees are necessary to convey a professional image and inspire feelings of professional confidence in our customers. All employees are expected to present a neat, clean, and professional appearance. Personal cleanliness and appropriate, well-cared-for clothing is required. Employees are also expected to dress in a professional manner, in accordance with his/her job responsibilities. Supervisors have discretionary power and authority to send employees home if personal appearance and dress does not meet Health District standards.

If you have a question about whether or not your clothing is appropriate, check it out with your supervisor BEFORE you wear it to work.

- Lab coats or uniforms are to be worn **by Family and Community Health Services staff and Epidemiology staff** when functioning in the capacity of clinical activities, e.g. physical assessments or evaluation, administration of medication/immunizations, collection of laboratory specimens or other performance of treatment or general nursing care.
- Closed-toed shoes are required for the following: clinics, septic inspections, food establishment inspections, sewage activities, and landfill inspections. In all other programs, dressier sandal-like shoes are allowed. **Flip flops (those made from rubber like material) are not allowed at any time.**
- Colored denim jeans may be worn. Each Friday is designated as "Casual Dress Day." On this day, clean denim blue jeans may be worn as long as they are worn with a designated District shirt. Low-rider, holey, and extreme styles of jeans will not be allowed.
- Shorts of any kind are not allowed. Capris that are at or near mid-calf length may be worn.
- Casual T-shirts and sweatshirts or those bearing advertising logos are not appropriate. Tank tops or camisoles of any kind worn alone are not allowed. Special t-shirts, such as immunizations, breast cancer awareness, or EIPH-program related t-shirts are appropriate on Fridays or other days designated by EIPH's Administration.

- Sleeveless tops and tops with-cut outs will not be allowed.
- Leggings are only allowed if worn with a top that is at least fingertip-length.
- Excessive piercing of the body that is visual to the public is not allowed. Body art that may be considered vulgar or offensive by clients or coworkers must be covered when working. Determination of excessive or offensive piercings or body art will be made on a case-by-case basis by the employee's supervisor and EIPH Director.
- Identification name tags provided by the District should be worn at all times. Name tags of staff working in the Idaho Falls office will also be a Prox key, allowing electronic access to the building. If a Prox key is lost, it should be reported immediately to the Human Resource Specialist for disabling of the Prox key. Employees who lose a Prox key will be charged the replacement cost of the key (currently \$5.00).

Work Area

The work areas of each employee should be properly maintained and provide a pleasant, orderly, and professional appearance. Any material considered offensive or discriminatory to other employees or the general public is prohibited. Employees must maintain a clean workspace which includes regular vacuuming and dusting.

Religious Expression

Employees may freely exercise their religious beliefs as long as 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. No employment decision shall be made on the basis of religion.

Employees 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 the district.

Solicitation

Employee and non-employee solicitations or the distribution of non-state sponsored or for-profit, non-public health/social service /community resource related material is prohibited. Posting of resources must be approved by the agency's Human Resource Specialist, Division, Director, or agency Director. Such materials should also be shared with the agency's Leadership Team.

State-endorsed solicitations and corresponding time for meetings during working hours shall be limited to only those sponsored by the State of Idaho such as: Public Employee Retirement System, State-sponsored insurance programs, United Way campaigns, Red Cross blood drawings, etc. Any other type of solicitations which require employee time or use of facilities must receive prior approval from the EIPH Director.

Solicitation to other district employees for funds to purchase gifts for employee hospitalizations, weddings, etc., are discouraged and should only be requested on a very limited basis through the Human Resource Specialist, Division Director, or EIPH Director.

Family Members at Job Site

Friends and members of employees' family may occasionally visit; however, their stay should be brief and restricted to a minimum so as to prevent interference with the employee's work, and/or cause an adverse effect on other employees and/or the District.

Personal Use of District Resources

Employees shall not use the district facilities, equipment, materials, mail, supplies, and/or electronic communications systems for any personal use or outside employment purposes without the Director's approval. Exceptions to this include photocopies and faxes, the guidelines for which are outlined in the Electronic Resources Usage policy included in this handbook.

Employees or their agents or relatives shall not accept, lease, rent, sell, or purchase any district equipment or material.

Telephone Usage

Brief personal local calls may be made from the district's telephones. Personal long-distance calls, other than emergency calls, are allowed only when charged to personal credit cards or collect. An employee may make a personal emergency long distance call on the district's telephone if it truly is an emergency. If a person must make an emergency call, he/she must report the call to our fiscal staff as soon as possible.

Employees should comply with the following guidelines:

- Keep personal calls to a minimum during work time.
- Personal cell phone usage is prohibited when working with the public.

CONFLICT OF INTEREST

The maintenance of a high standard of honesty, ethics, impartiality, and conduct by district employees is essential to ensure proper performance of district business and strengthen the faith and confidence of the people of Idaho in the integrity of government's role in public health and of our employees.

Employees should not engage in conduct which might reasonably be interpreted by the people of Idaho as tending to influence or adversely affect the performance of their official duties.

Employees should not become involved in activities outside of their hours of employment on either a paid or voluntary basis, which could represent either actual or a potential conflict of interest with their employment. Employees must use sound judgment in considering outside activities which would be or could be in conflict with their employment of mission of the District.

Disclosure Requirements

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 in writing to the EIPH Director at the earliest opportunity, but prior to acting upon the conflict or potential conflict. Failure to disclose a conflict or potential conflict of interest when an employee knows or could reasonably have known of such conflict may result in disciplinary action, up to and including dismissal.

Limitation of Political Activities

District employees shall follow Title 67, Chapter 53 Section 5311 when engaging in any political activities.

Click here to link to the Idaho Code:

<http://legislature.idaho.gov/idstat/Title67/T67CH53SECT67-5311.htm>

Private Interests

Any activity performed in the course of employment which might have the appearance of impropriety or preferential treatment of family or relatives, significant others, etc., is prohibited.

Employees shall not profit, directly or indirectly, from public funds under their control. Employees shall not have a private interest in any contract, grant, or other written agreement made by them in their official capacity.

Cohabitation and Romantic Relationships

Supervisor and employee relationship should remain professional.

Cohabitation of and/or relationships between employees and their supervisors and others holding a position of authority over them should be conducted in a manner that avoids potential conflicts of interest, exploitation, or personal bias. The district recognizes that it is not uncommon for married couples to be employed by the district; however they should take steps to manage or eliminate any potential conflicts.

Gratuities and Other Benefits

Employees may not accept compensation from outside sources for doing their district job.

Health district employees shall not accept personal gratuities or other personal benefits from any person who is subject to their legal jurisdiction or who is likely to become interested in any contract or transaction over which they exercise any discretionary function.

Personal honorariums shall not be accepted by District employees from Idaho citizens, associations, corporations, or governmental entities for appearances or services given in the course of their official duties.

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.

Serving on Boards and Committees

Assignments to serve on committees and boards are subject to the approval of the supervisor and EIPH Director. No employee of the District may 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 the District employment, except upon written approval of the EIPH Director.

Volunteering

Employees are prohibited under the Fair Labor Standards Act (FLSA) from volunteering (without expectation of compensation) to perform for this or other state agencies the same type of services they are employed by EIPH.

[Return to Table of Contents](#)

EMPLOYEE ILLNESS

DEFINITION

A communicable disease is a disease which may be transmitted from one person or an animal to another person either by direct contact or through an intermediate host, vector, inanimate object, or other means which may result in infection, illness, disability, or death.

POLICY

An employee who has a communicable disease, is exposed to a communicable disease, or who experiences signs or symptoms of illness can put themselves, co-workers, and clients at risk. EIPH wants employees to stay home when they are sick. It is the responsibility of the employee to be aware of their health and to be proactive to ensure the safety of those around them while at work.

Furthermore, should an employee contract a communicable disease, the employee may be assigned alternative work duties or be required to excuse himself/herself until he/she no longer poses a threat of spreading the disease to co-workers and clients. This determination may be made by the employee's healthcare provider, supervisor, EIPH's Employee Health Nurse (Primary: Amy Gamett; Back-up: Nikki Sayer), or EIPH's epidemiologist.

Symptoms

The following symptoms could indicate the presence of a communicable disease:

- fever of 100 degrees or more
- sore throat with white patches
- sore throat along with runny nose, fever, etc.
- vomiting
- sudden onset of diarrhea or diarrhea of more than 24 hours duration
- jaundice (yellow skin or eyes)
- productive or unexplained chronic cough
- cold/flu-like illness, including large lymph nodes, body aches, fever, sore throat, weakness
- undiagnosed rashes/skin eruptions

Presence of these symptoms may or may not require an employee to stay home from work. As an employee, if you are uncertain if you should come to work, you can consult with your healthcare provider or EIPH's Employee Health Nurse. If you begin experiencing these symptoms while at work, you may consider excusing yourself from work after consultation with your supervisor and/or the Employee Health Nurse.

PROCEDURE

Employee's Responsibility for Reporting Illness

In Idaho, there are over 70 communicable diseases identified in [IDAPA 16.02.10](#). As an EIPH employee, some of these diseases may impact an employee's ability to perform his/her work duties. ***If you are exposed to or potentially infected with any of the following diseases, it is your responsibility to report immediately to EIPH's epidemiologist.*** Confidentiality will be strictly maintained.

Amebiasis	Listeriosis	SARS
Campylobacteriosis (Campy)	Meningitis, viral or aseptic	Shigellosis
Cholera	Mumps	Smallpox
Cryptosporidiosis (Cryptosporidium)	Norovirus	Staphylococcus aureus, methicillin-resistant (MRSA)
E Coli 0157:H7	Pertussis (Whooping Cough)	Streptococcus pyogenes (group A Strep) invasive
Encephalitis viral or aseptic	Pneumocystis pneumonia	Trichinellosis (Trichinosis)
Foodborne illness/food poisoning	Poliomyelitis (Polio)	Tuberculosis
Giardiasis (Giardia)	Respiratory syncytial virus (RSV)	Tularemia
Haemophilus influenzae (H influenza)	Rheumatic Fever	Waterborne illness (with swimming, drinking water, watercress)
Hepatitis A	Rubella (German Measles)	Yersiniosis (all species)
Legionellosis/Legionnaire's diseases	Rubeola (Measles)	
Leptosy	Salmonellosis (Salmonella)	

The following diseases are not included in Idaho's Reportable Disease list, but must be reported to the epidemiologist:

- Influenza (A and B)
- Pneumonia (bacterial or viral)
- Varicella (Chicken Pox)

Epidemiological Evaluation

The employee who reports he/she is infected or potentially infected with a communicable disease (IDAPA 16.02.10) will have his/her work duties evaluated by EIPH's epidemiologist.

