Office of
HR Director
P.O. Box 1907 • 203 Main Ave East • Twin Falls, ID 83303-1907
Phone: (208) 735-7268
• Fax: (208) 736-2296

March 24, 2020

Breanna Howard
[redacted]
Twin Falls, ID 83301

RE: Final Job Offer

Dear Breanna,

Congratulations upon your selection to serve as the next Chief Financial Officer. On behalf of the City of Twin Falls I am pleased to extend to you this final offer of employment and welcome you to the organization.

As agreed, your date of employment will commence Monday, May 11, 2020 at a biweekly wage of $5,308. Your first paycheck will be issued on Friday, May 29, 2020 and every other Friday thereafter. The Chief Financial Officer is a salaried position, exempt from overtime compensation. Your accrual rate for vacation and sick leave would be set at the regular rate for an introductory employee (8 hours of vacation and 8 hours of sick leave each month) however we would credit you immediately with the equivalent of 3 weeks or 120 hours of vacation and 3 weeks or 120 hours of sick leave.

In consideration of your medical coverage the city agrees to reimburse you the employer portion of your COBRA cover should you elect to carry it. Please visit with me to make these arrangements.

The following is a brief overview of the benefit package and premiums that may be run through a Flexible Spending 125 plan on a pre-taxed basis:

- Medical Insurance through SelectHealth is provided for the employee and dependents effective the first of the month following 60 days of employment. Employees hired between the first and the 15th are considered first of the month employees for purposes of obtaining insurance. Employees hired between the 16th and the end of the month are considered as having a hire date of the first of the following month for the purpose of obtaining insurance. You should anticipate that your insurance coverage would be effective **July 1, 2020.** *To qualify for the lowest premium amount you will need to participate in a Know Your Numbers health evaluation within 30 days after hire. Please talk with Human Resources about this important benefit.*

- In addition, the City of Twin Falls participates in a wellness program through Select Health called "Healthy Living." This program is voluntary for employees who choose one of our Select Health plans, but participation in the program can have a significant impact on what employees pay for their premiums. Human Resources can explain this program to you, what the benefits are, and can tell you how you can participate.

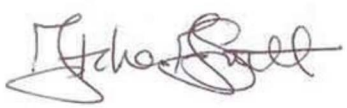
Requester names and personal contact details redacted by Oversight Archive.

- Dental Insurance offered through Delta Dental or Willamette Dental Group, which becomes effective the same day as your health insurance. Co-pays are dependent on which plan you choose as well as if you elect to cover dependents.
- Vision Insurance is optional and is available through VSP.
- Life Insurance with coverage in the amount of $25,000 for the employee is provided at no cost. Additional coverage may be purchased by the employee.
- Long-Term Disability Insurance is provided at no cost to the employee.
- Retirement Plan through PERSI (Public Employees Retirement System of Idaho) which is based on a cost-sharing participation. Currently, general members are required to contribute 7.16% of their salary to this plan.
- Sick and Vacation leave which is earned at 3.69 hours per pay period.
- Paid holidays

All new City employees serve a 12-month introductory period and the city is an at-will employer. Terms and conditions of employment can be changed depending upon cost, funding and overall policy direction. A full explanation of benefits will be provided upon employment and your New Employee Orientation will be scheduled within the next three months.

Breanna, welcome to Twin Falls and to our city family. I am pleased that you have chosen to join our organization as a member of what is a City that offers each employee an opportunity for personal and professional development. If you have any questions or concerns, please do not hesitate to contact Travis or me.

Sincerely,



Gretchen G. Scott, SHRM-CP
Human Resources Director

cc: Travis Rothweiler

CITY OF TWIN FALLS
EMPLOYEE STATUS CHANGE

EMPLOYEE NAME: Scott, Gretchen

DEPARTMENT: HR

DATE: May 27, 2020

CHECK ONE: Temporary ☐ Introductory ☐ Regular ☒

☐ New Hire	☐ Resignation	☒ Other
☐ Re-hired	☐ Retirement	Internal Equity Adjust
☐ Step Raise	☐ Suspension	
☐ Certification	☐ Demotion	
☐ Transfer	☐ Layoff	
☐ Promotion	☐ Dismissal	

POSITION TITLE:	SALARY:	EFFECTIVE DATE OF CHANGE:
Human Resources Director	$66.34	June 8, 2020

OLD GRADE 17 SALARY $61.73

NEW GRADE 17 SALARY $66.34

ADDITIONAL INFORMATION:

This payroll increase is to maintain internal equity within grade 17 positions. This adjustment is in lieu of a performance adjustment for the FY20-21.

