



College of Southern Idaho

Employee Personnel Manual

Approved by the Board of Trustees

June 16, 2025

WELCOME

As an employee of the College of Southern Idaho (CSI), you are one of our most valuable assets. This personnel manual was developed to help you understand some of the expectations that CSI has for all of our employees, as well as what you can expect from us. Additional procedures and expectations may also apply to you based upon the area of the college in which you work, and you can be find those in the manual or handbook that is specific to your position or program. When in doubt, please check with your supervisor or with CSI Human Resources.

Go Eagles!

President & College of Southern Idaho Board of Trustees

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I. THE ORGANIZATION FOR WHICH YOU WORK

The College of Southern Idaho is a community college district of the state of Idaho, though it is not a part of state government. The Board of Trustees (“Board”) serves as the governing body of the College, carrying out local legislative duties and fulfilling other obligations as required by law. The Board is the general policymaker for the College. The Board has also selected a President who is responsible for the general administration and the implementation of policies in the ongoing operations of the College and has primary authority to establish terms and conditions of employment with the College.

Each employee should recognize that although he/she may serve as an employee supervised by a department head, he/she remains an employee of the College, and not of the person who supervises his/her work. The terms and conditions set forth in this manual, and in the resolutions and policy statements that support it, cannot be superseded by any other person, without the express written agreement of the President. That is particularly true for terms or conditions that would establish a current or future financial obligation for the College.

These policies supersede and displace any individual departmental or program policies, procedures, or handbooks that conflict with the provisions of this policy. All departments, programs, and affiliates are subject to these policies unless otherwise required by law, by the terms of a grant, as required under the terms of accreditation by an accrediting body of a program, or as approved by the President or Board in writing and where it has been expressly stated that a specific provision in that policy or handbook overrides this policy. You may, however, work for a department or program with an operational policy that provides *additional* direction to employees on expectations and procedures unique to that department or program.

II. YOUR EMPLOYMENT RELATIONSHIP WITH THE COLLEGE

This manual is designed to introduce you to the College, familiarize you with various policies, practices and procedures currently in effect in the College, and help answer many of the questions that may arise in connection with your employment.

This policy is not a contract of employment and does not create a contract of employment. This policy does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. Its purpose is simply to provide you with a convenient explanation of present employment policies and practices of the College.

All employees of the College are at-will and are employed at the discretion of the President. Only a written contract expressly authorized and signed by the President can alter the at-will nature of employment regardless of anything written or spoken by an individual Board member, executive, officer, or supervisor. Employees have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the President. All provisions of this manual will be interpreted in a manner consistent with this

paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail.

The College reserves the right to modify any of the policies, benefit offerings, and procedures, including those covered in this manual, at any time, without prior notice to, and consent of, College employees. Changes may be made at the sole discretion of the Board, except that changes that are necessitated by law may be made and implemented prior to the review of the Board.

III. EMPLOYEE STANDARD OF CONDUCT

Employees are expected to conduct themselves in a professional manner that is both civil and cooperative. College employees are public employees and therefore are exposed to additional public scrutiny in both their public and personal conduct. This Standard of Conduct has been established to aid employees in understanding both expected and prohibited conduct. Violations of the Standard of Conduct will be grounds for disciplinary action up to and including termination of employment. This list is illustrative and not all inclusive. Other behaviors and acts of misconduct not specifically detailed here may be grounds for disciplinary action as well. Nothing contained herein is intended to change the at-will nature of employment or limit the reasons for which an employee may be disciplined.

A. Expected Conduct

Each employee is expected to conduct himself/herself in a professional manner. In order to accomplish this, each employee must:

1. Be respectful, courteous and professional. Work collaboratively, honestly, cooperatively and constructively with fellow workers and members of the public.
2. 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 sick leave.
3. Comply with dress standards established in the department for which the employee works. In the absence of any departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.
4. Abide by all departmental rules and direction of a supervisor whether written or oral. No employee will be required to follow the directive of a supervisor that violates the laws of the local jurisdiction, state or nation.
5. Maintain the confidential nature of records that are not open to the public in accordance with the direction of the responsible official.

6. Maintain a current appropriate driver's license when work for the College requires the employee to drive a vehicle as part of his/her responsibilities. Each such 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. Each employee must follow the required procedures and limitations to obtain authorization and use of a College vehicle.
7. Follow all workplace safety rules whether established formally by the department or by outside agencies.
8. Report all accidents that occur or are observed on the job, or that involve College property, and cooperate as requested in the reconstruction of any such accident.
9. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the College and related agencies.
10. Report waste, fraud, or abuse through established procedures or to the Vice President of Administration, Executive Vice President, Controller, or the President.
11. Adhere to any regulations and code of ethics in the employee's profession.

