# Employee Handbook

December 14, 2025 May 31, 2026

## ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with City of Twin Falls. Please take the necessary time to read it.

The City of Twin Falls is a political subdivision of the state of Idaho, though it is not a part of state government. The City Council serves as the governing body of the city, carrying out local legislative duties and fulfilling other obligations as provided by law. The City of Twin Falls operates under the Council-Manager form of city government. The City Manager is the administrative head of the city, has general supervision over the business of the city, and works under the direction and supervision of the city council. I.C. § 50-811.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information and subject to the concurrence of the City Manager, department directors have the authority to develop departmental rules and regulations which meet the unique operating conditions of their department as long as the rules do not conflict with the general terms and conditions of employment outlined in this handbook.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. The City of Twin Falls adheres to the policy of employment at will, which permits the City or the employee to end the employment relationship at any time, for any reason, with or without cause or notice. All provisions of this handbook will be interpreted in a manner consistent with this paragraph.

No employer representative other than the City Manager may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate city documents. These city documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general employer guidelines. The employer may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the City Manager.

If sections of this handbook conflict with provisions of the collective bargaining agreement with IAFF Local #1556 the collective bargaining agreement shall prevail for those employees covered by the Agreement.

This handbook supersedes all prior handbooks.

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# 1 General Provisions and Employment Policy

## Introduction

For employees who are commencing employment with the City of Twin Falls (or "City"), let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at the City. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Travis Rothweiler, City Manager

## Expectations of Employee Conduct

The City has adopted organizational values which were written by employees to govern how the organization and employees act, treat one another, and provide service to our customers. Those values are: Integrity, Connection, Honesty, Commitment, and Teamwork.

The organization and its employees should act in a manner consistent with these values. To that end, each employee is expected to conduct himself/herself in a manner that is helpful and productive and that does not reflect adversely upon the City. Public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. Each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the City and its officials. To accomplish this expectation and to demonstrate the organizational values, each employee must:

Teamwork:

Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality. This is the priority for all employees.

Avoid conflicts of interest in appointments and working relationships with other employees, contractors and potential contractors in the city and related agencies.

Perform such obligations as are necessary to carry out the work of the City in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

Maintaining a current appropriate driver's license when working for the City requires the employee to drive a vehicle as part of his/her responsibilities. Each employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify his/her supervisor if his/her driving abilities are impaired.

Honesty:

Not engage in criminal conduct of any kind while on or off duty. City employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.

Not engage in conduct away from work that, although not criminal, may reflect adversely upon the City or its officials or otherwise impair the employee's ability to perform.

Not engage in conduct that violates the laws of the state of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of $50), I.C. §18-1359 (Using Public Position for Personal Gain), and I.C. §74-401 et seq. (Ethics in Government Act), I.C. §74-501 (Prohibitions Against Contracts).

Not accepting gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.

Not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the City Manager, City Council, or the office/department for whom they work.

Abide by all office/departmental rules whether written or oral. No employee will be required to follow the directive of a supervisor that violates laws of any local jurisdiction, the state, or nation.

Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.

Integrity:

Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and medical leave.

Comply with dress standards established in the office/department for which the employee works. In the absence of any office/departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.

Not use any substances, lawful or unlawful, that will impair the employee's ability to competently perform his/her work or threaten the safety and well-being of other workers or the public. Should the employee be prescribed a lawful substance that may impair the employee's ability to safely do his/her job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do his/her job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.

Not serve on any board or commission that regulates or otherwise affects the official duties or personal interests of the employee in a way that could create disadvantage for other members of the public or advantage for the employee.

Follow the rules regarding the reporting of work hours and comply with the City's procedures for approval of time-keeping records.

Follow rules and schedules for breaks and lunch periods.
Not have non-city employment that conflicts with duties performed for the City in any meaningful way. Individual offices/departments may determine permissible examples of outside employment.
Commitment:
Be subject to the administrative authority of the officials who supervise the office/department where the employee works.
Give his/her best efforts to accomplish the work of the City for public benefit in accordance with policies and procedures adopted by the City Manager and City Council and elected officials and displaying an attitude of cooperation and constructive participation.
Not unlawfully harass a fellow worker, employee, or member of the public, as outlined in the City's Workplace Discrimination, Harassment and Retaliation Policies.
Not discriminate in the treatment of fellow employees or members of the public on the basis of race, religion, gender, age, sexual orientation, disability or national origin.
Follow all workplace safety rules whether established formally by the office/department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
Not sleep or be absent from the employee's work station when on duty. Employees must be attentive to their work at all times.
Connection:
Not engage in malicious gossip, spread rumors, engage in behavior designed to create discord and lack of harmony, willfully interfere with another employee's work output, or encourage others to do the same.
Not engage in abusive conduct to fellow employees or the public, or use abusive language in the presence of fellow employees or the public. Abusive language will include profanity and loud, threatening, or harassing speech.
Report all accidents that occur or are observed on the job, or are on or involve City property, and cooperate as requested in the reconstruction of any such accident.

Equal Employment Opportunity

City of Twin Falls is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The City will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation imposes an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Human Resources (HR) Director and/or the Employee's Supervisor know.

The City will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the City's operations. If you wish to request such accommodation, please speak to the HR Director and/or the Employee's Supervisor.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Director and/or the Employee's Supervisor. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels they have been subjected to any such retaliation, they should bring it to the attention of the HR Director and/or the Employee's Supervisor. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including termination. All employees must cooperate with all investigations.

Veteran’s Preference and Rights

The City will give a preference to the U.S. Armed Services veterans, or certain of their family members, in accordance with the provisions of I.C. Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.

Any qualified veteran who has been restored to their position in accordance with I.C. §65-508 will not be terminated from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran will be entitled to an opportunity to be heard prior to termination. Such returning veteran will also be considered as having been on an unpaid leave of absence during their period of military duty. The employee will be restored to their position without loss of seniority, status or pay.

Non-Harassment

All employees, regardless of their status of employment, have a right to work in an environment free from intimidation, ridicule, or harassment based on any protected classification. All City employees must avoid offensive or inappropriate behavior at work and will be held responsible for ensuring that the workplace is free from unlawful harassment, including sexual and all other types of harassment.

In compliance with the intent and provisions of the Title VII of the Civil Rights Act, it is the policy of the City to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual. The City has adopted a zero-tolerance policy that will not tolerate harassment, as defined herein.

This policy shall apply to all terms and conditions of employment, including but not limited to hiring, placement, training, transfer, promotion, disciplinary action, compensation, and job retention.

1.5.1 Hostile Work Environment

A hostile work environment is discrimination or harassment in the workplace in which comments or conduct based on a legally protected class and unreasonably interferes with participation in the workplace. To a reasonable person, the comments or conduct must be severe or recurring such that it creates an intimidating or offensive work environment. Isolated incidents, petty slights, occasional teasing, or impolite behavior are generally not sufficient to create a hostile work environment.

Examples of a hostile work environment may include, but are not limited to, being subjected to daily racial slurs, recurring derogatory comments about job performance based on gender, continuous sexual advances, or propositions, frequently receiving sexually explicit emails from a coworker, physical harassment like hitting, pushing, groping and other touching.

Since the passage of time may make investigations and resolution of issues more difficult, persons who believe that they have been subjected to any form of harassment are encouraged to bring these complaints to the attention of the Administration at the earliest opportunity.

Any person who believes that they have been subjected to harassment may bring this report, either verbally or in writing, to a supervisor, a department director, the HR Director, the City Manager or the City Attorney. Any supervisor receiving a report of harassment shall bring this report immediately to the attention of the HR Director. If the employee has not received a response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the City Manager or City Attorney.

An investigation shall be conducted by the City Manager or their designee to determine the facts of the matter. Reports of harassment will be investigated as expeditiously and professionally as possible in the interest of maintaining confidentiality and protecting the integrity of all parties involved, but confidentiality cannot be guaranteed.

In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Workplace retaliation is when an employee is punished or negatively treated because the employee engaged in legally protected activity, including initiating a complaint of discrimination or harassment, providing information, or assisting in an investigation or refusing to follow orders that would result in discrimination or harassment. Retaliation can result from employment action taken by a supervisor, department director, elected official or from acts of other employees.

Examples of conduct that might be considered retaliation for engaging in protected activity include assigning the employee to less desirable tasks or shifts in the office, denying an employee a promotion or raise, socially isolating an employee, playing practical jokes on the employee, and allowing other employees to be critical of an employee for participating in a workplace investigation into alleged discrimination or harassment.

If an employee feels they have been subjected to any such retaliation, they should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.
Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination. All employees must cooperate with all investigations.
Where investigations confirm the allegations, appropriate corrective action will be taken. An employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

Workplace Sexual Harassment

It is the policy of the City to prohibit harassment of any employee by any supervisor, employee, customer, or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the City. It is to ensure that at the City all employees are free from sexual harassment. Sexual harassment is unlawful whether it involves co-workers, supervisors, department directors, elected officials, or customers of the City.
While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Sexual Harassment conduct includes “quid pro quo” behavior which is implicit or explicit requests for sexual favors that are used as a condition or basis for employment decisions. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.
Any person who believes that they have been subjected to harassment may bring this complaint, either verbally or in writing, to a supervisor, a department director, the HR Director, the City Manager or the City Attorney. Any supervisor receiving a complaint of harassment shall bring this complaint immediately to the attention of the HR Director. If the employee has not received a response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the City Manager or City Attorney.
An investigation shall be conducted by the City Manager or their designee, to determine the facts of the matter. Complaints of harassment will be investigated as expeditiously and professionally as possible in the interest of maintaining confidentiality and protecting the integrity of all parties involved, but confidentiality cannot be guaranteed. In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels they have been subjected to any such retaliation, they should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination. All employees must cooperate with all investigations.

Where investigations confirm the allegations, appropriate corrective action will be taken. An employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

Drug-Free and Alcohol-Free Workplace

The City is committed to providing and maintaining a drug-free workplace for a safe, healthful, and efficient working environment for all employees, customers, and the general public. The following policy is designed to set forth policies and procedures to comply with the Drug Free Workplace Act of 1988, I.C. § 72-1701, et.seq. and, as required, the rules and regulations promulgated by the Department of Transportation (DOT) 49 CFR Part 40 and 382 Rules and Regulations. In keeping with the City's objective to provide a safer and more productive work environment, all employees, prospective employees, and candidates for reserve police officer are subject to the conditions and terms of this policy.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on premises, while on official business (whether or not on city premises) or while representing the City, is strictly prohibited. Employees will not be permitted to work with a detectable level of prohibited drugs in their system. The basis for determining "under the influence" and/or "detectable level" is, for the purposes of this policy, a positive test result for drugs and/or alcohol. A positive test for alcohol shall be a result of .04 alcohol concentration or more. Prohibited drugs include both illegal and legal substances, including alcohol or prescription drugs, which have not been specifically prescribed, and used as prescribed, by a licensed physician for specific treatment purposes of the employee at that time.

Exception - Law Enforcement and Fire personnel are occasionally required to come into contact with or possess illegal substances as a regular part of their job duties. In such circumstances, these employees are exempt from the possession component of this policy. All other prohibitions apply. This restriction does not apply to responsible drinking of alcohol at business meetings and related social outings.

The City maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any employee, including themselves.

Employees must notify the City within five (5) calendar days if they are charged with a criminal drug violation. Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including termination.

At the discretion of the employer, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to employer satisfaction in an approved drug assistance or rehabilitation program.

To maintain a drug-free workplace, the employer has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, a drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; and (8) discussion by the City's safety experts on the hazards associated with drug abuse.)
Self-Referral - Any employee who considers himself/herself drug or alcohol dependent and who voluntarily comes forward will be referred to an Employee Assistance Program counselor for evaluation, counseling and treatment as recommended. By returning to work the employee agrees to the terms outlined by a substance abuse counselor. A request for rehabilitation may not be made in order to avoid taking a drug or alcohol test when requested to do so under the terms of this policy.
The Drug Free Workplace Policy is not intended to violate individual rights. It is intended to meet the City’s objective of safeguarding employees and the public from accidents resulting from the misuse of alcohol or use of controlled substances.
Substance testing will be required under the following circumstances:
1.7.1 Pre-Employment
Applicants selected for employment with the City for any position deemed safety sensitive or requiring a Commercial Driver’s License (CDL) must test free of illegal drugs. Failure to do so will automatically revoke the applicant’s conditional offer of employment, as well as disqualify him/her from the application process for a minimum of one year, without proof of successful completion of an approved drug/alcohol rehabilitation program.

1.7.2 Reasonable Cause
An employee will be required to submit to a drug and/or alcohol test when there is reasonable cause to believe that the employee is under the influence of illegal drugs or alcohol or the abuse of prescription medication. A reasonable cause must be based on objective criteria, including specific physical, behavioral, or performance indicators. Third party observations and reports, alone, will not constitute reasonable cause. A second witness, who is a qualified individual (such as a supervisor), shall observe and/or concur to make the decision to test. Testing will only be administered after review and concurrence that reasonable cause exists. An employee who is tested for reasonable cause will be placed on paid administrative leave until the drug and/or alcohol test results are received. The employee will be taken for testing to Occupational Health by a supervisor. After testing and a medical release, the supervisor shall ensure the employee is taken home.

1.7.3 Post-Accident

Employees will be required to undergo urine drug testing and/or alcohol testing as soon as possible (within two (2)-hours) if they are involved in a crash or serious accident on duty if one or more of the following occurs as a result of the accident:

(a) A fatality, personal injury, or injury to another person requiring transport for medical treatment away from the crash or accident site; or

(b) Damage to a City vehicle, equipment, and/or property owned by the City, or by a third party, that is estimated to exceed $1500; or

(c) When a supervisor has reasonable cause to believe that an employee is under the influence of illegal drugs, alcohol, or abuse of prescription medication.

An employee tested for post-accident is presumed to be drug and/or alcohol-free and may report back to work following their submission to a drug test unless the supervisor has reason to believe that the employee is under the influence as described above.

1.7.4 Random

All regular and part-time employees who hold positions deemed as safety sensitive are subject to random drug testing. Employee names will be placed in a pool and each quarter a computerized selection process will be utilized to select employees for testing.

The job functions associated with these positions directly and immediately relate to public health and safety, the protection of life, and law enforcement. HR shall maintain a list of every safety sensitive position that is covered by this policy. Safety sensitive positions are those that require an employee to:

- Qualify and maintain qualification standards to carry firearms
- Have custodial responsibility for illegal drugs
- Perform emergency medical, lifesaving, and/or fire suppression activities
- Supervise other employees during the performance of critical functions (those which require employees to qualify to carry firearms, perform emergency medical, lifesaving and/or fire suppression activities)
- Have access to homes and/or businesses in the City
- Supervise or oversee youth and children or programs with youth and children
- Handle hazardous materials that if mishandled place City employees and/or the general public at risk of serious injury
- Handle or operate heavy equipment

1.7.5 Commercial Driver’s License

In compliance with DOT, ruling 49 CFR parts 40 and 382, pre-employment, reasonable cause, post-accident and random drug and alcohol testing shall be a requirement for employees in positions that require a CDL. This requirement must be separate from any other random drug testing program.

### 1.7.6 Driver’s License Requirement

The City of Twin Falls is committed to maintaining a compliant and safe working environment for all employees. This policy ensures adherence to all applicable Federal Motor Carrier Safety Administration (FMCSA) and Department of Transportation (DOT), and Idaho regulations concerning Driving Under the Influence (DUI) and Administrative License Suspension (ALS) protocols.

This policy applies to all employees required to possess a valid driver’s license for their job responsibilities, applicable to all classifications. Employees must hold and maintain a valid license for the specific class of vehicle operated. An annual audit of Driver License Records (DLRs) will be conducted by Human Resources in collaboration with our Risk Insurance provider. The scope of the audit will be limited to verifying the valid status of an individual’s driver’s license, ensuring compliance with requirements.

Mandatory Reporting and Record Keeping - Employees must report any alcohol, drugs, or other substance charges, changes to driving privileges, or administrative license suspensions to their supervisor as soon as possible. Supervisors are required to forward this information to Human Resources as soon as possible. Failure of the employee or supervisor to report an incident within this timeframe may result in disciplinary action.

License Suspension and Impaired Driving Protocols - An employee who refuses to take any evidentiary testing when legally required to do so, takes and fails a test (blood, breath, urine), or is charged with a DUI, or receives an Administrative License Suspension notice will be removed from all driving duties immediately. Upon confirmation of a driver’s license suspension, the employee will be placed on Administrative Suspension (leave without pay) for two (2) weeks. When an employee is placed on automatic leave without pay due to a confirmed suspension of their required driver’s license, the employee may file a formal appeal to the City Manager for reconsideration. An appeal must be initiated by the employee within fourteen (14) calendar days of the license suspension, by submitting a "Notice of Appeal" to the HR department on a form provided by that office.

Following the two-week suspension, if the employee obtains a restricted driving permit which allows the performance of required job duties they may return to work.

After the two-week suspension, if the employee is denied a restricted driving permit, or is unable to perform required job duties, the employee may be temporarily reassigned to a different position and potentially a different rate of pay or placed on Administrative Leave (leave with pay) based on the needs of the organization.

Any employee who is unable to perform the driving responsibilities of their position within 120 days from the date of license suspension shall be terminated.

The City of Twin Falls will not install interlock devices on any of its vehicles or equipment. Consequently, if an interlock device is required as a condition for driving while at work, the employee will not be able to operate any city vehicles or equipment.

