



IDAHO STATE
**HISTORICAL
SOCIETY**

Idaho State
Historical Society

Employee Policy
and Procedure
Manual

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PURPOSE OF THIS MANUAL

This manual is a policy and a procedures manual. Its purpose is threefold: 1) to inform staff of professional standards expected; 2) to guide staff to internal and external rules that guide your activities; and 3) to instruct staff of preferred methods in performing select activities. This manual does not cover every situation nor answer every question. It is an information resource, not a contract or guarantee of employment. As staff, it is your responsibility to comply with the contents herein. Thank you for your attention to this important information.

Navigating this Manual

This manual is primarily intended as an online reference. You may navigate it from the Table of Contents by placing your cursor atop a subject line and pressing <CTRL> + <Enter> to go directly to that subject in the manual. You might also find it helpful to use [EDIT], [FIND] in this document. Policy and procedure pages will generally present topics in the following format:

- Purpose, Abstract, or Summary (brief description, audience and contacts identified)
- Related Links (resources to reference for Policies, opt.)
- Before You Begin (resources to gather for Procedures, opt.)
- Policy (details)
- Revision (author, reason, date) if available

Revising this Manual

Any staff member may suggest changes to policies and procedures, at any time. Changes to policy should proceed up the chain of authority to the Executive Director who will determine if a change is in order and whether Board approval is needed. Determinations by the Board are final. An online master copy of this document will be updated on the ISHS Intranet on a quarterly basis. Responsible contacts at work sites may print a new hard copy of the manual at their discretion, as long as employees have access to their policy manual at all times in some format. It is the responsibility of each work site supervisor to ensure that their employees understand all changes. Changes to procedures will be reviewed and handled by staff considered to have expertise in subject matters, who may consult with outside experts and who will work closely with the Executive Director.

Organizing this Manual

Major sections are assigned a general area policy number.

100	General	300	Personnel
200	Fiscal	400	Collections and Archives

POLICY REVISION LOG

Date	Policy Area	Reason	By
4/14/08	(Entire manual)	Reorganization	JW
4/14/08	Approved by Board of Trustee and Executive Director		
8/9/10	(Throughout)	Adding and updating policies	JW
7/1/11	(Throughout)	Updating Policies	AP
8/2014	(Throughout)	Updating Policies	AP

100 GENERAL POLICIES AND PROCEDURES

Contents of General Policies and Procedures:

- [100](#) General Governing Policy and Procedures
- [101](#) Customer Service
- [102](#) Marketing and Public Relations
- [103](#) Information Systems
- [104](#) Transportation and Travel
- [105](#) Safety

100 GENERAL GOVERNING POLICY AND PROCEDURES

Contents of General Governing Policy and Procedures section:

- [100.1](#) Policy-Making Authority
- [100.2](#) ISHS Mission, Vision, and Organization
- [100.3](#) State Historical Society Board
- [100.4](#) Trustee: Roles and Responsibilities

Background

Discussions regarding changes in the scope of responsibility for the State Board of Education were held in 2008. ISHS was advised that an analysis by DFM and the Office of the State Board of Education recommended that ISHS become a Self Governing Agency. The SBOE Executive Director consulted with the ISHS Board of Trustees for input. Staff analyzed and reviewed ISHS related statutes for potential impact to ISHS operations or the Board's authority. The key impact item included revising ISHS governance/budget policies, adapted from SBOE governance practices. The revised ISHS governance policy was directly adapted from the SBOE model. These policies have no direct fiscal impact.

100.1 POLICY-MAKING AUTHORITY

DEFINITION

The governing policies provide broad basic principles that generally form the foundation for board procedures. The Board of Trustees of the Idaho state historical society (hereinafter referred to as the board) intends that the society— comprised of the agency administration, the Idaho State Historical Museum and Old Idaho Penitentiary, Idaho State Archives, and the State Historic Preservation Office and Historic Sites program— follow the policies and procedures outlined herein.

POWERS AND DUTIES

The board, as the designated policy-making body for the society, has all of the powers and duties established by the Constitution of the state of Idaho and the statutes appearing at title 67 chapter 41 et seq. of the Idaho Code, as may be amended. Although the board is responsible for ensuring that its policies and procedures are followed, it does not participate in the details of internal management of the society. That responsibility is hereby delegated to the executive director of the society. Members of the board, as representatives of the state and its citizens, may exercise official authority only when the board is in session or when they are acting on behalf of the board pursuant to its direction.

POLICY DECISIONS

Assisted in its deliberations by the executive director, the board undertakes policy-making decisions in areas such as the following:

- Consideration of policy proposals from the society, employees or other interested parties, coordinated with the executive director and in accordance with established board procedures.
- Adoption of policies to ensure the effective internal management of the agency, and to encourage the highest quality of service by society employees.
- Review of and action on the goals and objectives, including the statements of role and mission, of the agency.
- Evaluation of the administration and execution of board policies.
- Approval or disapproval of other policy matters requiring action by the board.

CONFORMANCE WITH STATE AND FEDERAL LAW

All board governing policies and procedures and the internal policies and procedures of the agency will comply with and be in conformance to applicable laws.

ADOPTION, AMENDMENT, OR REPEAL OF BOARD POLICIES

- Board policies may be adopted by majority vote (four members, as defined in Idaho Code § 67-4125) at any regular or special meeting of the board.
 - The adoption, amendment, or repeal of a board policy may be requested by any member of the board, or the executive director.
 - The department administrators, with the approval of the executive director, will submit a board action item to receive board consideration.
 - An Idaho resident, other than those described above, may file a written request with the executive director for board consideration of a proposal.
 - Regardless of the source, a statement of the proposed adoption, amendment, or repeal must be presented to the executive director for transmittal to the board.
- Board action on any proposal will not be taken earlier than the next regular or special meeting.
 - Board action items are to be submitted to the executive director one month in advance of the next regular or special board meeting.
 - After thorough consideration by the executive director, the proposal will be presented to the board for action.
- The executive director is authorized to make non-substantive corrections and amendments to board governing policies and procedures as may be necessary in such areas as typographical errors, cross-references, and citations of state and federal statutes.

GOVERNING POLICIES AND PROCEDURES, AND BOARD RULES

The executive director maintains a governing policies and procedures manual, and board rules. Official copies of board governing policies and procedures will be provided to members of the board and staff, and other interested parties, for their own use.

100.2 ISHS MISSION, VISION, AND ORGANIZATION

MISSION STATEMENT

The Idaho State historical Society preserves and promotes Idaho's cultural heritage.

VISION STATEMENT OF PURPOSE

Our vision is to inspire, enrich and engage all Idahoans by leading the state in preserving and sharing, and using history and cultural resources relevant to today to inform and influence the future.

OUR VALUES

- Customer Service
- Stewardship
- Education
- Professionalism

ORGANIZATION

The society has evolved into an extraordinary system of cultural and historic resources comprised of the Idaho State Historical Museum and Old Idaho Penitentiary, Idaho State Archives, the State Historic Preservation Office and Historic Sites program, and agency administration. Under the direction of a board of seven (7) trustees who represent the judicial districts of the state, and with support from the foundation for Idaho history, a staff of 50 professionals, 200 volunteers, and facilities statewide, the society now serves more than 100,000 people annually and reaches an additional 700,000 on its web site.

- The Idaho State Museum is accredited by the American Association of Museums and is the largest and most visited museum in the state.
- The Old Idaho Penitentiary is the territorial and first state prison of Idaho.
 - The museum and old penitentiary's many interactive programs add value to the state by illuminating Idaho's history through public programs that are authentic, relevant and exciting for children, students, families, adults, tourists and newcomers.
- The Idaho History Center in Boise houses the agency's administrative office and the Idaho State Archives.
 - The administrative office provides support for all society programs, and liaison to the office of the governor and the legislature, and includes the fiscal office, human resources, development and marketing, maintenance, information technology and special projects.
 - The office of the state historian is located at eh administration office.
 - The Idaho State Archives provides public and research access to holdings in many media dealing with Idaho's history, including: manuscripts, state archives, books, periodicals, oral history interviews, films and videos, microfilms, and maps.
- Under the terms of the National Historic Preservation Act of 1966, the State Historic Preservation Office administers the National Register of Historic Places and the state's

historic and archaeological site inventories, the certified local government program, and the tax incentive program, and carries out federal project review duties.

- In 1992 the state legislature established the archaeological survey of Idaho with collections repositories in Pocatello, Boise, and Moscow.
- The sites administrator oversees sites, including those at Pierce, Franklin, Rock Creek, Table Rock and Boise, including the National Historic Landmark assay office where the state historic preservation office is located and the bureau of reclamation building on Broadway Avenue in Boise.

100.3 STATE HISTORICAL SOCIETY BOARD

IDAHO CODE

The state historical society Board of Trustees shall be appointed by the governor as provided for in Idaho Code §67-4124.

BOARD APPOINTMENT PROCEDURES

Incumbent Reappointment

In the event that the incumbent candidate has served only one term and is interested in reappointment, the Board of Trustees may choose to reappoint the incumbent without soliciting other candidates, thus completing the appointment procedures. If there is no incumbent seeking reappointment, or if the board chooses not to reappoint an incumbent, the procedures are as outlined in item (b).

Open Appointment

The state historical society Board of Trustees will advertise the vacancy through the society's communication program, including the society's publications, website, news releases, and related venues, such as other regional and local historical societies. Such advertisement will solicit interested persons to apply for the vacant position on the board of trustees.

Each applicant must provide a written statement expressing his or her interest in becoming a trustee of the society, and must identify his or her primary residence.

Each applicant must also provide evidence of his or her qualifications for the position, relative to the requirements of this policy and the requirements of § 67-4124, Idaho Code. Knowledge, competence, experience and interest in:

- history
- historic preservation
- fund-raising and development
- marketing and promotion
- public administration
- education and public programs
- operation of cultural facilities: sites, museums, research libraries

The Board of Trustees will review all applications for the vacant trustee position and conduct interviews as deemed necessary. The purpose of the review of applications is to eliminate from further consideration all but the most qualified applicants.

The Board of Trustees will forward only the most highly qualified applicants, in order of preference, to the governor for consideration and appointment based on the recommendation of the board.

The Board of Trustees, in making their recommendation, and the governor, in making the final appointment, shall consider geographic representation and qualifications as provided for in Idaho Code §67-4124.

Board nominations shall be submitted to the governor within fourteen (14) days of the selection. The governor shall make appointments from such nominees within thirty (30) days of receipt of nominations.

DELEGATION AND SUBCOMMITTEES

The board may create advisory committees or partnerships to enhance the operation of the society when necessary, in accordance with Idaho Code §67-4126(12).

POLICIES AND PROCEDURES

The Board of Trustees of the Idaho state historical society elects its own officers and makes all necessary rules and regulations for the conduct of the public business entrusted to its care, as provided in Idaho Code §67-4123.

BUDGETARY AND OTHER MATTERS

The Board of Trustees of the Idaho state historical society, through its executive director, submits an annual budget request to the division of financial management and the legislative services office not later than September 1 each year. Other matters that might involve the Idaho state historical society are referred to in these governing policies and procedures.

100.4 TRUSTEE ROLES AND RESPONSIBILITIES

Related Links

State Historical Society Statute, [Chapter 41, Title 67](#), Idaho Code
Idaho Ethics in Government Act, [Chapter 7, Title 59](#), Idaho Code
Prohibitions Against Contracts, [Chapter 2, Title 59](#), Idaho Code
Bribery and Corrupt Influence Act, [Chapter 13, Title 18](#), Idaho Code

Background: ISHS Trustees

A Board of Trustees governs the Idaho State Historical Society. The board is responsible for administering the powers and duties required to preserve and protect any historical record of the history and culture of Idaho. Idaho Code [§ 67-4123](#) and [§67-4126](#).

APPOINTMENT AND TERM OF OFFICE

The Board of Trustees consists of seven members. The Governor appoints the members of the board. Board members serve terms of six years, except where appointed for the unexpired portion of a term. No board member may serve more than two consecutive full terms. [Idaho Code § 67-4124](#).