B. Prohibited Conduct

Employees are expected to refrain from behaviors that reflect adversely upon the College, including:

1. Not initiate or participate, or encourage others, in acts or threats of violence, bullying, malicious gossip, spreading of rumors, or any other behavior designed to create discord and lack of harmony, or that willfully interferes with another employee's ability to do his/her job.
2. Not engage in abusive conduct or language, including profanity and loud, threatening or harassing speech, toward or in the presence of fellow employees or the public.
3. Not engage in conduct at or away from work that may reflect adversely upon the College or its officials or otherwise impair the employee's ability to perform.
4. Not engage in prolonged visiting with co-workers, children, friends or family members that interfere with work in the department in which the employee serves.
5. Not use work time for personal business, including the selling of goods or services to the general public.
6. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace productivity, including time spent on social media.

7. Not use work time or public premises to promote religious beliefs to members of the public or fellow employees outside from private worship or recognized club activities.
8. Not use, reproduce, distribute, publicly display, or perform copyrighted materials in any form.
9. Not dispose of College property in a manner that financially or personally benefits the employee or that violates state law or College procedures.
10. Not have non-College employment, or serve on any board or commission, that conflicts with duties performed for the College in any meaningful way or is undertaken in a manner that makes it appear the individual is representing the institution as an official representative of the College. Individual departments may determine permissible examples of outside employment.
11. Not knowingly make any false report or complaint regarding behavior of others, or participate in such report or complaint.
12. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record.
13. Not use any substances, lawful or unlawful, that will impair the employee's ability to competently perform the employee's work or threaten the safety and well-being of other workers or the public. If the employee is prescribed a medication 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.
14. Not engage in political activities while on duty or in violation of College procedures.
15. Not provide false or misleading information on employment applications, job performance reports or any other related personnel documents or papers or on any application or report regarding the use of federal funds or another grant.
16. 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. §74-401 *et seq.* (Ethics in Government Act), I.C. §74-501 *et seq.* (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain) or have a subordinate employee engage in conduct on the employee's behalf that would otherwise violate this policy.
17. Not accept gifts or gratuities in any personal or professional capacity that, although it may be legal, 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.
18. Not engage in criminal conduct of any kind while on or off duty.

19. Not possess, wear, carry, transport, or use weapons, including firearms, while upon College owned or controlled properties, in College vehicles, and during College sponsored activities or events, except for authorized law enforcement officers, others who have been approved by the President or Vice President of Administration, and persons exempt under Idaho State law, or as otherwise excepted in the College's procedures

IV. WORKPLACE VIOLENCE

The College seeks to provide a violence-free workplace. Violence in the workplace poses a threat to the safety of employees and the public. The College will not tolerate acts and behaviors that are likely to result in workplace violence, including, but not limited to, abusive language, hitting or shoving, threats of bodily harm, threats or acts of violence, brandishing of an object which may be used as a weapon, sending threatening, harassing or abusive e-mail, text messages, and faxes, using the workplace to violate protective orders and stalking.

All employees are responsible for minimizing workplace violence. All acts or threats of violence should be promptly reported to a supervisor or Campus Safety. Employees should also report situations that they believe could lead to workplace violence, including but not limited to protective orders or other no-contact orders.

Any employee who is determined to be responsible for acts or threats of violence, or other conduct listed in this section, will be subject to prompt disciplinary action up to and including termination of employment.

V. UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION

The College strives to maintain a supportive and civil workplace—one in which employees treat each other with respect and dignity. In keeping with these values, the College prohibits and does not tolerate unlawful workplace discrimination, harassment or retaliation.

The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources
E-mail: hr@csi.edu
Phone: (208) 732-6267
Office: Taylor Building 212

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421- 3481.

Allegations of sexual harassment or related retaliation that fall under Title IX will be handled under the College's Civil Rights Policies and Procedures,

The following defined terms are applicable to this section:

Legally protected class means a personal characteristic that is protected by law. This includes race, color, national origin, religion, sex, age (40 and over), disability, or any other characteristic protected by law.

Participation in the workplace includes all aspects of being an employee at the College, including recruitment, hiring, job performance, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination and/or retirement.

A. Workplace Discrimination

Workplace discrimination is when one or more persons in a **legally protected class** are treated adversely with respect to their **participation in the workplace**. Adverse employment actions usually involve decisions made by supervisors, department heads, or the President that affect the workplace status and benefits of employees.

Unlawful adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to his/her age, not promoting an employee due to his/her religious beliefs, denying an employee a raise due to his/her race, disciplining an employee more harshly than others due to his/her sex, and terminating an employee due to his/her national origin.

B. Workplace Harassment

Workplace harassment is unwelcome conduct that is directed to one or more persons in a **legally protected class** that interferes with their **participation in the workplace**. The offensive conduct must be *severe or recurring* such that it creates a work environment that a reasonable person would consider intimidating, hostile or abusive. Petty slights, annoyance, and isolated incidents (unless extremely serious) will not rise to the level of unlawful conduct.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures.

C. Workplace Sexual Harassment (Non-Title IX)

Sexual harassment is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here.

Sexual harassment occurs when one or more persons are subject to unwelcome sexual advances, request for sexual favors, or other verbal, non-verbal, visual or physical harassment of a sexual nature that is so *severe or recurring* such that it creates a hostile or offensive work environment.