1.7.7 Return to Duty/Follow-up

Any employee that holds a safety sensitive position who participates in a substance abuse treatment program as a result of a self-referral or disciplinary action will, at a minimum, be required to submit to random drug/alcohol testing for a minimum period of one year as a condition of continued employment. Costs associated with testing will be at the employee's expense.

1.7.8 Violations of this Policy

Any of the following situations shall be considered violations of this policy and grounds for disciplinary action, up to and including termination.

A confirmed positive drug test and/or positive alcohol test. For the purposes of the alcohol test, a positive result shall be .04 alcohol concentration or more.

An employee's refusal to provide a sample or submit for testing.

An employee adulterates or attempts to alter a test sample by adding a foreign substance for the purpose of making a sample more difficult to analyze; or

The employee's submission of a sample that is not their own.

Failure to notify the supervisor of a work-related accident.

Failure of a person who is required to drive as part of their duties to notify the HR department of their loss of, or restrictions to, driving privileges as a result of any alcohol or drug-related traffic violation.

Any conviction for the use, manufacture, purchase, possession, or distribution of illegal drugs.

Failure of a person who is required to drive as part of their duties to maintain a valid driver's license as a result of any alcohol or drug-related traffic violation.

Any prospective employee who tests positive for the presence of illegal drugs will not be offered employment with the City. Any introductory (within the first 12 months of employment), temporary or seasonal employee who tests positive for the presence of illegal drugs or alcohol will be terminated. Any regular or part-time employee as defined herein who tests positive for illegal drugs or alcohol, will be subject to disciplinary action, up to and including termination. If employment is continued, the employee will be referred to the Employee Assistance Program (EAP) for evaluation, counseling, and treatment as recommended. Employees undergoing drug or alcohol rehabilitation will be expected to do so at their own expense (other than those expenses covered by the City insurance program) and on their own time. The employee may, at the discretion of the employer, be subject to other conditions of employment that will be specified in a "return to work agreement." This agreement will contain:

A requirement to have a negative test for drugs/and/or alcohol prior to the employee's return to work;

Recommendations for treatment, if any;

A signed agreement from the employee stipulating to their commitment to the outlined plan and that they will not use controlled substances or misuse alcohol.

In the event the employee receives a second positive test for illegal drugs or alcohol, the employee will be terminated. Employees disciplined for violations of this policy shall have the right to request a disciplinary appeal hearing as established in the disciplinary policy.

1.7.9 Testing Procedures

General - Occupational Health at St. Luke's Magic Valley Medical Center (MVMC) is the third-party administrator for the Drug-Free Workplace program.

All individuals who are required to be tested under the conditions of this policy will report to MVMC Occupational Health, 625 Pole Line Rd West, #1B (8 a.m. to 6 p.m. Monday – Friday) or to MVMC Emergency Room (after hours, weekends or holidays) for purposes of providing appropriate samples. Other collection sites may be designated as the need arises. Positive photo identification shall be required from the individual prior to test administration.

Random/Safety Sensitive - Occupational Health at MVMC is the third-party administrator for the Drug-Free Workplace program.

When an employee is notified that they are to submit to alcohol and drug testing they will be given instructions regarding where and when to report for tests. A collection specialist from MVMC who has been trained in collection procedures will conduct all specimen collections. Testing will be done in accordance with approved collection procedures.

All specimens will be tested for the presence of alcohol and illegal drugs. All specimens tested for illegal drugs will be done by urine analysis. Alcohol testing will be done by a MVMC employee who is trained in the operation of an evidential breath-testing device (EBT). If an individual is unable to take a breath test due to a medical condition, then a blood test will be administered.

The actual analysis of all samples will be conducted by MVMC and/or a substance abuse and mental health services administration (SAMHSA) approved lab.

All sample collection activity and drug/alcohol cut-off levels will be consistent with requirements established by the Department of Health and Human Services (HHS) laboratory analysis procedures in accordance with the requirements of 49 CFR Part 40, Subpart F, to assure the validity, confidentiality and security of the samples and test results.

MVMC will designate a Medical Review Officer (MRO), or their designee, to interpret, evaluate and monitor the drug testing program and results as necessary. The MRO will be a licensed physician with knowledge of drugs, testing methods and drug abuse disorders in accordance with the requirements of 49 CFR Part 40, Subpart G.

If the test or retest is negative, the chain of custody form is reviewed by the MRO (or designee) for completeness and accuracy and the results are then reported to the HR department.

Positive Results – Before a positive result is reported to the employer, the individual is contacted by the MRO so that they may determine whether a legally prescribed medication resulted in a positive drug test. It is the employee's obligation to be available to the physician so the situation can be discussed.

If the individual does not agree with the MRO ruling, they have the right to request that the "split specimen" be sent to a second lab for analysis. This request must be made within 72 hours after the

MRO first contacts the individual. The individual agrees to pay the cost of retesting and MRO review. If the retest is negative, the City will reimburse the individual for any lost wages, benefits and reasonable expenses resulting from the initial verified positive test.

All test results will be maintained in a manner that assures the confidentiality of the test results. All test results will be maintained by the HR Director and access will be limited to the employee's supervisor or as otherwise required under 49 CFR Part 382.301. Test results will be made available to other parties only upon specific written consent of the individual tested and to those persons who may be directly involved in any disciplinary appeal procedure.

Workplace Violence

The City is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to city and personal property.

Threats, threatening language or any other acts of aggression or violence made toward or by any employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious, or destructive action undertaken for the purpose of domination or intimidation.

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

If the employer determines, after an appropriate good faith investigation, that someone has violated this policy, swift and appropriate corrective action will be taken.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else. Employees are encouraged to call 911 at any time that they feel in immediate danger, that something is wrong or is likely to go wrong, or the situation is escalating.

Nepotism

No person shall be employed by the City when said employment would result in a violation of provisions found in Idaho Code, including but not limited to I.C. §74-401 et seq., I.C. §18-1359 and their successors. Any such appointment may be void. An employee whose relative is subsequently elected may be eligible to retain their position as allowed in I.C. §18-1359.

It is the policy of the City to avoid the hiring, transfer, or promotion of relatives of employees in situations where the possibility of favoritism or conflicts of interest might exist. For purposes of this

handbook, "relative" shall mean any person related by either blood or marriage within the first or second degree.

No person shall become employed in a department or division of a department where a related employee serves in a supervisory capacity over the other related employee.

If employees working in the same department or division become married to each other and one has supervisory responsibilities over the other, one of the two employees may either apply for a transfer to another department or division if an opening exists for which they are qualified or must resign employment with the City. If neither employee elects to resign, both employees shall be terminated from employment.

Criminal Action

Any employee of the City who is charged with a felony or charged with a misdemeanor involving moral turpitude, and the evidence indicates involvement of the employee, the employee may be suspended without pay pending final resolution of the matter. If the employee admits to the crime, enters a plea of guilty, or there is a finding of guilt, whether judgment is withheld or not, or if the preponderance of the evidence indicates that the employee committed or was involved in the commission of felony or in the commission of a misdemeanor involving moral turpitude, the employee may be terminated. Moral turpitude is defined as baseness, vileness, or depravity in the private and social duties which a person owes to their fellow person or to society in general; something immoral in itself, irrespective of the fact that it is punished by law.

Residency

Employees of the City are not required to reside within the city limits. Employees providing an essential emergency service may be required to live within a reasonable response time of the city limits. The following departments have set residency requirements for emergency service personnel.

Parks .....25 miles
Streets .....15 miles
Wastewater .....15 miles
Water .....15 miles
Fire .....40 miles (The Fire boundary is defined as 40-miles from the intersection of Main Ave & Shoshone Street)

Other Employment

Employees may work a second job as long as the second job does not interfere with their performance as an employee of the City, create a conflict of interest, or negatively impact the credibility of the employer in any way. Prior approval may be required as specified within departmental policies. Please check with your department leader.

## Promotions Transfers, & Reassignments Procedure

The goal of the promotion policy is to provide all qualified employees with a fair and equitable opportunity to compete for promotional positions. A promotion is the movement to a higher grade level position either within the same department or another department due to a change in duties. A job description will be published and maintained by the HR department for each position.

The City Manager may review potential candidates for vacant positions. Candidates will be considered based on the expectations and requirements of the position. The decision to appoint a candidate will be made by the City Manager, and when required, confirmed by the City Council.

When it is determined that a selection procedure will be used to fill a vacant position the HR department shall publish a job notice to be posted a minimum of 15 calendar days prior to the administration of a promotional selection procedure. The notice shall state the minimum qualifications for the job and application requirements. All qualified employees, including temporary and introductory employees, may apply for position vacancies.

## Employee Discipline

The purpose underlying this discipline policy is to establish a consistent procedure for maintaining suitable behavior and a productive working environment. These procedures are directory in nature and minor variations in the processes set forth herein will not affect the validity of any actions taken pursuant to this policy.

The following framework guides the processes to be taken when an employee violates employment policies or fails to adequately perform their duties. Nothing contained herein is intended to limit the reasons for which the employee may be disciplined, including termination of the employment. In addition, nothing contained herein is intended to change the at-will nature of the employment for those employees identified as at-will in this policy. Progressive steps may be implemented to encourage improved performance or attitude but are not required. The employer may take any of the prescribed steps in any order when a supervisor deems an action of the employee to be serious enough to warrant a certain step. An employee may be suspended with pay pending imposition of any proposed disciplinary action.

Investigations and expectation of cooperation: At the discretion of the employer, an employee may be compelled to answer questions relating to their job or position or relating to the job or position of another employee in the City. An employee's failure to cooperate or refusal to respond to questions during such an investigation or inquiry may constitute insubordination, thereby providing a basis for discipline or termination. (See paragraph below as to special circumstances when the employee is being questioned with regard to alleged misconduct which may also constitute criminal conduct.)

Investigation interplay with potential criminal conduct: If the subject of the investigation may involve criminal conduct by an employee, that employee shall be given a Garrity Warning (Garrity v. New Jersey (385 U.S. 493, 17 L. Ed. 2d 562, 87 S. Ct. 616 (1967))) by the City prior to the initiation of any questioning related to the potential criminal conduct. In essence, a Garrity Warning: (1) advises the employee that they are entitled to the Constitutional right not to be compelled to criminally

incriminate himself/herself; (2) warns the employee that the refusal to answer questions relating to their job or position may subject the employee to discipline, including discharge; and (3) any statements or information obtained by the employer as a result of the employee's statements may not be used against the employee in any subsequent criminal proceeding, although the employee's statements may be used against the employee for City discipline purposes.

Procedure: A supervisor who has cause to believe that disciplinary action may be necessary shall make a reasonable effort to ascertain all relevant facts prior to proposing or taking disciplinary action. The supervisor shall document evidence on the matter in a way that may be easily reviewed and understood by someone unfamiliar with the matter. The disciplinary action taken should reflect consideration of the severity of the offense or performance problem, previous performance problems or offenses of a similar type and the period of time between occurrences, overall work record, and treatment of other employees under similar circumstances.

Oral reprimand: An oral reprimand occurs when a supervisor verbally admonishes an employee for an offense and impresses the need for corrective action. The purpose is to eliminate misunderstandings and to set and maintain desired standards of conduct and performance. Although the supervisor should note the date and content of the warning for future reference, it is not recorded in the employee's personnel file at the time of the warning. An oral reprimand may not be appealed.

Written reprimand: A written reprimand occurs when a supervisor places the employee on official notice that performance or conduct must improve. The written reprimand must clearly describe the unacceptable performance and/or conduct, the corrective action required, and the time frame involved. A written reprimand is initiated by the completion of a "Notice of Proposed Disciplinary Action" on a form from the HR department. The employee shall meet with the supervisor within seven (7) calendar days of receipt of the "Notice" to discuss the proposed disciplinary action. The original written reprimand shall be forwarded to the HR department for placement in the employee's personnel file.

Suspension without pay: The temporary removal of an employee from performing work duties and from receiving pay.

Salary reduction: The temporary or permanent reduction in pay.

Demotion or Termination: The assignment of an employee to a lower position or termination of employment.

Discipline is initiated by completion of the "Notice of Proposed Disciplinary Action" on a form from the HR department. The "Notice" shall first be approved (signed) by the City Manager, or if the City Manager is absent, a Deputy City Manager and then hand-delivered to the employee by the department director, or their designee. The "Notice" shall be signed by the department director and the employee must acknowledge receipt of the "Notice" by signing the form. The employee shall be provided with a copy of the "Notice" along with copies of all documents upon which the proposed disciplinary action is based.

A meeting shall be scheduled with the department director within seven (7) calendar days at which time the employee may respond to the allegations and/or the proposed disciplinary action. This meeting shall be informal in nature. The disciplinary action may thereafter be implemented, unless the department director wishes to alter the proposed disciplinary action, in which case the City Manager or Deputy City Manager shall be consulted prior to implementing the decision.

1.14.1 Appeal

An employee may appeal to the City Manager or the Deputy City Manager the decision of a department director where the disciplinary action includes a written reprimand, suspension without pay, salary reduction, demotion, or termination. An appeal must be initiated by the employee within seven (7) calendar days of receipt of the disciplinary action by submitting a "Notice of Appeal" to the HR department on a form provided by that office. The appeal will be scheduled within seven (7) days with the City Manager or Deputy City Manager. The City's appeal process must be exhausted before the disciplinary action will be submitted to mediation.

Only appeals of disciplinary action for suspension without pay, salary reduction, demotion, or termination may be submitted to mediation. The employee and the employer shall each have the right to the disqualification of one mediator. The cost of mediation shall be divided equally between the employee and the City unless otherwise agreed upon during the respective process. The employee must submit a written request for mediation within seven (7) calendar days from the City Manager's issued decision regarding the employee appeal.

Reduction in Force

A reduction in force (RIF) occurs when, because of financial constraints, changes in the types of services, methods of delivering service or for any other reason deemed appropriate by the City Manager, a position or positions are eliminated from the organization. Employees separated due to RIF are eligible to collect unemployment insurance provided they meet the normal eligibility requirements. Vacation leave and comp-time if applicable is paid at separation. The criteria to be used in determining which positions will be reduced follow below.

Determining the retention or separation of an employee includes an evaluation of the relative skills, knowledge, and productivity of the employee in comparison to necessary services. Length of service and other factors are also considered but receive less weight in the determination. The employer determines priority for RIF within the following guidelines:

Temporary employees performing the same work must be terminated before any employee with a probationary or regular full-time appointment, provided that a probationary or regular employee can perform the temporary employee's tasks.

Reduction in force of Regular full-time and part-time employees is based on the following factors:

o The positions that are most critical to the department in the delivery of services.
o Relative skills, knowledge, and productivity of employees.
o Length of service of employees.

Lay Off

If the employer determines that it must temporarily reduce the workforce because of adverse economic or other conditions, then layoffs and recall from layoffs will generally be conducted in a manner that is consistent with the procedures described below. The employer will attempt to

communicate information about an impending layoff as soon as possible considering the organization’s interests and compliance with state and federal notice requirements.

Employees will generally be selected for layoff based on the following criteria, although not in this order:

- Demonstrated current and past performance.
- The needs of the organization and specific projects.
- Length of service.
- Promotion potential and transferability of skills to other positions within the organization.

An employee's length of service is measured from the original date of employment with the city if there has not been a break in service greater than 30-days. Employees with a break in service greater than one year will receive credit for service from their most recent date of hire.

If the layoff is expected to exceed 30-days, unused vacation days accrued will be paid at the time of layoff. Employees who are laid off will not continue to accrue vacation or medical leave during the layoff.

Employees designated for layoff may be considered for vacancies in other departments or positions if the employee meets the minimum qualifications for the job and the department director in which the vacancy exists accepts transfer of the employee to fill the vacancy.

Employees who are laid off will be maintained on a recall list for six months or until deemed permanent by the City Manager, whichever occurs first. While on the recall list, employees should inform the payroll department if they become unavailable for recall. Employees who do not keep a current home address and phone number on record with HR department will lose their recall eligibility. Employees will be recalled according to the needs of the employer, the employee's classification, and ability to perform the job. Notice of recall will be sent by registered mail, return receipt requested, to the employee's home address on record. Unless an employee responds to the recall notice within seven (7) days following receipt of the notice or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any reinstatement eligibility.

Credit for seniority will continue to accumulate during any layoff of 30-days or less. Employees laid off for more than 30-days and subsequently recalled within six months from the date of layoff will be credited with the service accumulated at the time of layoff.

Grievance Procedure

The administration recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. The following procedures will ensure that an aggrieved employee or former employee receives a fair and unbiased review of workplace concerns. A grievance shall be defined as a dispute or disagreement raised by an employee against the employer involving the interpretation or application of specific conditions of the employee handbook, ordinances,

contracts, or regulations of the City of Twin Falls including an allegation of constructive discharge but excluding disciplinary action and performance evaluations.

Employee concerns should first be discussed with the employee's immediate supervisor. Many concerns can be resolved informally when an employee and supervisor take time to review the concern and discuss options to address the issue.

If the employee is not satisfied with the results of the informal discussion, an aggrieved employee or former employee has from the beginning of the alleged problem fourteen (14) calendar days in which to file the grievance. The filing period may be extended if both parties are working informally to resolve the problem. The extension should be acknowledged by both parties. If the issue cannot be resolved either party should notify the other that impasse has been reached and the aggrieved employee shall submit the grievance in writing to the HR department. The filing period will commence with the date of impasse. The employee shall include all pertinent facts as determined by the employee and shall include the following:

- An explanation of the grievance and specific policy alleged to be misinterpreted.
- All pertinent facts and details of all previous efforts to resolve the issue.
- The action the employee believes should occur because of the grievance filing.