The goals for the epidemiological evaluation are:

- to provide confidential counseling to the affected employee and his/her significant other(s) as needed;
- to provide a safe work environment for the affected employee;
- to provide a safe work environment for clients and fellow employees;
- consistent with client safety considerations, to attempt to maintain the employee in his/her work place and position; and
- to make a recommendation to the employee's supervisor as to the appropriate functions the employee may continue to perform

Upon completion of an epidemiological evaluation, the affected employee will be notified in writing of the epidemiological recommendations, including possible work restrictions.

If work restrictions are recommended by the epidemiological evaluation, after seeking medical consultation (if needed) and administrative approval, the epidemiologist will consult with the employee's supervisor to assist with any job modification and/or monitoring of the work environment. If the affected individual is unable to perform his/her duties, alternatives will be discussed with the individual. Such alternatives may include, but are not limited to: changes in job duties or position; disability benefits; retirement benefits, if eligible; or release.

[Return to Table of Contents](#)

EMPLOYEE IMMUNIZATIONS

The Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee strongly recommend that all health care workers be vaccinated against (or have documented immunity to) vaccine-preventable diseases. Health care workers are at risk for exposure to and may possibly transmit vaccine-preventable diseases. Maintenance of immunity is an essential part of prevention and infection control for health care workers.

Upon Hire

- A new EIPH employee will have 10 working days to receive the recommendation vaccination and/or screening or provide proof of immunity.
- The Immunization Coordinator will meet with the employee to review his/her vaccine history and provide the employee with any vaccine recommendations.
- Employees will be required to sign a vaccination declination statement if he/she refuses immunizations.
- An employee's immunization record, titers, and/or declinations will be kept in an electronic medical record.

Mandatory Vaccines or Immunity

The following vaccines are required and free to the employee (insurance will be billed any and uncovered cost will be waived):

- Influenza (annually by October 31)
- Tdap
- MMR (All EIPH health care workers* must have documentation of two vaccines or positive titers for all three antigens.)
- Varicella (All EIPH health care workers* must have documentation of two vaccines or documentation of disease by a healthcare provider or a positive titer.

*For the purpose of this policy, EIPH's health care workers include:

All FAHCS employees	Dental Hygienists	Epidemiologists, including back-ups
Any employee who routinely works with children	All WIC staff	

At-Risk Employees Only:

- **Hepatitis A**
 - At risk employees: any EIPH employee with direct exposure to sewage or fecal matter
- **Hepatitis B**
 - At risk employees: any EIPH employee with direct exposure to blood, i.e., public health nurses and clinical assistants
 - Health care workers are required to document immunity to Hepatitis B by a HBs positive titer report (with a negative titer current follow-up guidelines and recommendations will be utilized).

Mandatory Screening

Mandatory screenings will be provided free to the employee.

Non-Mandatory Vaccines

EIPH endorses the ACIP recommendations for all other vaccines and will provide them to employees and their dependents with the administration fee free (insurance will be billed any and uncovered cost will be waived). It is the responsibility of the employee to bring their Explanation of Benefits (EOB) to the billing office to have uncovered administration charges waived. The cost of vaccine is the responsibility of the employee and they will be billed for any remaining amount that insurance does not cover.

- **TB Screening (PPD)**

- All new employees will be tested with the two-step protocol, which consists of:
 - Day 1 - Place PPD: IF there is a positive reaction at any time between 48 hours and 72 hours after placing the PPD, record (in mm) and do not repeat test.

Between Days 7-14: If there has been no reaction, or a reaction less than 10 mm, place another PPD test. Read second PPD 48 – 72 hours after placement and record in mm.

If both tests are negative, subsequent yearly or every two year tests will be one-step only.

- Employees with routine direct client contact will be tested annually in October.
- Employees that do not have routine direct client contact will be tested every two years in October.
- If employee has a history of a positive PPD, a positive PPD test on either the first or second PPD test of a two-step procedure, or on any subsequent tests, refer employee to EIPH's TB Program Coordinator.

[Return to Table of Contents](#)

EMPLOYEE USE OF HEALTH DISTRICT SERVICES

PURPOSE

EIPH provides valuable services to the public. District employees are allowed to utilize health district services as long as they meet the qualifications/requirements of the program just like any other individual or client.

This policy outlines the procedure employees must follow when seeking health district services to avoid any perceptions of preferential treatment and to ensure compliance with all local, state, and federal guidelines.

POLICY

Any District employee seeking services provided by our agency must have their initial paperwork/application reviewed and approved by the Division Director where services are requested. Review and approval will take place prior to or at the time of service.

For services within the Family and Community Health Services and Nutrition Divisions (excluding the Immunization Program which has a separate process and policy), the following information will be reviewed for accuracy and to determine if the employee qualifies for the service:

- Income
- Family Size
- Age
- Insurance status

Employees are expected to pay for services rendered. Any non-immunization fee waivers will only be authorized by the Division Director.

IMPORTANT: No employee will review or approve a request for service or application of another employee, family member, or personal friend. Employee requests must be handled as outlined above. Requests for services, applications, and encounters of an employee's family member or friend should be referred to another staff member for processing.

[Return to Table of Contents](#)

FAMILY & MEDICAL LEAVE ACT (FMLA)

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 4: FAMILY & MEDICAL LEAVE ACT \(FMLA\)](#).

General Information

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 family member; (2) for the birth or adoption of a child; and (3) for specific purposes to family members of qualifying military service members. Employees may, at their discretion, elect to use accrued vacation leave, sick leave, and/or compensatory balances concurrently while on FMLA leave (as appropriate).

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). The employee must provide 30 days advance notice when the leave is “foreseeable.”

In the event an employee does not request FMLA leave for time off work for a qualifying health condition, EIPH will designate the employee’s absence as FMLA leave (as appropriate).

Each agency must notify employees of their rights under the FMLA. To meet this requirement, each agency must post in a prominent place in the workplace the [Family and Medical Leave Act Poster](#) (posted in the Employee Lounge in the Idaho Falls office). In addition, each agency must either: (1) include the information contained in the Family and Medical Leave Act Poster in its employee handbook; or (2) provide a copy of the information contained in the Family and Medical Leave Act Poster to each new hire.

This policy is not intended to be all-inclusive. The exceptions and unique situations regarding FMLA benefits are too numerous and complex to address in a single policy. EIPH employees should contact the Human Resource Specialist to discuss their situation, which will determine the appropriate FMLA form(s) that need to be completed.

IDHR FMLA Policy - Table of Contents

- General Information*
- Employee Eligibility*
- Quantity of and Allowable Purposes for FMLA Leave*
- Definition of “Serious Health Condition”*
- Use of Paid Leave*
- Types of FMLA Leave*
- Calculating Eligibility*
- FMLA and Worker’s Compensation*
- FMLA Procedures*
- Benefits and Employee Rights*

[Return to Table of Contents](#)

HUMAN RESOURCE RULES & POLICIES

RULES OF THE DIVISION OF HUMAN RESOURCES AND IDAHO PERSONNEL COMMISSION

The rules of the Division of Human Resources and Idaho Personnel Commission are adopted pursuant to Section 67- 5309, Idaho Code. The Division of Human Resources and Idaho Personnel Commission shall perform such duties and exercise such authority as has been or may be conferred upon them by law. The Division shall determine the policies of the Idaho Personnel System and make such rules as are necessary for the administration of the Personnel System. These rules shall be cited as [IDAPA 15.04.01](#) and are accessible at <http://dhr.idaho.gov/rules.html>.

IDAPA 15.04.01.008 states, “These rules apply to Public Health Districts even though specific references are to state employees.” Therefore, all district employees will conform and comply with these rules.

Examples of items addressed in the rules:

- ***Basic Merit Requirements***
- ***Discrimination Prohibited***
- ***Conflict of Interest and Personal Conduct***
- ***Nepotism***
- ***Classification System***
- ***Reduction in Force***
- ***Probation***
- ***Disciplinary Actions***
- ***Appeal Procedures***
- ***Performance Evaluations***
- ***Leaves***

The following human resource policies are applicable to all State of Idaho executive branch agencies, which includes EIPH and can be found at <http://dhr.idaho.gov/policies.html>. EIPH has adopted the State’s HR policies; however, in some circumstances, EIPH has expanded the policy to be more specific to our agency. Refer to the individual policies included in this handbook for more information.

- Compensation
- Vacation Leave
- Sick Leave
- Family & Medical Leave Act (FMLA)
- Special Leaves
- Leave Donations
- Telecommuting
- Domestic Violence

ON-CALL TIME

On-call time will be granted to employees who are designated by their supervisor or the EIPH Director to be on-call according to specific criteria for full or partial on-call shifts. The rate at which time off with pay will accumulate is one hour of On Call Time Earned (OCE) will be earned for each weekday during which an individual is required to be on-call; for each weekend day or holiday, two hours OCE will be earned, up to a total of no more than 10 hours per week. Any time actually worked while in on-call status will be coded as actual time and will be added to the time earned for being in on-call status.

OVERTIME

The Division Director or EIPH Director will determine the necessity for overtime work. All overtime must be approved 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.

No employee will accrue more than forty (40) hours of compensatory time without the prior written approval of their supervisor and Division Director. Supervisors will be held accountable for managing these accruals. Division Directors, Administrators, and employees should work cooperatively to select dates to discharge accrued compensatory time which will least interfere with normal District services. Employee preference should be supported if possible.

PERFORMANCE EVALUATIONS

Idaho law mandates that performance evaluations be completed at certain times during a person's employment. In special circumstance probation evaluations (longer than 1,040 hours) may be extended for an additional time period as approved by the EIPH Director. A performance evaluation is to be completed at the conclusion of approximately 520 hours for full time employees or 3 months of service for part-time employees, informing employees of areas of his/her performance that may need improvement and then again prior to the completion of 1,040 hours (full-time employees) or 6 months of service (part-time). After attaining permanent status (the successful completion of 1,040 hours), a performance evaluation shall be done at least annually, or as often as deemed necessary by the immediate supervisor. Employees should have a current evaluation on file at the time of separation of employment.