Sexual harassment includes sexually harassing others of the same and/or different gender, gender identity or gender expression.

Sexual harassment is unlawful whether it involves co-workers, supervisors, Board members, students, or campus guests of the College.

Sexual harassment may include, but is not limited to:

1. Leering, making sexual gestures, or displaying derogatory and or sexually suggestive objects, pictures, cartoons, posters or drawings;
2. Sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or comments;
3. Verbal or non-verbal unwanted sexual advances or propositions;
4. Threatening or making reprisals after a negative response to sexual advances;
5. Offering employment benefits such as raises, promotions and job retention in exchange for sexual favors;
6. Unwanted physical conduct such as touching, massaging, pinching, patting, hugging; and
7. Physical interference with normal work or movement including impeding or blocking movement.

D. 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**, unreasonably interfere 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.

E. Workplace Retaliation

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 for, 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 head or the Board 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.

F. Responsibilities

1. Employee Responsibilities

Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment or retaliation as soon as possible after the occurrence. Reporting should be made to any of the following:

- Maxient Reporting System (or current reporting online program)
- Designated Official
- Supervisor
- Department Head
- President's Cabinet
- President
- Director of Human Resources
- Legal Counsel for the College

If the employee's supervisor is the subject of the incident, the employee should instead report the incident to one of the other listed persons. Reporting should be made regardless of whether the offensive act was committed by a supervisor, co-worker, vendor, visitor, student, or campus guest.

2. Supervisor Responsibilities

All supervisors are expected to ensure that the work environment is free from unlawful discrimination, harassment, sexual harassment, retaliation or the development of a hostile work environment. They are responsible for the application and communication of this policy within their work areas. Supervisors should:

- Encourage employees to report any violations of this policy before the harassment becomes *severe or recurring*.
 - Make sure the Director of Human Resources is made aware of any inappropriate behavior in the workplace.
 - Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.
 - Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment or hostile work environment.
 - Report any complaint of unlawful discrimination, harassment, sexual harassment, retaliation or hostile work environment to the Designated Official.
 - Submit any reported complaint to the Maxient Reporting System (or current reporting online program)
3. The College designates the Director of Human Resources, or his/her designee, as the Designated Official who will be responsible for directing the procedures of this policy.

G. Procedure for Reporting and Investigating

The following steps must be followed to report and investigate incidents of unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment.

1. A person who believes he/she has been unlawfully discriminated, harassed or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment or retaliation, should report it to the Designated Official, his/her supervisor, department head, President, Director of Human Resources or legal counsel for the College. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to one of the listed persons.
2. Once a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.

3. The Designated Official should promptly review the complaint and consult with legal counsel for the College and the Director of Human Resources.
4. In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.
5. The Designated Official, in consultation with legal counsel for the College, should engage a neutral party to investigate the complaint.
6. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.
7. At the conclusion of the investigation, the investigator will submit a report of the findings to the Designated Official, who will then route it as appropriate.
8. The Designated Official and/or the appropriate supervisors with assistance from legal counsel for the College will meet separately with both the complainant and the respondent to notify them in person of the findings of the investigation.
9. The complainant and the respondent may submit written statements to the Designated Official and/or supervisors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.
10. After the Designated Official and/or supervisors have met with both parties and reviewed the documentation, and after consultation with legal counsel for the College, a decision will be made as to what action, if any, should be taken by the President or department head.
11. At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant, unless otherwise required or made public by law.

H. Disciplinary Action

1. If it is determined that unlawful discrimination, harassment or retaliation has occurred, an appropriate course of action will be taken by the College. The action will depend on the following factors:
 - a. The severity, frequency and pervasiveness of the conduct;
 - b. The conduct of the respective employees;
 - c. Prior complaints made against the person alleged to have committed the offenses;
and

- d. The quality of the evidence (first-hand knowledge, credible corroboration etc.).
2. If problematic conduct is revealed in the investigation, corrective action may be taken even if the investigation is inconclusive or if it is determined that there has been no unlawful discrimination, harassment or retaliation.

I. Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The College's insurer may also be engaged to assist in all phases of any proceeding or investigation.

VI. GENERAL POLICIES

A. Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. The College recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the College.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or the designated manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with the supervisor's designated representative. If you must leave a voicemail, you must provide a number where your supervisor may reach you if need be.

B. Substance Abuse

The College recognizes alcohol and drug abuse as potential health, safety and security problems. The College expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse

of prescription drugs on College premises or at any time and any place during working hours.

Additionally, employees must notify the College of any criminal drug statute conviction within five (5) days after the conviction. Similarly, employees who must maintain a valid driver's license to perform their job must notify the College of any citation or conviction for any traffic offense involving alcohol or drugs, whether on the job or off duty, within five (5) days of the citation or conviction.

While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate supervisor, director or department head, or the Human Resources Office for assistance in seeking help, including possible coverage under the College's medical insurance plan, to address substance abuse.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the College.

C. Relationship Policy

Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior or the Director of Human Resources of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationships bear a responsibility to the College to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

Employees are prohibited from dating, pursuing a date, and having or pursuing a romantic or sexual relationship with a student subject to the employee's supervision or in violation of college procedures.