HR department will then submit the completed grievance to the department director and the City Manager Office. The department director shall make a written report of findings and decision concerning any such grievance, which report shall be submitted to the City Manager within five (5) working days of receipt of the written grievance.

The City Manager or Deputy City Manager shall review the department director's decision and may interview all interested parties and then shall make a decision concerning said grievance. The City Manager shall provide a decision in writing to the aggrieved employee within five (5) working days of receipt of the department director's report.

If either the department director or the City Manager is unable to respond to the grievance within the prescribed time frame, notification including an approximate completion date will be provided to the grievant. The decision of the City Manager will be final unless new evidence or other circumstances warrant additional review of the complaint.

HR will maintain records of the grievance process confidentially and securely.

Departmental Rules and Regulations

City departments may adopt policies and/or procedures to supplement those set forth in this handbook.

## 2 Status of Employment

### Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

All employees of the City, including part-time and temporary employees, are At-Will employees, except as otherwise required by law or pursuant to a written contract approved by the City Council.

Full-Time Regular Employees - Employees who regularly work at least 40-hours per week, have completed an introductory period and who were not hired on a short-term basis.

Part-Time Regular Employees - Employees who regularly work fewer than 40-hours per week, have completed an introductory period and who were not hired on a short-term basis.

Part-Time with Limited Benefits Employees – Employees who are scheduled to work 10 to 19-hours per week on a long-term basis for a minimum of 6-months. This class of employee will not be eligible for benefits outlined in the employee handbook, specific exceptions include eligibility for longevity pay, Paid Time Off (PTO), and jury duty. This classification is not considered to be regular employment.

Temporary Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for benefits but are eligible to receive statutory benefits.

Introductory Employees - All new regular full-time and regular part-time employees shall serve a 12-month introductory period commencing with their first day of employment. Introductory employees are not entitled to any of the provisions of this handbook relating to employee discipline or the grievance procedure.

Promoted/Transferred Employees - Any regular employee who accepts a promotion or transfer shall be placed on a six-month probationary status with respect to that position. At the end of the six-month period, the employee shall be evaluated. Based upon the evaluation the employee shall be given an extension of probationary status, placed on regular status, or returned to the position held prior if available. A transfer differs from an assignment made at the discretion of a department director typically by a posted process, new job description and significantly different responsibilities or duties.

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### Your Employment Records

Each employee will be provided an opportunity to contest the contents of their personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the supervising official, after consultation with legal

counsel for the City, any offending material may be removed upon a finding by the City that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

Personnel Data Changes - It is important that HR have certain personal information about our employees in our records. Employees are required to report any changes of mailing address, contact number(s), and other information related to employment such as legal name change, dependents' information, and beneficiary designation(s) for benefit policies, etc. The employer also needs to have information about who to contact in case of an emergency.

Employees are required to follow any departmental requirements regarding changes and contact the Payroll Administrator and HR to update any pertinent information.

Performance Development

A performance evaluation shall be completed for each employee on an annual basis. Evaluations shall be reviewed with the employee, signed by both the employee and the supervisor and stored in the HR department. Employees who disagree with the content of the evaluation shall have the right to attach comments to the completed evaluation. An employee who disputes their evaluation may attach a written summary of their concerns to the performance evaluation. Supervisors are encouraged to review and discuss the concerns with the employee.

The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between the employee and supervisor to clarify when work performance needs to be improved. It is implemented when it becomes necessary to document the help provided to an employee to improve performance and/or conduct.

When performance indicates that an employee would benefit from a PIP, the supervisor will speak with HR to discuss beginning this process. Once it is deemed appropriate, HR will begin the electronic PIP process and assign the initial PIP form to the person supervising the PIP. A supervisor, with input from the employee, develops an improvement plan; the purpose of the activities outlined is to help the employee to attain the desired level of performance and/or conduct. The supervisor will monitor and provide feedback to the employee regarding their performance on the PIP and may take additional corrective action, if warranted, to meet work performance and/or conduct expectations. Duration of the PIP is determined by HR and the supervisor and is based on the type of performance needing to be performed. A PIP may be extended if deemed appropriate.

3 Compensation

Fair Labor Standards Act

The City of Twin Falls will adhere to all provisions and regulations of the Fair Labor Standards Act as it applies to City Employees. The HR department will maintain a separate list of positions which have

been determined to be (1) exempt, (2) non-exempt, (3) excluded from the provision of the Fair Labor Standards Act.

Working Hours and Schedule

Each employee will be assigned a work schedule as determined by the department to meet business needs. Each employee will be expected to begin and end work according to the schedule. To accommodate business needs, changes may be made to individual work schedules on either a short-term or long-term basis.

The general business office hours for customer services are from 8:00 am to 5:00 pm, Monday through Friday. Every department must be staffed to ensure customer service coverage during these hours. Department directors may propose new alternative work schedules with the approval of the City Manager. An alternative work schedule is a pre-scheduled, fixed continuous schedule of hours that may deviate from the standard work period of the agency. Examples include: four, ten-hour days; four, nine-hour days and one, four-hour day; eight, nine-hour days and one, eight-hour day. Unless there are extenuating circumstances, employees may only change from or to an alternative work schedule twice a year at approved times. Allowable pay period are those that include either the February holiday, President’s Day or the September holiday, Labor Day.

Compensation Philosophy

The City strives to be a preferred employer of choice by offering market-based salaries that empower our employees to afford to live in and actively contribute to our community. Our compensation philosophy is designed to ensure transparency and fairness in compensation decisions, aligning employee pay with organizational objectives and maintaining competitive market standards. This approach enhances clarity regarding position placements within the system, thereby bolstering our ability to attract and retain qualified employees and solidifying the City's status as a preferred employer.

The City is proud of its commitment to delivering quality services at reasonable costs, financial strength, continuous improvement and innovative problem-solving. Organizational values prioritize citizens as customers, employees as integral team members, service with integrity and a collaborative approach to decision-making. The City empowers its employees, encourages appropriate risks for excellence, values teamwork, emphasizes ongoing communication and believes in consensus for effective decision-making. Reflecting these values and our culture, the City’s goal is to provide competitive and equitable compensation that attracts, rewards and retains qualified employees while achieving company goals and objectives.

Our market-competitive base pay range is structured around the 50th percentile for each job’s labor market, ensuring that our compensation remains both attractive and equitable. The labor market is defined by factors such as geography, industry, and company size, reflecting the types of organizations we compete with for talent. The Labor Market Matrix on the following page offers detailed guidance for determining each job’s relevant labor market.

Jobs are assigned to our pay structure based on market analysis data provided by an independent third-party. If market data are not available, jobs are slotted into the pay structure along with jobs of similar scope and responsibility that do have market data available.

New hires are placed in their job's pay range based on the education and experience they bring to their role and the organization. Employees will be moved through their job's pay range based on their time in position, performance, and annual cost of labor adjustment. Workforce supply, demand and organizational resources are also considered when making pay decisions.

Some jobs may pose recruitment challenges due to specialization and market demand. The City may, therefore, employ varied strategies, such as compensation adjustments or signing bonuses, to attract and secure candidates, ensuring continued excellence in service delivery.

The compensation program will be evaluated annually by leveraging compensation planning data to adjust the pay structure and performing periodic market analysis on benchmark jobs, to ensure accurate job placement within the pay structure. Our goal is to build a shared understanding across the organization regarding the compensation philosophy and compensation administration guidelines.

In addition to providing competitive and equitable compensation, the City offers employees a comprehensive total compensation package, along with a variety of career opportunities to learn and grow within our organization.

Labor Market Matrix

Entry Level
Grades 1-7
Operators,
Firefighter, Police
Officer, Clerks
Skilled Level
Grades 8-10
Snr Operators, Snr
Firefighters & Drivers, Police
III-V & Corporals, Technicians
Technical &
Supervisory
Grades 10-12
Coordinators, Inspectors,
Fire Captains, Police
Sergeants, Supervisors
Mid-to-Senior
Management
Grades 13-15
Manager, Planner,
Superintendent, Battalion
Chief, Police Lieutenant
Senior Management
Grades 14-18
Director, Chief, Deputy Chief,
Police Captain, Attorney
General
Employees
Local
All Industries
All Sizes
Local - Regional
All Industries
All Sizes
Local - Regional State - Regional National
Government Entities
Size Specific
State Licensed
Educ. not
required
Local - Regional State - Regional National

All Industries/ Government Entities
Size Specific
Industry
Certified
Educ. not
required
Local - Regional State - Regional
National
Government Entities
Size Specific
Government Entities
Size Specific
Professionally
Licensed
Educ. required
Local - Regional State - Regional
Government Entities
Size Specific
Public Safety
(Rule of 80)
Local
Public Entities
All Sizes
Local - Regional
Public Entities
All Sizes
State - Regional National  Public Entities
Size Specific

Note: National is defined as a group of Western States: (AZ, CA, CO, ID, MT, NV, NM, OR, UT, WA, WY)
State Licensed – Required by the State of Idaho to perform the work of the job.
Industry Certified – Required by the Industry to perform work, typically achieved through exams: ICC, AICP, CISSP, GIS.
Professionally Licensed – Prior to taking a professional exam a bachelor’s degree is required: CPA, PE, JD

Administration Public Works Community Development Public Safety
Grade 18 Deputy City Manager

17 Chief Financial Officer City Engineer Economic Development Director Fire Chief
City Attorney Public Works Director Police Chief
Human Resources Director

16 ITC Manager

15 Chief Deputy Prosecuting Attorney Airport Manager Parks & Recreation Director Police Captain
Assistant City Engineer Deputy Fire Chief
Assistant Public Works Director

Assistant Finance Director Street Superintendent Planning & Zoning Director Fire Battalion Chief
Assistant HR Director Wastewater Superintendent Building Official Police Lieutenant
Library Director Water Superintendent Parks Superintendent 14 Deputy Prosecuting Attorney Environmental Manager
Communications Center Manager Staff Engineer II
Network Engineer
Security Engineer

13 Assistant to the City Manager Senior Planner
GIS Manager
Public Information Coordinator

12 Budget Coordinator
Engineering Development Coordinator Admin. Services Supervisor
Network Administrator Code Enforcement Coordinator
Assistant Communications Center Mgr.

11 Communications Technician Fleet Supervisor Open Space Park Supervisor Fire Marshal
Human Resource Generalist Supervisor - All PW depts Parks Supervisor
GIS Coordinator Staff Engineer I Senior Building Inspector

Organizational Development Coordinator
Utility Services Supervisor

10 Transit Coordinator Lead Engineering Technician Aquatics Supervisor Property and Evidence Supervisor
Electrician Traffic Technician Recreation Supervisor Inspector - Fire
Senior Librarian Inspector - Building, Combo

Inspector - Electrical, Plumbing,
Mech.
Plans Examiner
Planner

9 Librarian Lead Operator - all PW depts Lead Operator - Parks Administrative Services Lead
Library Technology Analyst Airport Security Coordinator Recreation Coordinator Emergency Communication Officer
Desktop Support Analyst Maintenance/Facilities Coordinator Project Coordinator
Engineering Technician
Water Distribution Technician
Water Supply Senior Technician

8 Accounting Technician Senior Mechanic Senior Operator - Parks CSO III - Evidence
City Clerk Senior Operator - Public Works Aquatics Coordinator CSO III - Investigations
Deputy City Clerk Water Supply Technician Planning and Zoning Technician CSO III - Patrol
Executive Assistant CSO III - Body Worn Coordinator
Legal Assistant
Emergency Comm. Officer -
Introductory
GIS Senior Technician Victim Services Coordinator

7 Help Desk Technician Permit Coordinator Code Enforcement Officer
Library Program Coordinator
CSO II - Animal Control
Library Building Operator
Emergency Comm. Officer - Recruit
Payroll Administrator

6 Administrative Assistant Operator - Public Works Operator - Parks Senior Records Clerk
GIS Technician Service Advisor
Library Circulation Coordinator
Utility Billing Clerk

5 Department Specialist Utility Service Operator Recreation Aide CSO I - Service Center
Library Specialist Records Clerk
Utility Service Representative

4 Custodian Transcription

Library Clerk

3 Code Enforcement Aide

2 Library Aide
Janitor

1

Definitions and Considerations - By utilizing compensation data from reputable sources such as the Western Metropolitan Statistical Area (MSA) and the State of Idaho Milliman Compensation Survey, we define our comparable markets—not based on current recruitment targets, but on those providing an equitable basis for compensation benchmarking. This strategic analysis ensures alignment with industry standards, aids in maintaining salary competitiveness, and supports our organization's retention and recruitment strategies by facilitating informed decision-making on compensation structures.

Market Sources:

1. Local: Twin Falls and Magic Valley.
   Key Aspects: Reflects local economic conditions, cost of living, and job market specifics.
   Data Sources: Department of Labor, job advertisements, Employer reported wage rates.
2. State: Broader within the state of Idaho.
   Key Aspects: State-wide benchmarking, considering typical practices in both urban and rural settings.
   Data Sources: Department of Labor, State Occupational Report, job advertisements, employer reported wage rates.
3. Regional: Bordering Southern and Eastern states in addition to Idaho, often including states with similar economic profiles or demographic characteristics.
   Key Aspects: Captures cross-border influences, regional economic conditions, and competitive practices, useful for roles with transferable skills across state lines.
   Data Sources: MSA Bureau of Labor Statistics, ONET, Milliman, PayScale, Industry specific salary reports.
4. National: Western Regional states plus Idaho expanding to nationwide.
   Key Aspects: Competitive analysis for leadership and specialized roles, recognizing broader market influences.
   Data Sources: MSA Bureau of Labor Statistics, ONET, Milliman, PayScale, Industry specific salary reports.

Industries:

1. All Industries:
   Scope: Encompasses diverse sectors, including private, non-profit, and mixed economies, not restricted to government roles, and is particularly relevant for jobs that are versatile and can operate across various industry lines.
   Purpose: To capture varied compensation trends for skill-based roles that are foundation in nature and do not overlook potential market influences affecting roles that transcend specific industry.
2. Government Entities:
   Scope: Specifically referring to the public sector within local, state, and national contexts. This classification is crucial when considering roles that are primarily or exclusively found within public employment settings.

Purpose: Align compensation strategies with comparable public sector entities to ensure relevance, competitiveness, and sustainable compensation packages.

Size:

1. All Sizes Vs. Size Specific:

All Sizes: Applicable to roles where the size of the organization (number of employees or budget) is less impactful on pay. This typically includes foundational roles where duties and responsibilities are consistent regardless of the company's scale.

Size Specific: Relevant to upper-level management and specialized roles where compensation is significantly influenced by the organization's scale and complexity. The impact of the organization's size becomes a critical factor in determining competitive pay for these roles.

4 Timekeeping Procedures

All employees must record the actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason. Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including termination.

Exempt employees are required to record daily work attendance and report full days of absence from work for reasons such as leaves of absence, medical leave, or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to approve time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

Please refer to the Time Clock Plus instructions found on the HR SharePoint page, https://tfidcity.sharepoint.com/Shared%20Documents/Forms/AllItems.aspx?id=%2FShared%20Documents%2FHR%20Documents%2FEmployee%20Handbook&viewid=a5e91a81%2D95b8%2D4a44%2Dbe83%2D2390f68ab9cb&as=json&FolderCTID=0x012000372A238CCB6AC2479A729BBB3BC6242E

Pay Plan - The City Council shall adopt a budget that includes funding for the pay plan prior to the commencement of each fiscal year. Appendix A includes the Kinds and Levels Chart and corresponding salary tables for the current fiscal year. The salary will be considered compensation for all hours worked within the employee's normal work schedule. At the option of the City Manager, salaries may be adjusted on an annual basis, in October, or in such other manner as deemed to be equitable by the City Manager.

## Pay Day

All employees will be paid on a bi-weekly basis unless otherwise exempted by contract. Pay will be transferred electronically via direct deposit on the Friday following the end of the prior two-week timecard period. If the regular pay day falls on a holiday, the direct deposit will occur on the last workday preceding the holiday.

Pay stubs itemize deductions made from gross earnings. By law, employers are required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Pay stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the HR Director immediately so the employer can resolve the matter quickly and amicably. On such occasion when an error in payroll is made (i.e. administrative or clerical errors are made; time worked is not recorded; vacation is paid before an employee becomes eligible or earns it; paying at a rate that is too low or too high) the error will result in an overpayment or underpayment.

If the mistake resulted in an underpayment the employer will pay the additional amount due with the next regular pay date. If the underpayment is more than 25% of the employee’s normal paycheck payroll will correct the error within seven (7) days of the payroll date. If the error was an overpayment the City will work with the employee to avoid the repayment becoming a financial burden. Repayment options include having the employee write a check, setting up a repayment schedule, or deducting the amount from future earnings.

## Direct Deposit

City of Twin Falls enrolls all employees in direct deposit. To change your banking account information please contact the Payroll Administrator for the correct authorization forms.

## Salary Advances

Pay advances and draws on paychecks prior to pay day shall not be allowed.

## Overtime

All overtime paid will be administered in accordance with the requirements of the Fair Labor Standards Act (FLSA). Overtime for regular general employees will be compensated at the rate of one and one-half times (1.5) normal regular rate for all time worked in excess of forty (40) hours in the 7-day work period, each week. Hours worked outside the normal period that do not exceed 40 hours in the 7-day work period shall be compensated at straight time.

Overtime for non-exempt, hourly employees will be allowed only when authorized by the appropriate supervisor. Non-exempt employees entitled to overtime compensation will either accrue

compensatory time or overtime pay as established by policy. The City has set a maximum accumulation of 60-hours of compensatory time. All hours that exceed the 60-hour maximum shall be brought back in accordance with FLSA.