SUBMITTED BY G. Scott DATE: 5/27/2020

_____

Department Head

_____ _____

Personnel City Manager

Finance _____

Date _____

Action History (UTC-07:00) Mountain Time (US & Canada)

Submit	by Gretchen Scott 12/14/2021 3:25:58 PM (Employee Change Request Submitted)
City Manager Approves	by Travis Rothweiler 12/14/2021 3:34:11 PM (City Manager Review) • The task was assigned to City Manager 12/14/2021 3:26:02 PM • Travis Rothweiler assigned the task to Travis Rothweiler 12/14/2021 3:33:14 PM
Springbrook updated	by Janie Higgins 12/30/2021 1:42:12 PM (Payroll Update Springbrook) • The task was assigned to Payroll 12/26/2021 12:00:08 AM • Janie Higgins assigned the task to Janie Higgins 12/30/2021 1:37:14 PM
TimeClock Plus Updated	by Janie Higgins 12/30/2021 1:56:35 PM (Payroll TimeClock Plus: Promo/Transfer/Other) • The task was assigned to Payroll 12/14/2021 3:34:27 PM • Janie Higgins assigned the task to Janie Higgins 12/30/2021 1:49:15 PM

Employee Status Change Request Form

Status Change

Select Department (Required)

This form must be submitted before we can process any requests for a change in employee status, including supervisory changes in TimeClock Plus or Active Directory.

Date Submitted *
12/14/2021

Submitted by *
Gretchen Scott

What type of employee is this change for? * (?)
Regular Full Time or Regular Part Time Employee

If employee is staying in the same department, select employee's current department.

If employee is moving to a new department, select the employee's new department.

Department *
City Administration

Employee's Current Status

Employee Name *
Gretchen Scott

Employee Number *
240200

Employee First Name
Gretchen

Employee Last Name
Scott

Current Department
Human Resources

Current Sub-department
None

Current Job Title
Director

Current Labor GL Distribution
101-19-10-410-11

Current Dept Head
Gretchen Scott

Current Supervisor
Travis Rothweiler

Date of Hire
12/6/1999

Current Exempt Status
Exempt

Select Changes to Employee's Status (Required)

Mark all boxes that apply.

Which information would you like to update? *

- [x] Employment Status (Introductory, Full Time, Part Time, Seasonal, Retirement, Termination, Military Deployment)
- [x] Personnel Status (Transfer, Promotion, Demotion, Admin Leave, Reinstatement)
- [x] Department
- [x] Job Title
- [x] A Change in Hourly Rate / Salary (Demotion, Promotion, Pay Increase)
- [ ] A Change in Other Compensation (Assignment, Certification, Clothing, Extra Duty, Specialty, Out of Class)
- [ ] Shift Assignment (Fire)
- [ ] Patrol Assignment (Police)
- [ ] Work Schedule (9/80, 4/10, 5/8, etc.)
- [x] New Supervisor (for this employee)
- [ ] New / Update Supervisory Access this Employee has to other Employees (Includes Mass Shift Changes)
- [ ] City Phone Number(s)
- [ ] Access to Finance Software, City Credit Card, Fuel PIN

Is this a temporary reassignment for light duty and/or staff coverage?

- ( ) Yes
- (•) No

New Employment Status

Current Employment Status *

Regular Full Time

New Employment Status *

Regular Full Time

- [x] Introductory

New Personnel Status / Work Status

Change to Personnel Status (Work Status) *

Promotion

Job / Compensation

Select Job Title

New Job Title *

Deputy City Manager

If employee's job title is not changing, verify their current job title.

New Job Employment Status

Regular Full Time

New Job Exempt Status

Exempt

New Job Labor Distribution

101-13-10-410-11

Grade or Salary Level

Current Grade or Salary Level (?)

17

New Grade or Salary Level (?)

18

Change to Hourly Rate / Salary

Reason for Request to Change Hourly Rate / Salary *

Mark all that apply

- [ ] Demotion
- [x] Promotion
- [ ] Pay Increase
- [ ] Other

Requested Pay Change Amount

Requested Pay Change Amount

73.4875

Supervision

New Supervisor

New Supervisor*	New Supervisor Employee ID	Job Title of New Supervisor
Travis Rothweiler	20400	City Manager

Each employee should have a backup supervisor assigned in TimeClock Plus.

The backup supervisor can approve time if the primary supervisor is absent.

The "Not Applicable" choice is optional for Police (Sworn) and Fire Operations only, as their supervisors have universal access.

TimeClock Plus: Backup Supervisor / Email Notifications

Supervisor Name*	Should this supervisor receive email notifications of leave requests?*
Mitch Humble	○ Yes ◉ No

Effective Date / Additional Information

Effective Date

Effective Date of Payroll Change *

12/20/2021

Changes may only be effective at the beginning of a pay period

Select the first date of the time card for which the change is effective.

Additional Documentation

Additional Documentation

Examples: Promotion letter, transfer letter, copies of certification

Submitter Comments

Submitter Comments

Comments may be visible to Human Resources, supervisors in your department, and the employee

Review

Dept Head Comments

Comments by

Dept Head Comments

Dept Head: You can send this back to the submitter, or to another supervisor in your department. Would you like to do that?