D. No Smoking Policy

The College buildings and facilities are non-smoking in accordance with state and federal requirements. Smoking is prohibited on all college properties, including off-campus centers and any properties owned or leased by the College. Use of tobacco products of any kind or vape/e-cigarettes is not allowed within any indoor spaces of the College's buildings and facilities or in College vehicles. For additional details of this policy, see the Smoke Free Campus Policy.

E. Information Technology Policy Statement

CSI is committed to delivering a comprehensive suite of information technology services that meet our stakeholders' unique and varied needs. The Office of Information Technology (OIT) will ensure CSI maintains cybersecurity and electronic data regulatory compliance, supports business services, facilitates educational and academic undertakings, and prioritizes the delivery and ongoing support of a robust cyber defense program, and system readiness. OIT solutions and services will be secure and reliable in order to enable and support organizational success by implementing industry best practices, fostering continuous improvement, and leveraging emerging technologies.

VII. EMPLOYEE DISCIPLINE

A. Performance/Discipline Framework

The following framework provides discipline options that may be taken when an employee violates employment policies or fails to adequately perform his/her duties. Nothing contained herein is intended to change the at-will nature of the employee's employment or limit the reasons for which the employee may be disciplined, including termination of employment. Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. The College may take any of the following disciplinary actions, or any other action, in any order when a supervisor deems an action or performance of the employee to be serious enough to warrant a certain discipline.

B. Disciplinary Actions Available

1. The following actions are among the disciplinary actions that may be taken in response to personnel policy violations or performance deficiencies:
 - a. Oral warning
 - b. Written warning or reprimand
 - c. Suspension without pay
 - d. Demotion
 - e. Dismissal
2. Conditions of maintaining employment that relate to particular performance/behavior issues may be established in conjunction with any of these actions.

C. Opportunity to be Heard—Name-Clearing Hearing

1. All at-will public employees who are being terminated, or demoted with a reduction in pay, based upon allegations of *dishonesty, immorality or criminal misconduct* are constitutionally entitled to a name-clearing hearing when one is requested.
2. Failure by the employee to pursue this hearing procedure constitutes a waiver of this

opportunity.

3. Issues involving dishonesty, immorality or criminal misconduct are the only issues that will be heard in this procedure.
4. The procedure for the hearing is as follows:
 - a. Within seven (7) calendar days of his/her termination or demotion, the employee may submit to the Director of Human Resources a written request for a name-clearing hearing and state the basis for it.
 - b. A request for hearing will be denied if the employee misses the deadline for submittal of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
 - c. An employee granted a hearing will meet with the President or the President's designated presiding officer. The hearing will not exceed one hour in duration.
 - d. An audio recording of the hearing will be made and maintained as part of the personnel record.
 - e. The employee's supervisor may provide a brief written statement at least 24 hours prior to the hearing. The presiding officer may require the supervisor to participate in the hearing.
 - f. The employee will be provided an opportunity to present evidence upon which the claims are based.
 - g. The presiding officer may ask questions during this process.
 - h. The Idaho Rules of Evidence do not apply to this hearing.
5. After the hearing, the presiding officer will consider the information submitted, and other information as might be in the College's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

VIII. HIRING POLICIES

A. Equal Employment Opportunity

1. All selection of employees and all employment decisions, including classification, transfer, discipline and discharge, will be made without regard to race, religion, sex, age, national origin, or non-job-related disability, or any other characteristic protected by law. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona fide occupational qualification.
2. All objections to hiring or other employment practices will be brought to the attention of the President, Human Resources Officer, department head or supervisor, or in the case of objection to actions undertaken by that person, to legal counsel for the College.

3. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
4. The College will endeavor to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. An employee should advise either the supervisor or department head if he or she requires an accommodation to enable the employee to perform the essential tasks of the job.
5. The College will also endeavor to make reasonable accommodations for its employees' religious needs and practices, including those related to appearance and observance of holidays. An employee should advise either the supervisor or the Director of Human Resources if he or she requires accommodation for religious reasons.

B. No Preference for Hiring from Within

Qualified College employees are welcome to apply to fill advertised vacancies in the workforce. No preference will be given over outside applicants.

C. Veteran's Preference and Rights

1. The College will grant a preference to U.S. Armed Services veterans, or certain of his/her family members, in accordance with provisions of Idaho Code, 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.
2. Employees who are qualified veterans returning to employment with the College following qualified military leave shall have the rights and responsibilities provided by Idaho Code §65-508 and the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301, et seq. The returning veteran will be restored to his/her position with the same seniority, status and pay that he/she would have had if there had been no military leave. In addition, in accordance with the provisions of these laws, the veteran will not be discharged from his/her position without cause for a period of 1 year after the restoration of his/her employment with the College.