QUALIFICATIONS OF MEMBERS

Members of the board are chosen solely on the basis of their qualifications with due regard to their knowledge, competence, experience, and interest in the fields related to the preservation

of Idaho history. Geographic representation is considered in the selection process with one board member chosen from each of the judicial districts of the state. [Idaho Code § 67-4124](#).

CONDUCT OF BUSINESS

The board must meet at least once each quarter. The board may meet at other times as necessary for the orderly conduct of its business. Four members of the board constitute a quorum and the action of a majority of the members present at a meeting constitutes the decision of the board. The statute requires at least 72 hours' notice of regular meetings. Officers are elected to serve terms lasting two years. [Idaho Code § 67-4125](#).

SPECIFIC POWERS AND DUTIES

The Board of Trustees encourages and promotes interest in the history of Idaho and the Historical Society. The board appoints a director of the Historical Society and advises him in the performance of his duties. The board formulates general policies affecting the agency. The board has the authority to acquire and dispose of real or personal property, to hold title to that property, and to accept donations.

STATUTORY OBLIGATIONS

Among other things, the Board of Trustees acting through the Historical Society:

1. Collects artifacts and information illustrative of Idaho history, culture, and society for purposes of preservation and display.
2. Prints publications and reports.
3. Encourages creation of county historical societies and museums.
4. Facilitates the use of Idaho records for official reference and historical research.
5. Accepts official books, records, documents, original papers, newspaper files, printed books, or portraits, not in current use, from various states, county, city, or other public entity or official.
6. Requires that official books, records, documents, or original papers, not in current use, which are of definite historical importance, be deposited for preservation and provides methods whereby materials with no significance may be destroyed.
7. Establishes rules, including rules for the protections of prehistoric ruins and relics and archaeological and vertebrate paleontological sites and deposits on any public lands in Idaho.
8. Issues permits for excavation of prehistoric sites and ruins.
9. Recommends to the governor the designation, establishment, and declaration of any historical or archaeological site, monument, or point of interest as an Idaho historic site.
10. Provides signs or markers for Idaho state historic sites and approves markers, monuments, and signs to be used on or adjacent to any highway within the state.
11. Identifies historic, architectural, archaeological, and cultural sites, buildings, or districts, and coordinates activities of local historic preservation commissions.
12. Serves as the geographic names board of the State of Idaho.

DUTIES OF TRUSTEES

In order to function effectively and productively, the Historical Society needs the expertise, advice, and varied experiences of all of its trustees. Consistent meeting attendance and participation are paramount to these efforts. In the event that a trustee should miss more than two consecutive meetings of the board, the chair will confer with the trustee to decide what, if any, actions may be appropriate, up to and including a consideration of resignation.

COLLECTIVE DUTIES

1. Formulate and sustain the mission and vision of the agency.
2. Select, guide, and monitor the executive director. To a large extent, monitoring the performance of the executive director is synonymous with monitoring the performance of the organization.
3. Work with the executive director to develop long range plans and evaluate and revise them periodically. Focus on establishing goals rather than on the administrative means of accomplishing those goals.
4. Set policies that serve to guide the agency's operation. Empower staff to implement those policies.
5. Monitor the agency and its programs to assure that the goals and objectives are being achieved efficiently and effectively. Monitor use of the agency's resources.
6. Ensure that all legal and ethical responsibilities of the agency are being fulfilled.
7. Spend a majority of meeting time determining future actions, not monitoring the past. Take the time to review relevant materials, participate in discussion, and make educated decisions about all issues presented to the board.

INDIVIDUAL DUTIES

1. Attend all board meetings and, if requested, serve as liaison to a work group or as otherwise assigned.
2. Know the historical organizations, supporters, and issues in your area.
3. Be visible at history-related events in your area, particularly those presented, funded, or sponsored by the Historical Society.
4. Know your individual legislators and be willing to contact them if necessary.
5. Carefully review and consider all agenda related materials well in advance of the board meeting date. Ask questions.
6. Keep abreast of local, state, and federal historic preservation issues.
7. Support and uphold board decisions.
8. Avoid involvement in the day-to-day management and personnel issues of the Society unless required by statute, rule, or policy.
9. Immediately disclose any actual or perceived conflict of interest and, where appropriate, withdraw from participation in any discussion or vote on the matter being discussed.
10. Maintain confidentiality of confidential documents and information.

CONFLICT OF INTEREST AND PERSONAL CONDUCT

Maintaining a high standard of ethics, honesty, impartiality and conduct by Idaho State Historical Society Trustees is essential to ensure the proper performance of State business and to strengthen public faith and confidence in the integrity of the Idaho Historical Society.

SPEAKING FOR THE IDAHO HISTORICAL SOCIETY

The executive director is authorized to speak and act for the Society without additional authorization. Trustees do not speak or act for the Society unless duly authorized.

A trustee may speak to individuals and groups regarding activities, issues and decisions of and by the Society for the purpose of public education. This is acceptable only if it does not conflict with interests of the Society, or interfere with official duties. To the extent possible, comments or remarks that are being formally presented to an identifiable group should be vetted through the Society staff for accuracy and consistency with policy.

GRATUITIES

Trustees must not solicit in their official capacity any gratuity or other benefit from any person under any circumstance. Trustees may not accept honorariums from Idaho citizens, associations, corporations, or governmental entities for appearances or services given in the course of their official duties.

POLITICAL ACTIVITIES

No Trustee may:

1. Use his/her official authority or influence for the purpose of interfering with an election to or a nomination for office, or affecting the result thereof.
2. Directly or indirectly coerce, attempt to coerce, command or direct any state employee to pay, lend or contribute any part of his/her salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes.
3. Trustees retain the right to:
4. Register and vote in any election.
5. Express their opinions as individuals privately and publicly on political subjects and candidates.
6. Display a political picture, sticker, badge or button.
7. Participate in the nonpartisan activities of a civic, community, social, labor, or professional organization, or of a similar organization.
8. Be members of a political party or other political organization and participate in its activities.
9. Attend a political convention, rally, fund-raising function or other political gathering.
10. Sign a financial contribution to a political party or organization.
11. Make a financial contribution to a political party or organization.
12. Take an active part, in support of a candidate, in an election.
13. Be politically active in connection with a question that is not specifically identified with a political party, such as a constitutional amendment, referendum, approval of a municipal ordinance or any other question or issue of a similar character.

14. Serve as an election judge or clerk, or in a similar position to perform nonpartisan duties as prescribed by state or local law.
15. Otherwise participate fully in public affairs, except as prohibited by law, in a manner that does not materially compromise the neutrality, efficiency, or integrity of his/her function as a Trustee.
16. Serve as an advocate within the state government and the community to encourage and promote interest in Idaho history and in the Idaho Historical Society.
17. Serve as an advisory body regarding state legislative issues affecting Idaho history.
18. Administer and perform any function or activity assigned to the Society by the Governor.
19. Trustee Correspondence

State letterhead, word processing, copying, postal resources or other staff or office resources of the Society may **ONLY** be used with the approval of the executive director of the Society.

Policy statement on Trustee Responsibilities and Roles approved and adopted by ISHS Society Board of Trustees 27 January, 2006.

101 CUSTOMER SERVICE

Contents of Customer Service section:

[101.1](#) Helpful Guidelines

[101.2](#) Volunteers

[101.3](#) Internships at ISHS

[101.4](#) Membership Benefits

101.1 HELPFUL GUIDELINES

Transmit a positive attitude to others

An attitude is a state of mind influenced by feelings, thoughts and action tendencies. The attitude you send out is usually the one you get back. Positive attitudes are expressed through:

- Appearance
- Body language
- Voice inflection and tone
- Verbal and written communication

Satisfied customers are essential to the success of our organization. Writing letters, and E-mails, and answering the telephone are an expression of customer service just as are personal face-to-face contacts. All communications should be clear, concise, and courteous.

Identify the needs of customers

The best way to identify the needs of your customers is to try seeing things from their perspective.

- Understand their expectations and needs
- Know their timing requirements
- Anticipate their needs in advance
- Understand basic customer needs
- Listen
- Obtain feedback

Provide for the needs of your customer

- Perform the tasks and duties required of your job
- Perform important back-up duties
- Communicate by sending clear messages
- Satisfy the basic needs of your customers
- Act as an ambassador for the Agency by "selling" our services
- Deliver quality customer service when the unexpected occurs

Make sure customers come back

- Work to satisfy customer complaints
- Be prepared to properly handle the most common complaints
- Learn to get difficult customers on your side
- Understand why some customers are more difficult than others
- Take that extra step to provide quality customer service
- Consistently practice the principles of quality customer service

The high cost of an unhappy customer

- 96% of unhappy customers never complain directly to us about rude or discourteous treatment.
- 90% or more of the customers who are dissatisfied with the service they receive will not come back.
- On average, every unhappy customer will tell his or her story to at least nine other people.
- 13% of those unhappy former customers will tell their stories to more than twenty people.

The Agency strives to provide the same high quality of service to all its customers, both internal and external. It is the responsibility of all Agency employees to make our customers feel valued and respected.

101.2 VOLUNTEERS

VOLUNTEER RECOGNITION AND APPRECIATION

Purpose

ISHS wants to express its appreciation to its valued volunteers. Recognizing and supporting the contributions of our volunteers is critical to fulfilling the Historical Society's mission and in maintaining the current level of program support and community activities that rely on the presence of our volunteers.

Guidelines

ISHS will recognize continued dedicated service hours through a selection of appreciation activities. Approved activities will provide:

- A management tool to recognize volunteer dedication
- A means to encourage volunteer commitment and longevity
- Appreciation activities and products that combine a sense of team spirit, genuine appreciation, and affordability

Approved activities may include, but are not limited to, the following selections.

Appreciation Events

- The ISHS will coordinate annual picnics, potlucks or BBQs, with donated, sponsored or staff-prepared food
- These will be located at ISHS sites or ISHS partner's sites (such as the Botanical Gardens)
- In accordance with state policy, events in excess of four hours which include a training component may include an agency-sponsored snack
- Inclusion of free entertainment is encouraged.
- Volunteer Coordinators will prepare annual proposals for agency-wide gift strategy to be included in the ISHS Annual Plan

Agency Procedure Implementation

The volunteer appreciation program will be administrated by volunteer coordinators at the work group level who track hours and prepare reports on volunteer hours at their sites.

Administration of volunteer appreciation activities and goods will include:

- Identifying eligible volunteers for Hours of Service award pins
- Determining the best time to present pins, coordinated with appreciation meals
- Planning annual appreciation meals
- Coordinating any donated or sponsored materials or funds that are directed towards the volunteer program

VOLUTEER REIMBURSEMENT FOR EXPENSES

Reimbursements and Taxation

According to the Federal Fair Labor Standards Act—"Volunteers may be paid expenses, reasonable benefits, a nominal fee, or any combination thereof, for their service without losing their status as volunteers. Likewise, the volunteer status of such individuals is not lost if they are provided books, supplies, or other materials essential to their volunteer training or reimbursement for the cost thereof." (See Also: Idaho Code, [Title 67, Chapter 23.](#))

101.3 INTERNSHIPS AT ISHS

Our Philosophy

The Student Internship Program should be used to support, supplement and/or complement a group's normal work load and should not be a substitute for paid staff at the Idaho State Historical Society. Interns should be used to enhance services offered to the public through effective use of their talents, skills and expertise.

Prerequisites for Participation

Participation by students in internship programs at the ISHS should be a joint decision of the agency, the academic institution and the student. All internships will be without pay. The Society expects the student to have adequate knowledge and/or experience to fulfill the challenges of a temporary position in the agency. Recommendation of the academic institution for an internship should be based on the background and personal attributes of the student as being appropriate for a particular project or area of work in the determination of the pertinent academic department.