Under the FLSA, overtime pay is required only for hours actually worked beyond the FLSA overtime threshold, and the city identifies these hours as “qualified overtime”. In addition, the City may adopt policies that pay a premium beyond the qualified overtime, and these hours are called “discretionary overtime”. Discretionary overtime is a benefit provided by the City — not a federal entitlement.

In accordance with FLSA, compensatory time may be used whenever required by a supervisor or when requested by an employee with the concurrence of a supervisor. Use of requested compensatory time will depend upon the ability of the office/department to tolerate a requested absence. If repeated requests to use compensatory time are denied by a supervisor, or reasonable opportunities to use such time are unavailing, an employee must be paid for such accrued time.

All absences from work, except vacation and compensatory time, will be excluded from the calculation of hours worked for overtime purposes. Vacation and compensatory time will be included in the calculation of hours worked for overtime purposes.

For non-exempt police officers, all hours worked in excess of 86-hours in a 14-day work period will be compensated at the rate of one and one-half times the normal regular rate.

Employees may work overtime only with prior management authorization.

De Minimis Rule - The Department of Labor has recognized that insubstantial or insignificant periods of time outside the scheduled working hours which cannot, as a practical administrative matter, be precisely recorded for payroll purposes may be disregarded (C.F.R. § 785.47). This rule applies only where there are uncertain and indefinite periods of time involved of a few seconds or minutes duration and where the failure to count such time is due to considerations justified by industrial realities.

Call Back/Hold Over - Call back shall be defined as that period of time when an employee is requested to report back for duty to their normal or pre-arranged work site. Employees called back to duty by a supervisor shall be paid for a minimum of two (2) hours, or actual time worked, whichever is greater. For call backs, employees must record their time by using the Call Back code from the time they are requested to report back to duty until the time they are released from duty. If that time is less than two (2) hours, a separate Call Back Minimum Segment entry must be added to reach two hours.

Consecutive Call Back - Consecutive call backs occur when an employee receives multiple calls for service within a single two (2) hour window. If an employee receives more than one call for service within the same two-hour period, only one two-hour minimum applies.

Procedure:

If an employee receives multiple calls for service within the same two-hour window, employees do not receive another two-hour minimum.

If work continues beyond the initial two-hour window, employees will be paid for the original two hours plus any additional time worked.

Example:

An employee is called back at 7:00 p.m. They are paid for at least two hours (through 9:00 p.m.), even if they only work part of that time.

An employee is called back again at 8:00 p.m. Because this call for service occurs within the same two-hour window, no additional two-hour minimum applies.

If the employees' work continues past 9:00 p.m., they are paid for the initial two hours plus the extra time worked after 9:00 p.m.

Calls received at home for informational purposes are not considered "call back" and are not subject to the two-hour minimum. The actual time spent shall be included as time worked and shall be compensated to the nearest 1/4 hour.

Employees held over at the end of a shift shall be paid for a minimum of one hour. Actual time shall be compensated if it exceeds the one hour minimum. Both call back and hold over must receive prior approval by a supervisor.

Standby Pay - Employees who are required to perform standby or on call duty shall receive an additional 1.25 hours of pay for each day of standby duty.

While on standby duty employees shall be available for immediate response to emergency and/or service calls. Actual hours worked while on standby duty shall be compensated in accordance with the overtime provisions of this handbook. Hours worked under this section shall be checked and approved by the department director prior to payment.

The employee who has standby duty on a holiday will receive eight (8) hours added to their vacation balance.

Court Time - Any employee called to attend or appear at any employment related court hearing during off-duty hours shall be compensated for a minimum of two (2) hours, or actual time worked, whichever is greater. If more than one court hearing is scheduled within the two-hour minimum, no additional compensation will be granted. (See examples below).

Employees must record their time by using the Court Time code from the time they report to duty until the time they are released from duty. If that time is less than two (2) hours, a separate Court Minimum Make-Up entry must be added to reach two hours.

Example Scheduled Court Time Departure Time Compensable Time

#1 1:00, 2:00, 2:30 2:45 2 hours

#2 9:00, 3:00 9:15, 3:30 4 hours
#3 1:00 3:30 2.5 hours

Notification of court appearances during off-duty hours shall be scheduled 18-hours in advance and cancellation of court appearances during off-duty hours must be made 18-hours in advance of the scheduled court hearing. Failure to comply in either case will result in a minimum compensation of two hours. Payment will be made in accordance with the Overtime Section of this handbook.

Any employee scheduled to appear at any employment related court hearing outside of Twin Falls County must have supervisory approval prior to the hearing date.

Shift Differential – Shift differential is paid as an incentive to those employees that are regularly scheduled work beginning at 3:00 pm (swing) or 6:00 pm (grave). Shift differential is administered through the TimeClock Plus pay code feature. Employees working swing or graveyard shifts must clock in using the appropriate code (“Swing” or “Grave”) at the start of their shift to ensure proper compensation for the shift differential. It is the responsibility of the employee and supervisor to verify that the codes are used correctly.

Eligibility for swing or grave shift is determined by the time at which the shift begins. A regularly scheduled work shift starting earlier in the day will not automatically be eligible to split at 3 p.m. or 6 p.m. to earn the differential premiums.

Regularly Scheduled – A “regularly scheduled” shift refers to the standard work schedule assigned to an employee as part of their consistent employment pattern, not including any shifts arranged outside of this established schedule for special events or unique situations.

Swing shift – A regular employee who is required, as part of a normal work schedule to work a majority of the shift that begins at or after 3:00 p.m. shall receive, in addition to regular pay, 3% for each hour for each shift worked as shift differential compensation.

Grave shift - A regular employee who is required, as part of a normal work schedule to work a majority of the shift that begins at or after 6:00 p.m. shall receive, in addition to regular pay, 5% for each hour for each shift worked as shift differential compensation.

Grace period: A 30-minute grace period will be allowed, which allows an employee to clock in up to 30 minutes early for their regularly scheduled swing or grave shift, if preapproved by their supervisor.

Example:

An employee may clock in at 2:30 p.m. for a Swing shift that begins at 3:00 p.m. and select the Swing code.

An employee may clock in at 5:30 p.m. for a Grave shift that begins at 6:00 p.m. and select the Grave code.

In addition, where mandated staffing requirements exist, employees who voluntarily or involuntarily pick up a shift that is eligible for shift differential pay, outside of their normal work schedule shall receive shift differential pay for those shifts. Employees shall not be entitled to shift differential compensation while on sick leave, vacation, or other paid leaves. The reassignment by the department director of an employee from a shift covered by differential pay to a shift not covered by differential pay shall not be considered as a demotion or loss of pay and shall not be subject to the grievance or appeal process.

Daylight Savings Time

TimeClock Plus automatically accounts for Daylight Saving Time (DST) changes. The timeclocks will automatically adjust and reflect the new, current time, and the system will calculate actual hours worked. No action is required from employees or supervisors, as the system automatically make time adjustments and maintain accuracy in payroll.

Examples:

DST Starts in the Spring

8 a.m. to 6 a.m. scheduled shift (normally 12 hours) will show time worked as 11 hours

8 a.m. to 8 a.m. scheduled shift (normally 24 hours) will show time worked as 23 hours

Daylight Savings Ends in the Fall

8 a.m. to 6 a.m. scheduled shift (normally 12 hours) will show time worked as 13 hours

8 a.m. to 8 a.m. scheduled shift (normally 24 hours) will show time worked as 25 hours

Additional Provisions

Option to use vacation to supplement DST shifts: When DST results in an employee working an 11-hour shift instead of the usual 12 hours, employees have the option to supplement by requesting one hour of vacation leave if they wish to be paid for a full 12 hours.

Work Out of Classification Pay

Supervisory employees, exclusive of department directors, who are required by an Executive Management Team (EMT) member to accept the responsibilities and carry out the duties of a position or rank above that which they normally hold for a two-week duration or longer, shall be paid a 5% differential while so acting. The designation must be approved by the City Manager prior to implementation.

Safe Harbor Policy for Exempt Employees

The ability to communicate remotely, at all hours, and to make other flexible work arrangements has been a lifesaver for increasingly busy workers as they navigate the responsibilities of caregiving and personal obligations. The borderless workplace has empowered many employees and has changed the way in which many exempt employees work. It is important to apply work flexibility supportively,

fairly, and consistently to best meet the needs of both employers and employees. Ideally, leave and time keeping policies for exempt employees balances the organizational needs of predictability and stability against employee personal time and the restorative benefits of being “off duty.”

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Job Titles designated as Exempt Salaried Positions: Airport Manager, Aquatics Manager, Assistant Communications Center Manager, Assistant City Engineer, Assistant Finance Director, Assistant Human Resources Director, Assistant Public Works Director, Assistant to the City Manager, Budget Coordinator, Building Official, Chief Financial Officer, City Attorney, City Engineer, City Manager, Communications Center Manager, Deputy City Attorney, Deputy City Manager, Deputy Fire Chief, Deputy Prosecuting Attorney, Economic Development Director, Environmental Manager, Fire Chief, GIS Manager, Human Resources Director, Information Security Engineer, Information Technology Communication Manager, Library Director, Network Engineer, Parks and Recreation Director, Parks Superintendent, Planning and Zoning Director, Police Captain, Police Chief, Police Lieutenant, Public Information Coordinator, Public Works Director, Risk Manager, Senior Planner, Staff Engineer II, Streets Superintendent, Utility Billing Supervisor, Wastewater Collections Superintendent, Water Superintendent.

Other positions that qualify under Fair Labor Standards Act tests may be added at any time.

Timekeeping and Leave Requests: An exempt employee is to be paid a fixed salary on a bi-weekly basis, rather than an hourly wage. An exempt employee does not receive overtime pay. It is the expectation of the employer that exempt employees work a regular schedule as defined by the department leader. All employees will use TimeClock Plus to accurately reflect hours worked on each timecard. Employees who anticipate recording time worked during planned absences must have the approval of their supervisor in advance. Hours worked should include any time spent in work that is to the benefit of the City and that is not de minimis. De minimis time is defined as uncertain, indefinite periods of time of a few seconds or minutes in duration and when failure to count such time is justified.

Exempt employees shall utilize the “Request Leave” function of TimeClock Plus to submit vacation and medical leave requests for any full day absence from the regular work schedule. It is the supervisors’ responsibility to approve or deny deductions to vacation and medical leave accrual banks when warranted. Supervisors may request that an employee submit an alternate leave request for less than a full day’s deduction from accrual banks or edit the original request when warranted.

Safe Harbor Policy for Exempt Employees: Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability;
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees;
- military leave as military pay;
- the first or last week of employment in the event the employee works less than a full week;
- and any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life employee contributions; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors. If the employee believes they have been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the HR Director, the City Attorney, or any other supervisor in the City with whom the employee feels comfortable.

Longevity Pay

Longevity pay shall be calculated for all employees at the rate of $6.00 per month for each year of service commencing with the start of the sixth consecutive year of service. For the purposes of longevity pay, an employee’s anniversary date is determined by their completed years of service as of December 31st of each calendar year. Longevity shall be paid bi-weekly, except as otherwise determined by contract. A maximum payment of $150.00 per month shall be earned upon completion of the 25th year of service. Part-time employees shall be eligible for a pro-rated payment based upon their "normal" work period.

Terms and conditions associated with longevity pay for eligible non-administrative members of the fire department shall be negotiated.

Certification Pay

The City recognizes that the success of the organization depends on its ability to produce an acceptable level of service at an affordable cost. The quality of service produced is largely determined

by the skills of its employees at all organizational levels. To encourage employees to improve their capabilities and to expand their professional knowledge, the City offers a certification pay program. The Certification Pay program recognizes the need for continuing special knowledge and skills training in a variety of departments. It is not intended to reward the minimum standards to be eligible for a position. As such, certification pay shall not be granted if the licensure or certificate is a requirement for the position.

Certification pay shall become effective the start of the time card following eligibility and shall be paid on a bi-weekly basis except as otherwise determined by contract. Certification pay will not be granted on a retro-active basis. Each employee is responsible for reporting and verifying to the department director eligibility for certification pay. Verification must include a copy of the appropriate certificate. Certification pay shall be $50.00 per eligible certification, the maximum allowance shall be $150.00 per month.

Employee Medical and Health Benefits

The City will make several different types of medical care and insurance plans available for regular, introductory, and part-time employees after a 60-day waiting period. The required contributions by employees will be determined by the employer. Each regular, introductory, or part-time employee may, at their option and expense, cover dependents under the employer provided benefit subject to the terms authorized by City Council directive. Temporary employees shall not be entitled to medical care and insurance benefits. The City requires that employees and their spouses, when both are employed by the City, enroll in a single health coverage plan rather than maintaining double coverage. The City offers its employees options and programs that are designed to improve wellness and lower the overall cost of medical care benefits. Participation in these options and programs is voluntary. These offerings, administered through our health plan trust, may vary annually (refer to the annually updated open enrollment information for specific details). Additionally, employees who select the High Deductible plan, which includes a Health Savings Account (HSA), may receive contributions from the employer into their HSA on their behalf.

The City will provide a dental insurance policy for regular, introductory and part-time employees. Each employee may, at their option and expense, insure dependents under the policy subject to the terms and conditions of the insurance policy.

The City will provide a Term Life insurance policy for regular, introductory and part-time employees.

The City will provide a Long-Term Disability insurance policy for regular, introductory and part-time employees.

The City provides an employee assistance program for employees and dependents. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained through HR.

The City will make available a Flexible Spending Account (FSA) as authorized by IRS Code 125 to regular, introductory and part-time employees.

The City will provide a Health Reimbursement Arrangement for regular, introductory and part-time employees.

In compliance with The Consolidated Omnibus Budget Reconciliation Act (COBRA) the City will offer continuation of insurance coverage to individuals and/or dependents who have a qualifying event (i.e. divorce, termination, death, etc.). If the employee or the qualifying dependent elects this continuance provision they will be required to pay the full premium amount plus an additional percentage to cover the added administrative costs.

At the option of the City Manager, the employer may provide on a payroll deduction basis other insurance and policies for employees. Voluntary insurance programs currently available include: Life insurance, cancer insurance, accident insurance, and long-term care.

Retirement

In accordance with State law that established the Public Employee Retirement System of Idaho (PERSI), all eligible employees shall be required to contribute to PERSI.

The City will make available to all employees a voluntary deferred compensation program. The City's involvement in the program shall be limited to the deduction of a specified amount from each member's paycheck and the forwarding of that amount to the program administrator. The City recognizes no fiduciary responsibility for the outcome of the investments of the deferred income fund.

Health Reimbursement Arrangement (HRA) – VEBA Account

The City recognizes the importance of planning for the future and ensuring financial security during retirement years. The Health Reimbursement Arrangement (HRA) Voluntary Employees' Beneficiary Association (VEBA) benefit program is designed to empower employees with the resources and support needed to build a stable and rewarding retirement.

Any regular full-time or part-time employee who is eligible for benefits (excluding firefighters covered by the C.B.A.), will be eligible for employer contributions. Employer contributions shall be equal to $900.00 a fiscal year for regular full-time employees. Regular part-time employees shall receive a pro-rated contribution equal to $675 for 30-hours or more and $450 for 20-hours or more. Employer contributions based on these parameters will be made once a year, at the beginning of the new fiscal

year, on behalf of all eligible employees. New employees will receive the contribution once they become benefit eligible.

The HRA VEBA retirement benefit program offers a vesting schedule that rewards employee loyalty and commitment. After the plan inception and once an employee completes either five (5) years of continuous service or PERSI retires the employee retains the full amount of the employer contributions, post-separation. The HRA VEBA plan is administered by a qualified HRA VEBA Third-Party Administrator (TPA).

We believe that employee dedication should be rewarded with a retirement benefit that is flexible and tangible. The HRA VEBA program reflects the organization’s commitment to supporting employees not only during their careers but into retirement years.

Employee Referral Awards

The City encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and all HR personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. If the referral is hired and completes 6-months of service and the referring employee is still an employee of the City, the referring employee is eligible to receive a monetary award. The reward is currently a gross amount of $500 for regular full-time hires.

The City Manager may increase the monetary award in response to hiring pressures.

Employee Retention Agreement and Payment

The employer has long recognized that our employees are our greatest asset. They are the center of our Strategic Vision Focus areas and deliver critical services to our citizens, businesses, and visitors. The ability of the organization to retain employees and the significant investment made in their training and preparation for their roles is critical to the success of the organization.

The employer will offer a tiered retention program that provides a financial incentive for a 3-year commitment of service. This is a prepaid retention compensation program that represents an advance on future wages and is not considered earned until the full three-year work obligation has been completed.

The program offers a retention incentive to all employees who have served 5 or more years with the employer. Those who have been with the City for 5-years are eligible to receive a $2,500 incentive in exchange for a 3-year commitment. Those who have been with the City for 10 years or more, are eligible to receive a $5,000 incentive for the same commitment.

Annually, the program will be offered to employees that achieve five (5) years of service and employees that have achieved an anniversary of 5, 10, 15, 20, 25 etc., years of continuing service. For

the purposes of years of service, an employee's anniversary date is determined by their completed years of service as of December 31st of each calendar year.

The election window will be open for approximately 45-days. Eligible participants will be notified by Human Resources.

If an employee fails to meet the total 3-year work obligation provided for any reason other than a lay-off, the total prepaid retention compensation must be repaid and is due immediately.