D. Nepotism/Hiring of Relative

1. No person will be employed by the College when the employment would result in a violation of provisions found in Idaho Code, including but not limited to I.C. Title 74, Chapter 4, I.C. §18-1359 and their successors. Any employment made in violation of these sections may be void. The appointment or employment of the following persons is expressly prohibited:
 - a. The President, or other public servant, including employees, will not appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree to any compensated office, position, employment or duty. This means no one related within the second degree to anyone involved in any way in

the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process.

- b. An employee whose relative is subsequently elected to the Board or who is appointed President may be eligible to retain his/her position and receive pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

IX. EMPLOYEE PERSONNEL FILES

A. Personnel Records

1. The official employee records for the College will be kept in the Human Resources Office or by the Director of Human Resources.
2. The personnel files should contain records related to employee performance, employee status, and other relevant materials related to the employee's service with the College.
3. The employee's supervisor, the Human Resources Department, or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance.

B. Access to Personnel Files

1. Only the employee's supervisors, the Director of Human Resources, the Board when acting as a board in the course of its official business, the President, attorneys for the College, and the employee him/herself are authorized to view materials in a personnel file. Access of others to such files will be allowed only when authorized after consultation with legal counsel for the College.
2. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the College, or pursuant to a Court order or a proper subpoena.
3. The College reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct.
4. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

C. Management of Information in Personnel Files

Each employee will be provided an opportunity to contest the contents of his/her 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 College, any material may be removed

upon a finding by the College 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.

X. EMPLOYEE CLASSIFICATION

For various reasons, employee status must be organized by classifications in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type, and raise any concern. The College will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly classified.

A. Employee Classification for Employment Status

1. All employees of the College, including part-time, adjunct faculty, and temporary employees are **at-will employees**, except as otherwise required by law or pursuant to a written contract approved by the President.
2. Employed Attorneys and Other Legal Counsel.

Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, attorneys employed by the College are considered to be at-will employees serving at the pleasure of the President, and can be appointed or removed at the President's pleasure.

B. Employee Classification for Benefit Purposes

The classification of the position an employee holds with the College may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

1. Elected Officials

Elected Officials are not considered regular employees. Elected Officials receive employment benefits as identified in a resolution adopted by the Board.

2. Full-Time Regular Employees

Employees whose employment is sustained and continuing throughout each month of the year (or school year) and whose typical work week consists of at least 37.5 hours for faculty and 40 hours for staff are considered full-time regular employees. Full-time regular employees are eligible for employee benefits provided by the College.

3. Part-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of less than 20 hours on a regular basis are considered part-time regular employees. Part-time regular employees may receive reduced employee benefits as authorized by the President and as required by federal and state law. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time regular employee. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

4. Temporary Employees

Employees who are not faculty and work on an irregular, seasonal or temporary basis are temporary employees, typically expected to be employed for less than five months. Temporary employees receive no benefits provided to regular employees, except those required by law or authorized by the President.

5. Faculty Employees

Employees whose employment is subject to an instructional contract are considered Faculty. Contracted Faculty receive employment benefits as identified in the Faculty Handbook or the instructional contract.

XI. COMPENSATION POLICIES

A. Establishment of Employee Compensation

Employees are compensated in accordance with, and subject to, decisions of the Board or President as annual budgets are set and are subject to increase, reduction, or *status quo* maintenance for any time period. The department head may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the President.

B. Compliance with State and Federal Pay Acts

The College will comply with all state and federal pay acts governing compensation of its employees.

C. Right to Change Compensation and Benefits

The College may change general compensation for any reason deemed appropriate by the President. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent College budget. Hours worked may be

reduced or employees may be laid off by the President or president's designee as necessary to meet budgetary constraints or as work needs change.

D. Overtime/Compensatory Time Policy

1. In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as exempt (salaried) or non-exempt (hourly) for purposes of complying with the federal Fair Labor Standards Act (FLSA). Exempt employees perform work that qualifies for the professional, executive or administrative exemption and do not qualify for overtime compensation. Employees should contact their department supervisor or the Human Resources Office for further clarification of the employee's FLSA status.
2. Overtime for non-exempt, hourly employees will be allowed only when authorized by the appropriate supervisor or when absolutely necessary in an emergency. Employees may not work any hours outside of their scheduled work day unless the supervisor has given advanced authorization for the unscheduled work. Employees may not start work early, finish work late, work during meal breaks or perform any other extra or overtime work unless they are authorized to do so, and it is reported on the employee's timesheet. Any employee who fails to report, or inaccurately reports, any hours worked will be subject to disciplinary action, up to and including termination.
3. Non-exempt employees entitled to overtime compensation will either accrue compensatory time or overtime pay, as established by policy adopted by the Board. Compensatory time or overtime pay for work in excess of 40 hours per week will be computed at 1½ hours for each additional hour worked. The Board has set a maximum accumulation of 240 hours of compensatory time. Any compensatory time over that amount will be paid in the next pay period unless otherwise approved by the President.
4. 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 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.

E. Reporting and Verifying Time Records

1. Each hourly employee is responsible to timely and accurately record time that he/she has worked in accordance with the procedures authorized by the Board or President and the payroll office. Each report of non-exempt employees must be signed manually or electronically by both the supervisor and the employee and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. Any changes to the time record made

by a supervisor or the payroll office to correct mistakes must be acknowledged by the employee. Exempt employees may be required to document time worked or benefits used for accountability purposes.

