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** * [redacted]

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 — Hours Worked and Paid Leave Records for ELT (2020–Present)

Named Employees (Scope of Request):

- Travis Rothweiler – City Manager
- Gretchen Scott – Deputy City Manager
- Mitch Humble – Deputy City Manager
- Breanna Howard – Chief Financial Officer
- Kristen Kohntopp – Human Resources Director
- Troy Vitek – City Engineer
- Shawn Barigar – Economic Development Director
- Josh Baird – Public Works Director

Requester names and personal contact details redacted by Oversight Archive.

Request

Pursuant to Idaho Code § 74-102, I request **all records** showing **hours worked** and **paid leave usage** for each named employee from **January 1, 2020 through present**, or **as far back as the City's digital or stored records exist**, whichever is earlier.

This request is for **all records containing the requested information**, regardless of:

- the system in which they are stored,
- the department that maintains them,
- the software used to generate them, or
- the format in which they currently exist.

Examples of departments that may hold these records include, but are not limited to:

- **Finance Department** (payroll, compensation, accrual balances)
- **Human Resources Department** (timekeeping, leave usage, accrual tracking)

These examples are provided for convenience only and **do not limit the scope** of this request.

1. Hours Worked

Provide **all records** showing hours worked for each named employee, including:

- Daily hours worked
- Weekly totals
- Monthly totals
- Annual totals
- Any internal breakdowns used by the City (e.g., regular, overtime, holiday, comp-time-eligible, etc.)

Include any records that reflect:

- Edits, corrections, or adjustments
- Notes or comments associated with time entries

2. Paid Leave Usage (Broken Out by Leave Category or Code)

Provide **all records** showing paid leave usage for each named employee, including:

- Vacation leave
- Paid Time Off (PTO)
- Medical leave — *quantities only; no medical details*
- Compensatory time used
- Holiday leave taken
- Administrative leave
- Any other paid leave categories or codes used internally

For each leave category, provide:

- Hours used

- Dates used
- Totals by week, month, and year

3. Leave Accruals and Balances

Provide **all records** showing leave accruals and balances for each named employee, including:

- Vacation accruals and balances
- Medical leave accruals and balances
- PTO accruals and balances (if applicable)
- Compensatory time accrual and balances
- Any adjustments or corrections
- Any vacation sellback transactions (hours sold, dates, amounts paid)

4. Reports or Summaries Containing This Information

Provide **any reports, summaries, exports, or compilations** generated by the City that contain any of the above information, including but not limited to:

- Time summaries
- Leave summaries
- Accrual summaries
- Employee activity summaries
- Any other documents that aggregate or display hours worked or paid leave usage

5. Date Range

This request covers:

- **January 1, 2020 through present**,**OR**
- **As far back as the City's digital or stored records exist**, whichever is earlier.

6. Format

Please provide all responsive records electronically in any digital format in which they are stored, including:

- CSV
- XLSX
- PDF
- or any other electronic format

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.