It is suggested students participating in internships be at least juniors in good standings within an academic department appropriate to the Society's provision of services relating to the study of history, archaeology, anthropology, genealogy, oral history, museum science, library science and historic education, interpretation and preservation. All internships must be approved by the Director of the Society. The Society internship supervisor will assist the academic institution as necessary to provide course credit for the intern.

Benefits to the Society

The existence of a Student Internship Program at ISHS offers benefits to the agency that include, but are not limited to:

- Receiving a productive contribution from students who are eager to learn and show their abilities
- Receiving cost-effective help for short term projects
- Providing an opportunity to contribute to development of future work force interested in career areas related to agency needs
- Providing an opportunity to observe students with ability for potential future employment
- Enhancing the image of the agency when interns share their experiences with others
- Enhancing the image of the agency by offering cooperative learning opportunities for students and the educational community
- Fostering positive working relationships with sponsoring academic institutions

Benefits to the Student

The existence of a Student Internship Program at the ISHS offers benefits to the student that may include, but are not limited to:

- Providing an opportunity to explore a career path while investigating areas of specialization within the profession
- Providing an opportunity to interact with colleagues experienced in the profession
- Allowing addition of professional experience to a resume when job seeking
- Complementing academic studies with valuable hands-on experience
- Providing experience dealing with and solving problems in a team environment
- Providing an opportunity to participate in public and community service projects
- Receiving academic credit for practical experience (depending on the academic institution involved)

Responsibilities of the Idaho State Historical Society

- Operation of an adequate Student Internship Program requires the IHS and its staff to:
- Determine the internship length and specific responsibilities and expectations of the student
- Provide data, material and facilities adequate to meet work requirements and learning objectives of the student
- Provide a supervisor in the work group to coordinate the student internship
- Conduct appropriate consultations with the student and representatives of the academic institution throughout the internship

- Prepare a final evaluation on the accomplishments, conduct, professionalism and potential of the student during the internship program

Responsibilities of the Academic Institution

- Select an academic advisor chosen on the basis of availability and expertise to serve as liaison between the agency, the academic institution and the student intern
- Coordinate design of the internship program with the work group supervisor and produce a written agreement between the agency, academic institution and student
- Establish academic expectations for the internship, including an understanding on preparation of necessary reports and examinations
- Determine final grading procedures and academic credits to be earned (if appropriate) for the student intern

Responsibilities of the Student

- Work with the work group supervisor and academic advisor to develop a written proposal defining goals and objectives for the internship program
- Complete all work in a timely fashion with high standards of professionalism

The intern must agree to the following:

1. Attend an initial placement interview and negotiate an internship contract with the appropriate internship supervisor
2. Meet the duties, schedules and responsibilities agreed upon in the internship contract
3. Observe rules, policies, conduct and standards of the Idaho State Historical Society
4. Respect the confidentiality of sensitive information received during the internship
5. Keep regular hours and meet with the faculty coordinator
6. Submit project evaluations forms
7. Abide by and follow the instructions of the internship supervisor
8. Agree to the terms of the Internship Program of Idaho State Historical Society

The internship supervisor at the Society must agree to:

1. Obtain approval of the agency director for the internship
2. Interview the student and negotiate the contract
3. Help provide work-space, orientation and assist the intern in gaining acceptance as a part-time staff member
4. Guide the intern as an on-site instructor
5. Discuss problems and progress with the faculty coordinator

The faculty coordinator must agree to:

1. Help place the intern and define the project
2. Arrange for the initial interview

3. Assist the student by maintaining a close relationship with the internship supervisor at the Society
4. Assign a final grade

101.4 ISHS MEMBERSHIP BENEFITS

- Only \$10- Upgrade Individual, Family or Professional Affiliate level with a subscription to *Idaho Landscapes*
- \$5 Discount for Students or Seniors (55 and over)

Levels of Membership Support	Professional Affiliate \$25	Individual \$40	Family \$60	Sponsor \$100	Sustainer \$250	History Lover \$500	Corporate Sponsor \$1000 and above
<i>Bi-monthly histor-e electronic newsletter</i>	•	•	•	•	•	•	•
<i>Two Mountain Light Newsletters and our Annual Report</i>	•	•	•	•	•	•	•
<i>Listing in Annual Report</i>	•	•	•	•	•	•	•
<i>Free admission to the Historic Museum and Old Penitentiary sites</i>	•	•	•	•	•	•	•
<i>10% Discount in the Museum store (*excludes consignment items) and State Archives (*products only)</i>		•	•	•	•	•	•
<i>Complimentary subscription to Idaho Landscapes journal</i>				•	•	•	•
<i>Invitations to VIP functions including exhibit openings and special events</i>					•	•	•
<i>Free behind the scenes tour of site for 8 or 2 tickets to Esto Perpetua Awards</i>						•	•
<i>10% Discount on Facility Rental (one time, all sites)</i>							•

102 MARKETING AND PUBLIC RELATIONS

Contents of Marketing and Public Relations

- [102.1](#) Media Relations Policy
- [102.2](#) General Media Guidelines
- [102.3](#) News Release Structure
- [102.4](#) Public Information and Web Publishing
- [102.5](#) Publications Strategy

102.1 MEDIA RELATIONS

Related Links

Internal Policy Memorandum 2007-18 (Appendix)

- Public Performance and Media Interactions
- See also: [ISHS Media Relations](#)

Templates for news releases and media advisories, contact: Kelly Amos, kamos@miicor.com, 208-368-9656 or Stephanie Worrell, stephworrell@msn.com, 208-484-9470

Purpose

The Idaho State Historical Society provides information to the general public; other state, county and local government agencies; history professionals; educators; and researchers. This policy does NOT apply to requests for information falling under the Public Records Act (see [Public Records Act Policy](#)).

POLICY – MEDIA REQUESTS

Whenever possible, requests for information from representatives of the media should be routed to Workgroup Administrator who will determine the best source to respond to the media. It may be an Agency staff member, the Workgroup Administrator, or the Executive Director. The Workgroup Administrator should forward the information to the appropriate person for handling as soon as possible.

POLICY – NEWS RELEASES

News releases may be drafted by any Agency staff member, but is to be sent to the Executive Director's Management Assistant for formatting, editing, and distributing to media and other appropriate entities.

POLICY – COMPENSATION INFORMATION REQUESTS

All requests for compensation (salary, bonuses, raises, etc.) information received by Agency staff members must be approved through the State Compensation Policy Advisor prior to release of such information. The State Compensation Policy Advisor will consult with DFM staff to assure the data released is coordinated with data DFM may have on record.

Requests for information for the Legislature for any purpose should be approved by the Executive Director or the Human Resources Manager. If a request is made for compensation

information under the Public Information Act, the Agency Deputy Attorney General will be the party responsible for responding. Please refer to Agency's internal policy 2007-7 on Public Records Requests and Confidentiality.

POLICY – WEB PUBLICATIONS

Material posted on the ISHS website will follow the established format in color scheme, page layout, and site structure. The IT Systems Coordinator can offer consultation on development of the information so that the finished product meets Information Technology Resource Management Council (INTRMC) policies, standards, and guidelines. All ISHS web information must be approved by the administrator of the Workgroup before publication.

All Staff with information posted on the website are responsible for maintaining and providing updated information to the IT Systems Coordinator. Attention to detail, especially regarding time-sensitive material, is an important indicator of quality in the Agency's website.

102.2 GENERAL MEDIA GUIDELINES

The Idaho State Historical Society has incredible programs, events, and state-wide impact – so the opportunity to generate news is outstanding. In order to get this information to the media, and create even more opportunities to earn publicity, it is important for all departments to work together.

To reach this goal we are implementing a new media and press release process. We are trying to accomplish: timely media coverage, increase communication across all ISHS departments of upcoming events, and institute an accurate representation of our efforts. To fulfill our marketing objectives, each department within the ISHS will designate or appoint an employee to coordinate each department's press and media coverage.

FOR THE RELEASE/MEDIA ADVISORY

- Please use the attached format(s) for a news release and media advisory. It is important that all departments use the same format for consistency.
- Write the details surrounding the event that accurately and appropriately capture the entire event.
- Do not send out a news release for a press conference – and, in general – do not expect media to show up for a press conference unless it is extremely visual or you have a high-ranking dignitary involved.
- Make sure the release is edited for grammatical and spelling errors-this is a reflection on the society and department.
- Ensure timely delivery to the Administration office for final release to the media community-to be delivered electronically at least 1 week in advance.

DELIVERY/DISTRIBUTION

The administration office personnel will distribute to our media contacts, all state agencies and post it to the ISHS intranet site.

PITCHING

- Once the release or media advisory is distributed, a follow-up call should be made to KEY members of the media.
- It's important to know who is the appropriate reporter to call – who writes about ISHS?
- Call TV's before 9 am to get on their coverage list for the day.
- Don't call when reporters are on deadline. In general, call media between 10:30 a.m. and 2 pm (unless it's breaking news).
- Always ask if the reporter has a minute to talk.
- When talking to a reporter, make sure you tell him/her WHY it is newsworthy and why the readers need to KNOW about the story.

FOLLOW UP

After distribution of the release, there may be media coverage. Administration office personnel will conduct the follow-up of the event by:

- Providing a summary sheet of what occurred with each release, the electronic clipping of the event (to be provided to us by our clipping agency) and the calculated ad rate from the clippings.
- Delivering the summary sheet to the board, to each department, communications et al. and post it on the shared drive (network).
- Logging each clipping by date, publication, title of event, outlet source (radio, TV, print), column inches (if print) or face time, and calculating the ad rate.

MONTHLY MEDIA STAFF MEETING

On the first Tuesday of each month at 10:00 a.m., there will be a media staff meeting to address the following agenda and goals:

- Provide a current status report
- Discuss each department's upcoming month's events
- Maximize efforts through proper and clear communication
- Anticipate and discuss future action

Attendees should include: Executive Director, Administration staff, Red Sky staff, Communications et al staff, and each assigned/designated media personnel from their respective departments.

MESSAGING

If the media or the public attend your event, be sure to include ISHS messaging. This includes what ISHS does and why it is important to the citizens of Idaho. Messaging is important because it will help ensure future funding of ISHS programs.

PITCHING THE NEWS – GENERAL TIPS

Know What You Want

Do your homework and make your pitch to the appropriate editor or reporter. Most reporters have a “beat” or area that they focus on. Find out who that is for your particular subject. Know what you want: an event covered a guest on a show, story idea, etc.

Contact Them Appropriately

Find out if they prefer E-mail (most do) or fax or phone pitches. When E-mailing a pitch be sure to use the subject line wisely. It is your first point of contact and if it’s not catchy your E-mail may not even get opened! And make you’re your E-mails get to the point! Don’t contact too early and don’t wait until the last minute.

Reality Check

Realize that not all story pitches are news. Your story is not likely to be the media’s top priority, and most media organizations have limited resources. News people are constantly under deadline, and even if they indicate they will cover your story – that can change in an instant.

You can create news with a creative tie-in with another event, department, person or entity. An exclusive element may get you the winning edge.

Follow-up

Be sure to respond quickly if the media requests additional information, and if your story or event is covered, be sure to follow-up with a thank-you E-mail.

New product: New License Plate Honors Idaho’s History

Changes in Structure: New personnel

Joint venture:

Features:

Events: Museum Hosts Annual Museum Comes to Life

Philanthropy, Funding: ISHS Receives Gift of Historic Log Cabin

Milestones: Museum Celebrates 100 Years of Operation

WHAT IS CONSIDERED NEWSWORTHY?

Timing

- Community Calendar Announcements – 6 weeks in advance of the event
- News Releases – 1 week is ideal (too soon can cause release to get lost)
- Media Advisory – 1 day before the event (can be used as a follow-up to a news release)

NEVER SEND ANYTHING TO THE MEDIA ON FRIDAY, SATURDAY, AND SUNDAY OR AFTER 5 PM ANY DAY OF THE WEEK - IT WILL MOST LIKELY END UP IN THE TRASH.