2. Any employee concerned about his/her compensation, rate of pay, payroll status, deductions, *etc.*, must communicate such concerns to the payroll office or his supervisor as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.
3. Employees may not falsify their own timesheet or alter another employee's timesheet in any way. Employees must not under- or over-report hours worked by themselves or other employees, or conceal any falsification of time records, even if instructed to do so by a supervisor, the President or other person. If instructed to do so, the employee must immediately report it to the legal counsel for the College.

F. Work Periods

The workweek for all non-exempt employees who are subject to the FLSA begins at 12:00 a.m. on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday.

G. Payroll Procedures and Paydays

1. Employees are paid monthly throughout the year. Paychecks or direct deposit receipts are issued on the 25th of each month unless the 25th falls on a holiday or weekend, in which case payday will fall on the previous working day before the holiday or weekend. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.
2. Every effort will be made to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. Each employee must monitor the accuracy of compensation received and review his/her paper or electronic paycheck stub when received to make sure it is correct. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the College. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the President, the policy will prevail. Employees are obligated to call to the College's attention any such errors, whether to the advantage or disadvantage of the employee. When mistakes are made and are called to the College's attention, the College will correct the mistake as soon as possible.

H. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

1. The College encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Leave will be granted, and full pay provided to employees

called to serve as a court witness in matters specifically related to College operations or called to serve on jury duty.

2. Employees must show the jury duty summons or notice to their supervisor as soon as possible so that the supervisor can make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

I. Military Leave

An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 46-409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

J. Payroll Deductions

No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law (Idaho Code § 45-609).

K. Travel Expense Reimbursement

An employee on approved College business will be reimbursed for expenses incurred in completing his/her assignment in accordance with the policies established by the College. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested.

L. On-the-Job Injuries

Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's supervisor (and reported on the Maxient Reporting System (or current reporting online program) as soon as practicable so that a worker's compensation claim can be filed. Return to employment will be authorized on a case-by-case basis in consultation with the supervising official and the State Insurance Fund and may require a fitness for duty medical review. Concerns associated with injured worker status may be brought before the supervisor or Director of Human Resources for review.

XII. EMPLOYEE BENEFITS

The College offers a number of employee benefits for full-time and part-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the President. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official action by the President.

A. Vacation Leave

1. Vacation leave is available to full-time regular employees who have accrued vacation leave. Vacation leave accrues as follows:
 - a. Full-time employees whose positions are not exempt from the FLSA and who typically work at least 40 hours per week accrue vacation at the Following rates:
 - During the first five (5) years of CSI service, vacation leave will be accrued and accumulated up to a maximum of two hundred forty (240) hours;
 - During years six (6) through ten (10) of CSI service, vacation leave will be accrued and accumulated up to a maximum of two hundred eighty-eight (288) hours;
 - Starting year eleven (11) of credited CSI service, vacation leave will be accrued and accumulated up to a maximum of three hundred thirty-six (336) hours.
 - b. Full-time employees whose positions are exempt from the FLSA and who typically work at least 40 hours per week accrue vacation at the rate of 10 hours per month, which is equivalent to 15 days per year. For those same employees who typically work less than 40 hours per week accrue leave in proportion to the number of hours worked.
2. Vacation leave can only be accrued up to the maximum stated hours, as determined on December 31 of each calendar year. Any vacation leave accrued above maximum as of that date are forfeited and the employee will be returned to maximum.
3. Vacation leave is to be scheduled with consent of the department supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected office/departments. Upon separation from employment, unused vacation leave up to the maximum allowed accrual will be compensated by lump-sum payment at the then-current hourly or daily rate.
4. A full-time regular employee who has been rehired by the College within six months after termination from another full-time regular position will be credited for the employee's prior years of service for purposes of the accrual of vacation.

B. Sick Leave

1. Sick leave benefits are provided to regular full-time employees at the rate of 8 hours per month. Full-time regular employees who work less than 40 hours each week accrue sick leave per month at the rate of 1/5 of the hours worked in a typical week. Sick leave is a benefit to provide relief to the employee when an illness or injury prevents the employee from working productively or safely, or when an immediate family member's (spouse, child, parent) illness presents no practical alternative for

necessary care. Sick leave must be requested at least within two hours of the time the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. The President or supervisors may require the employee to provide a doctor's note, or require, at the College's expense, an independent review of reported illness by a competent medical authority.

2. Sick leave benefit recipients will receive their normal compensation when using sick leave. All unused sick leave will be forfeited without compensation upon separation from employment, except as may be provided by law when the employee is commencing employment with a state educational agency immediately after separation or when allowed to be credited to pay qualifying insurance premiums upon retirement.

C. Holidays

Eleven official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the President, as delegated by the Board.