Clothing Allowance

The City recognizes the need to provide a reasonable and equitable clothing allowance to some employees in order to promote employee identification or to prevent damage to personal items as a result of the work required. The following policy and standards for departments with clothing allowances is to align with the IRS tax guidelines for taxation of clothing allowances, and to define how the City of Twin Falls treats clothing allowances for tax purposes.

Overview: Uniforms that employees must wear as a condition of employment will be provided tax-free as a working condition fringe benefit, so long as they are not adaptable to street wear or cannot be worn as ordinary clothing.

If an employer pays for or gives an allowance to employees to purchase clothing not distinctive enough in character to qualify as a uniform, the value of the clothing is taxable wages to the employee.

The value of work clothing provided by an employer is not taxable to the employee if:

• The employee must wear the clothes as a condition of employment, AND

• The clothes are not suitable for everyday wear.

To be excluded from income, it's not enough for the clothing be distinctive. The clothing must be specifically required by the employer. Nor is it enough that an employee does not wear work clothes away from work. The clothing must not be suitable for taking the place of your regular clothing.

Example: The value of work clothes and their upkeep for firefighters, law enforcement officers, or letter carriers is excludable from income and not taxable to the employee because these work clothes are not suitable for everyday wear. The cost of buying and maintaining jeans and shirts with the company decal worn by the employee at the request of a supervisor are taxable, because these are appropriate for personal use.

The cost of protective clothing required, such as safety steel-toes shoes or boots, safety glasses, hard hats and work gloves are not taxable.

Qualified Uniform or Clothing: For purposes of this policy, qualified uniform or clothing refers to identifying uniforms, boots, pants, coats, jackets, etc., for an employee, which is required as a

condition of employment, and may not be worn or adaptable to general usage as ordinary clothing. Examples of qualifying clothing include police uniforms; fire turnout gear; steel toed shoes; florescent safety vests and coats. It does not refer to dress codes or standardization of employee appearance.
Non-Qualified Clothing: Non-qualified clothing includes shirts, pants, shoes, suits, coats, jackets, etc., which are in general usage among the public as ordinary clothing. Imprinting, embossing, or otherwise marking the City logo on clothing does not classify it as a qualified uniform or clothing item.
Allowance: Payments made under this policy for uniforms or clothing, paid directly to employees.
Guidelines and Reporting: Each department that provides or pays for uniform or clothing for employees may choose to:

- Grant a yearly clothing allowance for purchase, wear or maintenance of the uniform or clothing (paid through payroll and considered taxable); or
- Buy and issue clothing directly for the employee (considered non-taxable for qualified clothing).

Departments will be responsible for summarizing non-qualifying clothing purchases and reporting to payroll by end of the calendar year.
Uniforms or clothing leased to the employer and professionally cleaned is not included under this policy.

5 Leave

All benefits in this section are earned as a result of a completed work period. Leave benefits may not be used to extend employment dates; the last day of the timecard in which work is performed will be the last day of employment. When utilizing the following benefits: Leave of Absence, Compassionate Leave Bank, Family Bonding Leave, or Infectious Disease Leave, no leave accruals shall be earned.

Holiday Leave

The City shall observe the following days as legal holidays: New Year's Day, Dr. Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday following Thanksgiving Day, and Christmas Day.
December 24 (Christmas Eve) shall be observed as a holiday when December 25 (Christmas Day) falls on a Tuesday, Wednesday, Thursday, or Friday. When Christmas falls on a Saturday, Sunday, or Monday, the Christmas Eve Holiday shall not apply.
If the holiday falls on a Saturday, the City will observe the holiday on the preceding Friday. If the holiday falls on a Sunday, the City will observe the holiday on the following Monday.

Departments that have adopted an alternative work schedule such as a 9-80 or a 4-10 schedule will be credited an equal number of holiday hours that correlate to their regular working shift.
No City office may be closed longer than four consecutive days during a week in which a Holiday is observed. Holiday pay for a part-time employee shall be earned at a rate equivalent to their average work day. Temporary employees shall not be eligible for holiday pay.

Vacation Leave

Each regular and introductory employee of the City shall earn vacation leave based on the accrual rate as shown in Tables 1-3. The accrual rate shall be determined according to completed years of tenure held by each employee on the first day of each pay period. Non-consecutive years of service shall not be included in the calculation of tenure.

General Employee Vacation Accrual Table 1

Per Bi-weekly Pay Period 40-hour, 7-day work period Approximate Annual Hours Tenure Vacation Accrual
0.00 - 9.99 4.62154 hours 120 hours
10.0 - 14.99 5.54385 hours 144 hours
15 + 6.4615 hours 168 hours
200 Maximum

Non-Exempt Sworn Police Vacation Accrual Table 2

Per Bi-weekly Pay Period 84-hour, 14-day work period Approximate Annual Hours Tenure Vacation Accrual
0.00 - 9.99 4.85462 hours 126 hours
10.0 - 14.99 5.82154 hours 151.2 hours
15+ 6.7846 hours 176.4 hours
216 Maximum

Fire Vacation Accrual Table 3

Per Monthly Pay Period 230.67 hours, per month Annual Hours
Tenure Vacation Accrual
0.00 - 9.99 15 hours 180 hours
10.0 - 14.99 18 hours 216 hours
15+ 21 hours 252 hours
288 Maximum

Vacation leave accruals for each regular part-time employee shall be pro-rated based on the average workday. Temporary employees shall not be entitled to vacation benefits.
A new employee who is entitled to vacation benefits shall start to accrue vacation hours on the first day of the pay period in which they work more than 40 hours/ 3 shifts for police or fire.

Vacation may not be taken in advance of the period earned.
Regular days off shall not be computed as full working days when falling within any continuous vacation period. If an employee is eligible for the holiday benefit, holidays falling within the vacation period will not be counted as part of the vacation.
The maximum accrual of vacation shall be 200-hours, or as otherwise noted in tables 1-3 above. Emergency personnel, excluding dispatchers, regularly assigned holiday duty may accrue vacation to a total of 24-days. Each employee's vacation accrual record shall be reviewed for compliance with this section as of their anniversary date. Once the maximum accumulation of vacation leave is achieved, vacation balances in excess of the maximum shall expire on the employee's anniversary date. With explanation from the department director, detailing the circumstances necessitating the extension, the City Manager may grant a grace period when work requirements do not allow vacation to be used prior to the employee's anniversary date.
Employees may utilize accrued leave on the basis of approval by the department director subject to the right of the department director to plan the work under their control and to authorize absences only at such time as the employee can best be spared. Approved vacation hours may be reduced by supervisors to manage the impact to department overtime budgets. Vacation leave shall be charged against the employee's accrual bank based on the hours of vacation used during the pay period.
5.2.1 Vacation Sellback
Employees may elect to use a portion of accrued vacation hours for payment. To be eligible for the vacation sell-back program, certain restrictions apply. They include:
- Must be an employee for a minimum of one (1) year.
- Must have two weeks (80 hours general employees/84 hours sworn officers/144 hours fire personnel) of accrued vacation at the time of the request.
- Must have taken a minimum of 1-week (40 hours general employees/42 hours sworn officers/72 hours fire personnel) vacation in the preceding 12-month period.
- Vacation hours may only be sold once during any fiscal year.
- The maximum number of hours an employee can sell once a fiscal year is 40 general employees/42 hours sworn officers/72 hours fire personnel.

When leaving the services of the City, an employee shall be compensated at their current hourly wage for any accrued vacation balance.
Paid Time Off (PTO)
The Paid Time Off (PTO) policy applies to the classification part-time employees with limited benefits. After completing 6-months of continuous employment, eligible employees will receive an initial 38-hours of PTO deposited to a PTO bank in their 7th month.

Following this, employees will accrue PTO at a rate of 1.4615 hours every two weeks, totaling 38-hours per year. The maximum PTO balance is 38-hours. Additional PTO will only accrue once the balance falls below this limit. PTO hours do not expire while the employee continues to meet the definition of “part-time employees with limited benefits”. PTO is not compensable if an employee terminates their employment.

Medical Leave

Each full-time and introductory employee of the City shall earn medical leave based on the accrual rate shown in Table 4.

Employee Medical Leave Accrual Table 4

Bi-Weekly Pay Period Per Pay Period Accrual Maximum Accrual

General Employee

40 hours /7-day work period 3.08769 hours 640 hours

Non-Exempt Sworn Police

84 hours /14-day work period 3.2307 hours 672 hours

Monthly Pay Period Per Pay Period Accrual Maximum Accrual

Non-Exempt Fire Employee

182 hours /24-day work

period

9.333 hours 896 hours

Each part-time employee earns medical leave at a rate equivalent to their average workday. Temporary employees shall not be entitled to medical leave benefits. A new employee who is entitled to medical leave benefits shall start to accrue on the first day of the pay period in which they work more than 40 hours/ 3 shifts for police or fire.

For purposes of this handbook, medical leave shall be defined as the absence from work of an employee due to personal illness, or the serious illness or death of an immediate family member requiring the employee's attention, or for maternity/paternity leave. For purposes of this section immediate family shall be defined as spouse, children, parents of the employee and employee's spouse.

As a matter of policy, the medical leave benefit shall be considered a privilege rather than a right of employment. Medical leave may be used as allowed in this handbook, but for no other purpose. Any abuse of the medical leave benefit shall result in strict disciplinary action and potential termination. When an employee finds it necessary to use the medical leave privilege, the employee shall report the fact to the department director or supervisor in accordance with departmental policy. The use of medical leave shall not be authorized until documented on the employee’s timecard, signed, and approved by the department director. The department director may require a doctor's release prior to medical leave pay for time not worked when the employee's medical leave record indicates a health problem, susceptibility to recurring illness or frequent serious illness in the employee’s family.

Medical leave may be accumulated if not used during the year earned, subject to the maximum accruals reflected in Table 4 above.

Medical leave may not be taken in advance of the period earned. Family Medical Leave or Leave of Absence without pay may be allowed as provided in this resolution. When leaving the services of the City, an employee shall not receive pay for any unused medical leave.

Bereavement Leave

In the event of the death of a family member an employee may take bereavement leave. An employee who wishes to do so shall notify their supervisor as soon as possible.

Paid bereavement leave is subject to the following limitations:

The bereavement leave benefit shall be granted no more than twice in any 12-month period January 1 – December 31st. In extraordinary circumstances the City Manager may approve additional leave requests.

Employees are allowed to take up to 48-hours of bereavement leave per occurrence with regular pay in the event of a death within the employee's family. This benefit will be pro-rated for the equivalent part-time shift. Example: A half-time employee will be eligible for 24-hours of bereavement leave.

With prior approval by the department director the employee may elect to delay and or split the use of bereavement leave until services for the deceased are arranged and scheduled.

On-duty employees may be granted by the department director up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the city, provided such absence from duty will not interfere with normal operations of the department.

In addition to bereavement leave, an employee may, with their supervisor's approval, use available vacation or comp-time for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation regarding bereavement leave.

Bereavement pay is calculated based on the base pay rate at the time of absence, and shall not include any special forms of compensation, such as assignment or specialty pay, overtime, or shift differentials unless otherwise granted by contract.

Lactation Breaks

The City will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The employer will make reasonable efforts to provide the use of a lactation room for the employee to express milk in private. A lactation room is available at City Hall as well as in the Police Operations Building. The City may not be able to provide additional break time if doing so would seriously disrupt operations, subject to applicable law. Please consult the HR department if you have questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Family Medical Leave Act (FMLA)

In order to comply with the Family and Medical Leave Act (FMLA) of 1993, eligible employees are entitled to twelve (12) weeks of leave for the following reasons:

1) The birth or placement for adoption or foster care of a child, within twelve (12) months of the birth or adoption;
2) The serious health condition of a spouse, child or parent;
3) The employee's own serious health condition;
4) Military Caregiver Leave (twenty-six weeks);
5) Qualifying Exigency Leave.

For employees whose spouses are employed with the City, leave may be limited to a combined total of up to twelve (12) weeks of unpaid leave in a twelve (12) month period if the leave is taken for the birth of a child, placement of a child for adoption or foster care, or to care for a parent with a serious health condition.

For the purposes of FMLA the following definitions shall apply:

1) Eligible Employee shall mean any person that has worked for at least one year, and for 1,250 over the previous twelve (12) months prior to the leave request;
2) Child shall include the biological, adopted, foster, stepchild, legal ward, or a child of an individual legally acting in the parent's stead. The child must be under the age of eighteen (18) unless they are incapable of self-care because of physical or mental disability;
3) Spouse means a husband or wife as defined and recognized under Idaho State law for purpose of marriage;
4) Parent means biological parent or an individual who stands or stood in place of a biological parent. This term does not include parents-in-law;
5) Serious Health Condition is defined as an illness, injury, impairment or physical or mental condition involving either inpatient care or continuing treatment by a health care provider;
6) Twelve (12) month period is defined as a "rolling" twelve (12) month period, measured backward from the date an employee starts their FMLA leave;
7) Certification shall refer to a statement by a health care provider which includes:

a) The date on which the serious health condition began;
b) The probable duration of the condition;
c) Appropriate medical facts regarding the condition;
d) A statement that the employee is needed to care for a spouse, child or parent, along with the estimated length of time or;
e) That the employee is unable to perform their duties;
f) In the case of intermittent leave, the dates and duration of treatment to be given.

The certification notice must be provided within fifteen (15) days from the date it is requested by the employer. The City may, at its expense, obtain an opinion from a second health care provider (of the City's choosing) or third health care provider (chosen jointly by the employee and the City).

5.7.1 Notice and Confirmation of Leave

An eligible employee must notify the employer of the need to request FMLA leave under this policy. The employee must provide as much notice as is practical. In the event of leave for a serious medical condition or treatment which is foreseeable, employees are required to make a reasonable effort to schedule treatment so as not to unduly disrupt work operations and to provide the thirty (30) day notice; or such notice as is practical.

5.7.2 Duration of Leave and Methods of Taking Leave

An employee may be given up to a maximum of twelve (12) weeks for a leave under FMLA. However, in situations where the reason for the leave is to care for a sick family member or for their own serious health condition, the employee may be permitted to use up to the twelve (12) total weeks on leave on an intermittent basis or on a reduced workweek schedule if it is medically necessary to do so. Under FMLA an employee may take reduced or intermittent leave when it is medically necessary to care for a serious health condition for their family member or for the employee's own serious health condition. Employees will be required to provide additional medical certification by a qualified health care provider that states this accommodation is medically necessary. The certification must specify how long the leave will be necessary. Employees on reduced or intermittent leave may be required to transfer temporarily to an available alternative position with equivalent pay and benefits that can accommodate the recurring periods of leave or reduced work schedule.

While on family medical leave, the City may require that the employee periodically report their status and intention to return to work. The City may also require that an employee on family medical leave obtain subsequent re-certification of a serious health condition.

5.7.3 Benefits while on Family Medical Leave

Employees will be required to use any available vacation, medical, and comp-time leave before utilizing leave without pay. The paid leave will be counted toward the twelve (12) weeks of Family Medical Leave (FMLA).

Employees who do not have accrued leave time are eligible to take up to twelve (12) weeks of unpaid leave under FMLA, provided that they meet the definitions of eligibility.

The City will continue health benefits for employees on family leave up to twelve (12) weeks under the same conditions as if the employee had continued to work. Except in certain circumstances, if an employee does not return from a family medical leave, they may be required to reimburse the City for their share of health premiums that were paid by the City on their behalf to continue their employee coverage(s) while on leave.

For any period, an employee receives paid leave benefits, the City will deduct the employee's medical contribution through payroll deductions. For unpaid leaves, an employee will be required to make arrangements with the City to pay for their portion of the health, dental and supplemental expenses while out on leave.

5.7.4 Effect on other City Benefits

Employees on family leave will not lose seniority or employment benefits. An employee who takes unpaid FMLA leave will not accrue vacation or medical leave while on FMLA.

Upon return from a family leave, an employee shall be returned to the same or similar position with equivalent pay, benefits and other terms and conditions of employment that they occupied prior to the leave, with the exception of key employees as described in section 825.218 of FMLA regulations.

5.7.5 Other General Provisions

Eligible employees may exercise rights granted under this policy with complete freedom from retaliation, threat of discharge or discrimination. The City shall not interfere with or restrain, in any way, an employee's rights to family leave in compliance with this policy.

The City cannot cover all the details concerning family leave in this policy manual. Employees with questions should contact the HR department for additional information.

Family Bonding Leave

The City encourages strong families and recognizes that the bonding between parents and children when a child is born or adopted is an essential part of establishing deep connections and meaningful lifelong attachment between parents and children. To support our employee families the City has designated a six-week leave program for Family Bonding. This paid leave program is for the birth of an employee's own child or the permanent placement of a child with the employee. To be eligible for this benefit the employee must have completed one (1) year of employment. If both parents are employees, both may access the paid benefits of this policy. Temporary employees are not eligible for paid leave under this policy.

All paid leave under this policy will run concurrently with FMLA leave. To access Family Bonding Leave the employee must provide to the department director 30-days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable) and complete the necessary FMLA forms

with the HR department. Once an employee has exhausted the six-weeks of family bonding leave, the employee may extend paid leave under FMLA only by using other available paid leave.
Family Bonding leave is not charged against the employee's other paid leave accruals. However, the employee will not accrue additional medical or vacation time while using Family Bonding Leave. The six weeks of Family Bonding leave does not have a cash value. It cannot be sold, and it does not create a bank of time to be taken at a later date. Family Bonding Leave must be initiated within 14-days of the birth or permanent placement of a child to the family. Health insurance benefits will continue under this policy. The maximum number of Family Bonding hours available to an employee, for any one birth or adoption, is the equivalent:

Working Group Number of Hours
General* 240
Police – Sworn 252
Fire 336
*Includes Emergency Communication Officers or those assigned to the Communications Center.