102.3 NEWS RELEASE STRUCTURE

“Preserving the Past, Enriching the Future”

News Release

For Immediate Release

Date Here

Contact: Appropriate person, phone number

Web site address / E-mail address

Catchy Headline

More descriptive sub-headline can go here

Boise, ID – The first paragraph should begin with a good lead sentence that succinctly describes what is happening. If the first sentence is not interesting, editors will not read beyond it and are likely to throw it away.

The next sentences should give a general description of the Who, What, Where, When and Why.

“Include a quote early in the release from a top official,” said Worrell Communications.

The remaining paragraphs include additional information, description, background of the topic and local interest. Remember to keep all paragraphs short – one, two or three concise sentences.

The final paragraph reiterates where media and the general public can obtain more information. For more information, contact appropriate person at (208) whatever.

About the Idaho State Historical Society:

The ISHS is a state government agency with a goal of protecting the cultural heritage of Idaho by preserving historic and prehistoric resources and providing access to documents, artifacts, sites, and information of historic significance for the benefit and appreciation of the public.

Dedicated to serving its statewide community, the agency carries out its mission through education programs, technical assistance, development of publications and exhibits, and by encouraging local, state and regional entities to preserve history. Learn more about ISHS at www.idahohistory.net.

A news release should be no longer than one page and follow this general format. Try to double space the news release or at least 1.5 spacing. This makes it easier for busy assignment editors to read. Use letterhead stationary or a computerized logo at the top of the release. Logos help editors immediately identify the source of the release.

102.4 PUBLIC INFORMATION, WEB PUBLISHING

Internal Policy Memorandum 2007-18

Purpose

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POLICY – MEDIA REQUESTS

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Requests for information for the Legislature for any purpose should be approved by the Executive Director or the Human Resources Manager.

If a request is made for compensation information under the Public Information Act, the Agency Deputy Attorney General will be the party responsible for responding. Please refer to Agency's internal policy 2007-7 on Public Records Requests and Confidentiality.

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Material posted on the ISHS website will follow the established format in color scheme, page layout, and site structure. The IT Systems Coordinator can offer consultation on development of the information so that the finished product meets Information Technology Resource Management Council (INTRMC) policies, standards, and guidelines. All ISHS web information must be approved by the administrator of the Workgroup before publication.

All staff, with information posted on the website, is responsible for maintaining and providing updated information to the IT Systems Coordinator. Attention to detail, especially regarding time-sensitive material, is an important indicator of quality in the Agency's website.

102.5 PUBLICATIONS STRATEGY

Background

Since the earliest days of the Idaho State Historical Society (ISHS), publications have been one of the most significant means of disseminating information about the ISHS and Idaho history. Budget constraints require a reduction in financial allocation to publications; however, through alignment and prioritization ISHS will continue its vital publications program. Publications refer primarily to published materials: informational brochures, newsletters, scholarly monographs. Although more people access ISHS collections through www.idahohistory.net than by any other means, this Publications Strategy aims to establishing a cohesive publication program and does not address web-based dissemination.

General Goals

- ISHS publications should adhere to the highest possible professional design, production, and editorial standards.
- ISHS publications should reflect a branding identity; appear to be part of a “family” of publications. Recognizing the need for individual creativity in publications, design elements among ISHS publications should carry over so that a pattern is recognizable. A brochure created by the Museum should be readily recognized by the general public as being from the same agency as a brochure created by the State Archives.
- If one unit of ISHS produces an informational brochure or rack card, it should make reference to other units of ISHS. A member of the public reading a brochure from SHPO should see that SHPO is a part of ISHS, and that ISHS has other units, such as the State Archives and the Museum.
- All ISHS publications should reference the ISHS website in a prominent location.
- All ISHS publications should reference, the ISHS logo and tag line: “Preserving the past, enriching the future,” in a prominent location.

Specific Objectives

- [Informational Brochures/Rack Cards](#)
- [Mountain Light](#)
- [E-News](#)
- [Idaho Yesterdays](#)
- [Idaho Landscapes](#)
- [Books and Catalogs](#)

INFORMATIONAL BROCHURES/RACK CARDS

Background: Informational Brochures/Rack Cards

Occasionally, informational brochures and rack cards are produced by various units of ISHS to inform users of collections and services. There has been no recent effort to coordinate publication efforts among units; each unit has published materials as needs arose. Materials rarely referenced other ISHS units and did not look like of a “family” of brochures. Representatives from all work units have reached a consensus that ISHS should have one

brochure that references all work units, rather than each unit producing its own brochure. If units produce individual brochures, materials should adhere to general ISHS publication goals.

MOUNTAIN LIGHT

Background: E-News

Mountain Light began as a newsletter briefly updating members about ISHS activities. In 2002, when the ISHS ceased for a time publishing *Idaho Yesterdays*, *Mountain Light* served as both a newsletter about the ISHS, and as a device to publish some Idaho history. Later, *Mountain Light* became a place for national news about professional organizations/conferences--it became a catch-all. Even with the return of *Idaho Yesterdays*, in 2004, *Mountain Light* continued to publish historical articles, primarily because of little collaboration between representatives from ISU/BSU who produced *Idaho Yesterdays*, and ISHS staff. *Mountain Light* became an unwieldy publication of considerable length with added features incorporated with good intentions but little editorial oversight. It became such a large publication, difficult to assemble and produce, that it began to run late, to the point that sometimes events featured as “upcoming” had already happened by the time the newsletter was mailed. *Mountain Light* lost its original purpose, as a lean and “light” newsletter to provide information about the ISHS.

Strategic Goals: Mountain Light

- *Mountain Light*'s purpose is to promote the programs and accomplishments of ISHS.
- *Mountain Light* is a key membership benefit. A timely newsletter is an important factor in membership recruitment; however, a newsletter with untimely information published on an unpredictable schedule is a detriment to membership retention.
- *Mountain Light*'s content is strategized to maximize the public's awareness of ISHS and its programs. This awareness will convert into action and increase use through the program guide, e-letter announcements and web listings. Articles between 400-500 word counts should be submitted, written in Microsoft Word, by the department with photos by the appointed date. Articles may be edited for length, style, grammar, punctuation or content.
- *Mountain Light* will come out three times a year. It will be distributed to all staff, mailed to members and friends. Additional copies will be at the various work units for onsite pick up by customers.
- The spring edition (dropped in March) will include an event guide for ISHS activities from May- October
- The fall edition (dropped in October) will include an event guide for ISHS activities from November –April
- The Fiscal Year annual report will be produced and then distributed at the annual meeting in September
- Staff Management
- *Mountain Light* will be produced through a collaboration of State Historian(lead writer/editor), Development Director (project manager), Graphics and Design Specialist(design and printing) and Management Assistant (editing and distribution)

E-NEWS

Background: E-News

The electronically delivered *E-News* began in the summer/fall of 2007 as a way of keeping legislators, statewide affiliates, and other constituents advised regarding activities in their districts, reminded of upcoming events, and informed about news of awards or other timely/urgent matters that occur between the printings of *Mountain Light*.

Strategic Goals: E-News

- *E-News* purpose is to create urgency/inspire action (like get to an event, forward timely information to influencers, etc.)
- *E-News* is delivered on *Mail Chimp* for the purpose of demographic analysis, high quality visuals, and extraordinary value.
- In addition to being sent to legislators, and state and federal officials, it will be offered as an affiliate membership benefit to all members who desire to receive an electronic newsletter from the ISHS.
- *E-News* content should be submitted by a representative of each department written in final form by the appointed date with photos.
- *E-News* articles should be written in journalistic style, word count not to exceed 200 words and in “abbreviated” bulletin designed for quick consumption.

Staff Management: E-News

E-News will be produced through a collaboration of management assistant (collectors of articles and photos) and Chris Brady (schedule manager, production on Mail-Chimp and demographic analysis)

IDAHO YESTERDAYS

Background: Idaho Yesterdays

Idaho Yesterdays (IY) was published continuously as a quarterly journal of Idaho and Western history from 1957 until 2002. It served as the scholarly journal of record for Idaho history. During budget holdbacks in 2002, publication ceased. In 2004, *Idaho Yesterdays* was re-born as a semi-annual journal under the same title, but an entirely new, more “modern” look, as a collaborative effort of Idaho State University, Boise State University, and the Idaho State Historical ISHS. From 2004 through 2006, editorial and production work was done virtually exclusively by ISU and BSU. ISHS’s role was to pay the majority of production costs, and to distribute the journal. For a variety of reasons, this arrangement, while positive in many ways, also had its problems. ISU and BSU expressed concern because ISHS had so few resources to devote to distribution; ISHS expressed concern because of lack of input on the editorial/design part of the partnership. Beginning in 2007, the State Historian was named as a permanent member of the editorial board of IY. In 2008, IY ceased publication, but will continue as an on-line journal, with juried articles, still the scholarly journal of record for Idaho history. Major editorial functions, at least for the immediate future, will be undertaken by ISU, though the on-line journal remains a partnership of ISU, BSU, and ISHS.

Strategic Goals: Idaho Yesterdays

- The purpose of Idaho Yesterdays is scholarly journal of record for Idaho history
- Staff Management

- Idaho State Historian should remain as a permanent member of the editorial board of *Idaho Yesterdays*.

IDAHO LANDSCAPES

Background: Idaho Landscapes

It is quite possible that most readers of *Idaho Yesterdays* did not know, when they received *Idaho Landscapes* in December 2008, they were actually holding a new journal, with a new name. The “look” was the same as *Idaho Yesterdays* of the previous four years. The goal of IL is to retain the same high-quality design and production standards as IY, but to broaden the editorial content to include a look at “landscapes” from a diversity of views and disciplines. History, however, will remain as the key element that ties all the articles together. Editorial, production, and financial responsibilities will be shared by Idaho State University, Boise State University, and the Idaho State Historical ISHS.

Strategic Goals: Idaho Landscapes

- *Idaho Landscapes* should be published semi-annually on a regular basis
- The Idaho State Historian should remain as a permanent member of the editorial team.
- ISHS—along with ISU and BSU—should constantly seek new ways of distributing the journal to ever-wider audiences.
- IL should become a key component of ISHS’s membership development strategy.
- *Idaho Landscapes* Strategic Goals
- *Idaho Landscapes* is intended as a popular journal for a broad audience; it will be written in a popular style, with an appealing design. While history will remain at the heart of the journal, it will be multi-disciplinary.
- The publication of this journal helps ISHS in its goal of collaborating with other state agencies, with our partnership with ISU and BSU
- Since many people join ISHS because of the publications, this journal will not only be a benefit of upper membership levels, but can also help to drive membership because it will be available at a reduced subscription rate at lower membership levels.

Staff Management: Idaho Landscapes

The State Historian will serve on the three-person editorial board of *Idaho Landscapes*, along with a representative from ISU (Laura Woodworth-Ney) and BSU (Todd Shallot). The ISHS management assistant will be responsible for distribution.

BOOKS AND CATALOGS

Background: Books and Catalogs

The ISHS has a long history of scholarly and catalog publication. While the ISHS has never functioned as a “press” like some historical societies with a regular book publication program, over the years, its list of publications has grown and includes some of the most significant works published on Idaho history. Oftentimes, these publications were done in collaboration with others, such as an arrangement in the 1990s to re-publish out-of-print monographs with the former University of Idaho Press. In recent years, publications have been undertaken as a response to partnership possibilities (such as the partnership with the Hispanic Cultural Center in the publication of *Jesus Urquides*, 2006), as the result of grants (such as *Lewis and Clark Across the Mountains*, 2005), or grant-funded projects that resulted in publication of a catalog or

findings (such as *Inmates of the Idaho Penitentiary*, 2008). Since budget cuts eliminated the position in 2002, the ISHS has not had a staff editor to assist in overseeing the ISHS's publication program.

Strategic Goals: Books and Catalogs

- The ISHS should continue to pursue monograph and catalog publication as opportunities for funding and/or partnerships arise.
- All ISHS books/catalogs should adhere to the general publication goals outlined above.