Full-time regular employees who are required to work on holidays will be scheduled to receive a substitute holiday with pay within 60 days of the date of the holiday they worked. Unscheduled emergency work on holidays will be compensated at a rate of 1½ times the employee's regular rate of pay.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr./Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

D. Bereavement Leave

Up to 3 days of paid leave of absence will be provided for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters, including in-laws). Employees have the right to use accrued vacation leave beyond the leave of absence allowed by this section.

E. Leaves of Absence

Up to 30 days of unpaid leave of absence can be granted by the responsible supervisor for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of 30 days will require written approval of the President.

F. Benefits for Temporary Employees

All temporary employees will receive benefits as required by law, including worker's compensation insurance. All other benefits are to be determined by the President, as delegated by the Board.

G. Insurance Coverage Available to Employees

Various insurance benefits are available to employees and family members in accordance with the terms and conditions of the College's contract for such services. The Human Resources Office should be contacted to learn of sign-up and claims procedures. Other insurance offerings may be available at employee or shared expense.

H. Retirement Program Offering

The College participates in the retirement programs of the Public Employees Retirement System of Idaho (PERSI), Fidelity Investments (ORP), and with Social Security (FICA). These programs require the College to withhold a percentage of an employee's gross salary for retirement purposes. To contribute an additional amount, contact the Human Resources Office for further information.

I. Transfer of Benefits with Employee Transfer

Accrued benefits continue when the employee transfers from one department to another within the College. However, upon such transfer, the employee is only eligible for those benefits authorized for the particular position and employment status.

J. Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the President, as delegated by the Board, that may be available to employees for participation in accordance with the terms of their respective policy or agreement:

1. Short-term and long-term disability insurance.
2. Deferred compensation plans handled by payroll deduction.
3. Credit union participation.
4. Employee-requested deduction programs.

5. Professional leave and instructional release time, as pre-approved by the employee's supervisor.
6. Allowance for uniforms, tools, equipment, *etc.*
7. Parking privileges.
8. Tuition Exemption and reduced fee agreements with some other Idaho post-secondary institutions.
9. Early Retiree health insurance available until age 65
10. Retirement System
11. Employee Assistance Program

XIII. FAMILY MEDICAL LEAVE ACT (FMLA)

This section contains a summary of FMLA rights and responsibilities and is not intended to be a complete statement of all FMLA issues that may arise. Please check with the Human Resources Office in identifying FMLA leave issues. The US Department of Labor has published an FMLA resource for employees:

www.dol.gov/whd/fmla/employeeguide.pdf. It has also published a guide for employers that is also beneficial to employees: www.dol.gov/whd/fmla/employerguide.pdf.

A. Eligibility Requirements

To be eligible for FMLA benefits, prior to any leave request, the employee:

1. must have worked for the College for at least 12 months, which in some circumstances may include separate periods of employment with the College;
2. must have actually worked at least 1,250 hours for the College during the previous 12 months; and
3. the College must employ at least 50 employees within 75 miles of the employee's workplace measured by using available transportation on the most direct route.

B. FMLA Rights

1. An eligible employee is entitled to job-protected, unpaid leave for the following reasons:
 - a. birth and care of the eligible employee's child; b. placement for adoption or foster care of a child with the employee; c. care of an immediate family member (spouse, child, parent) who has a serious health condition; or d. care of the employee's own serious health condition.

2. A “serious health condition” is a condition that a. that requires inpatient care at a hospital, hospice or residential medical care facility, including any subsequent period of incapacity or treatment in connection with such inpatient care; or b. requires continuing care by a licensed health care provider.
3. The employee may request up to 12 weeks of leave during a 12-month period in which the College will continue the employee's benefits (employer portion only). The 12-month period is determined using a “rolling” 12-month period measured backward from the first day of the employee’s FMLA leave. If the employee does not return to work at the end of the FMLA leave for reasons other than the continued serious health condition of the employee or eligible family member, the College may recover from the employee the premiums that were paid for the employee’s medical coverage during the FMLA leave period.
4. Total FMLA leave for employee spouses/parents who both work for the College is 12 weeks combined if the leave is for reasons other than the employee’s own personal serious illness.

C. Concurrent Use of Accrued Leave and Worker’s Compensation Required

1. Employees are required to use any accrued paid vacation and sick [PTO] leave and compensatory time off (“comp time”) concurrently with any FMLA leave. If the employee does not have sufficient accrued vacation and sick [PTO] leave and comp time to cover the time out on FMLA leave, the employee may take the remainder of FMLA leave as unpaid leave.
2. If the employee is on worker’s compensation leave, such leave will also run concurrently with any FMLA leave.

D. Employee Obligations

1. Employees are required to give 30 days advance notice, or as much time as practical, when the need for FMLA leave is foreseeable. The employee may be required to provide medical certification by his/her physician or medical practitioner indicating the diagnosis and probable duration of the FMLA qualifying medical condition. The College may also require second or third opinions at the College’s expense.
2. Employees who are on FMLA leave for their own serious illness for at least 3 days are required to provide a medical practitioner's fitness for duty report prior to returning to work. The employee must provide his/her medical practitioner with a job description so that the practitioner can evaluate whether the employee will be able to perform all of his/her duties on his/her return to work. FMLA leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely the College’s in compliance with the provisions of FMLA. If a doctor finds that the employee is not fit to return to duty, the employee will not be allowed to return to work.

