City of Twin Falls Public Records Request

Requestor Information

Please list your information here. Include your request details in the space provided below.

Requestor First Name * [redacted] **Requestor Last Name** *

Requestor Address 1 * [redacted]

Requestor Address 2

Requestor City * [redacted] **Requestor State** * [redacted] **Requestor ZIP Code** * [redacted]

Requestor Phone Number * [redacted] **Requestor E-mail** * [redacted]

Type of Request *

(•) Personal ( ) Commercial ( ) Legal

Request Details *

If you are requesting multiple records, please attach your list below. If you do not have a case/event/citation number, please include enough information to identify the records you want. If your request is for multiple items, it may be subject to fees for preparation. We have records for the Twin Falls Police Department (city, not county) only.

Public Records Request – Exceptions for City Management / ELT

Subject: *Exceptions to Employee Handbook – City Management / Executive Leadership*

Please accept this as a formal request for public records. I am requesting **any and all records** that document, describe, authorize, reference, or imply **exceptions, deviations, exemptions, special rules, or alternative procedures** applicable to **City Management, Executive Leadership Team (ELT) members, Deputy City Managers, the City Manager, or any other upper-tier administrative staff**, with respect to the City of Twin Falls Employee Handbook.

This request includes **all years**, **all versions of the handbook**, and **all forms of documentation**, including but not limited to:

1. Exceptions to PTO, Vacation, and Leave Policies

Any records showing exceptions, special permissions, or alternative rules for:

- Vacation accrual
- Vacation sell-back limits
- PTO sell-back limits
- "Use-it-or-lose-it" exception approvals

Requester names and personal contact details redacted by Oversight Archive.

- Bonus PTO awards
- Administrative leave
- Medical leave, FMLA-related leave, or any non-standard leave categories
- Any leave or PTO benefit not available to general employees

This includes:

- Council-approved exceptions
- HR-approved exceptions
- City Manager-approved exceptions
- Any informal or undocumented practices
- Any email or memo authorizing exceptions
- Any payroll system notes or overrides
- Any special accrual rates or sellback allowances

2. Exceptions to Any Other Employee Handbook Rules

I am requesting **all exceptions**, not limited to leave/PTO. This includes any documented or informal deviations from handbook rules for City Management or ELT, including:

- Work hours / flex scheduling
- Remote work privileges
- Travel policies
- Reimbursement policies
- Discipline procedures
- Performance review processes
- Bonus eligibility
- Stipends, supplemental pay, or special compensation not listed in the handbook
- Any benefit, perk, or allowance not available to general employees
- Any rule they are not required to follow that general employees must follow

3. Any Documents That Create, Authorize, or Reference These Exceptions

This includes:

- Contracts
- Addendums
- Council resolutions
- HR memos
- Internal emails
- Policy interpretations

- Administrative directives
- Payroll system configuration documents
- Notes or comments in payroll or HRIS systems
- Any communication between HR, City Manager, Deputy City Managers, Finance, or Council regarding exceptions

4. Any Records Showing That No Exceptions Exist

If no exceptions exist, please provide:

- A written statement confirming that no exceptions are documented
- Any records showing that City Management and ELT are bound by the same rules as general employees
- Any records showing denials of exception requests

5. Scope Clarification

This request applies to:

- Travis Rothweiler
- Gretchen Scott
- Mitch Humble
- All ELT members
- Any other upper-tier administrative staff
- Any person classified as “City Management” or equivalent

Attach Files to Your Request

If you have documentation that you wish to provide for this request, attach the files here.

Signature *

[redacted]

The City of Twin Falls will respond to this request within three (3) business days. Or up to 10 business days upon notification of the requesting party.

The City of Twin Falls maintains records for the City of Twin Falls, Idaho. For records including in Twin Falls County please contact Twin Falls County at www.twinfallscounty.org

Requested records will be provided electronically.

We do not provide your information to mailing lists. It will only be used to fulfill this request.