Recognizing that the various units within the ISHS must, by nature, function somewhat independently, and that each unit should be on the lookout for publication possibilities within its discipline, book/catalog publication should, to the extent possible, be a collaborative effort across units. Therefore, an ISHS publications team or committee should be formed, with representation from all units, to discuss all publications being contemplated, and to assist in the publications to the extent possible.

PRIORITY LIST FOR COLLATERAL DEVELOPMENT

1. Membership envelopes
2. Agency Rack card
3. Website
4. E-News
5. Mountain Light/Annual Report
6. Fundraising Letters
7. Reminder postcards for upcoming events, exhibitions, workshops, save-the-date etc.
8. Idaho Landscapes
9. Idaho Yesterdays
10. Esto Perpetua Invites
11. Flyers/posters
12. Cars/doors logos

103 INFORMATION SYSTEMS

Contents of Information Systems:

- [103.1](#) Internet Usage
- [103.2](#) Electronic Mail Usage
- [103.3](#) Computer Usage
- [103.4](#) Cellular Phone Usage and Driving Safety
- [103.5](#) IT Equipment: Approval and Purchasing, Licensing, Rotation
- [103.6](#) Updating Web Pages

Background: IT Policy Updates Needed

Following the May 2009 migration of the entire agency to the new state Idaho Consolidated Services domain, it was determined that existing IT policies were not detailed enough to cover the changes in our IT structure. (Prior to the migration only the Idaho History Center users logged on to a domain--the now defunct ISHS domain.) The ICS domain delivers consolidated messaging services (nearly all state agencies will use one central E-mail server) and group policies established by the Office of the CIO which are pushed out to each computer. The new IT policy is modeled after policies in use at the Department of Administration, which closely follow the policies, standards, and guidelines established by the State of Idaho's Information Technology Resource Management Council. The policies aim to secure the state's network, help staff become more productive, make efficient use of IT staff time, and minimize IT hardware and software expenses. The key enhancements are as follows:

- ICS domain policy prohibits general computer users from installing software. In the ISHS, only the IT Systems Coordinator has domain rights to install new software.
- Computer hardware (computers, printers, projectors) will be purchased and installed by the IT Systems Coordinator to assure compatibility on the network and use of approved contracts and vendors.
- Use of non-state E-mail accounts (Gmail, Hotmail, etc.) is forbidden for circumventing state policies concerning message attachments.
- When there are no funds to replace irreparable equipment, computers and related peripherals may need to be reassigned to another user.

Background: General IT Policies and Procedures

Technology and its applications, including personal computers, continue to expand and to become more accessible. This expansion increases the opportunity for state employees to improve their productivity, effectiveness and efficiency. However, as the use and accessibility of technology increases, so does the risk that the technology might be used inappropriately or inefficiently. The Idaho State Historical Society (ISHS) has adopted the following policy to govern information technology use. Its purpose includes:

- To protect and prevent abuse of state assets
- To ensure the continued and effective operation of the Society, including its Local Area Network (LAN)
- To promote increased employee productivity
- To contain software viruses
- To maximize the efficient use of the IT Systems Coordinator time

103.1 INTERNET USAGE

Contents of Internet Usage section:

<u>103.1.1</u>	Unnecessary Internet Usage
<u>103.1.2</u>	Privacy
<u>103.1.3</u>	Business Purpose
<u>103.1.4</u>	Internet Violations
<u>103.1.5</u>	State Authorized Business
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Related Links

[Executive Order No. 2005-22](#) established statewide policies on computer, the Internet and electronic mail usage to be observed by all state employees.

Authority

Idaho Code § 67-5745(C)(3), Executive Order 2005-22

Idaho statute states in part “the Information Technology Resource Management Council shall: Within the context of its strategic plans, establish statewide information strategic plans, establish statewide information technology and telecommunications standards guidelines and conventions that will assure uniformity and compatibility of such systems within state agencies.”

Background: Internet Policy

Technology and its applications, including the Internet, continue to expand and to become more accessible. This expansion increases the opportunity for state employees to improve their productivity, effectiveness and efficiency. However, as the use and accessibility of technology increases, so does the risk that the technology might be used inappropriately or inefficiently. The Idaho State Historical Society (“ISHS”) has adopted the following policy to govern information technology use. Its purpose includes:

- To protect and prevent abuse of state assets
- To ensure the continued and effective operation of the Society, including its Local Area Network (LAN)
- To promote increased employee productivity
- To contain software viruses
- To maximize the efficient use of The IT Systems Coordinator time

Definitions

- **Internet** – The Internet is a network of connected sites accessible through a “web browser” and is a resource for research, information gathering, extending and obtaining services, and education.
- **Internet Access** – Internet access includes all available routes to the Internet, including direct Internet Provider access and Modem/ISP individual accounts.

- **Worm** – A program or algorithm that replicates itself over a computer network and usually performs malicious actions, such as monopolizing the computer or network's resources and shutting systems down.
- **Virus** – A program or piece of code that is loaded onto a computer without the user's knowledge and runs against the user's wishes. It may contain a self-replicating component to spread the "infection."
- **Trojan_Horse** – A destructive program that masquerades as a benign application. Unlike viruses, Trojan Horses do not replicate themselves but they can be as destructive.

UNNECESSARY INTERNET USAGE

While a direct connection to the Internet offers a variety of benefits to the State of Idaho, it can also expose the state to some significant risks to its data and systems if appropriate security measures are not employed. Excessive, unnecessary Internet usage causes network and server congestion. It slows down other users, takes time away from work, consumes supplies, and ties up printers and other shared resources. Unlawful Internet usage may expose the State of Idaho and/or the individual user to significant legal liabilities.

PRIVACY

Access to the Internet is a tool for meeting the business needs of the Society. Internet access is considered state property and ISHS has the right to monitor the use of such property at any time. Therefore, users should not have any expectation of privacy as to their Internet usage via state computers and networks.

BUSINESS PURPOSE

The primary purpose of Internet use is to conduct official business. Employees may occasionally use the Internet for individual, nonpolitical purposes on their personal time, if such use does not violate the terms and conditions of this policy or interfere with state business.

INTERNET VIOLATIONS

Users may not download, store, transmit, or display any kind of image or document on any Society system that violates federal, state, or local laws and regulations, Executive Orders, or that violates any ITRMC or Society adopted policies, procedures, standards, or guidelines.

STATE AUTHORIZED BUSINESS

Users may access any state-owned web site for the purpose of conducting state authorized business, such as the online payroll system, providing they have proper password or other security authorization.

USER RESPONSIBILITY

- Users may not knowingly or willfully create or propagate any virus, worm, Trojan Horse, or other destructive program code.
- Users may not download or distribute pirated software or data from any source nor any inappropriate images.
- Users may only download software with direct business use and must take all necessary actions to have such software properly licensed and registered as required.

- Downloaded software must be used only under the terms of its license.
- Users may not download images or videos unless there is a direct business-related use for such material.
- Should a user accidentally make connection to an explicit, pornographic or inappropriate site, they should immediately report the accidental connection to their program manager or ISHS Information Technology Manager.
- Users should schedule, wherever possible, communications-intensive operations such as large file transfers, video downloads, and such for off-peak usage times.

RIGHT TO INSPECT

The state has the right to inspect any and all files stored in secured areas of state networks, on computing devices owned or leased by the state, or on any other storage medium provided by the state for state business (e.g., floppy disks, tapes, and RW CD's) in order to monitor compliance with this policy.

INTERNET LINKS

Authorized individuals, as part of their job responsibilities, may investigate and monitor Internet 'links' appearing on state-owned web sites to insure linkage to inappropriate or unauthorized web sites does not exist. Discovery of any such violation will result in the immediate deletion of the 'link' and a report to the ITRMC staff for further action.

USER ACCOUNTABILITY

An Internet user can be held accountable for any breaches of policy, security, or confidentiality resulting from their use of the Internet. Such violations of this policy may result in revocation of the privilege to use automated systems, criminal prosecution, and/or disciplinary action up to and including dismissal.

USE OF THE INTERNET

Use of the Internet as described below is strictly prohibited:

- Viewing or distributing obscene, pornographic, profane, or sexually oriented material.
- Violating laws, rules and regulations prohibiting sexual harassment.
- Encouraging the use of controlled substances for criminal or illegal purposes.
- Engaging in any activities for personal gain.
- Obtaining or distributing copyrighted information without permission.
- Obtaining and distributing advertisements for commercial enterprises, including but not limited to, goods, services, or property.
- Violating or infringing upon the rights of others.
- Conducting business unauthorized by the Society.
- Obtaining or distributing incendiary statements which might incite violence or describe or promote the use of weapons.
- Obtaining or exchanging proprietary information, trade secrets, or any other privileged, confidential, or sensitive information that is not authorized.

- Engaging in any political activity prohibited by law.
- Using the system for any illegal purpose.

EXCEPTIONS TO POLICY

Exceptions to any portion of this policy will be considered on a case-by-case basis with the approval of the Workgroup Administrator and/or Society Director.

VIOLATION OF POLICY

Employees are held accountable for their use of the Internet. Employees violating this policy may be subject to disciplinary action up to and including dismissal.

Contact Information: For more information, contact the ITRMC Staff at (208) 332-1876.

Timeline: Date Established: October 2001, Revised: November 2006, Revised January 2009, Approved 2010

103.2 ELECTRONIC MAIL USAGE

Contents of E-mail Usage section:

- [103.2.1](#) User Responsibility
- [103.2.2](#) Purpose
- [103.2.3](#) Ownership
- [103.2.4](#) Privacy
- [103.2.5](#) Official and Public Records
- [103.2.6](#) Use of E-mail
- [103.2.7](#) Agency Monitoring
- [103.2.8](#) SPAM
- [103.2.9](#) Filters
- [103.2.10](#) Exceptions
- [103.2.11](#) Violations
- [103.2.12](#) E-mail Attachments
- [103.2.13](#) Restricted Attachments
- [103.2.14](#) Macros
- [103.2.15](#) User Restrictions
- [103.2.16](#) Web Accessible E-mail Accounts
- [103.2.17](#) Policy Violations

Authority: Idaho Code § 67-5745(C) (3), Executive Order 2005-22

Idaho statute states, in part, “the Information Technology Resource Management Council shall: within the context of its strategic plans, establish statewide information strategic plans, establish state wide information technology and telecommunications standards guidelines and conventions that will assure uniformity and compatibility of such systems within state agencies.”

Background: E-mail Policy

Technology and its applications, including electronic mail, continue to expand and to become more accessible. This expansion increases the opportunity for state employees to improve their productivity, effectiveness and efficiency. However, as the use and accessibility of technology increases, so does the risk that the technology might be used inappropriately or inefficiently. The Idaho State Historical Society (ISHS) has adopted the following policy to govern information technology use. Its purpose includes:

- To protect and prevent abuse of state assets
- To promote increased employee productivity

Definition

Electronic mail (E-mail) is any electronic communication between two or more individuals and may contain any form or combination of text, audio, video, drawings, or photographic representation.

USER RESPONSIBILITY

E-mail is a tool for business communications. Users have the responsibility to use this resource in an efficient, effective, ethical, and lawful manner. E-mail communications must comply with all applicable laws, regulations and generally accepted business etiquette.

PURPOSE

The primary purpose of E-mail is to conduct official business. Employees may occasionally use E-mail for individual, nonpolitical purposes on their personal time, if such use does not violate the terms and conditions of this policy or interfere with state business.

OWNERSHIP

All E-mail accounts maintained on the E-mail systems are the sole property of the State of Idaho. ISHS has the right to monitor any employee's E-mail account. Any unauthorized or inappropriate use discovered during such monitoring activities shall be formally reported to Society management for determination of appropriate action.

PRIVACY

Users should not expect their E-mail communications, documents, or other information to be private and should not use the E-mail system for matters that are not intended for public disclosure. Confidential matters, permitted by law, should be so marked and include a warning regarding accidental transmission to a third-party.