- ○ Yes
- ○ No

Supervisor Comments

Will only be filled out if Dept Head sent to another Supervisor for input

Comments by

Supervisor Comments

City Manager Comments

Comments by

Travis Rothweiler

City Manager Comments

HR Director Comments

Comments by

HR Director Comments

HR Director needs more information

- ○ Yes
- ○ No

Payroll Comments

Payroll Comments (Springbrook tasks)

Comments by

Janie Higgins

Payroll Comments

File Upload

Optional upload(s), such as Excel worksheets or other correspondence

Payroll Comments (TimeClock Plus)

Comments by

Janie Higgins

Payroll Comments

Office of
HR Director
P.O. Box 1907 • 203 Main Avenue East • Twin Falls, ID 83303-1907 • Phone: (208) 735-7268 • Fax: (208) 736-2296

February 7, 2022

Gretchen Scott
[redacted]
Twin Falls, ID 83301

RE: Letter of Promotion

Dear Gretchen:

Congratulations upon your selection to serve as Deputy City Manager for the City of Twin Falls. I am pleased to see you achieve this position as a result of your unwavering dedication to the organization and its employees.

Your effective promotion date is December 13, 2021 at a bi-weekly wage of $5,879 in grade 18. The Deputy City Manager position is an FLSA exempt from overtime position. All new promoted employees serve a 6-month introductory period and at the conclusion of that period with the recommendation of the City Manager you will return to regular status.

Congratulations again Gretchen on your promotion. City leadership has confidence in your abilities to work in coordination with all stakeholders to achieve organizational goals.

Sincerely,

Kristen Kohntopp
Human Resources

cc: Travis Rothweiler, City Manager

Requester names and personal contact details redacted by Oversight Archive.

Action History (UTC-07:00) Mountain Time (US & Canada)

Submit	by Travis Rothweiler 7/7/2022 8:50:44 AM (Employee Change Request Submitted)
HR Approves	by Gretchen Scott 7/8/2022 7:54:30 AM (HR Manager Reviews Request) • The task was assigned to Kristen Kohntopp, Gretchen Scott 7/7/2022 8:50:52 AM • Gretchen Scott assigned the task to Gretchen Scott 7/8/2022 7:52:08 AM
Springbrook updated	by Janie Higgins 7/9/2022 8:23:41 AM (Payroll Update Springbrook) • The task was assigned to Payroll 7/9/2022 12:00:02 AM • Janie Higgins assigned the task to Janie Higgins 7/9/2022 8:22:47 AM
TimeClock Plus Updated	by Janie Higgins 7/8/2022 2:27:58 PM (Payroll TimeClock Plus: Promo/Transfer/Other) • The task was assigned to Payroll 7/8/2022 7:54:54 AM • Janie Higgins assigned the task to Janie Higgins 7/8/2022 2:26:52 PM

Employee Status Change Request Form

Status Change

Select Department (Required)

This form must be submitted before we can process any requests for a change in employee status, including supervisory changes in TimeClock Plus or Active Directory.

Date Submitted *
07/07/2022

Submitted by *
Travis Rothweiler

What type of employee is this change for? * (?)
Regular Full Time or Regular Part Time Employee

If employee is staying in the same department, select employee's current department.

If employee is moving to a new department, select the employee's new department.

Department *
City Administration

Employee's Current Status

Employee Name *
Gretchen Scott

Employee Number *
240200

Employee First Name
Gretchen

Employee Last Name
Scott

Current Department
City Administration

Current Sub-department

Current Job Title
Deputy City Manager

Current Labor GL Distribution

Current Dept Head

Current Supervisor
Travis Rothweiler

Date of Hire
12/6/1999

Current Exempt Status

Select Changes to Employee's Status (Required)

Mark all boxes that apply.

Which information would you like to update? *

- [x] Employment Status (Introductory, Full Time, Part Time, Seasonal, Retirement, Termination, Military Deployment)
- [ ] Personnel Status (Transfer, Promotion, Demotion, Admin Leave, Reinstatement)
- [ ] Department
- [ ] Job Title
- [ ] A Change in Hourly Rate / Salary (Demotion, Promotion, Pay Increase)
- [ ] A Change in Other Compensation (Assignment, Certification, Clothing, Extra Duty, Specialty, Out of Class)
- [ ] Shift Assignment (Fire)
- [ ] Patrol Assignment (Police)
- [ ] Work Schedule (9/80, 4/10, 5/8, etc.)
- [ ] New Supervisor (for this employee)
- [ ] New / Update Supervisory Access this Employee has to other Employees (Includes Mass Shift Changes)
- [ ] City Phone Number(s)
- [ ] Access to Finance Software, City Credit Card, Fuel PIN

Is this a temporary reassignment for light duty and/or staff coverage?