A Health District performance evaluation form will be required to substantiate any advancement or change in an employee's status or salary. The performance evaluation form must bear an overall rating factor of no less than **"Achieves"** performance standards in order to be awarded a merit increase. The evaluation form submitted previously may be used if it is no more than twelve (12) months old and is certified as being current by the Director.

PROFESSIONAL DUES

The District is not responsible for payment of professional dues. Employees may attend professional association meetings, but may be expected to pay applicable membership dues.

REPORTING CONCERNS

The Division of Human Resources 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 covered or exempt, or any issue related to hours of work and overtime compensation is encouraged to report the issue to their supervisor or Division Director as soon as possible. The Division Director 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.

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 DHR rules governing overtime.

WORKING "OFF THE CLOCK" PROHIBITED

Great care must be taken to ensure employees do not eat lunch at their desks and continue to work or be interrupted by work requests, phone calls, etc. If such work is expected or permitted by the supervisor, the entire lunch or break must be considered work time. Employees and their supervisors who permit or engage in working without reporting such time may be subject to discipline, up to and including dismissal.

[Return to Table of Contents](#)

LEAVE DONATIONS

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 6: LEAVE DONATIONS](#).

General Information

With appointing authority approval, state employees may donate accrued vacation leave to an eligible State employee for use as paid sick leave. [Ref. Idaho Code § 67-5334(g)] All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating vacation leave. Misuse of donated leave will be grounds for disciplinary action.

Receiving Donated Leave

To receive donated leave, an employee must:

- be eligible to accrue sick and vacation leave; and
- have exhausted all of their accrued compensatory time, sick, and vacation leave; and
- be suffering from a serious illness or disability, or have a family member with a serious illness, disability or death and funeral in the family necessitating the employee's absence from work. (Ref. Statewide Policies Section 3D for definition of family member); and
- not exceed the maximum of one-hundred and sixty (160) hours of donated leave per fiscal year.

EIPH employees who need to request leave donation should contact EIPH's Human Resource Specialist for assistance.

Donating Leave

To donate leave, an employee must:

- donate a minimum of four (4) hours;
- have at least a one normal pay period number of hours of accrued vacation after the donated leave is deducted [Ref. Idaho Code § 67-5334(g)]; (example: if you are set up as 80 hours for a normal pay period, you would need to have 80 hours of accrued vacation; if you are set up as 105 hours for a normal pay period, you would need to have 105 hours of accrued vacation).
- Not exceed the maximum of eighty (80) hours accrued vacation leave per fiscal year.

Conversion Details

Donated vacation leave will be converted to sick leave on a one-hour to one-hour basis, and will be paid out at the receiving employee's current salary. Any unused leave that has been donated to an employee will remain in their sick leave accrual balance until used. Any unused leave cannot be returned to the employee who made the donation.

Fiscal Obligation

The organizational unit of the receiving employee will assume the financial responsibility for all donated leave used by the receiving employee.

Confidentiality

The names of employees' donating time will be kept private and in most cases, will not be provided to the employee who receives the donated leave. This confidentiality is intended to preclude any repercussions for employees who do not donate leave as well as for those who do donate.

The nature of the "serious illness or injury," causing the employee to request and receive donated leave, will also be kept private; this information will not be shared with other employees who are being asked to donate leave without the express written permission of the employee requesting donating leave.

Leave Transfer/Receipt Form

Required forms for transfer or receipt of leave time can be found on the Idaho State Controller's website (www.sco.idaho.gov) by clicking on Payroll, Forms, Payroll/Personnel Forms, EIS-180-Sick/Vacation Leave Transfer. Again, EIPH employees requesting a leave transfer should contact EIPH's Human Resource Specialist for assistance.

Click here to access the form: [TRANSFER OF VACATION HOURS/RECEIPT OF SICK HOURS FORM](#)

LIMITED ENGLISH PROFICIENCY

BACKGROUND

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin by any entity that receives federal financial assistance. Under Title VI of the law, entities that receive federal financial assistance from Health and Human Services are required to take the steps necessary to ensure that individuals with limited English proficiency (LEP) can meaningfully access the programs and services. LEP persons are entitled to receive free interpreter services. Services to LEP persons are to be provided as effectively as those provided to persons proficient in English. LEP persons should not be subjected to unreasonable delays, nor should they be limited to participating in a program or activity on the basis of English proficiency.

POLICY

It is the policy of the EIPH to provide LEP persons with interpreters as needed. Client language needs are met through “on-staff” translators. A list of EIPH’s “on-staff” translators is maintained on the District’s intranet site. Whenever the need arises for a translator, EIPH’s bilingual staff will be the first resource utilized by district personnel.

If EIPH employees are not available for interpretation services, utilize World Wide Interpreters by dialing **1-866-278-8643**. **State of Idaho/EIPDH PIN: 52200**. Press 1 for Spanish and press 2 for all other languages. World Wide Interpreters provides access to interpreters who speak more than 150 languages. Demographic studies indicate non-Spanish speaking LEP individuals constitute less than 1% of all individuals served by the EIPH.

Any employee who uses the World Wide Interpreters service is required to notify the Fiscal office of:

1. the date the service was used,
2. the language translated, and
3. the district program using the translation service.

Printed Materials

EIPH’s essential printed forms are also made available in Spanish for those clientele utilizing the District’s services and programs.

PROCEDURES

Language Identification

On-site: A chart of various languages is located at the front desk of each office to enable LEP persons to point to their language.

1. If the client is able to read, identify the language using the chart.
2. If the client is unable to read and the language cannot be identified, use the World Wide Interpreters service to help identify the language. Once the language is identified, use in-house bilingual staff, if available, to assist with the client request.
3. If there is no bilingual staff for the identified language, a staff member will use the World Wide Interpreters service to determine needs and schedule an appointment for service if necessary.
4. Inform the client that arrangements will be made to have an interpreter present at no cost to him/her.
5. Schedule an appointment and secure an interpreter.

Telephone Calls

1. If an individual calls seeking services and he/she speaks little or no English or Spanish, the World Wide Interpreters service may be used to determine the client needs.
2. Determine the client’s need, gather necessary information, and convey to the client what the next step will be.

Interpreter Services

- Whenever possible, prior scheduling will be made to use bilingual staff so that their other duties may be adequately covered.
- Bilingual staff will charge their time spent interpreting directly to the program for which they are providing the service.
- When a client is scheduled, it is the responsibility of the program providing the service to schedule an interpreter and provide the client a written reminder (in person or via mail) of the appointment.
- Whenever possible, trained interpreters will be used.
- If the client has a Medicaid card, non-staff interpretive services will be charged against the card.
- If a client refuses interpreter services or prefers to use family or friends to interpret, documentation must be made in the client record that interpreter services were offered at no cost to the client and they refused.

Translation

- When possible, EIPH will use trained translators. Since there is no professional organization and very few trained translators in the area, bilingual staff and trained interpreters may also be used to translate documents.
- EIPH will request that vital documents provided by the State or other sources also be provided in Spanish.
- Reputable Internet sites (CDC, etc.) are used for specific disease and health information in Spanish and other languages.

Filing a Complaint

Despite the best intentions of EIPH, if an individual believes she/he has been discriminated against, she/he should contact the EIPH's Director at (208) 522-3163, or the Idaho Human Rights Commission at (208) 334-2873.

[Return to Table of Contents](#)

MEDIA RELATIONSHIPS

Media Relationships

The media is an important means of maintaining a strong public image related to EIPH's mission, role, programs, services, and staff. EIPH will respond professionally, accurately, and quickly to media requests.

Media requests will be coordinated by the Public Information Officer (PIO) or designee. In the absence of the PIO or back-up PIO, media requests will be directed to the appropriate Division Director.

In the event of a public health emergency, refer to the Annex B (Risk Communication) of the District's Public Health Preparedness Plan for media response protocol.

District employees have the right as private citizens to voice their opinions. It is important, however, for employees to point out to the media whether they are representing EIPH or they are simply sharing their personal opinions.

[Return to Table of Contents](#)

PAYROLL

EIPH's payroll is processed through the Idaho State Controller's Office, and therefore is subject to state policies and procedures.

For payroll purposes, a workweek is defined as Sunday through Saturday. There is a lag time of two (2) weeks between submittal of timesheets and actual payment for those hours. Employees are paid every other Friday for services rendered in the previous pay period.

Direct deposit of an employee's pay is mandatory. Paychecks bear the date of the Friday pay date - checks are deposited into an employee's account at the financial institution of their choosing, in time to be available at the opening of business that day. The only exception to this rule is if the regular payday falls on a paid holiday, the paychecks will be deposited on the date of the preceding Thursday and be available to employees on that day. The state will not issue advance payment for wages for any reason.

Employees' Responsibility

- Each employee is responsible for entering his/her own time and corresponding coding into I-Time by the end of the day on the last day worked in the pay period (typically payday Friday), but in all cases, no later than 12:00 p.m. on the Monday following payday. If an employee is going to be out of the office at the time it is due, the time entry should be completed prior to leaving. Employees who do not submit a time sheet in the appropriate time frame will not receive a paycheck for that pay period. Their unpaid time will be added to the next payroll period.
- Supervisors and Division Directors will have until Tuesday at 12:00 p.m. to review and approval all employee time sheets. Prior to approving the time sheet, the supervisor will check for errors and return the time sheet to the employee for corrections. If an error is found, and the employee is unavailable to make corrections, a supervisor may change incorrect time codes or coding, but may not change an employee's actual time.

If a correction needs to be made to the actual time and the employee is not available, the supervisor should contact the Human Resources Specialist who will make the correction as appropriate. Written documentation of correction will be kept in Human Resources, with the employee signing the corrected time sheet as soon as they are available.

- The Human Resources Specialist (the Chief Payroll Officer or CPO) will review the time sheets and make appropriate corrections before submitting the final payroll at 11:00 a.m. on Wednesday.

On occasion, due to holidays or other extenuating circumstances, the above schedule may require adjustment. When this occurs, the Human Resource Specialist will be responsible for notifying all employees and supervisors of the revised payroll processing schedule.