OFFICIAL AND PUBLIC RECORDS

E-mail messages are considered state property, constitute official records of the State of Idaho, and are subject to existing document retention and public records policies. Sending data via E-mail is the same as sending correspondence on official memo or letterhead.

USE OF E-MAIL

Employees using the E-mail system are deemed to have accepted the responsibilities and obligations imposed by federal, state, and local laws and regulations as well as ITRMC and Society adopted policies, procedures, standards, and guidelines.

- Users should not pursue, obtain, exchange, or distribute any non-authorized information that could cause congestion or disruption to E-mail systems, such as screen savers, audio, or video clips, or in violation of any licensing agreement.
- Users must refrain from subscribing to non-business-related mailing lists, including, but not limited to, jokes, quotes, funny stories or investment advice.
- Users shall not access another's E-mail system without authorization from that user or that user's supervisor.

- Users must not compromise the privacy of their password by giving it to others or exposing it to public view. Server policy will automatically require domain and E-mail passwords to be changed every 3 months.
- Use of the E-mail system as described below is strictly prohibited. Users who receive such information should not forward or respond to it, but should immediately report its receipt to their supervisors for proper disposition.
- Knowingly or intentionally creating, publishing, transmitting, and/or exchanging messages that are inappropriate, offensive, harassing, obscene, or threatening.
- Creating or distributing E-mail containing defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
- Viewing or distributing obscene, pornographic, profane, or sexually oriented material.
- Violating laws, rules and regulations prohibiting sexual harassment.
- Encouraging the use of controlled substances for criminal or illegal purposes.
- Engaging in any activities for personal gain.
- Distributing copyrighted information without permission.
- Distributing advertisements for commercial enterprises, including but not limited to, goods, services, or property unless such advertisements are part of requested vendor information to be used in carrying out state business.
- Violating or infringing upon the rights of others.
 - Conducting business unauthorized by the Society.
 - Transmitting incendiary statements which might incite violence or describe or promote the use of weapons.
 - Conducting any non-Society supported fund raising or public relations activities.
 - Exchanging proprietary information, trade secrets, or any other privileged, confidential, or sensitive information that is not authorized.
 - Creating or exchanging solicitations, chain letters, and other unsolicited E-mail.
 - Registering to non-state business related list servers without proper authorization. Subscription to such a service can result in an overload of received messages directly impacting the performance of state E-mail systems.
 - Engaging in any political activity prohibited by law.
 - Using the system for any illegal purpose.
- Users may not knowingly or willfully create or propagate any virus, worm, Trojan Horse, or other destructive program code.

AGENCY MONITORING

Individual use of the E-mail messaging systems is subject to monitoring by the respective agency or upon request by the agency, by authorized Department of Administration staff.

SPAM

Many businesses have realized the benefits of the Internet and the use of E-mail. As such, there has been a significant increase in employees receiving unsolicited, unsavory, and sometimes sexually oriented E-mail, often referred to as "spam." While ISHS is taking, and will continue to take, every action possible to reduce the receipt of these unwanted E-mails, there currently exists no means in which to completely eliminate them. Many of these E-mails instruct the recipient to reply to the sender to be removed from their list. However, doing so will only bring more spam to the recipient. Employees should not reply to the E-mail but rather delete all unnecessary, improper, and unwanted E-mails immediately. Employees can often identify E-mail as spam by looking at the sender's name and/or the subject line. If an employee is uncertain about whether or not to open an E-mail message, he or she should contact their E-mail system administrator for further guidance. Employees should also report to their E-mail system administrator any E-mails they find to be personally offensive in an attempt to block such messages in the future.

FILTERS

ISHS uses content filters to block, to the extent possible, unsavory and sexually oriented E-mails. The use of these content filters may also block personal E-mails that contain offensive language and will result in the E-mails not being delivered.

EXCEPTIONS TO POLICY

Exceptions to any portion of this policy will be considered on a case-by-case basis with the approval of the Workgroup Administrator and/or Society Executive Director.

VIOLATION OF POLICY

Employees are held accountable for their use of E-mail. Employees violating this policy may be subject to disciplinary action up to and including termination, reassignment, revocation of E-mail privileges, and/or legal action.

Background: E-mail Attachment Policy

ISHS routinely employs preventative measures to ensure its information technology assets remain reliable and to ensure the integrity of information that is electronically stored on said assets. This policy describes preventative measures as they relate to electronic mail ("E-mail") attachments.

ELECTRONIC MAIL ATTACHMENTS

The Society's E-mail system will be configured to handle E-mail attachments of limited size. The size of attachment that can be sent to other agencies or to the Internet is limited to thirty megabytes (30 MB). Conversely, this limit also applies to incoming E-mail from other agencies or the Internet. Should a larger attachment be attempted, the E-mail will be quarantined and the sender of the E-mail will be notified by return E-mail. If files larger than 30 MB must be transferred, the IT Systems Coordinator can set up a special FTP method between the ISHS and the sender/recipient.

RESTRICTED ATTACHMENTS

Certain files are restricted (restricted file) from being sent or received as an E-mail attachment. Consequently, the ISHS E-mail system will be configured to automatically block E-mails containing attachments with any one of the following restricted file extensions:

Extension	File Description	Extension	File Description
.ade, .adp	Microsoft Access Project	.mde	Microsoft Access MDE Database
.bas	Microsoft Visual Basic Class Module	.msc	Microsoft Common Console Document
.bat	Batch File	.msi	Microsoft Windows Installer Package
.chm	Compiled HTML Help File	.msp	Microsoft Windows Installer Patch
.cmd	Microsoft Windows NT Command Script	.mst	Microsoft Visual Test Source Files
.com	Microsoft MS-DOS Program	.pcd	Photo CD Image Microsoft Visual Compiled Script
.cpl	Control Panel Extension	.pif	Shortcut to MS-DOS Program
.crt	Security Certificate	.reg	Registration Entries
.exe	Program	.scr.	Screen Saver
.hlp	Help File	.sc	Windows Script Component
.hta	HTML Program	.shb, .shs	Shell Scrap Object
.inf	Setup Information	.url	Internet Shortcut
.ins	Internet Naming Service	.vb, .vbs	VBScript File
.isp	Internet Communication Settings	.vbe	VBScript Encoded Script File
.js	Jscript File	.wsc	Windows Script Component
.jse	Jscript Encoded Script File	.wsf	Windows Script File
.lnk	Shortcut	.wsh	Windows Script Host Settings File
.mdb	Microsoft Access Program		

Should an E-mail be blocked because of its attachment, the E-mail will be quarantined and the sender of the E-mail will be notified by return E-mail.

MACROS

Files containing macros will be automatically blocked. Society employees should ask the sending party to either remove the macros or convert the file to Adobe portable document format (.pdf).

USER RESTRICTIONS

Society employees are prohibited from circumventing this policy by "zipping" or changing the file extension of restricted files for attaching to E-mail or the receipt of restricted files by E-mail.

WEB ACCESSIBLE E-MAIL ACCOUNTS

Society employees are prohibited from using Web-accessible E-mail accounts (e.g., hotmail, MSN, Yahoo accounts) to receive restricted files or files containing macros.

POLICY VIOLATIONS

Society employees are responsible for their usage of E-mail. Any employee violating this policy may be subject to disciplinary action, up to and including dismissal.

Contact Information: ITRMC Staff at (208) 332-1876. Timeline: Established October 2001, Revised November 2006, Revised 2010. Updated Authority: Executive Order 2005-22

103.3 COMPUTER USAGE

Contents of Computer Usage section:

- [103.3.1](#) Privacy
- [103.3.2](#) IT Responsibility
- [103.3.3](#) Software Acquisitions
- [103.3.4](#) Inventory
- [103.3.5](#) Standard Software
- [103.3.6](#) Specialized Software
- [103.3.7](#) Authorized Software
- [103.3.8](#) Society LAN
- [103.3.9](#) Internet Download
- [103.3.10](#) Screen Savers
- [103.3.11](#) Monitor Displays
- [103.3.12](#) PCs and Peripherals
- [103.3.13](#) Exceptions to Policy
- [103.3.14](#) Violations of Policy

Background

This Employee Personal Computer Use policy is designed to help employees understand management's expectations for providing employees' desktop, laptop and/or handheld/PDA computers, (personal computers) for use by State employees in carrying out their responsibilities and to help the employees to use State resources wisely. Proper use of a personal computer greatly increases the productivity of the user and provides an efficient electronic communication tool between employees and agencies, while saving significant time and money in the development of written or electronic "products" relating the functioning of State government. Unlawful or unauthorized use of personal computers may increase costs and expose the State of Idaho and/or the individual user to significant legal liabilities.

Definition of Personal Computer

Personal Computer – Any desktop, laptop, handheld/PDA or mobile computer purchased or leased by the State and assigned to an individual employee or department.

PRIVACY

Laptops, Personal Digital Assistant (PDA), and personal computers are tools for meeting ISHS business needs. As state property, ISHS has the right to monitor the use of such property at any time. Therefore, users should not have any expectation of privacy as to the use of state computers.

IT RESPONSIBILITY

Only the IT Systems Coordinator or designees are authorized to perform the following:

- Install, remove or change configuration of hardware connected to the ISHS LAN.
- Acquire, install or remove software applications.
- Acquire hardware.

The intent is to ensure that the network is not disrupted. Changing hardware or software configurations can and often does have unforeseen impacts on the network.

SOFTWARE ACQUISITION

The IT Systems Coordinator will evaluate software acquisitions from a technological and compatibility standpoint only. The requesting workgroup will determine the functional need and business purpose for the hardware or software. To acquire software, the following steps must be followed:

- Notify the IT Systems Coordinator of the software under consideration;
- The IT Systems Coordinator will review software for technical and compatibility problems;
- If no IT problems are identified, the IT Systems Coordinator will approve the application, acquire the software, and install or supervise installation of the application.

INVENTORY

All hardware purchased by ISHS will be tagged with an appropriate inventory tag and included in ISHS inventory listings.

STANDARD SOFTWARE

It is ISHS's intent to provide a standard desktop to all employees requiring a computer. The standard software to be included with the computer will be in accordance with the recommended operating system and office suite established by the Information Technology Resource Management Council of Idaho (ITRMC).

NO GAMES OR OTHER NON-BUSINESS APPLICATIONS MAY BE INSTALLED ON ISHS COMPUTERS.

SPECIALIZED SOFTWARE

Each workgroup and program may have specialized software applications necessary to its operation. These programs are to be installed under the supervision of the IT Systems Coordinator, or designee, and will be available to those individuals for use.

AUTHORIZED SOFTWARE

The only programs allowed on a Society owned computer are the standard desktop applications and those specialized programs on the IT Systems Coordinator Application Inventory. The IT Systems Coordinator will maintain an Application Inventory of all software applications.

SOCIETY LAN

The IT Systems Coordinator will design and provision and (re)configure ISHS LAN, and may remotely evaluate and inventory the hardware and software configuration of each device connected to the LAN. Scheduled and ad hoc reviews of the LAN will be performed. Should an unauthorized application be identified, the Administrator of the applicable Workgroup will be notified. The Administrator will provide a written authorization to include the program on the Application Inventory or the program will be removed by the IT Systems Coordinator.

INTERNET DOWNLOAD

Business related information and files may be downloaded from the Internet. Games, screen savers and other non-business related materials are not to be downloaded to or printed with state assets.

SCREEN SAVERS

Only screen savers that are provided by Microsoft as part of the Windows operating system or those approved by the Executive Staff will be installed on Society computers.

MONITOR DISPLAYS

Wallpaper and screen saver displays on computers will be those that are appropriate for a business environment.

PERSONAL COMPUTERS AND PERIPHERALS

ISHS has undertaken a program whereby computers are replaced on a three year rotation basis (funds allowing). To ensure proper tracking of all equipment, the program manager and employee will be responsible for notifying The IT Systems Coordinator before exchanging, moving, or removing the equipment assigned to them, or when experiencing problems with equipment. When no funds are available for replacement of failed computers or peripherals, reassignment of existing equipment may be necessary.