- ( ) Yes
- (•) No

New Employment Status

Current Employment Status *

Introductory

New Employment Status *

Regular Full Time

- [ ] Introductory

Job / Compensation

Select Job Title

New Job Title *

Deputy City Manager

If employee's job title is not changing, verify their current job title.

New Job Employment Status

Regular Full Time

New Job Exempt Status

Exempt

New Job Labor Distribution

101-13-10-410-11

Grade or Salary Level

Current Grade or Salary Level (?)

18

New Grade or Salary Level (?)

18

Requested Pay Change Amount

Requested Pay Change Amount

Effective Date / Additional Information

Effective Date

Effective Date of Payroll Change *

07/03/2022

Changes may only be effective at the beginning of a pay period

Select the first date of the time card for which the change is effective.

Additional Documentation

Additional Documentation

Examples: Promotion letter, transfer letter, copies of certification

Submitter Comments

Submitter Comments

Comments may be visible to Human Resources, supervisors in your department, and the employee

Congratulations!

Review

Dept Head Comments

Comments by

Dept Head Comments

Dept Head: You can send this back to the submitter, or to another supervisor in your department. Would you like to do that?

- ○ Yes
- ○ No

Supervisor Comments

Will only be filled out if Dept Head sent to another Supervisor for input

Comments by

Supervisor Comments

City Manager Comments

Comments by

City Manager Comments

HR Director Comments

Comments by

Gretchen Scott

HR Director Comments

HR Director needs more information

- ○ Yes
- ◉ No

Payroll Comments

Payroll Comments (Springbrook tasks)

Comments by

Janie Higgins

Payroll Comments

No changes required in Springbrook; this is just removing the "introductory" status

File Upload

Optional upload(s), such as Excel worksheets or other correspondence

Payroll Comments (TimeClock Plus)

Comments by

Janie Higgins

Payroll Comments

no action required in TCP

Department of Human Resources

P.O. Box 1907
203 Main Ave. E
Twin Falls, ID 83303-1907

September 19, 2022

Shawn Barigar
[redacted]
Twin Falls, ID
83301

Re: Job Offer [redacted]

Dear Shawn,

Congratulations upon your selection to fill the position of Economic Development Director. Travis would like to present his nomination of you to the council on October 10th for confirmation with a contingent start date of October 11th, 2022, at a bi-weekly wage of $5,307.69 or $138,000 per year. Upon successful completion of your first six (6) months in this role, your annual salary will be increased by an additional 3.5% to $142,830 which will become effective on the first pay period following your six-month anniversary. I am pleased to extend a $2,000 sign-on bonus that will be reflected on your first paycheck.

The Economic Development Director is a salaried position, exempt from overtime compensation. Your accrual rate for vacation and sick leave would be set at the regular rate for an introductory employee (8 hours of vacation and 8 hours of sick leave each month). We would like to allocate your leave bank with 120 hours of vacation and 40 hours of sick time. As a member of the Executive Leadership team of the city you will be provided with an annual award of executive leave. For calendar year 2022 you shall receive 10 hours of executive leave and 40 hours in January of 2023. Executive leave is a "use it or lose it" benefit and may not be sold or converted to any other accrual.

On Tuesday October 11th, please report to Information Technology at City Hall, 203 Main Ave E, 3rd Floor, at 8:00 am where Kim Hafer will meet you and begin your onboarding process. Following your appointment with Information Technology, you will meet with Janie Higgins in Payroll and Kristen Kohntopp in Human Resources to complete some necessary payroll and health insurance paperwork. You will be required to present documents, that establish identity and employment eligibility, such as a Social Security Card and valid driver's license. These two appointments will take approximately three to four hours. Following those appointments, Travis will begin your introduction to the department.

The following is a brief overview of the benefit package and premiums will be run through our 125 plan on a pre-taxed basis:

- Medical Insurance through Select Health (subject to the provisions of the Wellness Program) is provided for the Employee and dependents effective the first of the month following 60 days of employment. Employees hired between the first and the 15th are considered first of the month employees for purposes of obtaining insurance. Employees hired between the 16th and month end are considered as having a hire date of the first of the following month. Therefore, your health insurance coverage will become effective **December 1, 2022.** The current maximum co-payment varies between $0.00 and $205.00 per pay period, depending upon family status.
- In addition, the City of Twin Falls participates in a wellness program through Select Health called "Healthy Living." This program is voluntary for employees who enroll in our Select Health plan, but participation in the program can have a significant impact on what employees pay for their premiums. Human Resources can

Requester names and personal contact details redacted by Oversight Archive.

explain this program to you, what the benefits are, and tell you how you can participate and earn the lowest co-pay.