Compassionate Leave Bank
The City maintains a Compassionate Leave Bank (CLB) to assist employees who have experienced, or who have an immediate family member who has experienced, a catastrophic illness or injury unrelated to their employment. Participation as a donor or recipient is voluntary. Under no circumstances shall any employee be pressured into participating.
This policy applies to all regular full-time and regular part-time City employees.
Definitions:
Eligible Employee: An employee who:
(1) is a regular full or part-time employee; and
(2) has been employed by the City for at least twelve (12) consecutive months and worked more than 1,250 hours during the 12-month period immediately preceding the commencement of leave as defined by FMLA; and
(3) is projected to exhaust all accrued paid leave by the end of the next time card; and
(4) has experienced, or has an immediate family member who has experienced, a catastrophic illness or injury, which illness or injury is unrelated to the employee' s employment with the City; and
(5) expects to be absent from the workplace for a minimum of thirty (30) continuous calendar days or sixty (60) days intermittently due to the catastrophic illness or injury; and
(6) has been approved for FMLA leave; or

(7) has extenuating circumstances that do not necessarily meet the criteria above but with the approval of the department director are brought before the City Manager and the department director by the HR Director for consideration.

Immediate family member: An employee's spouse and the first-degree, by blood or marriage, relatives of the employee which include parents, siblings, and children. This policy is not intended to include the following: grandparents, aunt or uncle, nephew or niece, sister-in-law, and brother-in-law.

Catastrophic illness or injury: A serious debilitating illness, impairment, or physical or mental condition that involves treatment in connection with an overnight stay in a hospital, hospice, or residential medical facility. High frequency of treatment necessary for a chronic or long-term condition that, if not treated, would likely result in an extended period of incapacity or death. Terminal illness or coma, cancer, leukemia, heart attack or stroke. These examples are not intended to be exclusive.

Exclusions: Elective surgery does not qualify as a catastrophic illness or injury. If complications arise resulting in a serious health condition, the situation may qualify as a catastrophic illness or injury. Most leave associated with pregnancy does not qualify as a catastrophic illness or injury. If complications arise resulting in a serious health condition for the mother or child, the situation may qualify.

Open Enrollment: Enrollment will be extended to any benefited employee each year. Eligibility for Compassionate Leave benefits will be effective one month later of that same year. The enrollment form, authorizing the transfer of vacation or comp-time to the bank must be signed and submitted to the HR department before the employee becomes a member of the CLB benefit program.

Membership: Employees that have completed an enrollment form and have donated hours equivalent to one (1) day of vacation leave, shall be members of the CLB program and eligible for its benefits.

Accrued Hours Eligible for Donating: Only accrued vacation or comp-time may be donated. Once transferred, donations are irrevocable, including in the event of termination or separation from city employment.  Retroactive donations are not permitted.

Eligibility for and use of Compassionate Leave: To be eligible to use these benefits, an employee must meet the definition of "Eligible Employee" above.

Employees on Worker's Compensation shall not be eligible. An employee who has a written record or who has been formally warned for misuse of leave within the past twelve (12) months shall not be eligible for benefits.

Compassionate Leave shall be terminated by the employer if the recipient is no longer eligible for FMLA or becomes eligible for or receives long term disability benefits whichever comes first; provided however, the City Manager may approve use beyond an eligible employee's approved FMLA benefit

only due to extraordinary circumstances, at the sole discretion of the City Manager. Compassionate Leave benefits also terminate if the recipient returns to their regular work schedule, separates from the City, or otherwise fails to meet the eligibility requirements.

Short term disability or any other circumstance that reduces the normal amount of city pay to an eligible employee does not add to or extend the maximum Compassionate Leave benefit. Compassionate Leave benefits shall run concurrent with short-term disability benefits and only be utilized for the difference between the benefit and normal wages.

All Compassionate Leave benefits approved but not used by an eligible employee shall remain in the bank, and an eligible employee shall not have any right or claim to such benefits. While receiving CLB benefits, an eligible employee shall not accrue vacation or medical leave.

Special Assessment: If the Bank's accumulated unused hours drops to one-half (1/2) the number of currently enrolled members, the HR department will notify the members that a special assessment, consisting of one (1) leave day (8-hours for General, 8.4 hours for Sworn Police, 24-hours for Fire personnel) per current member, needs to be made. Upon return of the donation forms hours will be deducted from accrual banks. Only in the circumstance of a special assessment may members elect to donate from either vacation, comp-time, or medical leave banks. Any current member not donating hours of leave to the special assessment shall forfeit membership. Current members who have no accumulated leave shall continue as current members without penalty, but upon accumulating one (1) day of leave (8-hours for general, 8.4 hours for sworn Police, 24-hours for Fire personnel) those hours will be transferred to the CLB.

Applying for Compassionate Leave: To request use of the CLB benefit, an eligible employee must contact the HR department. All requests must be accompanied by a healthcare provider's FMLA certifying statement that includes a description of the catastrophic illness or injury, the beginning date of the catastrophic illness or injury, and the expected duration of leave. All requests must indicate the number of hours being requested. If the request is approved, transfer of the approved number of hours from the CLB to the employee shall be made on a per pay period basis.

The maximum number of CLB hours available to an employee, for any one illness or disability, is the equivalent:

Working Group Number of Hours
General* 480
Police – Sworn 504
Fire 672

*Includes Emergency Communication Officers or those assigned to the Communications Center.

Fraudulent Requests: If an employee's request for Compassionate Leave Bank benefits, supporting documentation, and/or usage of Compassionate Leave benefits is determined by the City Manager to be fraudulent, the employer may take disciplinary action against such employee.

Accident Leave

The City Manager, or their designee, may authorize accident leave for lost time resulting from a work-related injury subject to the following:

A. The injury was caused by a work-related accident and not caused by carelessness or negligent action by the employee.

B. The employee has submitted a doctor's report, from Occupational Health or the assigned specialists, verifying that all lost time was caused by the injury.

Regardless of the severity of an injury, employees are required to report job related injuries to their supervisor as soon as possible. In addition, an accident report must be filed with the HR department as soon as feasible following the incident.

If medical treatment is required because of an injury, employees should follow the procedures outlined in the “Work Related Injury or Illness Flowchart”. Employees are to report to Occupational Health, MVMC. For injuries requiring emergency services, or occurring outside of normal hours for Occupational Health, please see the procedures outlined in the flowchart.

As a result of the filing of an accident report, the employer may require the employee to undergo an initial medical examination or may direct efforts to verify statements made concerning the circumstances surrounding the injury. If the injury appears to require a lengthy recovery period, on-going medical reports may be required.

The employer will continue an employee’s regular salary because of an on-the-job injury. Time loss benefits paid directly to an employee from the State Insurance Fund will then be deducted from the employee’s next paycheck. The payroll deduction will not exceed fifty percent (50%) of the employee’s gross wages for the check in which the deduction is being made. If needed, additional deductions will be made from subsequent paychecks until repaid in full. If an employee leaves employment, any remaining amount will be deducted from employee’s final paycheck, up to one hundred percent (100%) of employee’s net wages. If the employee’s final paycheck does not cover all State Insurance Fund payments, the employee will be required to reimburse to pay the difference. If an employee does not fully repay the amount owed, the debt may be referred to a collection agency. It is the responsibility of the injured employee to provide documentation to the payroll office verifying the amount paid.

When an employee is eligible to receive compensation from the State Insurance Fund and receives a limited-duty statement from their physician, the employee is expected to return to work in a light-duty capacity to perform duties as assigned. The temporary reassignment may be in another department and may include a change in the regular tour of duty. Refusal to accept bona fide limited-duty work may be cause for the State Insurance Fund to discontinue Worker's Compensation benefits and for the employer to discontinue the accident leave benefit.

The accident leave benefit is limited to 90-calendar days from the date of the initial injury. Beyond this period, any extension requires authorization from the City Manager. If the 90-calendar day maximum

is exhausted, the employee may, at their option, make up the difference between the State Insurance Fund check and the employee's full base pay by charging accrued vacation leave. An employee who does not have earned vacation to cover the pay differential receives only those earnings covered by the worker's compensation check.

Light Duty

The light duty program is intended to promote engagement and encourage support during the healing process after an injury. To achieve this, HR and the department director(s) will work with the employee to accomplish this goal within state and federal law. Light duty will be offered in the assigned department if available or in another city department. Light duty offers will be based on the skills, training necessary, duration, restrictions of the medical professional, and the needs of the organization. Light duty may also be titled “Limited Duty”, “Work Restricted Duty”, “Released with Restrictions” etc.

For any non-work related injury the employee shall request light-duty work from the department director. Participation is voluntary. If light duty is related to an on-the-job injury, and the employee declines a bona fide light duty assignment, it may impact workers’ compensation benefits. If an employee declines participation in the light duty assignment, the employee shall use leave until either clear to return without restrictions per the medical professional and in compliance with any return to duty standard operating procedures.

Light duty assignments will be within the instructions, restrictions, or limitations provided by the medical professional. The employee shall provide a doctor's note to HR stating the limitations or functions restricted as well as any time restrictions such as for how long (hours per day, per shift, days or shifts per month, etc.). HR will coordinate with the department(s) to find light duty, if available, within the parameters of the note. Light duty assignments shall be reviewed by HR and the department director at a minimum of every 90-days.

Sworn police or firefighters that are unable to perform the essential physical duties as described in the Fair Labor Standards Act, may not qualify for the 207(k) exemption. During the time the exemption does not apply, hours worked will be calculated over a seven-day work period, resulting in overtime after 40-hours.

Employees are required to provide updated reports and restrictions to the HR department from their doctor after each visit.

Leave of Absence Without Pay

Upon request from an employee the City Manager may grant a leave of absence without pay for a period not to exceed 30-days. Except in cases of extreme emergency, leave of absence without pay may be granted only upon written request submitted through the department director at least 48-hours in advance of the time the leave is requested to be taken. An employee who takes a leave of absence without pay shall not accrue vacation or medical leave during that time. Leave of absence for

a period exceeding 30-days may be granted by the City Manager who will establish the terms upon review of the written request. To maintain health benefits, the employee may, at their option, pay the full employee and employer contribution.

Excused Hours (Administrative Leave)

Excused hours, sometimes called administrative leave, is an absence from duty authorized without loss of pay and without charge to leave. Ordinarily, excused absences are authorized on an individual basis, except where a department is closed or a group of employees is excused from work for certain purposes.

It is the sole authority of the City Manager to grant Excused Time. Department directors may bring a request to the City Manager for consideration.

Military Leave

The City will comply with all aspects of the Uniformed Services Employment and Reemployment Rights Act (USERRA) as prescribed by Federal Law. USERRA protections cover 5years of cumulative military service except that certain periods may be excluded from this limitation. (The clock restarts on cumulative service with each agency transfer).

Employees who are called for military training or service shall be granted a leave of absence, without pay, during the actual duration of such services. The department director may hire a temporary employee to take the place of employees on military leave. The temporary employee shall be terminated upon the full time employee's return to work. Eligible employees will be reemployed with the pay, benefits, and seniority, if applicable, to the position that they would have attained with reasonable certainty if they did not take military leave or a position of similar seniority, status, and pay.

Although not required by law, military leave pay may be provided to eligible employees who serve in the uniformed services; and who have completed one year of continuous employment with the City. Employees on military leave may receive military leave pay up to the maximum number of hours allowed per their working group annually. subject to review and approval of the supervisor and department director.

*Includes Emergency Communication Officers or those assigned to the Communications Center.

Working Group Hours

General* 60

Police Sworn 72

Fire Operations 144

Employees may choose to use accrued compensatory time, accrued vacation, or leave without pay for military training or deployment that exceeds the maximum hours per calendar year.
The employer will continue to subsidize the employer's group benefits for the first 30-days of active service. Employees who are on military leave for 31-days or longer are eligible for benefits coverage from the military. An employee can elect to stay enrolled in vision and dental plans; however, the employee will be responsible for the entire premium amount. If coverage is discontinued, benefits may be available through COBRA.
Employees on unpaid military leave for 30-days or less, will continue to earn leave accruals. If unpaid military leave lasts for 31-days or more, no accruals will be earned, beginning the date when the unpaid military leave begins. Employees on military leave for 31-days or more may request a payout of vacation accruals be paid on the final paycheck.

Military leave does not have a cash value. It cannot be sold and is not compensable at the time an employee separates employment.

Jury Duty

Leave with pay will be granted to full-time and regular part-time employees called to serve as a juror or witness for any federal, state, or local court of law on a day that would have been a regularly scheduled workday. Jury duty or court leave shall not apply for any court case involving a personal matter. Documentation of court fees paid by the court and received by an employee, except for mileage reimbursement, shall be provided to the payroll office upon receipt.

Inclement Weather

The City will make every effort to maintain normal work hours even during inclement weather.
In circumstances where severe weather interferes with employees reporting to work the City Manager may designate that the Inclement Weather policy is in effect. City Offices will be open and all employees will be expected to make reasonable efforts to get to work. Employees unable to arrive for work on any such day will be charged one (1) day of vacation or comp-time. If no vacation time is available, the employee will not be paid for the day. The use of medical leave to cover this absence is not permissible. Any employee who is unable to report to work should call their department supervisor and report the expected absence 30-minutes prior to the start of their workday, if able to reach a phone, or it may be considered an unexcused absence. Partial absences from work should be noted and vacation or comp-time hours charged accordingly.
On days when weather conditions worsen as the day progresses, the City Manager may authorize the closure of various departments. In such cases, a decision and an announcement will be made and communicated to department directors. Employees will be expected to remain at work until the designated closing time, or the end of their regular scheduled shift if earlier, unless they receive permission from their department director to do otherwise. All time not worked due to the closure of

a department shall be designated as excused on timecards. Previously approved time off will not be affected by such closure.
Excused time during department closures shall not be counted as hours worked when computing weekly overtime.
6 Special Departmental Provisions
Administrative
Definition – For purposes of this handbook, Administrative departments shall consist of Building Safety, City Administration, City Attorney, Code Enforcement, Communications, Economic Development, Engineering, Finance, Human Resources, Information Technology, and Planning & Zoning.
Work Period – The work period for all Administrative departments will commence at 12:00 a.m. on Sunday and will end at 11:59 p.m. on Saturday seven days later.

Work Period for 9-80 Alternative Work Schedule – The work period for all employees assigned to a 9-80 alternative work schedule shall be seven (7) days, commencing at 12:00 p.m. on Friday and ending at 11:59 a.m. the following Friday.

Meal Periods – Meal periods for non-exempt employees in the Administrative departments shall not be included in calculation of total hours worked. During meal periods employees are completely relieved from all work responsibilities except as otherwise approved by the department director or supervisor.
Paid Breaks - The City's Breaks Policy outlines procedures for managing paid and unpaid breaks according to the Fair Labor Standards Act (FLSA):
Compensable Breaks: Breaks lasting 20 minutes or less are generally paid.
Non-compensable Breaks: Breaks longer than 20 minutes are unpaid.
Each department may have different procedures for documenting breaks. Please confirm the specific expectations with your supervisor before taking a break.
Bulletin Board – A bulletin board shall be provided in a central location within City Hall for information of general interest to employees.
Police
Departmental Rules and Regulations – The department may adopt policies and/or procedures to supplement those set forth in this handbook.
Work Periods – Section 7(K) of the Fair Labor Standards Act allows public agencies to establish work periods of 7 to 28-days for the purpose of computing overtime compensation. The work period for non-exempt police officers shall commence at 6:00 a.m. Sunday and ends at 5:59 a.m. 14-days later.

For purposes of this handbook, the term “police officer” shall mean non-exempt patrol officers and detectives, up to and including the rank of Sergeant.

The work period for all other personnel within the department shall be seven (7) days, commencing at 12:00 a.m. Sunday and ending at 11:59 p.m. the following Saturday.

The work period for employees within the department assigned to the 9-80 Alternative Work Schedule shall be seven (7) days, commencing at 12:00 p.m. on Friday and ending at 11:59 a.m. the following Friday.

Overtime – All overtime for employees of the Police department, sworn and non-sworn, will be paid by the City in accordance with the requirements of the Fair Labor Standards Act. For non-exempt police officers all hours worked in excess of 86-hours in a 14-day work period will be compensated at the rate of one and one-half times the normal regular rate.

For all other employees in the department overtime shall be compensated at the rate of one and one-half times the regular rate for all hours worked in excess of 40-hours in a seven-day work period. All absences from work, except vacation and compensatory time, will be excluded from the calculation of hours worked for overtime purposes. Vacation and compensatory time will be included in the calculation of hours worked for overtime purposes.

Other Pay - Sworn personnel below the rank of Lieutenant are authorized to receive compensation for either one qualifying assignment and one qualifying specialty, or two (2) qualifying specialties.

Assignment Pay: Assignment pay is designated for sworn personnel at the rank of Sergeant and below who perform a day-to-day function outside of normal police officer patrol duties. The rate of pay will be an additional four percent (4%) pay increase during the time that an Officer is assigned to the qualifying position.

Specialty Pay: Specialty pay is designated for sworn personnel at the rank of Sergeant and below who perform an ancillary function outside of their normal day-to-day assignment. The rate of pay will be an additional $50.00 per pay period. Specialty pay is limited to a predetermined number of budgeted and/or authorized positions.Clothing Allowance – The City will provide uniforms, leather gear, weapons, and protective devices. Sworn officers in plain clothes positions will be provided a uniform allowance in the amount of $300 per year.