EXCEPTIONS TO POLICY

Exceptions to any portion of this policy will be considered on a case-by-case basis with the approval of the Workgroup Administrator and/or Society Executive Director.

VIOLATION OF POLICY

Employees are held accountable for their use of state-owned personal computers. Employees violating this policy may be subject to disciplinary action up to and including dismissal.

Contact Information: ITRMC Staff at (208) 332-1876. Timeline: Implemented Oct. 2001. Rev.: Nov. 2006, July 2009, 2010. Authority section, reference Executive Order 2005-22. Authority: Idaho Code § 67-5745(C) (3), Executive Order 2005-22

103.4 CELLULAR PHONE USAGE AND DRIVING SAFETY

Purpose

This policy outlines the use of cell phones by employees and driving safely. Internal Policy Memorandum 2007- 20

Background

Many employees use their personal cell phone for work. While the use of cell phones at work is permitted, the use of cell phones while driving diverts full attention from the task at hand and is strongly discouraged. Where job or Workgroup needs require immediate access to an employee, the Workgroup may issue a business cell phone to an employee for work-related communications.

Safety Issues for Cellular Phone Use/Safe Driving

Because of the risk of physical injury to themselves or others, employees are encouraged to drive defensively and avoid distractions which contribute to inattentive driving such as eating, drinking, and talking on a cell phone. Safe driving requires alertness, caution, and courtesy. Employees should not drive while impaired from the effects of medication or alcohol, and should pull over and rest if overly tired or sleepy.

Seat belts must be worn at all times while operating or riding in state vehicles. State and local traffic laws must be observed at all times. Any employee committing an infraction of such laws may be requested to attend a defensive driving course. (Ref. [Idaho State Travel Policies and Procedures, State Board of Examiners, 04/03/02](#))

– ACTION –

Because of the serious consequences of unsafe driving, employees who subject themselves and others to potential harm by driving in an unsafe manner will be subject to discipline or dismissal. Employees charged with traffic violations resulting from the use of cell phones while driving will be solely responsible for all liabilities resulting from such actions.

Employees who drive vehicles in the performance of Agency business and who use cell phones while performing such activities are strongly discouraged from using their phone while actually driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and focus their attention on driving. Special care should be taken in situations where there is heavy traffic, inclement weather or driving in an unfamiliar area.

103.5 IT EQUIPMENT: APPROVAL, PURCHASING, LICENSING, ROTATION

- Purchase of IT-related equipment, software, and services shall be coordinated through the ISHS IT Systems Coordinator to ensure compliance with state policies and contracts, use of preferred brands and vendors, and best pricing practices.
- ISHS computers will **ONLY** run licensed software on ISHS computers. Bootlegged versions of software are forbidden.
- The ISHS IT Systems Coordinator will be solely responsible for installing software on ISHS computers.
- ISHS will replace desktop and laptop computers every four years, and peripherals as needed, dependent upon adequate funding in the General Fund.

103.6 UPDATING WEB PAGES

The IT Systems Coordinator will create and maintain the majority of ISHS web pages for both the Internet and Intranet. However, select ISHS staff that is considered content experts for their areas may be given web page editing permissions and have web editing software installed on their computers. This permission will be granted by the administrator of each division.

104 TRANSPORTATION AND TRAVEL

Contents of Transportation and Travel:

[104.1](#) Fleet Management Policy

[104.2](#) Travel Policy

104.1 FLEET MANAGEMENT POLICY

Contents of Fleet Management Policy section:

[104.1.1](#) Fleet Management Policy

[104.1.2](#) Fleet Programmer Responsibilities

Related Links

- <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>
- ISHS Appendices – ([longer reference](#), [Mileage and Meals Chart](#), [Travel Appendix-B](#))

Purpose

The Fiscal Department at the Idaho State Historical Society is committed to providing our employees with safe reliable vehicles that meet the needs of widely varying working conditions as well as accommodate peak seasonal use requirements. Within the constraints of our available budgets and legislative direction, the agency intends to maintain all vehicles in excellent working condition and has established a Fleet Management Policy for all motorized vehicles.

CENTRALIZED OPERATIONS CENTER

Fleet operations of the society will be managed through the Fiscal Office. All fleet operating costs will be charged to the PCA that is associated with the employee using the vehicle or the appropriate PCA receiving the benefit.

VEHICLES INCLUDED IN THE FLEET PROGRAM

The Fleet System will record all activity of any motorized vehicle operated by the Historical Society employees. Shared use of the vehicles will be encouraged but where this is not practical vehicles may be assigned to individual work groups.

DRIVER'S LICENSE

Any person driving a state-owned vehicle must have a valid operator's license.

COMPLIANCE WITH MOTOR VEHICLE LAWS

It is the responsibility of each individual operator to observe all motor vehicle laws. Seatbelts must be worn at all times. Operators must not knowingly operate vehicles that do not comply with legal requirements.

All violations and fines, including parking citations, are the responsibility of the assigned driver at the time of such violation. Violation of motor vehicle laws by an operator may result in the loss of privilege of using a state fleet vehicle and shall be subject to disciplinary action up to and including dismissal.

ALCOHOLIC BEVERAGES AND DRUG USE

UNDER NO CIRCUMSTANCES may a state employee operate a vehicle while under the influence of intoxicating beverages, drug use or other substances including prescription drugs. Conviction of such offenses will result in loss of privilege of using a fleet vehicle and shall be subject to disciplinary action up to and including dismissal.

STANDARDS FOR VEHICLE USAGE

All “drivers” of the Historical Society vehicles must adhere to all State travel guidelines. <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.htm>

MAINTENANCE AND REPAIR OF VEHICLES

The Fiscal Office will keep a record of all vehicle maintenance logs. The Fiscal Office stresses the importance of keeping all vehicles in a safe and fully operational condition. The Fleet Management Programmer will be responsible for ensuring that the employee who operates the vehicle is completing maintenance as needed on each vehicle.

Drivers shall perform routine vehicle care each trip. Daily maintenance includes:

- Keeping the interior and exterior clean and free of litter.
- Inspecting the tires and checking the air pressure regularly.
 - Tires that are loaded beyond their maximum allowable loads for a particular application will build up excessive heat that may result in sudden tire destruction.
- Looking under the vehicle for fluid leaks.
- Checking the vehicle frequently for body damage.
- Checking the glass to ensure it is free of cracks.
- Ensure the tank is full of gas on return.

Other maintenance items that need attention per the owner’s manual include:

- Regularly checking the engine oil and the transmission fluid.
- Change oil regularly according to the mileage recommended by the vehicles owners’ manual.
 - Each vehicle has a different recommended maintenance schedule according to type of vehicle and age.
 - Most vehicle owner’s manuals recommend changing the oil approximately every 3000 miles or every three months whichever is first.
- Regularly checking and completing brake inspections. (Approximately once a year)
- Regularly rotating tires annually. (Approximately once a year)

REPAIR AND SERVICE AUTHORIZATION

All operators may approve maintenance or services under \$500.00. All repairs and services over \$500.00 must be approved in advance by the fleet management programmer and the Director of the Historical Society. Invoices must include the license number of the vehicle, description of service or repair, and the driver’s signature. If the maintenance service is \$500.00 or more the invoice must include the authorization signature.

REPORTING VEHICLE USAGE

All vehicles will be checked out through the fleet programmer or the administrator assistant. When you pick up the vehicle you will receive a metal clipboard containing the gas card for the vehicle you are checking out, and a mileage report form, and an Auto Accident guide. Once the information is logged onto the form and the vehicle is returned the mileage form is returned to the fleet programmer. All gas receipts must be turned in at this time. If the vehicle has a home station other than the administration office the mileage report form must be filled out and returned to the fleet manager at the beginning of each month.

VEHICLE DAMAGE PROCEDURES

Accident reports must be submitted to the Fleet Programmer within 48 hours of any accident. The processing of the accident report must not be delayed due to an inability to obtain a police report.

- Upon receipt of the accident report the Fleet Programmer will make a determination if the accident is to be reported to Risk Management.
 - Normally, accidents which result in over \$500.00 damage to Department property, or damage to property owned by others, will be reported to Risk Management.
- If Risk Management takes responsibility for the case, they will assign an adjuster who will require the Historical Society to obtain two (2) repair estimates.
- If Risk management does not take responsibility for the case, the Fleet Programmer will provide guidelines on how repairs are to be made.
- If repairs are less than \$500.00 and no other insurance company is involved, the Fleet Programmer can authorize repair through a qualified vendor
- Operators are cautioned against accepting responsibility for an accident or discussing the crash with anyone other than their supervisor, the Fleet Management Programmer, law enforcement or Risk Management.

FUEL PURCHASES

Purchase of fuel must be made through the State of Idaho Contract for fuel only. The driver will enter a PIN number uniquely assigned to him/her and the current mileage, after the fuel card is entered at the gas pump.

The agency P-cards ARE NOT to be used for fuel. The State Purchasing Card does not capture sufficient detail for inputting into our fleet management system.

Fleet Programmer Responsibilities

ADMINISTER GAS CARDS

- Ensure the vehicle information is current for insurance purposes
- Ensure plates and tags are obtained and distributed timely
- Maintain vehicle maintenance logs

VEHICLE DISPOSAL

Timely disposal of fleet vehicles can help minimize the overall cost of vehicle ownership and problems with vehicle reliability and safety. Disposal of state agency fleet vehicles is typically recommended between 75,000 and 100,000 miles. This assumes that the vehicles are driven 12,000 miles annually. Most vehicles will be replaced in 5-7 years.

BUYING GREEN VEHICLES

In support of Executive Order 2007-21 - *Establishing a Policy to Reduce Fossil Fuel and Greenhouse Gas Emissions from State Vehicles*, the Division of Purchasing updated, and will continue to update, the vehicle contract listings to provide additional vehicle information. Each contract will list "green vehicles" these are generally flex fuel, hybrid, or alternatively-fueled vehicles as well as high-economy vehicles (high miles per gallon). See: State of Idaho, Travel Policy – [Use of State Vehicles](#)

Related Information: Article IX – Use of State Vehicles

The use of State a vehicle for personal, or other non-official business, is strictly prohibited. Home-to-office driving is only permissible when beginning or ending an authorized trip outside of regular business hours or for other reasons considered in the best interest of the state and approved by the department director. The names and an explanation of the responsibilities of administrative personnel determined by the department director to require the permanent assignment of a state vehicle shall be furnished to the Board of Examiners for approval.

Individuals who are not on state business may not operate or ride in a state conveyance while on official state business unless prior approval has been granted by the director or designated representative(s). Supporting documentation must be attached to the travel expense voucher.

State and local traffic laws must be observed at all times. Any employee committing an infraction of such laws shall be personally liable for any damage if the employee is acting outside the course and scope of official duty, and may be subject to disciplinary action. Any employee committing an infraction of such laws may be requested to attend a defensive driving course. Employees shall be personally liable for any fines arising from infractions of state and local traffic laws. State vehicles may be operated only by individuals who possess a valid operator's license. Seat belts must be worn at all times while operating or riding in state vehicles.

PROCEDURES

1. Remember to put the license plate number on the mileage form.
2. Ensure you are writing down the beginning mileage and ending mileage.
3. (The HHR has a funny mileage counter, you have to turn the car off and sit there for a minute before the mileage will appear.)
4. If you have a fleet vehicle which is work place related, (for example the Old Pen trucks, Museum Ranger, Archives cargo vans), remember to turn in the your mileage form monthly.
5. Report any issues with the vehicles via E-mail.
6. Clean the vehicle upon return and ensure the gas tank is full.
7. Ensure you are respectful towards the next person who needs to use the car.