Termination Pay

Per State of Idaho policy, terminating employees cannot receive early payoffs. An employee who terminates either voluntarily or involuntarily will receive normal wages for hours worked on the regularly scheduled pay dates. Any vacation balances will be paid off in a lump sum with the last pay check, along with any remaining comp time (for eligible employees).

[Return to Table of Contents](#)

PROBLEM-SOLVING

In accordance with Division of Human Resources (DHR) Rule 200 (IDAPA 15.04.01.200), each agency must maintain written employee problem-solving process procedures. These procedures apply to classified employees only.

PURPOSE

Classified employees with permanent, provisional, or entrance probationary status are eligible to use a formal conflict resolution process called Problem Solving. This is a chain of command process that includes meeting with the immediate supervisor, filing for problem-solving, meeting with one or two additional levels of management, and receiving a final decision from EIPH's Director. The 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); and
4. Involuntary transfers.

Employees and supervisors are strongly encouraged to engage in this informal problem solving meeting in order to identify the precise matter(s) at issues, 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.

Sexual Harassment and other Illegal Discrimination

Complaints alleging sexual harassment or other illegal discrimination based on race, color, sex, national origin, religion, age, or disability may be filed using the Problem-Solving procedure, but should be filed in accordance with the procedures outlined in the [Sexual Harassment and Other Prohibited Discrimination Practices](#) policy in this handbook.

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 EIPH 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

An employee has the right to be represented by anyone he or she chooses at each step of the procedure, except for the initial discussion with the immediate supervisor or during mediation. 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.

PROCEDURE

Step 1: 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 the issue or problem, or when discussions with the immediate supervisor to resolve the issue have reached an impasse. A [Problem-Solving Request Form \(Appendix C\)](#) should be used to file for Problem Solving. If the filing alleges an ongoing pattern of harassment or illegal discrimination, the filing shall be considered timely if filed within then (10) working days after the last allegedly offensive action. 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. Problem-solving forms must be filed with the employee's immediate supervisor.

Step 2: Meeting with Division Director

The employee will meet with Division Director no later than five (5) working days after filing for problem-solving. The Division Director may 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 Division Director 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 3: Meeting with Human Resources

The employee will meet Human Resources no later than five (5) working days after meeting with the Division Director. Human Resources will consult with other supervisors involved to determine who may be best able to resolve the problem in this meeting with the employee. Human Resources 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 Director

EIPH's Director, or designee, may consult with the employee, immediate supervisor, Division Director, Human Resources 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 Director or designee no later than five (5) working days after meeting with Human Resources.

The problem-solving process ends with the decision of the Director or designee. Problem-solving decisions are not generally appealable to the Idaho Personnel Commission.

Waiver of Intermediate Steps and Time Period

The intermediate steps of the Problem-Solving procedure may be waived upon mutual agreement of the employee and the supervisor, Division Director, and/or Human Resources, depending on the issue. Internal time periods of the procedure may be extended when the employee, immediate supervisor, Division Director, Human Resources, or Director is not available due to illness or other approved leave, but in no case longer than ten (10) working days after that individual's 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. If the next level of review is not requested within established time frames, or on the day the employee returns to work from an approved absence, the matter will be considered resolved or dropped.

Leave Issues

The employee and other staff involved, upon approval of their respective immediate supervisors, will be allowed regular work time to participate in problem-solving discussions.

Optional Mediation Step

Mediation is an optional method of dispute resolution. It may be requested at any time by the employee or by others involved in the problem-solving process. The employee and EIPH must both agree to mediation, and also agree to the mediator. Employee representatives are not allowed in the mediation process. Mediation will be scheduled within five (5) working days of the agreement, if possible, and all other time frames will be put on hold until the conclusion of the mediation process. If mediation is not successful, the employee must request to continue problem solving within five (5) days of the conclusion of the mediation or the matter is considered resolved.

[Return to Table of Contents](#)

REASONABLE ACCOMMODATIONS

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

Employees are responsible to inform their Supervisor, Division Director, Human Resource Specialist, or EIPH Director that they need an accommodation. Whether the employee's request is communicated verbally or in writing, the [Request for Reasonable Accommodation Form \(Appendix D\)](#) should be used to document the request and to initiate dialogue about it.

The determination of "qualified individual with a disability" is a case-by-case process, depending on the circumstances of the particular employment situation. When a qualified individual with a disability requests an accommodation, the employee's supervisor, Division Director, Human Resources Specialist, and EIPH Director will meet and determine what accommodations can reasonable be provided that is effective for that individual.

[Return to Table of Contents](#)

RECORDS DISCLOSURE (Idaho Public Records Law)

PUBLIC RECORDS

EIPH employees will comply with Idaho statute, Title 74, Chapter 1 dealing with Public Records and the right of citizens to examine our records. Specifically employees will comply with sections 74-103 on timeliness of information request replies.

"Public record" includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

RECORD REQUESTS

Every person has a right to examine and take a copy of any public record of EIPH and there is a presumption that all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.

Any employee who receives Public Records Request will accept the request from the requesting individual and forward it immediately to the Division Director (Custodian) who will determine the course of action to be taken in compliance with applicable laws. In cases where the Division Director is not available, the request can be given to a Division Supervisor or the EIPH Director.

An employee shall make no inquiry of any person who applies for a public record, except to verify the identity of a person requesting a record in accordance with section 74-102, Idaho Code, to ensure that the requested record or information will not be used for purposes of a mailing or telephone list prohibited by section 74-120, Idaho Code, or as otherwise provided by law. The person may be required to make a written request and provide their name, e-mail address, a mailing address and telephone number.

CLIENT RECORDS

Confidentiality of services and records maintained for clients of the District are protected by [Idaho Code](#). (Examples: 9-203; 37-2743; 37-3102; 39-606; 39-1392.e; 39-3801; 39-4301; 39-4306; 66-348). In addition, programs augmented by federal funds have specific rules and regulations to ensure patient confidentiality that must be observed.

PUBLIC RECORDS GUIDELINES

Records maintained by EIPH are related to public Health operations in Public Health District Seven defined under Idaho Code Title 39, Chapter 4. The records custodians are the Division Directors or if they are not available the Agency Director. Records are primarily stored in the main office at 1250 Hollipark Drive, Idaho Falls, ID 83401. Other offices in our eight county coverage area may store some records however all public records requests must be originated through the main office.

[Return to Table of Contents](#)

RETENTION AND DISPOSAL OF RECORDS

Retention

- The District's various Divisions have division-specific retention schedules that will be followed and updated as needed.
- All records should be reviewed to assure that disposition is carried out in accordance with District retention schedule.
- Confidential records shall be safeguarded against unauthorized use and exposure during storage and use.
- One person in each department shall be responsible for management of records.
- Any financial records in the Satellite offices that are not sent to Idaho Falls must be retained until an audit has been performed and finalized on that fiscal year.

-

Destruction of Records

- Division Directors shall give final approval prior to the destruction of records.
- Confidential records shall be destroyed by methods that shall safeguard records against unauthorized use and exposure during their destruction.

[Return to Table of Contents](#)

SERVICE REQUEST POLICY

PURPOSE

In order to more efficiently and effectively coordinate all requests for service, EIPH has implemented a centralized service request procedure for use by employees. This will ensure that requests for service are routed to the appropriate individual for follow-up.

POLICY

- When any type of service (building/office maintenance, vehicle maintenance or repair, computer/phone issue, etc.) is needed by an employee, a [Service Request Form \(Appendix H\)](#) should be completed.
- The form is available on the district's intranet or from the Human Resource Specialist in the Idaho Falls office.
- Completed forms should be submitted to the Human Resource Specialist.
- Completed forms will be routed to the appropriate party for follow-up.

[Return to Table of Contents](#)

SEXUAL HARASSMENT AND OTHER PROHIBITED DISCRIMINATION PRACTICES

General Information/Affirmative Action

EIPH is committed to providing a safe and congenial work environment for its employees. The definition of work environment shall include anywhere that employees are performing work duties such as the office, any work site, or travel time to and from a work site. Sexual harassment or discrimination of an employee based on race, sex, national origin, age, color, religion, or disability is forbidden in any manner. These types of behaviors are destructive in nature and will not be tolerated.

Any form of sexual harassment or other illegal or discriminatory practice of any employee is strictly prohibited by law and by this policy. Employees are expected to refrain from conduct that may be reasonably considered offensive to others. Offensive conduct may be written or verbal. Offensive conduct includes, but is not limited to, the use of profanity, sexual comments or images, racial slurs, gender specific comments, or any comments that would reasonable offend someone on the basis of his or her age, race, religious beliefs, national origin, or disability. All employees are expected to treat their co-workers with courtesy, respect and dignity. No employee shall use the authority of their position or the circumstances of work place to sexually harass others.

Any employee, supervisor, or Director who is made aware of an alleged incident shall bring the matter to proper resolution by taking action in accordance with the procedures in this policy. Retaliating or discriminating against an employee for complaining about sexual harassment or other illegal discrimination is prohibited.

Filing, Investigation and Resolution

Employees who believe they are being subjected to illegal, prohibited sexual harassment or any other forms of discrimination based on race, color, sex, national origin, age, religion, or disability are encouraged to file a complaint with their immediate supervisor, Division Director, or the District's Human Resource Specialist. If they so desire, they may file a claim of illegal sexual harassment directly with Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC).

Any employee aware of or suspecting the occurrence of sexual harassment is expected to report the matter through the most confidential and direct means possible to preserve morale and discipline in the work unit. The employee will not discuss the matter with co-workers and persons not directly responsible for investigating the matter.

[Return to Table of Contents](#)

SICK LEAVE

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 3: SICK LEAVE](#).

Employees shall earn sick leave and be eligible to take sick leave in accordance with Idaho Code § [67-5333](#), [59-1603](#), [59-1605](#), and [IDHR Rule 240](#). Sick leave is for illness and should not be abused.

ELIGIBILITY

Employees must meet the criteria to qualify as eligible for benefits in order to accrue sick leave. Some employees are ineligible for sick leave, such as:

- Employees who regularly work less than 20 hours per week; or
- Employees who are in non-pay status (i.e. on unpaid leave of absence); or
- Temporary employees who are hired to work less than five months, regardless of number of hours worked per week.

An employee who is originally not expected to work five months but who does so is entitled to receive sick leave benefits retroactively in accordance with the above accrual rates.