- Dental Insurance is offered through Delta Dental or Willamette Dental Group and becomes effective the same day as your health insurance. Co-pays are dependent on which plan you chose as well as if you elect to cover dependents. A full outline of information will be provided to you during your meeting with payroll.
- Vision Insurance is optional and is available through Vision Service Plan (VSP) Direct at the employee's expense. Premiums range from $5.00 - $17.00.
- Life Insurance with coverage in the amount of $25,000.00 for the employee is provided at no cost. Additional coverage may be purchased by the employee.
- Long-term Disability Insurance is provided at no cost to the employee.
- Retirement Plan through PERSI (Public Employees Retirement System of Idaho) which is based on a cost-sharing participation. Currently, general members are required to contribute 7.16% of their salary to this plan.
- Sick and Vacation leave
- Paid holidays

The City has a bi-weekly payroll with payday every other Friday. All employee pay checks are direct deposited and your first pay check will be deposited on Friday, October 28, 2022 and every two weeks thereafter.

All new City employees serve a 12-month introductory period and the city is an at-will employer. Terms and conditions of employment can be changed depending upon cost, funding and overall policy direction. A full explanation of benefits will be provided upon employment and your New Employee Orientation with Human Resources will be scheduled within the next three to four months.

I am pleased that you have chosen to join our organization as a member of what we feel is a City that offers each employee an opportunity for personal and professional development. Please do not hesitate to contact me with any questions you may have prior to, or after, your first day of employment.

Sincerely,

Cailin Gibson

Cailin Gibson
Human Resources Recruitment Coordinator

cc: Travis Rothweiler

Action History (UTC-07:00) Mountain Time (US & Canada)

Submit	by Travis Rothweiler 10/6/2023 1:45:50 PM (Employee Change Request Submitted)
HR Approves	by Gretchen Scott 10/9/2023 8:43:51 AM (HR Manager Reviews Request) • The task was assigned to Gretchen Scott, Kristen Kohntopp 10/6/2023 1:45:57 PM • Gretchen Scott assigned the task to Gretchen Scott 10/9/2023 8:41:42 AM
TimeClock Plus Updated	by Celene Nino 10/16/2023 10:18:59 AM (Payroll TimeClock Plus: Promo/Transfer/Other) • The task was assigned to zPayroll 10/9/2023 8:44:06 AM • Celene Nino assigned the task to Celene Nino 10/9/2023 10:10:31 AM
Springbrook updated	by Celene Nino 10/16/2023 1:51:52 PM (Payroll Update Springbrook) • The task was assigned to zPayroll 10/14/2023 12:00:03 AM • Celene Nino assigned the task to Celene Nino 10/16/2023 8:35:36 AM

Employee Status Change Request Form

Status Change

Select Department (Required)

This form must be submitted before we can process any requests for a change in employee status, including supervisory changes in TimeClock Plus or Active Directory.

Date Submitted *
10/06/2023

Submitted by *
Travis Rothweiler

What type of employee is this change for? * (?)
Regular Full Time or Regular Part Time Employee

If employee is staying in the same department, select employee's current department.

If employee is moving to a new department, select the employee's new department.

Department *
Economic Development

Employee's Current Status

Employee Name *
Shawn Barigar

Employee Number *
110200

Employee First Name
Shawn

Employee Last Name
Barigar

Current Department
Economic Development

Current Sub-department

Current Job Title
Director

Current Labor GL Distribution

Current Dept Head

Current Supervisor
Travis Rothweiler

Date of Hire
1/1/2012

Current Exempt Status

Select Changes to Employee's Status (Required)

Mark all boxes that apply.

Which information would you like to update? *

- [x] Employment Status (Introductory, Full Time, Part Time, Seasonal, Retirement, Termination, Military Deployment)
- [ ] Personnel Status (Transfer, Promotion, Demotion, Admin Leave, Reinstatement)
- [ ] Department
- [ ] Job Title
- [x] A Change in Hourly Rate / Salary (Demotion, Promotion, Pay Increase)
- [ ] A Change in Other Compensation (Assignment, Certification, Clothing, Extra Duty, Specialty, Out of Class)
- [ ] Shift Assignment (Fire)
- [ ] Patrol Assignment (Police)
- [ ] Work Schedule (9/80, 4/10, 5/8, etc.)
- [ ] New Supervisor (for this employee)
- [ ] New / Update Supervisory Access this Employee has to other Employees (Includes Mass Shift Changes)
- [ ] City Phone Number(s)
- [ ] Access to Finance Software, City Credit Card, Fuel PIN

Is this a temporary reassignment for light duty and/or staff coverage?

- ( ) Yes
- (•) No

New Employment Status

Current Employment Status *

Introductory

New Employment Status *

Regular Full Time

- [ ] Check here if this is a promotion or transfer to a new position

Police Dept: Admin Leave for Critical Incident

Is the Admin Leave for a Critical Incident? * (?)

- ( ) Yes
- ( ) No

Job / Compensation

Select Job Title

New Job Title *

Director

If employee's job title is not changing, verify their current job title.

New Job Employment Status

Regular Full Time

New Job Exempt Status

Exempt

New Job Labor Distribution

101-18-10-410-11

Grade or Salary Level

Current Grade or Salary Level (?)