Holidays – Patrol officers and other 24-hour emergency personnel regularly assigned to duty on holidays shall be granted the equivalent City recognized vacation days per year to compensate for holidays worked. All other employees will observe holidays as listed in the general section of this handbook.

Meal Periods – Meal periods for employees in the patrol division will be taken as part of the work shift subject to workload. Meal breaks shall be held to a reasonable time period but in no case shall exceed 30-minutes. All other employees of the department will take meal breaks outside of work hours. Meal breaks for non-sworn employees are off-duty and are completely relieved from all work responsibilities.

Discrimination – The employer agrees not to discriminate against any employee for their activity in behalf of, or membership in, or non-membership in the Fraternal Order of Police (FOP), Lodge #22.

The employer and the association agree that there shall be no discrimination against any employee because of race, creed, color, national origin, gender, religion, or sexual orientation.
Association Business – With the approval of the Police Chief or their designee, the FOP may use the police station classroom for association business meetings, subject to a maximum of 15 meetings per year.
Association Bulletin Board - The employer agrees to furnish space for one suitable bulletin board to be supplied by the FOP in a convenient place in the police station. The association shall limit its posting of notices and bulletins to such bulletin boards for the purpose of posting notices of association meetings, association elections, association election returns, association appointments to office and association recreational or social affairs. The association agrees to limit the posting of such notices to its bulletin board space. It is specifically understood that no notices of a political or inflammatory nature shall be posted.
Safety Program – Employees and the FOP may submit through the standard channel of communications to the Chief, reports, investigation, suggestions, recommendations and review of all accidents, deaths, injuries, or illness pertinent to the police service.
The Chief shall evaluate such communications and forward to the City Manager.
Public Works
Definition – For purposes of this handbook Public Works departments shall include Airport, Fleet Maintenance, Parks, Streets, Recreation, Wastewater Collection, and Water.

Work Period – The work period for all Public Works departments shall be 7 days commencing at 12:00 a.m. Sunday morning and ending at 11:59 p.m. the following Saturday.

Work Period for 9-80 Alternative Work Schedule – The work period for all employees assigned to a 9-80 alternative work schedule shall be seven (7) days, commencing at 12:00 pm on Friday and ending at 11:59 a.m. the following Friday.

Overtime – FLSA qualified overtime for all Public Works departments shall be paid in compensatory time-off. Employees may accumulate a maximum of 60 hours of compensatory time. All hours which exceed the 60-hour maximum shall be brought back in accordance with the provisions of the Fair Labor Standards Act.

Meal Periods – Meal periods for employees in the Public Works departments will be taken as part of the work shift subject to workload. Meal breaks shall be held to a reasonable time period but shall not exceed 20 minutes.

Bulletin Board – Each Public Works department shall provide a bulletin board in an assembly area for information of general interest to employees.

Clothing – The City will provide uniform shirts for employees in all Public Works departments. Coveralls will be provided as needed.

# 7 Miscellaneous

## City Identification Cards

All city employees shall be issued an identification card that lists the employee's department and employee number. Identification cards are to be used for verification purposes when making purchases on behalf of the employer as well as when requested by citizens.

The Information Technology department (IT) will issue ID cards to new employees on the first day they report to work. These ID cards contain the employee's name, employee ID number, department, job title, and date of hire. Employees are required to have their ID with them whenever they are at work. The ID also allows employees access into City buildings, although it will depend upon the employee's job as to which buildings they will be able to access with the ID card. For example, not all City employees with ID cards will be able to access secure facilities such as Police Operations, certain storage areas, etc. Employees will turn in their ID cards when they leave employment. If an employee loses the ID card they need to report it immediately to IT so that the old card can be deactivated and a new one can be issued. Employee ID cards are to be used ONLY by the employee to whom they are issued.

## Travel on City Business

While traveling on City business each employee is expected to conduct themselves in a manner which will not discredit the employer. An employee on approved City business may be reimbursed for actual expenses incurred in the course of conducting the business in accord with the policies established by the City's travel policy. Entertainment or other personal expenses not directly involved in the conduct of City business are not reimbursable.

## Safety

Each department shall develop safety procedures to minimize and avoid on the job injuries. When safety equipment is provided, employees shall make use of the equipment.

## Confidential Company Information

During the course of work, an employee may become aware of confidential information about City of Twin Fall's business, including but not limited to information regarding finances, business development, software and computer programs, and customers and potential customers. An employee also may become aware of similar confidential information belonging to the City's clients. It is extremely important that this type of information remain confidential and must not be disclosed. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the City may be subject to disciplinary action up to and including termination.

## Publicity/ Statements to the Media

The City seeks to work cooperatively with the media to disseminate information of public interest and concern in an accurate, complete and timely manner. To achieve that goal, media requests for records will be handled in accordance with this policy and I.C. § 74-101 et seq.

All media inquiries regarding the City's position as to any issues must be referred to the Public Information Coordinator for response. No employees, unless specifically designated by the City Manager, are authorized to make statements on behalf of City.

This policy is not intended to prevent incident supervisors such as Incident Command Officers in Police, Fire, and Public Works from responding to media questions on site. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the employer must first obtain approval from the City Manager.

## Driver's License Verification

Employees whose job duties involve driving a City vehicle must verify their driver's license. This process will be facilitated through a Laserfiche form, completed before the start of each new fiscal year. This requirement ensures that all drivers maintain current and valid licenses, consistent with our organization's and insurance carrier's compliance and safety policies. Failure to provide an updated copy may lead to restrictions on driving City vehicles or other employment actions.

## Use of City Equipment

City equipment was purchased for the purpose of assisting employees in the delivery of service to the community. Under no conditions may equipment be used for personal purposes without prior approval from the City Manager or their designee.

## Monitoring Policy

The employer actively monitors its public or common areas within the workplace and on the property at all times with surveillance cameras for business operations reasons, including but not limited to the safety and health of its employees. Employees have no personal privacy while in the monitored areas. Locker rooms, restrooms, and other private areas are not monitored. Please see your supervisor if you have any questions regarding the surveillance system.

## Technology Systems

For this section of the employee manual, Technology Systems are servers, any kind of personal computing devices, applications, printers, networks (virtual, wired, and wireless), online and offline storage media and related equipment, software, and data files that are owned, managed, connected

to, or maintained by City of Twin Falls. Users are any person, whether authorized or not, who makes any use of any Technology System (as defined above) from any location.

All Technology Systems are employer's property and must not be altered or added to in any way without prior knowledge of and authorization from IT. Anything you create or load on the Technology Systems becomes City of Twin Falls' property.

Technology Systems are in place to facilitate your ability to efficiently and productively do your job. To that end, these Technology Systems are solely for business purposes. Only incidental personal use that does not interfere with work or consume Technology Systems resources will be allowed. Personal use may be permitted on an occasional, limited basis within the guidelines established by this policy provided that such use does not result in a cost to the employer or interferes with business operations or the employee's job performance.

The employer reserves the right to intercept, monitor, copy, review and download any communications or files you create or maintain on the Technology Systems, at any time, without prior notice to you. Be advised that regular monitoring will occur.

Employees are directed to use computer resources responsibly, professionally, ethically, and lawfully. Prohibited activities include the distribution, storage or display of material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate unless directly related to the employee's job. Employees may not use the City's Internet connection to download games or other entertainment software, including screen savers, copyrighted material, or pirated software. Copying of software is strictly prohibited.

The City purchases and licenses the use of various computer software programs for business purposes. The employer does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer. Users may only use software on Technology Systems or according to the software license agreement. Illegal duplication of software and its related documentation for personal use is prohibited.

Each user is prohibited from sharing their network password with anyone. IT has the right and capability to change any user's network password at any time when required to gain access to information from any individual user's network profile. The user will be notified of this password change wherein the user must change their network password after such activity for confidentiality.

Stealing or coercion to obtain another user's code or password as well as using or disclosing a user's code or password is strictly prohibited. Also, attempting to break into any Technology System is strictly prohibited.

E-mail and Internet access is provided by the employer to enhance communications and provide access to work related information and technology. Consequently, users should always ensure the

business information contained in Internet E-mail messages and other transmissions is legal, accurate,

appropriate, and ethical. The following are examples of prohibited uses of E-mail, Intranet, and Internet systems:

1. Sending or posting discriminatory, harassing, or threatening messages or images.
2. Using City of Twin Falls time and resources for personal gain.
3. Employees may not distribute through the e-mail system promotional material or advertising for private businesses.
4. Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material.
5. Employees are cautioned against wasting computer resources or unfairly monopolizing resources to include storing or creating multiple copies of documents as well as non-business-related audio, video, and picture files.
6. Engaging in unauthorized transactions that may incur cost to the City or initiate unwanted Internet or e-mail services and transmissions.
7. Sending or posting messages or material that could damage the employer image or reputation.
8. Participating in the viewing or exchange of pornography or obscene materials, that are not work related.
9. Sending or posting messages that defame or slander other individuals.
10. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
11. Using the Internet for political causes or activities, religious activities, or any sort of gambling.
12. Jeopardizing the security of the organization’s electronic communications systems.
13. Passing off personal views as representing those of the City.
14. Sending anonymous e-mail messages.
15. Misrepresenting or hiding a user’s identity on e-mail messages is prohibited. All identifying related information within messages must reflect the actual author of the messages or postings.
16. Engaging in any other illegal activities while using the employer’s Technology Systems.

External Devices: This section provides standards and rules of behavior for the use of personally owned smart phones, tablets, or external storage devices by users to interface with City Technology Systems. Access to and continued use of Technology Systems is granted on condition that each user follows employer policies concerning the use of these devices and services.

1. No personally-owned storage devices may be used to transfer or download any employer related files or documents, this includes but is not limited to: External Hard Drives, USB Thumb Drives, Memory Cards or any other type of storage media.
2. Only upon written authorization from the IT director or their designee will connection to external devices be granted.
3. Connection to our Technology Systems may be disabled by the employer at any time.

4. The City is not responsible for any loss or theft of, damage to, or failure in the device that may result from use of third-party software and/or use of the device in this program.
5. Contacting vendors for trouble-shooting and support of third-party software is the user's responsibility, with limited configuration support and advice provided by IT staff.
6. Business use may result in increases to the user's personal monthly service plan costs. The City will not reimburse any business-related data/voice plan usage of user's personal device.
7. If the user chooses to discontinue connection of the external device, user will allow IT to remove and disable any employer provided third-party software and services from the personal device.
8. User will not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a claim, proprietary information, or agency financial operation.
9. User will protect the mobile device with a four-digit numeric PIN/Password.
10. User agrees to maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer. The user will not install software that allows the user to bypass standard built-in security features and controls (Jail Break) the device.
11. User agrees the device will not be shared with other individuals or family members, due to the business use of the device.
12. User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments.
13. If the device is lost or stolen, the user must notify IT within eight hours. IT will lock the device and a full erase of the device's data and programs will be completed. Failure to report the lost or stolen device may result disciplinary action, up to and including termination.
14. If the external device is a personal device, a BYOD policy must be signed and submitted to IT.

Working Remotely:
1. Authorization to work from home can only be given by the City Manager.
2. Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass- phrases. At no time should any user provide their login or email password to anyone, not even family members.
3. Users with City provided hardware that connects to the employer network using a virtual private network (VPN) connection must ensure they are not connected to any other network using a VPN connection at the same time. This excludes the local network (i.e., Home, Hotel, Public Wireless), the remote user may use to connect to the internet.
4. Users with remote access privileges to the network must not use non-employer email accounts (i.e., Hotmail, Gmail, Yahoo), or other external resources to conduct City business, thereby ensuring that official business is never confused with personal business.
5. All hosts that connect to the internal network must meet the following minimum-security baseline:

Anti-Virus software must be installed and kept up-to-date. This software is required to be operating on the computer at all times in real time protection mode. The anti-virus library definitions shall be updated at least once per day. Anti-virus scans shall be done a minimum of once per week. If your anti-virus software does not already provide separate spyware/malware protection, you must install separate applications to prevent these items.

A software firewall must be installed and enabled. If not using an operating system that has a built-in firewall, a separate firewall program must be installed and kept up-to-date.

The operating system of the device must be kept up to date with the most current available security patches, service packs and updates at all times.

Failure to abide by these rules may be grounds for disciplinary action, up to and including termination.

Use of City Credit Card

The City provides credit cards to employees depending on their responsibilities and needs. The purpose of this is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The program is designed to shorten the approval process and reduce the documentation of procurement procedures such as check requests and expense reimbursements.

If you have questions, please contact your department director or your card program administrator.

General Guidelines

Card Issuance: As a cardholder, you will be asked to read and sign the Policy and Procedures Manual. By signing, you agree to adhere to the guidelines established therein. Most importantly, you are the only person entitled to use the card and the card is not to be used for personal use. As each card is linked to a specific cost center and individual employee, the card cannot be transferred from one employee to another.

Card Usage: The card can be used at any merchant that accepts Visa, except as the employer otherwise directs. It may be used for in-store purchases as well as online, phone, fax, or mail orders. For online, phone, fax, and mail orders, please instruct the merchant to send a receipt only. This receipt must be retained for your records.

Limitations and Restrictions: Your manager has assigned a credit limit to your card. There may also be a single transaction limit placed on your card, which means your card will be declined if you attempt to purchase more than this set amount at one time. Do not split a purchase to avoid the single transaction limit. If you believe the single transaction limit will inhibit optimum usage of the program, please discuss this with your manager.

In addition to the single transaction limit, every cardholder has a total monthly dollar limit assigned to his/her account. As limitations vary by cardholder, please discuss the limit with your respective

manager. If you believe your monthly limit to be insufficient for your requirements, and your manager agrees, your manager must contact the Program Administrator to have your limit(s) increased.

Lost or Stolen Cards: You are responsible for the security of your card and any purchases made on your account. If you believe you have lost your card or that it has been stolen, immediately report this information. Immediately after reporting, you must inform your Program Administrator. It is extremely important to act promptly in the event of a lost or stolen card to avoid liability for fraudulent transactions.

Authorized Purchases: may include:

Office supplies and forms
Travel and Training Expenses
Books and subscriptions
Planners and calendars
Professional membership dues
Hardware and tools
Spare parts
Miscellaneous items
Uniform Rentals/Cleaning
Courier/Overnight Deliveries

The following must have prior approval from the City Manager and/or CFO.

Capital goods (Purchase price of $5,000 or more and a durable life greater than 2 years).
Leased equipment.

As with any City of Twin Falls' purchase, the card is not to be used for any product, service or with any merchant considered to be inappropriate for city funds.

Failure to comply with the above guidelines for authorized purchases may result in disciplinary action, cancellation of your card privileges, and possible termination of employment.

Travel and Training: A city issued credit card is intended to assist you with payment for airfare, hotels, and ground transportation during business travel. When used for travel, the card must be used in accordance with the travel and expense policy already established.

Fuel Cards – The City has a fuel purchasing system that assures the employer receives volume discounts in its fuel pricing. There are participating gas stations and convenience stores nationwide. Cardholders should use the fuel card for local fuel purchases and are encouraged to use it as the primary source for fuel purchases when traveling out of the area.

Reconcilement and Payment: It is your responsibility to regularly check to ensure all transactions posted are legitimate transactions made by yourself. If there is a discrepancy between your receipts and your charges, it is imperative that the issue is addressed immediately.

You are responsible for the following:

- Retaining all receipts for items purchased under the program.
- Ensuring all transactions posted are legitimate purchases made by yourself on behalf of the City.

If the reconciliation is not completed on time, the card will be shut off until the reconciliation is completed and submitted. Also, if all receipts are not submitted, the card will be shut off until they are submitted, or the issue is resolved.

Receipt Retention: It is a requirement of the program that you keep all receipts for goods and services purchased. For orders placed via phone, fax, or mail, or online, you must request a detailed receipt, indicating merchandise price, sales/use tax, freight, etc., be included with the goods mailed/shipped. As card records will be audited from time to time, it is essential to adhere to the above record-keeping guidelines.

Sales and Use Tax: Idaho purchases are tax-exempt, and you may be required to provide merchants with the necessary forms for non-taxable goods or services. Please ensure that purchases are tax exempt at the time of sale BEFORE completing the transaction. Employees issued a card will be asked to subscribe to and acknowledge the employer credit card guidelines.

Smoking, Vaping, & Second Hand Exposure

In accordance with Idaho Statute Title 39 Chapter 55 – The Clean Indoor Air Act 39-5503 all areas of the workplace are smoke-free without exception. Smoking (including vaping or e-cigarettes) is not permitted anywhere in the workplace, including all indoor facilities and City vehicles. Smoking is not permitted in private enclosed offices, conference and meeting rooms, lunchrooms, employee lounges, or city-owned vehicles. Departments may designate an outside smoking area that is not within 20-feet of an entrance of the building.

Use of City Vehicles

Definitions:

Assigned Vehicle – A City owned automobile or truck designated for the use of an individual employee in the normal performance of their duties, but not authorized for take-home use.

Take-Home Vehicle – A City owned automobile or truck designated for the use of an individual employee in the normal performance of their duties and allows for the commute between home and work.

Qualifying Vehicle – A vehicle designed to transport specialty equipment when responding to life threating or public service emergencies. A vehicle used primarily to transport supervisory personnel that lacks emergency response equipment is not a qualifying vehicle. (The determining factor in defining "qualifying vehicles" is the onboard equipment actually being transported.) Qualifying vehicles also specifically includes “Unmarked Law Enforcement Vehicles” with authorized uses by a “law enforcement officer.” Any personal use must be authorized by the City Manager and must be incident to law-enforcement functions.