ACCRUAL

Sick leave shall accrue at the rate of .04615 hours per hour worked or paid (with the exception of paid compensatory leave). To calculate your sick leave accrual in any one pay period, take the number of hours paid to you (excluding compensatory time taken) and multiply it by 0.04615. For example, an employee who works 80 hours (ACT) in a pay period earns 3.7 hours of sick leave (calculated by multiplying 80 by 0.04615).

Employees earn sick leave while on paid leave except with compensatory time off. Sick leave accrues without limit.

USE OF SICK LEAVE

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).

Sick leave may only be used in cases of the employee's actual illness or disability or other health reasons necessitating the employee's absence from work or Employee Assistance Program (EAP) appointments. In addition, an employee may also use sick leave when needed to attend to a family member's medical appointments, serious illness, disability, or death and funeral in the family. Eligibility to use sick leave includes self, spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage or legal guardian. (Ref. IDHR Rule 240.03)

If you are ill, you must notify your supervisor as soon as you can. You are also required to notify your supervisor each additional day of illness thereafter. If your term of illness is three (3) days or more, a written statement may be required from your doctor explaining the nature of the illness and when you will be able to return to work. Returning to work too early from a communicable disease or serious injury may jeopardize the health of our clients or yourself.

In the event an employee becomes ill while on vacation leave, it is the employee's responsibility to notify their supervisor as soon as possible and periodically thereafter so the supervisor will know when the employee will return to work.

Limitations on Sick Leave Use.

- Employees may not use sick leave for time off due to adoption or foster care placement unless the child has a medical condition requiring care.
- Sick leave cannot be used in lieu of vacation leave. If an employee exhausts accrued sick leave, the employee must use other accrued leave balances prior to the employee receiving leave without pay (unless the employee is on approved Family and Medical Leave or absent due to a work-related illness or injury).
- Sick leave cannot be taken in the same pay period in which it is earned.
- Sick leave may not be utilized if it will result in pay in excess of the employee's normally scheduled workweek. For example, if a full-time employee calls in sick on Monday, then works 9 hours per day on Tuesday through Friday, that employee's timesheet would reflect:

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
ACT			9	9	9	9		36
SIC		4						4
								40

Use Parameters for Executive Employees Only. Employees designated as Executive shall not use accrued sick leave in less than half day increments. For example, if an Executive employee works for 6 hours, and takes the remainder of that day off due to a qualifying illness, no accrued sick leave is used. Conversely, if an Executive employee works for 2 hours, and takes the remainder of the day off due to a qualifying illness, then 6 hours of accrued sick leave is used.

Managing Sick Leave. Patterns or excessive absences can negatively impact individual performance and EIPH’s services. Therefore, a supervisor who suspects an employee is abusing sick leave may: (Ref. IDHR Rule 240.07)

- Require the employee to provide a doctor's note justifying the absence; or
- Investigate an employee’s suspected sick leave abuse and address any misuse or abuse as necessary.

Any employee who is on approved sick leave and is found to be working at another job, or is otherwise misusing sick leave, shall be subject to disciplinary action up to and including dismissal.

Inability to Return from Medical Leave

Employees off work due to their own or a family member’s illness or injury are required to keep EIPH informed as to their health status and intent to return. During that time period, sick leave or other accrued leaves may be used.

Required Physician Notes. During the employee’s medical leave, EIPH may require updated physicians’ statements regarding the employee’s expected date of return to work.

Employee Unable to Return to Work. If an employee is unable to return to his regular work duties (with or without accommodation) after twelve (12) weeks or after exhausting accrued sick leave, whichever is longer, the employee will be medically laid off. (Ref. IDHR Rule 241.02)

Employees may not use leave without pay or time spent in a light or alternate duty position, to extend the medical layoff date.

Effect of Transfers on Accrued Sick Leave

Accrued sick leave transfers with employees when they transfer from one State agency to another.

Effect of Separation on Accrued Sick Leave

When employees leave State service, all accrued and unused sick leave will be forfeited, except as provided in Idaho Code § 67-5333 (i.e., separation due to retirement).

Reinstatement of Sick Leave. If an employee returns to credited state service within three (3) years of separation, all sick leave forfeited at time of separation will be reinstated. [Ref. Idaho Code § 67-5333(1c)]

[Return to Table of Contents](#)

SOCIAL MEDIA POLICY

EIPH recognizes the growing importance of technologically based platforms and online social media networks as communication tools. Examples are: Facebook, Twitter, Snapchat, Instagram, You Tube, Tumblr, Pinterest, LinkedIn, Google+, online group discussions, message boards, chat rooms, etc.

Employment-Related Use of Social Media

Some employees must access, review, create, publish, and/or disseminate information via social media outlets—primarily Facebook and Twitter—as a function of their jobs. Employees with such work-related requirements shall:

- Be granted authority for their specified access by their supervisor and the EIPH Director.
- Refrain from using an employee’s personal social media account (i.e., an employee’s personal Facebook page) when conducting official District business, unless otherwise authorized by EIPH’s director or PIO.
- Comply with all electronic and social media policies set forth. Failure to do so could result in loss of privileges and/or disciplinary action.

Social Media Guidelines

- All online communication must be consistent with EIPH’s agency values, mission, and policies.
- All online communication must be in accordance with all state and federal laws, including HIPAA and other privacy laws.
- All online communication must NOT contain EIPH confidential information or information that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or humiliating to another person or entity.
- Practice common sense and use your best judgment. Always keep in mind that anything you post that can potentially tarnish the reputation of our agency will ultimately be your responsibility. Think before you act.
- Once information is out there, there is NO taking it back. Even if you delete it, it is still there. Be conscientious about what you post.
- When communicating online about EIPH, disclose your relationship with EIPH.
- Be clear in all communication that your views are your own and not those of EIPH.
- If you see any negative content about EIPH, our programs, or our employees or online activity that could create problems for the agency, please report to the EIPH Director or PIO immediately (even during the weekend or a holiday) so corrective action, if determined necessary, may be taken.
- Employees are encouraged to post and share information from EIPH’s official FB page or website.
- Engage in factual and respectful dialogue when answering questions about EIPH, our programs, or public health issues.

What NOT to do:

- Do not answer questions on social media that are out of your scope of work or expertise. Please refer to our website or talk to the EIPH director or PIO about a response.
- Other than your personal sites, do not **initiate** posts about EIPH without first speaking to the EIPH Director or PIO.
- Do not take it upon yourself to correct the problem or engage in negative, back and forth communication. Report any issues to the EIPH Director or PIO.
- Engage in personal social media use on health district time, even if you are using personal equipment (e.g. cell phone, tablet, laptop, etc.).
- Represent yourself as a spokesperson for the health district or post comments as a representative of the health district.
- Post information which could place the health district at a legal compliance risk.
- Discuss or display information which is confidential or proprietary to the health district, its clients, partners or suppliers.
- Discuss or display information that violates HIPAA.
- Post information or photos that show employee violating state and federal laws.
- Disseminate personal information (address, email, phone number) of clients and/or co-workers.
- Use their EIPH e-mail address when signing up for social media sites.
- If your job is direct patient care, it is strongly suggested that you be wary of accepting or initiating friend requests with clients except in unusual circumstances where an in person friendship pre-dates the treatment relationship. If you do interact with patients online, always maintain the appropriate boundaries of the patient-provider relationship in accordance with professional ethical guidelines.

Personal Use of Social Media

EIPH takes no position on an employee's decision to participate in the use of social media networks for personal purposes. However, employees who elect to identify themselves on their profile as health district employees must state in clear and conspicuous terms that the views expressed are the employee's alone and do not reflect the views of Eastern Idaho Public Health when posting or responding to any public health-related topic.



Social Media Logo

EIPH has developed a specific logo (shown at right) for use on social media. This logo is NOT to be used for any other purposes without written permission of EIPH Director or PIO.

[Return to Table of Contents](#)

SPECIAL LEAVES

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 5: SPECIAL LEAVES](#).

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

LEAVE OF ABSENCE WITHOUT PAY (LWOP)

A leave without pay may be one day, or a fraction thereof, or an extended absence during which an employee is not paid. This policy includes applicable restrictions to use of LWOP.

Use and Approval of LWOP. All LWOP must be approved by a Division Director. In addition, any LWOP in excess of one week must be approved by EIPH's director. Unless prohibited by workers compensation, family medical leave, disability, or other statewide leave policies, EIPH's director has discretion on whether the employee is required to exhaust all other applicable types of accrued leave before commencing leave without pay.

LWOP and Worker's Compensation Absences] Division Director and/or EIPH Director approval are not required for employees absent from work due to a work-related illness or injury to be unpaid. The decision to use accrued sick and/or vacation balances in this situation is the employee's.

Credited State Service Hours. Employees on LWOP do not earn credited state service hours.

LWOP and Medical Insurance Coverage. Contact the Department of Administration, Group Insurance for further information

MILITARY LEAVE - (FEDERAL ACTIVE DUTY)

Employees who are members of the U.S. Armed Forces or the National Guard that receive federal military orders requiring them to be absent from work, shall be entitled each calendar year to one hundred twenty (120) hours of paid military leave (MLT). Military leave with pay will be authorized when the employee submits a copy of their federal orders from the appropriate military jurisdiction, which sets forth the dates of required military service. Each period of absence must be supported by orders or other documentation on file in the employee's military unit headquarters.

Any probationary, provisional, or permanent employee who voluntarily, or upon demand, leaves a position to enter upon prolonged federal active duty with the military will be returned to their same or similar position upon their return from such leave. A copy of the orders is required to take military leave, and a copy of the discharge papers is required upon returning from said leave.

Amount of Leave. Such employees, regardless of whether they work full-time or part-time, are entitled to one hundred twenty (120) hours of military leave with pay in one (1) calendar year.

Use of other accrued leave. During federal military deployment, the employee will be in a state employment status of 'Inactive With Pay'. Therefore, the employee may elect to use Vacation (VAC) and/or Compensatory Time (CPT) during the deployment period. The employee must provide a written request to their supervisor prior to the use of such time.

Benefits for Employees. Employees who are members of the U.S. Armed Forces or the National Guard who are called to federal active duty will receive regular employee benefits for thirty (30) calendar days after departure. The agency will pay for the State's portion of the health insurance premiums during those thirty (30) calendar days; the employees will be responsible for their portion. Employees called for federal active duty shall, upon their return to state employment, receive credited state service hours for their regularly-scheduled hours that they missed while on federal active duty.