16

New Grade or Salary Level (?)

16

Change to Hourly Rate / Salary

Reason for Request to Change Hourly Rate / Salary *

Mark all that apply

- [ ] Demotion
- [ ] Promotion
- [x] Pay Increase
- [ ] Other

Requested Pay Change Amount

Requested Pay Change Amount

$5,713.60 biweekly, $71.42 hourly for the 4% FY 24 compensation increase

Effective Date / Additional Information

Effective Date

Effective Date of Payroll Change *

10/08/2023

Changes may only be effective at the beginning of a pay period

Select the first date of the time card for which the change is effective.

Additional Documentation

Additional Documentation

Examples: Promotion letter, transfer letter, copies of certification

Submitter Comments

Submitter Comments

Comments may be visible to Human Resources, supervisors in your department, and the employee

Shawn is doing a great job. His evaluation will be completed during the normal rotation.

Review

Dept Head Comments

Comments by

Dept Head Comments

Dept Head: You can send this back to the submitter, or to another supervisor in your department. Would you like to do that?

- ○ Yes
- ○ No

Supervisor Comments

Will only be filled out if Dept Head sent to another Supervisor for input

Comments by

Supervisor Comments

City Manager Comments

Comments by

City Manager Comments

HR Director Comments

Comments by

Gretchen Scott

HR Director Comments

HR Director needs more information

- ○ Yes
- ◉ No

Payroll Comments

Payroll Comments (Springbrook tasks)

Comments by

Celene Nino

Payroll Comments

File Upload

Optional upload(s), such as Excel worksheets or other correspondence

Payroll Comments (TimeClock Plus)

Comments by

Celene Nino

Payroll Comments

Action History (UTC-07:00) Mountain Time (US & Canada)

Submit	by Gretchen Scott 10/2/2023 9:42:54 AM (Employee Change Request Submitted)
City Manager Approves	by Gretchen Scott 10/2/2023 9:43:35 AM (City Manager Review) • The task was assigned to City Administration 10/2/2023 9:42:59 AM • Gretchen Scott assigned the task to Gretchen Scott 10/2/2023 9:43:12 AM
HR Approves	by Gretchen Scott 10/2/2023 9:44:11 AM (HR Manager Reviews Request) • The task was assigned to Gretchen Scott, Kristen Kohntopp 10/2/2023 9:43:40 AM • Gretchen Scott assigned the task to Gretchen Scott 10/2/2023 9:43:50 AM
TimeClock Plus Updated	by Celene Nino 10/16/2023 10:24:42 AM (Payroll TimeClock Plus: Promo/Transfer/Other) • The task was assigned to zPayroll 10/2/2023 9:44:30 AM • Celene Nino assigned the task to Celene Nino 10/2/2023 12:42:57 PM
Springbrook updated	by Celene Nino 10/16/2023 1:50:01 PM (Payroll Update Springbrook) • The task was assigned to zPayroll 10/14/2023 12:00:03 AM • Celene Nino assigned the task to Celene Nino 10/16/2023 8:35:37 AM

Employee Status Change Request Form

Status Change

Select Department (Required)

This form must be submitted before we can process any requests for a change in employee status, including supervisory changes in TimeClock Plus or Active Directory.

Date Submitted *
10/02/2023

Submitted by *
Gretchen Scott

What type of employee is this change for? * (?)
Regular Full Time or Regular Part Time Employee

If employee is staying in the same department, select employee's current department.

If employee is moving to a new department, select the employee's new department.

Department *
Human Resources

Employee's Current Status

Employee Name *
Kristen Kohntopp

Employee Number *
240400

Employee First Name
Kristen

Employee Last Name
Kohntopp

Current Department
Human Resources

Current Sub-department
None

Current Job Title
Benefits & Safety Coordinator

Current Labor GL Distribution
101-19-10-410-11

Current Dept Head

Current Supervisor
Gretchen Scott

Date of Hire
8/7/2017

Current Exempt Status
Non-Exempt

Select Changes to Employee's Status (Required)

Mark all boxes that apply.

Which information would you like to update? *

- [x] Employment Status (Introductory, Full Time, Part Time, Seasonal, Retirement, Termination, Military Deployment)
- [x] Personnel Status (Transfer, Promotion, Demotion, Admin Leave, Reinstatement)
- [ ] Department
- [x] Job Title
- [x] A Change in Hourly Rate / Salary (Demotion, Promotion, Pay Increase)
- [x] A Change in Other Compensation (Assignment, Certification, Clothing, Extra Duty, Specialty, Out of Class)
- [ ] Shift Assignment (Fire)
- [ ] Patrol Assignment (Police)
- [ ] Work Schedule (9/80, 4/10, 5/8, etc.)
- [ ] New Supervisor (for this employee)
- [x] New / Update Supervisory Access this Employee has to other Employees (Includes Mass Shift Changes)
- [ ] City Phone Number(s)
- [ ] Access to Finance Software, City Credit Card, Fuel PIN

Is this a temporary reassignment for light duty and/or staff coverage?