Vehicle Use - City owned vehicles are to be used for official business only with reasonable consideration for use for meals, while in the course of performing business on behalf of the employer. City owned vehicles are not to be used by the employee for personal transportation needs or other non-City business activities.

Assigned Vehicles – Department directors may assign the use of a vehicle to an employee. When the vehicle is not used for official business, it is kept on City premises, unless it is temporarily located elsewhere. (i.e. for maintenance or because of a mechanical failure). Assignments are not permanent. When priorities or circumstances change, vehicles may be reassigned. The following conditions shall be considered when making assignments:

Requirements of the job
Productivity and availability of City vehicles
Cost to the City

Take-Home Vehicles - The City Manager must approve all take-home vehicle assignments, recommended by the department director. Department directors shall consider the following conditions when assessing and recommending take-home vehicle assignments:

The need for and frequency of afterhours or emergency work
The urgency of such after hours or emergency work
Requirements of the job
Productivity and availability of vehicles
Cost to the employer

Employees permitted to take a vehicle home (commute) from their workstation should do so for job-related reasons and not as a compensatory measure. Take-home vehicles are not intended to be perceived or interpreted as a salary supplement or a fringe benefit.

Individuals that have been approved to take a vehicle for overnight use, on limited occasions and while traveling on route to their residence, may stop to perform some minor personal business. (For example, stopping by a bank you pass on the way home would be acceptable. Traveling to the grocery store on the weekend would not.)

Responsibilities:
Annual Review - All take-home vehicle assignments must be reviewed and evaluated by the department directors and City Manager annually, beginning January 1st.

Assignment Requests - Department directors are responsible for submitting requests for any changes to the City Manager during the year.

Annual Assignment Reporting - Department directors are responsible for reporting take-home vehicle assignments to the Payroll Administrator, annually, for inclusion on the employee’s W-2. This information should be provided no later than January 15th each year to provide adequate time for W-2 processing.

Taxation of Commuting - Employees who have been approved to use a non-qualifying (see definitions) take-home vehicle must meet all of the following requirements to be considered a non-taxable event:

- The employee is subject to frequent after-hours emergency callbacks, unscheduled work, or temporary/seasonal assignments; and
- Such callbacks are to locations other than the employee's normal duty station; and
- Such callback arrangements involve the first response to a real and present threat to life or property requiring an immediate response; and
- An unacceptable delay in the response would result from the employee's return to the normal duty station to retrieve the qualifying vehicle and specialized equipment.

The value of using a non-qualifying vehicle for commuting must be considered as compensation for tax purposes, as required by law. The Finance department is responsible for calculating the commuting cost of any non-qualifying take-home vehicle by an employee and reporting this taxable benefit on the employee's form W-2 at the end of each calendar year.

Seatbelt Use - Except as authorized herein, all drivers and passengers are required to utilize seatbelts as mandated by law. Exception: Sworn law enforcement officers may dispense with wearing safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances, wearing a seatbelt would hinder rather than increase safety (I.C. §49-673(2)(b)).

Smoking Prohibited in Vehicles - Smoking (including vaping or e-cigarettes) is not permitted anywhere in the workplace, including all indoor facilities and City vehicles.

Impaired Driving - The driver must not operate a vehicle when their ability to do so is impaired or influenced by alcohol, illegal drugs, or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue, or injury. The employee driver is obligated to report to their supervisor and the HR Director any reason that may affect the employee's ability to drive safely.

Permissive Drivers - In addition to the employee assigned or permitted to drive a city vehicle, they may allow others, as necessary, to operate the vehicle if they have a valid driver's license and are 25 years of age or older.

Proof of Insurance - Employee drivers must make sure that the current insurance card is kept in the vehicle at all times. To obtain an insurance card please contact your department director or the Risk Manager.

Accident Reporting

1) In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.

2) Drivers shall always have a police officer investigate any accident that involves a City vehicle and another party or file a written report with the Police department if the accident involves property damage. This will help ensure that the City is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from the city's insurer or an authorized representative of the employer.
3) Drivers shall notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved.
4) Drivers shall comply with the City's post-accident drug testing policy.

Traffic Violations - All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any City vehicle. These costs are not reimbursable by the employer and must be paid promptly by the driver.

Inservice Training

Occasionally, the employer will provide various training opportunities. Unless an employee is directed to attend, participation is voluntary and, as such, hours spent on a regularly scheduled day off are not compensable.

Travel for Training

Participation in travel and training is a privilege, limited funds are available to meet training needs. Careful use of available money will maximize training opportunities.
Employees who are selected to attend are expected to represent the City professionally at all times. Employees are expected to actively participate, be present and engaged during sessions, and conduct themselves in accordance with City policies, values, and professional standards. Failure to meet these expectations—such as inappropriate behavior, misuse of time, or lack of participation—may result in the employee being deemed ineligible for future training and travel opportunities and subject to discipline. Department heads, or their designated representatives, have the discretion to cancel a training request at any time in response to evolving departmental needs.

Any overtime expected in conjunction with travel and conference activities must be estimated and approved in advance.

Department directors who are members of the City's Executive Management Team will have the authority to review and consider domestic travel and training requests that conform to the department budgets and where the total cost is equal or less than $1,000, or; where the total cost of the opportunity is completely reimbursed and/or covered by an outside agency.

The City Manager and the Deputy City Managers will have the authority to review and consider all domestic training that conforms to the department budgets and where the total cost is equal or less than $2,500.

The City Council will have the authority to review and consider all domestic training that conforms to the department budgets and where the total cost exceeds $2,500 and all international travel and training opportunities. The City Council will also approve its own training opportunities.

Per Diem - The City provides a per diem allowance based on the current GSA standard rates for Idaho for travel outside Twin Falls, including overnight stays. If meals are pre-paid as part of a conference or seminar registration, the per diem will be reduced accordingly.

Meal expenses within Twin Falls can be reimbursed at the Idaho GSA rate if part of a training program or work-related meeting during mealtimes.

Miscellaneous Expenses – The following are examples of miscellaneous expenses that may be reimbursed from receipts.
Taxi, bus and ride-sharing fares to and from depots, airports, and hotels, and other ground transportation costs necessary to conduct official business while in authorized travel status.
Shuttle services if provided must be used. Rental cars need prior approval.
Necessary miscellaneous expenses, i.e. reasonable gratuities, etc., for which receipts may not be available, may be reimbursed upon certification by the employee.

Vehicle Use - If four or fewer employees are attending the same meeting or program, the City will cover the cost of one vehicle traveling to the meeting. (The reimbursement rate for personal vehicles will be paid at the current IRS rate in effect.)
If a City vehicle is being used for transportation to a meeting or program beyond Twin Falls, non-employees may occupy the vehicle. There will be no compensation reimbursed for any purpose for non-employees who accompany an employee on a trip.
If a City vehicle is being used for transportation to a meeting or program, the City will not pay mileage for another vehicle to attend the same meeting or program.
Lodging Expenses - When making reservations or registering, employees shall identify themselves as City employees and whenever possible secure accommodation at the state rate, if available.
Please be aware that any travel advances made to employees that are not properly accounted for are required to be included in the documentation upon returning from the training or program.
Reconciliation Requirement – All employees are required to complete a travel reconciliation when returning from City-authorized travel. This reconciliation must include all receipts for expenses incurred, validation of per diem use, and a summary of any travel advances received. Employees may be required to provide verification of per diem spent if requested by the department. Accurate and timely reconciliation is essential to ensure compliance with City policies, maintain proper financial records, and uphold accountability in the use of public funds. Failure to submit a complete reconciliation may result in denial of future travel requests, reimbursement delays, or inclusion of unreconciled advances as taxable income on the employee’s W-2.

Business Meals

The City of Twin Falls recognizes that, at times, conducting City business may occur during a meal period or as part of an external event. The purpose of this policy is to establish guidelines for meals that serve an eligible business function, as defined below, and uphold responsible stewardship of public funds. All business meals should reflect prudent judgment and serve a legitimate public purpose.

Eligible Expenses - are costs that are reasonable, business-related, and supported by adequate documentation.

Business Meals - are meals, light refreshments, and non-alcoholic beverages, including tax and tip, incurred as part of conducting official City business.

Food - food items and non-alcoholic beverages purchased for public events. These expenses must be directly related to the public service mission of the City.

Eligibility and Guidelines - prior approval is not required; however, a completed Business Meal Authorization Form must be submitted with any food, business meal or beverage purchase through Accounts Payable or credit card reconciliation. Any expense lacking this form will be disallowed. If the City has paid for the expense in advance and it is later denied, the employee who made the purchase will be personally responsible for reimbursing the City.

Meal expenses are allowed, if accompanied by an approved Business Meal Authorization Form, are reasonable in cost, necessary for conducting official City business, and meet any one of the following criteria:

- The meal occurs during a meeting with individuals where official City business is conducted, the meeting includes a formal agenda, extends beyond four hours without a scheduled meal break, and cannot reasonably be held outside of a meal period.
- The meal is part of a professional association event or conference directly related to the employee’s duties.
- The meal occurs at an organization-wide event(s) pre-approved by the City Manager.
- Annual department-level event limited to once per year.
- The meal is associated with a meeting that includes external participants and directly relates to the City’s operations or interests.
- Standard break-room food and beverage supplies to include items like coffee, teas, waters, etc.
- The meal supports emergency operations.

Limitations - the price per individual meals shall not exceed the U.S. General Services Administration (GSA) per diem rate for Idaho, including gratuity, which is capped at 15%. Only actual, reasonable, and documented costs will be approved.

Approval, Documentation, and Repayment - approval must be obtained from the employee's Department Supervisor and/or Director unless City Manager approval is required as noted above. Approval must be documented using the Business Meal Authorization Form requiring the following info:

- Date and location of the meal,
- Names of all participants,
- Description of the business purpose, and
- An itemized receipt.

Failure to submit both the approved form and itemized receipt will result in the employee being required to repay the full amount of the charges.

Unallowable Expenses - the following expenses are not eligible:

- Alcoholic beverages.
- Meals used in place of compensation.
- Except as otherwise allowed in this policy, standalone beverages when not part of a meal.
- Except as otherwise allowed in this policy, meals with other City employees in local restaurants are generally not allowed. Local meals with employees should be considered a personal expense.

Exceptions - exceptions to this policy must receive prior written approval from the City Manager or their designee. Such exceptions will only be granted when the expenditure clearly serves the public interest and meets the City's overall goals and values.

Tuition Reimbursement

The Tuition Reimbursement Program assists employees who aspire to higher levels of skills and professional competencies. Tuition reimbursement may be used for successful completion of approved undergraduate work-related accredited courses that support the mission of the City. The department director and HR Director have the sole discretion to determine whether a course relates to an employee's current position and whether that course meets the guidelines of the Tuition Reimbursement Program.

Per limits set by IRS tax code Section 127, the employer may provide up to $5,250 in educational expenses as a tax-free fringe benefit to employees. Anything above $5,250 is generally considered as taxable income. The amount of reimbursement the City may offer employees will be set each year according to the limits of the approved budget. Participation will be limited to one (1) class per semester, defined as either a spring, summer, and fall semesters (limit of three classes per year for any one employee).

Each fiscal year the maximum reimbursement amount per class per semester that may be requested will be determined by the HR Director and all employees will be notified. Historically, the maximum has been set as the per unit cost of a three-credit course at an Idaho public college.

Employees who receive education financial assistance through the GI bill, trust funds, scholarships, or other sources must declare receipt of that assistance upon request for participation in the tuition reimbursement program. In those circumstances, where education financial aid is being given, only the difference between the financial aid received and the cost of the course, if any, will be reimbursed. Failure of the employee to inform the City of the education aid assistance will result in the employee becoming ineligible to participate in the program, and the employee will be required to reimburse any funds received through the tuition reimbursement program.

Eligibility - Tuition reimbursements will be accessible to all current employees with one or more years of service. To maintain eligibility, employees must remain on active payroll and be performing their job satisfactorily throughout the completion of each approved course.

General Provisions
A. Employees must have satisfactory performance and cannot be on a performance improvement plan when requesting tuition reimbursement.
B. Employees will be required to complete the approved course with a “B” or better grade in order to receive any tuition reimbursement.
C. Tuition will not be paid in advance of the employee completing the approved course and submitting all required application material.
D. While education is expected to enhance employee’s performance and professional abilities, the City cannot guarantee that participation in formal education will entitle the employee to continued fee reimbursement, automatic advancement, a different job assignment, or pay increases.
E. Short-term training programs, seminars, workshops, conferences, conventions, and certification programs do not meet the criteria for the tuition reimbursement program.
F. Employees should be encouraged to take classes on their own time. However, if a course is offered only during an employee’s normal work hours, the employee must obtain prior written approval from his/her supervisor to alter his/her work schedule.
G. If an employee voluntarily separates within three years of course completion, the employee will be required to repay the entire amount of funds received within the previous year. If employees voluntarily leave prior to completion of an approved course, they will not be reimbursed for the course.

Expenses - Undergraduate course tuition will have the priority for funding. Graduate course tuition will be considered, but may not be funded.

Ineligible Expenses - the following expenses are not eligible for reimbursement: Application fees, testing fees, or lab fees, books, supplies, graduation fees, computer fees, course challenge testing, extracurricular programs, expenses for sports, games, hobbies, or non-credit courses.

Allocating Resources - To ensure equitable access to this benefit across our workforce, the City reserves the right to proportionally reduce the reimbursement amount each employee receives. This adjustment will be made if the total applications for tuition assistance exceed the budgeted resources,

thereby guaranteeing that all participating employees receive some level of aid.

Procedure - Application forms are available on Laserfiche. The application process is as follows:
1) Employee submits an online application for tuition reimbursement to his/her department director within the period 30-days prior to or 30-days immediately following the start date of the course. The employee's department director is responsible for verifying that the employee is eligible.
2) After approval by the employee's department director, HR will evaluate the request and available funds and notify employee if the request is approved.
3) Within 30 days of receiving the grade for the course, the employee must submit proof of payment (an enrollment form showing tuition paid, invoice from educational institution, copy of cancelled check or other proof of payment) and the proof of the grade received.
Upon receipt of grade and proof of payment, HR will process the application for tuition reimbursement and forward it to Accounts Payable for payment. The payment process will go through the normal process and not be expedited as a hand check request.

Exercise Facility

In an effort to promote the general wellbeing of the employees, an exercise facility has been established at 305 3rd Ave East.

The exercise room is available 24 hours a day for City employees and their spouses. Dependents who are 16 years of age and older can use the exercise room when accompanied by either the employee or his/her spouse. The IT department will activate City ID cards upon completion of a Laserfiche request form. There is no cost for the employee, but spouses must pay $5 + tax for their own access cards. Dependents will not be given access cards as they will only be allowed in the exercise room with a parent.

Wellness Program

The employer Wellness Program is designed to offer incentives to those who choose to participate in a program whose goal is to help individuals make healthy lifestyle choices. To take advantage of these incentives, the employee must complete the program requirements in the current fiscal year. Every employee who participates in the Wellness Program can earn up to a set amount in reimbursements for such things as fitness and health club memberships, golf passes, camping fees, non-accredited self-improvement courses, hunting and fishing licenses and tags, activity fees for camping, hiking, bowling, skiing, etc. The reimbursement request form is available at forms.tfid.org, and employees can contact HR if they have questions about what may qualify for the wellness reimbursement.

Employee Access to City Facilities

Twin Falls Municipal Golf Club – The City has established employee rates for golf course use. The employee rate shall be equal to one half (1/2) the regular rate. The employee rate shall apply to City employees only. A reduced rate will be allowed on couple and family season passes.

Twin Falls City Swimming Pool – City swimming pool passes are available for City employees at no cost. Family pool passes can be purchased through the Aquatics Manager.

Shoshone Falls/Dierkes Lake Park Passes – Passes are available for City employees to Shoshone Falls/Dierkes lake at no cost from the Recreation Office. The pass may be a vehicle pass which may be used for one calendar year and on one specific vehicle. Alternatively, employees may opt for a coupon book which does not expire and may be used in multiple vehicles.

Twin Falls Library Cards – City employees who live outside the city limits may obtain a library card at no cost. Employees should contact the library to obtain a card.

Separation of Employment

Should an employee decide to leave employment, they are requested to provide a supervisor with two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. An employee's last day of employment will be the last day of performing work. Employees may not extend the last day of employment by using vacation, medical leave, or the holiday benefit. All employer property including, but not limited to, keys, security cards, laptop computers, uniforms, etc., must be returned at separation. Employees also must return all the confidential information upon separation. If an employee has entered into a retention agreement and not completed the terms of the agreement, repayment of the retention funds shall be due at the time of separation. To the extent permitted by law, employees will be required to repay, (through payroll deduction, if lawful) for any lost or damaged employer property and any retention amounts owed. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

8 Change of Handbook

Notification of Proposed Amendments - The City will notify all employees of anticipated changes in this handbook.

Employees will be given an opportunity to comment on the proposed change(s). Notification shall be a minimum of 30 days prior to the anticipated adoption date unless the change is required because of an emergency condition.

General changes in the terms or conditions of employment or of benefit offerings may be made at the sole discretion of the City. Therefore, the City of Twin Falls retains full authority, without prior notice, to modify the general terms and conditions of employment as necessary.

Duration of Handbook - This handbook shall be effective immediately upon passage and shall remain in effect until amended. Employees or their association may request changes to the handbook by notifying the HR Office.

Effective Date: December 14, 2025

Signed by the City Manager
Travis Rothweiler, City Manager
9 Appendix A - Pay Plan
Attachment A - Fiscal Year 2025 Salary Table
Attachment B – Kinds and Levels Chart