Flexible Leave . Employees in reserve programs often have an option on dates for annual training exercises. Appointing Authority may request the employee to select dates which will least interfere with the agency's objectives. If the employee has a choice, it shall be the employee's responsibility to discuss it with his/her supervisor and the military unit and to accept such dates.

MILITARY LEAVE - (STATE ACTIVE DUTY)

Any probationary, provisional, or permanent employee who voluntarily, or upon demand, leaves a position to enter state active duty with the Military Division will be granted military leave without pay, and will be returned to their same or similar position upon their return such leave. A copy of the orders is required to take military leave, and a copy of the discharge papers is required upon returning from said leave.

Inability to Use Accrued Leave. State employees that are called to state active duty will remain in a state employment status of 'Active'. No earnings will be reported for the employee during the deployment period. (Only time worked as state active duty will be coded via Idaho Military Division). Because the employee continues to be an active State of Idaho employee during the state active duty and the State of Idaho is the employer, the employee is not eligible to use any paid leave from the original employing agency during the state active duty deployment period.

Accrual of Credited State Service . Employees on state active duty will accrue credited state service for time worked with the Military Division.

ORGAN AND BONE MARROW DONATION LEAVE

Employees are not required to take sick leave when donating an organ or bone marrow. Employees may take a maximum of thirty (30) working days of paid leave if they are donating a body organ, and a maximum of five (5) working days of paid leave if they are donating bone marrow. (Ref. I-Time code "DNO")

To receive "DNO" leave, employees must provide a physician's note indicating whether the leave is for bone marrow or organ donation and the expected duration of the leave. (Ref. Idaho Code § [67-5343](#)) Supervisors are responsible for monitoring the total number of days of DNO leave taken by their respective employees.

ADMINISTRATIVE LEAVE WITH PAY

EIPH may grant administrative leave with pay under the following conditions:

1. When the employee is being investigated;
2. When the employee is in the due process procedure of a disciplinary action;
3. When EIPH's director or designee declare a facility closed or inaccessible because of severe weather, civil disturbances, loss of utilities, or other disruptions;
4. When EIPH's director deems it necessary due to an unusual situation, emergency, or critical incident that could jeopardize agency operations, the safety of others, or could create a liability situation for the agency; or
5. When approved in advance by the Governor.

COURT AND JURY SERVICES

Employees are permitted and encouraged to participate in the court process.

Connected with Official State Duty. When an employee is subpoenaed or required to appear as a witness in any judicial or administrative proceeding in any capacity connected with official state duty, he or she shall not be considered absent from duty. The employee shall not be entitled to receive compensation from the court. Expenses (mileage, lodging, meals, and

miscellaneous expenses) incurred by the employee shall be reimbursed by his or her respective department in accordance with department travel regulations.

Private Proceedings. When an employee is required to appear as a witness or a party in any proceeding not connected with official state duty, the employee shall be permitted to attend. The employee may use accrued leave or leave without pay.

Jury Service. When an employee is summoned by proper judicial authority to serve on a jury, he or she shall be granted a leave of absence with pay (JUR) for the time which otherwise the employee would have worked. The employee shall be entitled to keep fees and mileage reimbursement paid by the court in addition to salary. Expenses in connection with this duty are not subject to reimbursement by the state.

MISCELLANEOUS LEAVE

An employee attending non-job related training, performing civic duties, or other similar activities can use earned leave time to cover the period of absence from work.

Leave for Job Interviews: Internal. Time spent interviewing for other positions within the employee's Agency is considered time worked. Time spent traveling to and from interview appointments within their Agency is not considered time worked unless approved by the Appointing Authority.

Leave for Job Interviews: External. Time spent interviewing for positions outside the employee's Agency is not considered time worked and the employee is required to use appropriate accrued leave or leave without pay to cover the period of absence from work.

ELECTION LEAVE

Appointing authorities shall make reasonable accommodations to an employee's need for leave to vote. Such leave shall be charged to the employee's accrued vacation leave or compensatory time off.

RELIGIOUS LEAVE

Appointing authorities shall make reasonable accommodations to an employee's need for leave for religious observances. Such leave shall be charged to the employee's accrued vacation leave or compensatory time off.

RED CROSS DISASTER SERVICES LEAVE

Employees who have been certified by the American Red Cross as disaster service volunteers shall be granted up to one hundred twenty (120) hours of paid leave in any twelve month period to participate in relief services pursuant to Section 67-5338, Idaho Code. Such relief services must be in Idaho or a state bordering Idaho.

[Return to Table of Contents](#)

TELECOMMUTING

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 7: TELECOMMUTING](#).

Telecommuting is a work arrangement in which an employee is directed or permitted to perform their usual job duties away from the office. EIPH does not routinely allow telecommuting nor have guidelines been adopted for this practice at the present time.

[Return to Table of Contents](#)

TOBACCO-FREE ENVIRONMENT

EIPH is a Tobacco-Free Workplace.

The health hazards of tobacco use, including being subjected to secondary passive smoke, are well recognized. As a courtesy to our employees and customers, in order to act as a role model for promoting a healthy lifestyle, smoking and tobacco use are not permitted inside EIPH facilities, nor any place on EIPH grounds, in EIPH vehicles, or in any vehicles parked on EIPH property.

As a reminder, “Tobacco-Free Zone” signs are visibly posted. Enforcement of this policy is the shared responsibility of all EIPH personnel. EIPH’s tobacco policy applies to all employees, volunteers, clients, visitors, contractors, and vendors.

Violation of this policy by any employee will result in corrective action. Depending on the circumstances, this action may include disciplinary action, up to and including termination of employment.

[Return to Table of Contents](#)

TORT CLAIMS, SUMMONS, OR COMPLAINTS

Accepting a Claim

The law requires all claims be filed **only** with the EIPH Director in his/her capacity as Secretary to the District Board of Health. Should any claim, summons, or legal complaint be presented to any of the staff, it is to be **refused** and the person referred to the Director immediately. If the Director is unavailable, EIPH's Human Resource Specialist is the only one authorized to accept a claim on his/her behalf.

Time Frame for Filing a Claim

Section 6-906, Idaho Code, requires that you file a notice with the Health District involved, within 180 days from the day of the accident or damages. A [Notice of Claim Form \(Appendix E\)](#) must be used when filing a claim. The claim is to be filed with the EIPH Director in his/her capacity as Secretary of the District Board of Health. Copies of estimates, bids, or other information which an individual feels may be useful in the processing of a claim may be attached to the Notice of Claim Form.

[Return to Table of Contents](#)

TRAVEL

EIPH has adopted the State's travel policies, which are governed by the State Board of Examiners; see their policy #442-50 (lasted amended 1.1.16) for more information at <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>

Table of Contents:

1. Approval and Authorization
2. Office Travel Status, Payment Methods, Forms, Documentation
3. Mode and Route of Travel
4. Duration of Travel Status
5. Lodging
6. Per Diem Allowance
7. Incidental Expenses
8. Travel Premiums
9. Third Party Funded Travel
10. Other Items
11. Definitions
12. Idaho Code References to Travel

The following are policy additions or modifications to the State Travel Policy that have been adopted by EIPH's Board of Health.

Declared Emergencies

Should there be a Federal, State or County declared emergency and should there be a need for public health involvement, this travel policy or parts of this travel policy may be modified depending on action taken by EIPH's Board of Health.

Travel Authorization

Official travel must be authorized by the employee's supervisor and Division Director. Out-of-District travel must be authorized in writing (via electronic Travel Requisition). In the event the Division Director is unavailable to authorize the travel, he/she can designate an individual to authorize the travel.

When you plan to make an out-of-district trip, prior approval must be granted by your supervisor and Division Director and an electronic Travel Requisition completed prior to expenses being incurred.

Travel Vouchers

All travel expenses (mileage, meals, etc.) for reimbursement should be recorded electronically on the District's [Travel Expense Form \(Appendix F\)](#) along with the purchase order number approving out-of-district travel. The Travel Expense Form should be submitted to the employee's supervisor for approval and processing for payment as soon as possible following the travel, but in all situations, within two months of travel completion. Failure to comply with this expectation could result in disciplinary action.

When submitting travel vouchers for mileage reimbursement, do not record fractions of miles. Round mileage up to the nearest mile when .5 and over, and down when less than .5. Mileage is figured from employee's home office and until return to that home office. Because of the high cost of processing a travel voucher, employees with vouchers for less than \$20 are encouraged to hold it until the following month; however, in no case should travel vouchers be held longer than two months.

Compensatory Time for Travel

Compensatory time is allowed for travel outside of normal working hours of the employee. Travel time is defined as: from the time the employee leaves their home station (office) until they arrive at their destination (hotel), and from the time an employee leaves their destination (hotel) until they arrive back at their home station.

Meals While Traveling

There is no reimbursement for meals while traveling unless an overnight stay is involved. Actual cost of each meal need not be broken down on the travel expense voucher for each full day of an authorized trip.

Meal Expense Allowed

The Board of EIPH hereby allows home station meal reimbursement to be made when attendance is required for employees as part of their job duties to promote trade or commerce. An example is an assignment made by a Division Director or EIPH Director to attend a luncheon meeting such as the Chamber of Commerce which would promote commerce between the district and other business organizations.

Meals for Off-Site Extended Clinic Operations

EIPH's Board of Health has also approved the following policy for Meals for Offsite Extended Clinic Operations. All of the following criteria must be met:

1. The clinic is offsite and preplanned with approval of the EIPH Director.
2. Location or scheduling conflicts do not lend themselves to a meal break.
3. The District's mission is furthered by specialty clinic activities that would not normally occur on a daily basis.
4. The clinic has an intended duration of 6 hours or more and interrupts a meal time.
5. There is not adequate staff available to operate a continuous clinic with direct public contact and allow staff to leave for a meal break.
6. The per-attendee cost of the meal does not exceed the allowable partial day per diem reimbursement, pursuant to Appendix B of State Travel Policy.
7. Food and drink must be provided on-site.