- ( ) Yes
- (•) No

New Employment Status

Current Employment Status *

Regular Full Time

New Employment Status *

Regular Full Time

- [x] Check here if this is a promotion or transfer to a new position

New Personnel Status / Work Status

Change to Personnel Status (Work Status) *

Promotion

Police Dept: Admin Leave for Critical Incident

Is the Admin Leave for a Critical Incident? * (?)

- ( ) Yes
- ( ) No

Job / Compensation

Select Job Title

New Job Title *

Director

If employee's job title is not changing, verify their current job title.

New Job Employment Status

Regular Full Time

New Job Exempt Status

Exempt

New Job Labor Distribution

101-19-10-410-11

Grade or Salary Level

Current Grade or Salary Level (?)

11

New Grade or Salary Level (?)

17

Change to Hourly Rate / Salary

Reason for Request to Change Hourly Rate / Salary *

Mark all that apply

- [ ] Demotion
- [x] Promotion
- [ ] Pay Increase
- [ ] Other

Requested Pay Change Amount

Requested Pay Change Amount

$4,368 biweekly, $54.60 hourly

Change in Other Compensation

Reason for Request to change Other Compensation *

Mark all that apply

- [ ] Assignment Pay – Police
- [x] Certification Pay
- [ ] Clothing Allowance
- [ ] Extra Duty Pay – Fire
- [ ] K-9 Care - Police (Adds K-9 Job Code to TimeClock Plus)
- [ ] Out of Class Pay
- [ ] Specialty Pay - Communications - FTO/CTO
- [ ] Specialty Pay – Police
- [ ] Other

Additional information / Comments

Please provide detail such as: reason for change, is this in addition to any existing other compensation type, etc.

Certification Pay does not apply

Certification Pay

Certification Pay Amount *

$ 23.08

Requested change to Certification Pay: *

- ○ Add
- ◉ Remove
- ○ Update amount

Supervision

Update Employee's Supervisory Access

This supervisory employee will be tasked with annual employee evaluations and TimeClock Plus approval for the employees listed below

List everyone under this employee's supervision

Employee Name *	Employee Number	Employee Job Title
Ansina Durham	188934	Organizational Development Coordinator

Employee Name *	Employee Number	Employee Job Title
Cailin Gibson	141511	Recruitment Coordinator

Employee Name *	Employee Number	Employee Job Title
Celene Nino	180910	Payroll Administrator

Does this employee need TimeClock Plus access to anyone they do not directly supervise?

For example, will this employee back-up other supervisors who are on vacation?

Additional TimeClock Plus Access needed? *

Mark all that apply

- [ ] Yes - TimeClock Plus - City of Twin Falls 1
- [ ] Yes - TimeClock Plus - Police Dept
- [ ] Yes - TimeClock Plus - Fire Dept
- [ ] Yes - Employee is member of Executive Management Team and needs access to Multiple Departments
- [x] No

Effective Date / Additional Information

Effective Date

Effective Date of Payroll Change *

10/08/2023

Changes may only be effective at the beginning of a pay period

Select the first date of the time card for which the change is effective.

Additional Documentation

Additional Documentation

Acting HR Director_KKohntopp.pdf 113.99KB

Examples: Promotion letter, transfer letter, copies of certification

Submitter Comments

Submitter Comments

Comments may be visible to Human Resources, supervisors in your department, and the employee

Kristen will be a member of the ELT and EMT and the associated Laserfiche processes. She will also oversee the Custodial positions.

Please seed an executive leave bank for Kristen with 10 hours of leave, as per her letter.

Review

Dept Head Comments

Comments by

Dept Head Comments

Dept Head: You can send this back to the submitter, or to another supervisor in your department. Would you like to do that?

- ○ Yes
- ○ No

Supervisor Comments

Will only be filled out if Dept Head sent to another Supervisor for input

Comments by

Supervisor Comments

City Manager Comments

Comments by

Gretchen Scott

City Manager Comments

HR Director Comments

Comments by

Gretchen Scott

HR Director Comments

HR Director needs more information

- ○ Yes
- ◉ No

Payroll Comments

Payroll Comments (Springbrook tasks)

Comments by

Celene Nino

Payroll Comments

File Upload

Optional upload(s), such as Excel worksheets or other correspondence

Payroll Comments (TimeClock Plus)

Comments by

Celene Nino

Payroll Comments

Action History (UTC-07:00)