3. Employees should contact the Human Resources Office to discuss their rights and obligations for continuation of any current benefits they are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.
4. To request FMLA leave, the employee must contact the Human Resources Office indicating the reason for requesting FMLA leave and the expected duration of leave.
5. Employees eligible for FMLA protected leave may decline the use of such leave, but will then be subject to the attendance and leave policies of the College.

E. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule with prior written approval from the employee's supervisor or when "medically necessary." Intermittent leave may not be used for the birth or placement of a child for adoption or foster care without the written approval of the President.

F. Employer's Rights and Obligations

1. The College has the duty to notify employees of the availability of the right to FMLA leave and to determine whether the employee is or is not an eligible employee under the Act.
2. The College may require periodic notices of the employee's FMLA status and his/her intent to return to work.
3. The College will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the FMLA. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

G. The National Defense Authorization Act

1. The FMLA also provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member. A "covered service person" is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty that renders that person unfit to perform his or her duties in the Armed Forces. If this type of leave is requested, the College may require medical certification that the service member being cared for has a serious health condition and that it was incurred in the line of duty.
2. FMLA also now provides 12 weeks of FMLA leave to an employee if his or her spouse, son, daughter or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. If this type of leave is

requested, the College may require certification that the service member has actually been called to active duty.

3. The allowed length of FMLA military leave is measured from the first day of leave taken and ends 12 months later. FMLA time already taken may be deducted from the 26 weeks of leave in some circumstances. See the Human Resources Office to determine available leave.
4. Employees are required to provide prior notice when the need for this type of FMLA military leave is foreseeable.

XIV. AMERICANS WITH DISABILITIES ACT

A. Eligibility

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) prohibit employers with 15 or more employees from discriminating against individuals with disabilities.

B. Reasonable Accommodation

The College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless:

1. doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation; or
2. the accommodation creates an undue hardship to the College.

Employees should contact their supervisor or the Human Resources Office with any questions or requests for accommodation.

XV. FITNESS FOR DUTY EXAMS

A. Safe Work Environment

The College is committed to maintaining a safe and productive workplace. Every employee is required to report to work fit to perform his/her job in a safe, appropriate and effective manner.

B. Conditions for Exam

The College may require a fitness for duty evaluation as part of a physical exam of the employee to determine the employee's physical, mental and emotional readiness to perform the essential functions of his/her job with efficiency and safety for himself/herself and others. Fitness for duty evaluations may be done in the following circumstances:

1. following a conditional offer of employment;
2. prior to return to work following a leave related to injury or illness;
3. when an employee expresses concern about his/her ability to perform the functions of his/her job; or
4. when there is reasonable belief that the employee cannot safely perform the functions of his/her job.

XVI. IDAHO WHISTLEBLOWER PROTECTION

A. Scope

Idaho Code, Title 6, Chapter 21, provides protections to public employees who experience adverse employment actions as a result of the good faith reporting of the existence of any waste of public funds, property or manpower, or of a violation, or suspected violation, of law, rule or regulation governing the College, state of Idaho or the United States of America.

B. Reporting

Any such report must be made at a time, and in a manner, which gives the College a reasonable opportunity to correct the waste or violation.

C. Protection

The College may not take adverse action against an employee because the employee in good faith reports the suspected waste or violation, or participates or gives information in an investigation, hearing, court proceeding or any other form of administrative review of the report.

D. Enforcement of Rights

If the employee believes that he/she has experienced an adverse employment action protected by the Whistleblower Act, he/she may bring a civil action in District Court within 180 days of the occurrence of the violation of the Act.

XVII. SEPARATION FROM EMPLOYMENT

A. Reductions in Force (RIF)

When financial circumstances or changes of workload require, the College may reduce forces in such manner as it deems necessary to maintain the effective functioning of the College services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The President may

make any changes in the work force or assignment of resources deemed to be in the College's best interests.

B. Cobra Benefits

Employees who currently receive medical benefits and who resign or are terminated from their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Employees with questions regarding the right to continue health coverage after termination of their employment should contact the Human Resources Office.

C. Exit Interview

Each employee who terminates from employment is encouraged to participate in an exit interview with the designated representative of the College. In such interview, the College should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee should be invited to inform the interviewer about his/her impressions of employment. An employee exit form may be completed and will be retained in the employee's personnel file.

D. Resignation Policy

1. Written and oral resignations are effective upon receipt by a supervisor, department head, Director of Human Resources or the President. Oral resignations should be immediately documented by the person receiving the resignation. Evidence of the written or oral resignation should be provided to the employee and placed in the employee's personnel file.
2. Employees who have unexcused or unauthorized absences of 3 or more working days in a row may be considered to have resigned through abandonment of his/her position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of 3 or more working days in a row, the College will consider the employee as having resigned and immediately notify him/her of such.

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