Meetings Dealing with Non-Employees and Employees

This policy covers reimbursement for District sponsored meeting and trainings for official District business where attendees are both District employees and non-employees. Examples include medical review boards, public health preparedness training, meetings with elected officials, or other parties with which the District meets for official business. The meeting does not need to meet the mandatory attendance, duration, and requirement for number of attendees as required per section 11 of the state's Travel Policy and Procedures manual. For meals and or refreshments, the per-person cost should not exceed the State's policy for partial day meal rates. Understanding that the number of attendees can be affected by no-shows the purchaser should strive to keep the per person expectation as reasonable as possible.

Registration Fees

Registration fees which are required for conferences require a receipt for reimbursement on your travel voucher. These should be paid ahead of time if at all possible. Your supervisor or Fiscal Office staff can instruct you on how to accomplish this.

Third-Party Reimbursement

When a third party is expected to reimburse a District employee for travel expenses, that information, along with the name and billing address of the third party must be included on the travel request. Travel expenses will be submitted to the District as usual on a travel voucher. The third-party reimbursement will then be made to the District, or endorsed in the District's favor. For instance, if the Department of Education intends to reimburse your travel expenses for attending a conference in Boise, you would complete the District travel expense voucher as you normally would. Then when the reimbursement check arrives from the Department of Education, it will be signed over to the District.

Board of Health Meeting Meals and Refreshments

Meals and/or refreshments are allow for Board of Health meetings regardless of number of attendees or length of meeting.

[Return to Table of Contents](#)

VACATION LEAVE

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [Section 2: VACATION LEAVE](#).

General Information

Eligible employees will earn vacation leave and be eligible to take vacation leave in accordance with Idaho Code §§ [67-5334](#), [59-1603](#) and [59-1606](#). Vacation is a period of exemption from hours worked. Vacation leave may be used only when requested by the employee and approved by his/her supervisor. It is necessary to schedule vacation when it will least interfere with the efficiency of the department. Employees should submit vacation requests as far in advance as possible to aid the supervisor in planning the schedule.

Eligibility

Employees must meet the criteria to qualify as eligible for benefits in order to accrue vacation time. Some employees are ineligible for vacation, such as:

- Employees who regularly work less than 20 hours per week; or
- Employees who are in non-pay status (i.e. on unpaid leave of absence); or
- Temporary employees who are hired to work less than five (5) months, regardless of number of hours worked per week.

An employee who is originally not expected to work five (5) months but who does so is entitled to receive vacation leave benefits retroactively in accordance with the accrual rates within this policy and Idaho Code.

Accrual

Employees earn vacation leave for every hour worked or paid (with the exception of paid compensatory leave). For example, employees earn vacation leave while on paid vacation or paid sick leave.

The Idaho Division of Human Resources designates job classifications as either Covered (by the Fair Labor Standards Act), Computer Worker, Professional, Administrative, or Executive.* The amount of vacation an employee accrues per qualifying paid hour depends on that designation.

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				

*To determine your designation, refer to IDHR’s website at <http://dhr.idaho.gov/stateJobs.html>. Select "Job Descriptions." Find and select your classification within the alphabetical list. At the bottom of the page for your job classification description, the "overtime code" will reflect either: C for "covered", A for "administrative", P for "professional", E for "executive", or I for "computer worker".

Use of Vacation Leave

Employees are required to obtain approval from their supervisor prior to the use of vacation leave. Supervisors should approve vacation leave with reasonable consideration for the employee's needs and desires, on the basis of work requirements, and when it will least interfere with the efficient operation of the agency.

Use Prohibited for Accrual. Vacation leave cannot be taken in the same pay period in which it is earned. For example, an employee cannot use the 3.7 hours earned during the current pay period until a subsequent pay period.

Use Limitations. Vacation leave may not be utilized if it will result in pay in excess of the employee's normally scheduled workweek. For example, if a full-time employee plans Friday off, but works 9 hours per day on Monday through Thursday of that week, the employee's timesheet would reflect:

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
ACT		9	9	9	9			36
VAC						4		4
								40

Use When Ill. Employees may elect to charge time off work due to illness to accrued vacation leave rather than to accrued sick leave. However, in the event an employee is ill and has no accrued sick leave, other accrued leave balances, including vacation leave, must be used prior to the employee receiving leave without pay (unless the employee is on approved Family and Medical Leave or is absent from work due to a work-related illness or injury).

Use for Emergency Conditions. If an employee is unable to report to work because of severe weather, road, or other related emergency conditions, and the work facility has not been declared closed or inaccessible by the Governor, agency head or his designee, the employee shall be permitted to use accrued vacation leave to cover the period of absence from work.

If an employee on approved vacation leave becomes ill, sick leave cannot be substituted. Employee may substitute sick leave if they provide a doctor's note.

Use in Conjunction with Other Leave Types. The sequence in which various leaves will be taken is (1) Compensatory Leave, (2) On-Call Leave, and (3) Vacation Leave. Supervisors may grant exceptions to this standard order if necessary to keep the employee from reaching maximum vacation accrual limits.

Use Parameters for Executive Employees Only. Employees designated as executive are not required to use accrued vacation in less than half day increments. For example, based on an eight hour day, if an Executive employee works for 6 hours, and takes the remainder of that day off, the decision to use vacation leave is at the employee's discretion. Conversely, if that executive employee works for 2 hours, and takes 6 hours of vacation that day, then 6 hours of accrued vacation leave is used.

Executive employees who work 40 hours in a workweek should record no leave taken, even if they take more than a half day off on a particular day. For example, an executive employee who works 10 hours per day Monday thru Thursday and then takes Friday off would record no leave taken, as 40 hours had been worked for that week.

Effect of Transfers on Accrued Vacation

An employee's accrued vacation leave transfers with the employee when transferring from one State agency to another with no break in service. (Saturday and Sunday are not considered to be a break.)

Effect of Separation on Accrued Vacation

When an employee leaves State service, all accrued and unused vacation leave will be paid to the employee in his final paycheck. Vacation payout is calculated based on the employee's permanent hourly rate of pay on the effective date of separation.

[Return to Table of Contents](#)

WORKPLACE VIOLENCE

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

Duty to Report

It is the duty and responsibility of all employees to report any potentially dangerous situation to their immediate supervisor, Division Director, or EIPH Director.

Confidentiality

After reporting the situation, employees shall not discuss the matter with co-workers or persons not directly responsible for investigating the matter, except in cases when there is risk of imminent physical danger.

Action

The Administrative Team will promptly convene to investigate any incidents of workplace violence. If evidence exists to support the allegation 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 by Administration.

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.

[Return to Table of Contents](#)

FORMS

The forms included in this handbook are for reference purposes only. All of the following forms are located on the District's intranet and can be printed for use. To access the forms, go to the intranet, click on Forms and Files and then click on Employee Handbook and Handbook Forms. Open the form you need and print it. The only exception is the Incident Report Form and the Medication Incident Report Form, which are triplicate forms. They can be obtained from your supervisor.

Appendix A:	Incident Report Form
Appendix B:	Medication Incident Report Form
Appendix C:	Problem-Solving Request Form
Appendix D:	Request for Reasonable Accommodation Form
Appendix E:	Notice of Claim Form
Appendix F:	Travel Expense Form
Appendix G:	Abuse-Neglect Police Report Form
Appendix H:	Service Request Form
Appendix I:	Conference Room Set-up Form
Appendix J:	AED Incident Use Report Form

[Return to Table of Contents](#)

APPENDIX A: INCIDENT REPORT FORM

PERSONAL INFORMATION

<input type="checkbox"/> Client	<input type="checkbox"/> Employee	In addition to this form the Workers Compensation – First Report of Injury or Illness form needs to be completed for an employee incident.		

Last Name	First Name	Middle Initial	Guardian Name (if Minor)	

Address			City	State
_____			_____	_____
Phone			Date of Birth (mm/dd/yyyy)	
_____			_____	

INCIDENT DESCRIPTION

Time of Incident (AM/PM)	Date of Incident	Location of Incident (Include the County or Office)	
Description of Incident (List body part affected, events leading up to incident and other contributing factors): _____			

MEDICAL SERVICES	DISPOSITION		
<input type="checkbox"/> Bandaged <input type="checkbox"/> Ice Pack <input type="checkbox"/> Rest <input type="checkbox"/> Exam <input type="checkbox"/> CPR <input type="checkbox"/> None	<i>No Care Given</i> <i>Released</i>	<input type="checkbox"/> Not Needed <input type="checkbox"/> Client Refusal <input type="checkbox"/> To Parent <input type="checkbox"/> To Self	<i>Referral</i> <i>EMS / Ambulance</i> <input type="checkbox"/> To Doctor <input type="checkbox"/> To Hospital / Clinic <input type="checkbox"/> Notified by EIPH Staff <input type="checkbox"/> Notified per Client Request <input type="checkbox"/> Transported Via Ambulance
Other: _____	Other: _____	_____	
Treated by: _____	_____	_____	
Corrective Action _____			

SIGNATURES

	Printed Name	Signature	Phone
Client/Guardian	_____	_____	_____
Witness	_____	_____	_____
Witness	_____	_____	_____

EASTERN IDAHO PUBLIC HEALTH STAFF

	Printed Name	Signature	Date
Employee Completing Form	_____	_____	_____
Supervisor	_____	_____	_____
Division Director	_____	_____	_____
Director	_____	_____	_____

Completed forms are kept in Human Resources.