Submit	by Gretchen Scott 10/31/2025 10:00:44 AM (Employee Change Request Submitted)
City Manager Approves	by Gretchen Scott 10/31/2025 10:05:41 AM (City Manager Review) • The task was assigned to City Administration 10/31/2025 10:00:51 AM • Gretchen Scott assigned the task to Gretchen Scott 10/31/2025 10:05:23 AM
HR Approves	by Gretchen Scott 10/31/2025 10:06:16 AM (HR Manager Reviews Request) • The task was assigned to Lauren Nickolisen, Kristen Kohntopp, Gretchen Scott 10/31/2025 10:05:47 AM • Gretchen Scott assigned the task to Gretchen Scott 10/31/2025 10:06:02 AM
Springbrook updated	by Jenn Lambert 12/12/2025 10:38:00 AM (Payroll Update Springbrook) • The task was assigned to Janie Higgins, Jenn Lambert 12/6/2025 12:00:38 AM • Jenn Lambert assigned the task to Jenn Lambert 12/12/2025 8:01:41 AM

Employee Status Change Request Form

Status Change

Select Department (Required)

This form must be submitted before we can process any requests for a change in employee status, including supervisory changes in TimeClock Plus or Active Directory.

Date Submitted *
10/31/2025

Submitted by *
Gretchen Scott

What type of employee is this change for? * (?)
Regular Full Time or Regular Part Time Employee

If employee is staying in the same department, select employee's current department.

If employee is moving to a new department, select the employee's new department.

Department *
Human Resources

Employee's Current Status

Employee Name *
Kristen Kohntopp

Employee Number *
240400

Employee First Name
Kristen

Employee Last Name
Kohntopp

Current Department
Human Resources

Current Sub-department

Current Job Title
Director

Current Labor GL Distribution

Current Dept Head
Kristen Kohntopp

Current Supervisor
Gretchen Scott

Date of Hire
8/7/2017

Current Exempt Status

Select Changes to Employee's Status (Required)

Mark all boxes that apply.

Which information would you like to update? *

- [ ] Employment Status (Introductory, Full Time, Part Time, Seasonal, Retirement, Termination, Military Deployment)
- [ ] Personnel Status (Transfer, Promotion, Demotion, Admin Leave, Reinstatement)
- [ ] Department
- [ ] Job Title
- [x] A Change in Hourly Rate / Salary (Demotion, Promotion, Pay Increase)
- [ ] A Change in Other Compensation (Assignment, Certification, Clothing, Extra Duty, Specialty, Out of Class)
- [ ] Shift Assignment (Fire)
- [ ] Patrol Assignment (Police)
- [ ] Work Schedule (9/80, 4/10, 5/8, etc.)
- [ ] New Supervisor (for this employee)
- [ ] New / Update Supervisory Access this Employee has to other Employees (Includes Mass Shift Changes)
- [ ] City Phone Number(s)
- [ ] Access to Finance Software, City Credit Card, Fuel PIN

Is this a temporary reassignment for light duty and/or staff coverage?

- ( ) Yes
- (•) No

Police Dept: Admin Leave for Critical Incident

Is the Admin Leave for a Critical Incident? * (?)

- ( ) Yes
- ( ) No

Job / Compensation

Select Job Title

New Job Title *

Director

If employee's job title is not changing, verify their current job title.

New Job Employment Status

Regular Full Time

New Job Exempt Status

Exempt

New Job Labor Distribution

101-19-10-410-11

Grade or Salary Level

Current Grade or Salary Level (?)

17

New Grade or Salary Level (?)

17

Change to Hourly Rate / Salary

Reason for Request to Change Hourly Rate / Salary *

Mark all that apply

- [ ] Demotion
- [ ] Promotion
- [x] Pay Increase
- [ ] Other

Requested Pay Change Amount

Requested Pay Change Amount

73.00

Effective Date / Additional Information

Effective Date

Effective Date of Payroll Change *

11/30/2025

Changes may only be effective at the beginning of a pay period

Select the first date of the time card for which the change is effective.

Additional Documentation

Additional Documentation

Examples: Promotion letter, transfer letter, copies of certification

Submitter Comments

Submitter Comments

Comments may be visible to Human Resources, supervisors in your department, and the employee

Kristen promoted to Director in 2023 with 5 years of lateral credit and was evaluated as Meets/Exceeds Expectations during the 2024 performance evaluation period and per the Employee Compensation Plan should be moved to 105% of market in grade 17 for completing 7 years.

Review

Dept Head Comments

Comments by

Dept Head Comments

Dept Head: You can send this back to the submitter, or to another supervisor in your department. Would you like to do that?

- ○ Yes
- ○ No

Supervisor Comments

Will only be filled out if Dept Head sent to another Supervisor for input

Comments by

Supervisor Comments

City Manager Comments

Comments by

Gretchen Scott

City Manager Comments

HR Director Comments

Comments by

Gretchen Scott

HR Director Comments

HR Director needs more information

- ○ Yes
- ◉ No

Payroll Comments

Payroll Comments (Springbrook tasks)

Comments by

Jenn Lambert

Payroll Comments

File Upload

Optional upload(s), such as Excel worksheets or other correspondence

Payroll Comments (TimeClock Plus)

Comments by

Payroll Comments