[Return to Workers Compensation Policy](#)

[Return to Forms Main Page](#)

[Return to Table of Contents](#)

APPENDIX B: MEDICATION ERROR REPORT FORM

CLIENT INFORMATION

Last Name	First Name	Middle Initial	Guardian Name (if Minor)
Address		City	State Zip
Phone		Date of Birth (mm/dd/yyyy)	

INCIDENT DESCRIPTION

Time of Incident (AM/PM)	Date	Location of Incident (Include County or Office)	
Description of Incident (List events leading up to incident and other contributing factors)			
TYPE OF MEDICATION ERROR INVOLVED			
<input type="checkbox"/>	Incorrect Client	<input type="checkbox"/>	Incorrect Medication
<input type="checkbox"/>	Incorrect Dose	<input type="checkbox"/>	Incorrect Time / Timing / Spacing
<input type="checkbox"/>	Incorrect Route	<input type="checkbox"/>	Gave Expired Medication
<input type="checkbox"/>	Other		
Corrective Action: _____			

SIGNATURES

	Printed Name	Signature/Relationship	Phone
Client/Guardian, if Available			
Witness			
Witness			

EASTERN IDAHO PUBLIC HEALTH STAFF

	Printed Name	Signature	Date
Employee Completing Form			
Supervisor			
Division Director			
Director			

- Copies: Original – Human Resources
 Yellow – Nurse Manager
 Pink – Division Director

[Return to Problem Solving Policy](#)

[Return to Forms Main Page](#)

[Return to Table of Contents](#)

APPENDIX C: PROBLEM-SOLVING REQUEST FORM

(Page 1 of 3)

TO: _____
Supervisor Accepting Problem-Solving Request

FROM: _____
Employee Requesting Problem-Solving

DATE: _____

The employee requesting problem-solving sets forth the following:

1. I seek resolution of the following job-related matter(s):

(Attach additional sheet if necessary)

2. My suggested solution(s) is/are:

(Attach additional sheet if necessary)

3. Please indicate who you wish to have attend the problem-solving meetings:

Employee's Signature

Date

APPENDIX C: PROBLEM-SOLVING REQUEST FORM (continued)

(Page 2 of 3)

FOR DIVISION DIRECTOR:

The Division Director who met with the employee sets forth the following:

After attending the problem-solving meeting with the employee, my suggested solution(s) to the matter(s) is/are:

(Attach additional sheet if necessary)

Division Director's Signature

Date

The employee accepts/rejects (please circle) the suggested solution(s).

Employee's Signature

Date

APPENDIX C: PROBLEM-SOLVING REQUEST FORM (continued)

(Page 3 of 3)

FOR HUMAN RESOURCES

Human Resources, who met with the employee sets forth the following:

After attending the problem-solving meeting with the employee, my suggested solution(s) to the matter(s) is/are:

(Attach additional sheet if necessary)

Human Resources Representative

Date

The employee accepts/rejects (please circle) the suggested solution(s).

Employee's Signature

Date

[Return to Problem Solving Policy](#)

[Return to Forms Main Page](#)

[Return to Table of Contents](#)

APPENDIX D: REQUEST FOR REASONABLE ACCOMMODATION FORM

(Confidential)

Page 1 of 2

Date: _____

1. Name of Individual Requesting Accommodation: _____

2. Title: _____

3. Work Location: _____

4. Immediate Supervisor: _____

5. Nature of the qualifying disability (attach medical verification, if appropriate):

6. Requested or suggested accommodation to enable you to perform the essential functions of the job (please attach a job description, etc.):

Signature: _____ Date: _____

* * * * *

7. Supervisor's recommendation and comments:

Approximate cost of the requested accommodation: _____

_____ Recommend Approval

_____ Recommend Disapproval

Comments: _____

Signature: _____ Date: _____

APPENDIX D: REQUEST FOR REASONABLE ACCOMODATION FORM (continued)

(Confidential)

Page 2 of 2

8. Division Director's approval or referral:

_____ Approved

_____ Referred

(Any requested accommodation for which disapproval is contemplated or which involves structural change, or any other unusual accommodation request, will be submitted to the EIPH Director for review before a decision is acted upon.)

Division Director's Signature: _____ Date: _____

Comments: _____

9. Reasonable Accommodation Review (only if required; see Step 8):

_____ Concur

_____ Deny

_____ Modify

Comments: _____

Authorized Signature: _____

Date recommendation communicated to Director: _____

10. Appeal or Problem Solving Requested:

_____ Yes

_____ No

11. Final Disposition:

Director's Decision

_____ Concur

_____ Deny

_____ Modify

This form, when completed, is to be retained in a confidential file in Human Resources.

[Return to Reasonable Accommodations Policy](#)

[Return to Forms Main Page](#)

[Return to Table of Contents](#)

APPENDIX E: NOTICE OF CLAIM FORM

In compliance with Title 6, Chapter 9, Idaho Code, the undersigned hereby presents a claim against the State of Idaho for damages arising out of an occurrence which happened as follows:

Date and time of Claim: _____

Place or location: _____

Cause of damages (describe the details and circumstances of the accident or occurrence):

Witnesses:

Name

Address

Phone #

Amount of claim: \$ _____ (Attach all bills or other substantiating information as to the amount of the claim.)

Personal Injury (please describe the extent of your injury, your attending physician, the place of emergency treatment, etc.):

Property damage (describe the property damaged):

Dated this _____ day of _____, 20_____.

Name of Claimant: _____

Street Address: _____

City and State: _____

Phone Number: _____

[Return to Tort Claims, Summons, or Complaint Policy](#)

[Return to Forms Main Page](#)

[Return to Table of Contents](#)

APPENDIX G: ABUSE/NEGLECT/POLICE/EMS REPORT FORM

Abuse/Neglect/Police/EMS Report Form

PERSONAL INFORMATION

<input type="checkbox"/> Client		<input type="checkbox"/> Other:	
Last Name	First Name	Middle Initial	Guardian Name (if Minor)
Address		City	State Zip
Phone		Date of Birth (mm/dd/yyyy)	

EMPLOYEE REPORTING CHECKLIST

Employee:			
	Yes/When (include date & time)	No/Why	N/A
<input type="checkbox"/> Reported to Supervisor?			
<input type="checkbox"/> Copy Filed in Clients Chart?			

INCIDENT DESCRIPTION

Time of Incident (AM/PM)	Date of Incident	Location of Incident (Include the County or Office)
Description of Incident (circumstances resulting in report):		
Agency Notified: (list all agencies notified i.e. CPS, police)	Person(s) Spoke With:	Agency Response/Action:
Client Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		
Follow-Up:		

EASTERN IDHAO PUBLIC HEALTH STAFF

	Printed Name	Signature	Date
Employee Completing Form			
Supervisor			
Division Director			
Director			

Copies: Original – Human Resources Yellow – Client Chart (if applicable) Pink – Division Director

[Return to Domestic Violence Policy](#)

[Return to Forms Main Page](#)

[Return to Table of Contents](#)

APPENDIX H: SERVICE REQUEST FORM

SERVICE REQUEST FORM

CLEANING MAINTENANCE SUPPLY

Office Location: _____ Date: _____

Person Making Request: _____

_____ Routine _____ Urgent

Request: _____

Additional Information: _____

Please send the request to Human Resources. Keep a copy for the Division.

+++++

Office Use

Date completed: _____

Completed by: _____

Supplies needed: _____

Time required: _____

Additional Information: _____

[Return to Service Request Policy](#)

[Return to Forms Main Page](#)

[Return to Table of Contents](#)

APPENDIX I: CONFERENCE ROOM SET-UP FORM

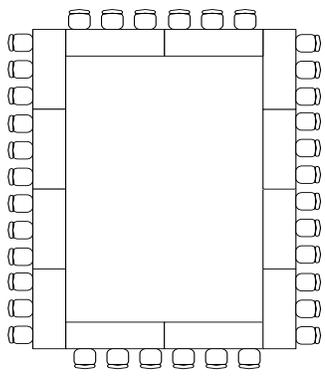
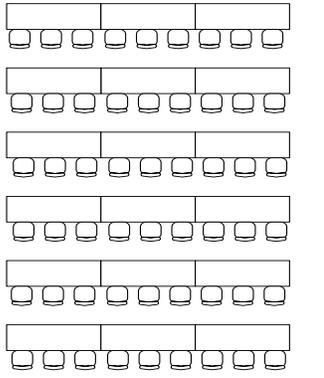
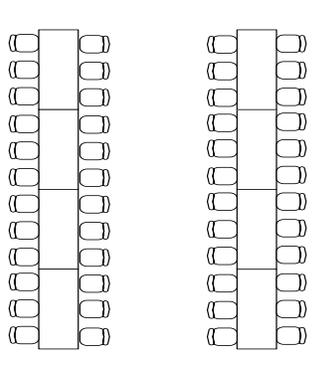
Name of Meeting: _____ Meeting Date(s): _____

Requested by: _____ Phone: _____ Today's Date: _____

Set-Up Time: _____ Start Time: _____ End Time: _____ # of Attendees: _____

- Room Needed:**
- | | | |
|--|--|---|
| <input type="checkbox"/> South Conference Room | <input type="checkbox"/> North Conference Room | <input type="checkbox"/> Both North & South Rooms |
| <input type="checkbox"/> HPPS Classroom | <input type="checkbox"/> FACHS Classroom | <input type="checkbox"/> Board Room |
| <input type="checkbox"/> WIC Classroom | <input type="checkbox"/> EH Classroom A | <input type="checkbox"/> Other: _____ |

- Set Up:**
- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Chairs Only | <input type="checkbox"/> Tables & Chairs (mark layout below) | <input type="checkbox"/> Head Table for Presenter |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Table(s) for handouts # _____ | <input type="checkbox"/> Refreshment Tables # _____ |
- Circle: (Hot / Cold)

A: Rectangle or U-Shape	B: Classroom	C: Rows	D: Other
			Please draw how you would like the room set up

A/V Equipment Needed (mark all that apply):

- | | | | |
|---------------------------------------|------------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Projector | <input type="checkbox"/> Hand-held microphone | <input type="checkbox"/> DVD Player |
| <input type="checkbox"/> Audio System | <input type="checkbox"/> Screen | <input type="checkbox"/> Lapel Microphone | <input type="checkbox"/> VHS Player |

Other Needs/Special Requests:

For Outside Agency Use:

Agency Name: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Fee: South Conference Room Half Day - \$75 Full Day - \$125
 North Conference Room Half Day - \$50 Full Day - \$100 Total
 After Hours/Weekend Use: # Hours _____ x \$40 per hour Cost: _____

Approved by: _____ Room Usage/Fee Information Provided:

Notifications: Maintenance IT EH (if after hours/weekends) Other: _____

[Return to Conference Room Policy](#)

[Return to Forms Main Page](#)

[Return to Table of Contents](#)

APPENDIX J: AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) INCIDENT USE REPORT FORM

Date: _____ Time: _____

PATIENT INFORMATION

Name: _____

Address: _____

Age: _____ Gender: Male Female

Witnessed Arrest:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Breathing upon arrival of designated responders:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pulse upon arrival of designated responders:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bystander CPR:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cardiac arrest after arrival:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Number of defibrillation shocks: _____

Comments: _____

Rescuer Name: _____

Rescuer Signature: _____

Once this form is completed, give it to EIPH's AED Coordinator, Tammy Cox.

[Return to AED Policy](#)

[Return to Forms Main Page](#)

[Return to Table of Contents](#)