104.2 TRAVEL POLICY

Contents of Travel Policy section:

[104.2.1](#) Travel Policy

[104.2.2](#) Representing ISHS as You Travel

104.2.1 TRAVEL POLICY

Related Links

[State of Idaho: Travel Policy](#)

[Travel Authorization, Approval of Travel Expense, Allowable Expenses, Expenses Not Allowable, Mode and Route of Travel, Travel by Public Transportation, Use of Privately-owned Automobile, Aircraft, or Other Conveyance, Vehicle Rentals and Aircraft Charters, Use of State Vehicles, Lodging Expenses, Meal Expenses Not Allowable, Meal Expenses Allowable, Miscellaneous Expenses, Compensatory Time for Travel, Leave During Travel Status, Foreign Travel, Internal Auditing of Travel Expense Vouchers, Third Party Reimbursements, Rebates, Promotions, Travel Claims Forms, Appendix "A" \(History of rate changes\), Appendix "B" \(Maximum per diem reimbursement rates\), Federal Rate](#)

Links for Fiscal Reference Regarding Travel

- The [STARS manual](#) covering Travel expenses states that “The State Board of Examiners regulates the travel reimbursement requirements. Current policies and procedures are on the State Controller Board of Examiners Web site. All agencies must follow these regulations and guidelines. The policies for the Legislature are set by Idaho Code.
- Travel Express is a Web-based travel reimbursement application with a user manual on the SCO Applications Web site. Travel rates are built into the application so you do not have to find them in other sources. It also has an approval system to help with your internal controls.
- Code statutes, regulations, and policies regarding travel expenditures: Idaho Statutes, [Title 67, Chapter 20](#):
 - [Idaho Code 67-2004](#) – Regulation of Per Diem Traveling Expense Allowances
 - [Idaho Code 67-2006](#) – Vouchers (For Travel)
 - [Idaho Code 67-2007](#) – Standard Travel Pay And Allowances
 - [Idaho Code 67-2008](#) – Determination Of Rate Allowance (Lodging, Meals)
 - [Idaho Code 67-2008a](#) – Determination Of Rates Of Allowance – Foreign Travel

Compensatory Time for Travel

The State [Travel Policy Manual](#) states that “Compensatory time for travel will be granted in accordance with Fair Labor Standards Act Regulations 29 C.F.R. Section [785.38](#), [785.39](#), [785.40](#), [785.41](#), to all employees except those listed as "non-covered" under the FLSA, including elected officials, personal staff members selected or appointed by elected public officials, policy-making appointees of elected officials, legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners, and ‘trainees’.”

Internal Policy Memorandum 2007-21

The following are a few references from the State of Idaho: Travel Policy Manual, a partial copy of which is located in the ISHS Appendices and referenced in full through the preceding links.

Statement of Philosophy

These State Travel Policies and Procedures are effective July 1, 1996, as adopted by the Board of Examiners in accordance with Sections 67-1001, 67-2004, 67-2005, 67-2006, 67-2007, 67-2008, 67-5250, Idaho Code. These travel policies and procedures replace and supersede any and all prior state travel regulations, policies and procedures that may have been promulgated or adopted by the Board of Examiners. These policies and procedures shall be Agency guidelines for all personnel defined as employees of the state of Idaho, except as provided by law, and shall be applicable to all official travel paid for by the state of Idaho and all departments, agencies, officers, boards, commissions, institutions and other state entities.

All reimbursable travel of state employees must have been properly authorized; actually incurred; essential in achieving the goals or fulfilling the responsibility of a particular department; and conducted in the most economical and practical manner for the state.

Article I - Travel Authorization

Official travel of state employees must be authorized by the workgroup director or by the designated representative. The method for granting authorization is left to the discretion of the director of each department.

Article II - Approval of Travel Expense

Travel expense vouchers must be approved for payment by the workgroup director or the designated representative.

Article III - Allowable Expenses

Payment of travel expense by the state of Idaho is limited to costs authorized in these State Travel Policies and Procedures, unless the Board of Examiners provides an exception thereto.

Article IV - Expenses Not Allowable

The following will **NOT** be paid by the State:

- Expenses of a personal nature incurred for the convenience of the traveler including travel by indirect routes or stopovers for personal reasons; or leaving earlier or returning later than necessary on a trip. It is acceptable for the traveler to leave their home station in reasonably sufficient time to arrive at an airport's recommended pre-departure time.
 - Notwithstanding the restrictions contained above, an agency may reimburse an employee for travel expenses incurred during official travel which includes a personal stopover to the extent the employee sufficiently documents that the cost of the entire trip (including transportation, lodging, per diem, miscellaneous expenses and compensatory time) is no more than the costs would have been without the personal stopover.
 - Supporting schedules must be attached to the employee's travel expense voucher.
- Extraordinary expenses due to unusual circumstances when deemed appropriate and necessary, may be approved by the workgroup director. Supporting documentation shall be attached to the travel expense voucher.
- Expenses for travel between home and office or for other non-official purposes
- Expenses incurred by an employee while on leave.

Article V - Mode and Route of Travel

Employees shall use the most practical mode of travel from the standpoint of time and expense. When unusual circumstances preclude adhering to this procedure, workgroup directors may allow an exception. Supporting documentation shall be attached to the travel expense voucher.

Article VI - Travel by Public Transportation

Reimbursement for travel by common carrier shall be limited to the lowest cost means of travel unless it is impractical or not available. When for personal reasons a traveler is authorized by the department director to use a private conveyance in lieu of common carrier, reimbursement will be limited to an amount for travel, meals, lodging and miscellaneous expenses equal to the amount which would have been incurred had the travel been by common carrier. Authorized travel time shall be limited to that which would have been allowed had the employee traveled by common carrier. Unless the workgroup director specifically authorized a leave of absence, excess travel time incurred by the authorized use of a private conveyance for personal reasons during working hours shall be charged to the traveler's accrued leave.

- Procedure 6-1. All original receipts for travel by common carrier paid by an employee must be attached to the travel expense voucher. This includes the boarding fees at airports which are considered part of the airline ticket expense.
- Procedure 6-2. An explanation must be attached to the travel expense voucher when an employee is authorized to use a private conveyance in preference to the common carrier and is claiming an amount equivalent to the common carrier fare. The explanation must include destination, actual departure and return dates and hours which would have been incurred by the use of the common carrier.

Article VII - Use of Privately-owned Automobile, Aircraft, or Other Conveyance

The use of privately-owned automobiles, aircraft, or other conveyances may be authorized whenever it is more practical or beneficial to the state's mission than transportation by common carrier or state vehicles. Privately-owned conveyances shall be covered by public liability and property damage insurance, pursuant to Idaho Code.

The cost of transportation by private conveyance shall be paid at the rate set by the Board of Examiners, (see Appendix A), up to the maximum allowed by law.

Travel for official purposes in and about a city, including travel within an employee's official station, as defined in 11, when not constituting a trip between two communities may be consolidated on a daily basis and reported as "vicinity travel".

- If an Agency-owned vehicle is available to the traveler, but for personal convenience a privately-owned conveyance is used, the reimbursement shall be limited to one-half the applicable rate.
- Allowable in-state mileage shall be computed according to the latest official state highway map or mileage charts.
- Allowable out-of-state mileage shall be computed according to the latest Rand McNally Atlas.
- Odometer readings are permissible only when mileage computations cannot be made from such maps or charts.

- Automobile storage or parking fees will be an allowable expense when necessary to protect state or private property, or for other reasons advantageous for the state.
- Receipts for storage or long term parking fees must be attached to the travel expense voucher for reimbursement.

Article VIII - Vehicle Rentals and Aircraft Charters

Automobile rental or aircraft charter may be authorized by the workgroup director when the use of such conveyance is the most economical and practical means of transportation, necessary to accomplish the state's mission. The most economical and practical rental equipment available will be used. Receipts for vehicle rental or charter costs paid by the traveler must be attached to the travel expense voucher for reimbursement.

Article XXIII - Travel Claims Forms

The State Controller shall provide each department the proper and necessary forms for the processing of travel claims. The State Controller may issue additional instructions for the submission of travel vouchers as specifically provided by [Chapter 10, Title 67](#), of the Idaho Code. Reference the [Appendix](#) Travel Policy, and Mileage and Meals Chart, and the information below:

Article XXIV - Maximum per Diem Reimbursement Rates

Daily Per Diem Reimbursement (see definition of “per diem” in Section 12A)

- In State \$30.00 day
- Out-of-State Per Diem Reimbursement Rate
- \$46.00 per day is the base, but would allow the higher federal rate.

Article XXV - Partial Day per Diem Reimbursement

Where employees are to be absent from their official station on official business for less than twenty four (24) hours, partial day per diem reimbursement is equal to a maximum of twenty-five percent (25%) of the total per diem rate for breakfast, thirty-five percent (35%) for the total per diem rate for lunch, and fifty-five percent (55%) of the total per diem rate for dinner. Check State links for the latest rates.

	In-State	Out-of-State
Breakfast – 25%	\$7.50	\$11.50 or 25% of Federal Rate
Lunch – 35%	\$10.50	\$16.10 or 35% of Federal Rate
Dinner – 55%	\$16.50	\$25.30 or 55% of Federal Rate

104.2.2 REPRESENTING ISHS AS YOU TRAVEL

The Idaho State Historical Society is committed to engaging its statewide community. In 2007, we began a Community Forum initiative so that we could become more connected with affiliated institutions and colleagues in Idaho. The goal of this program was to create a conversation with our constituents. In our visits throughout the state, we provided an ISHS agency update and information about national initiatives that may impact us; we also heard about the concerns, needs, and successes of our cultural colleagues and their programs. From this Forum initiative, we learned that our constituents need financial support and a way to feel systematically connected to us.

The strength of an agency is sometimes measured by the strength of its network involving both internal and external customers. Agencies with strong networks communicate more quickly and efficiently with fewer misunderstandings and lost documents. A strong network between coworkers and with customers engenders an atmosphere of respectful dealings, and it increases the tolerance that comes from understanding one another's environments and challenges. Strong networks help everyone feel like they are part of a team regardless of the location of their work site or its distance from an organization's administrative offices.

Strong ties are developed over time in various ways, but among the most useful means of developing these bonds is face-to-face communication. Thus, all ISHS employees, whose work activities necessitate statewide travel, are strongly encouraged to plan brief visits to other ISHS locations as they travel. Including even a brief stop-over to another ISHS site strengthens the network between personnel dispersed statewide and personnel based in Ada County.

If travel timeframes need to be slightly modified to promote these short visits, please let your supervisors know of your travel plans so considerations may be given to allow for this important activity.

105 SAFETY

Contents of Safety...

[105.1](#) On-the-Job Accidents

[105.2](#) Emergency Procedures

[105.3](#) Flu Season Safety

Related Links

[http://adm.idaho.gov/insurance/risk/manuals/Safety and Loss Model 2002.pdf](http://adm.idaho.gov/insurance/risk/manuals/Safety_and_Loss_Model_2002.pdf)

[ISHS Appendices – Emergency Procedures](#)

105.1 ON-THE-JOB ACCIDENTS

Depending on the seriousness of the injury you may:

- Call 9-1-1
- Have a co-worker transport you to the hospital
- Go to the doctor
- Use the first aid kit

ALWAYS DO THESE!

- Report the accident to your supervisor immediately.
- Complete the necessary forms, regardless of whether you need medical attention at the time.
- Because workplace injuries are usually covered by Workers Compensation Insurance and not your own insurance, a “Notice of Injury and Claim for Benefits Form” must be completed within ten days of an injury.
 - Although it is desirable, it is not necessary to secure the employee's signature if securing the signature delays filing the claim.
- Contact your supervisor for the necessary forms.
 - If you feel an accident should be recorded even though medical attention was not necessary at the time, completing the forms ensures that coverage may be given if symptoms occur at a later date.
 - This also allows ISHS to review safety procedures to check for problem areas and improve our working environment.

105.2 EMERGENCY PROCEDURES

Purpose

To provide for the safe evacuation of visitors and Agency personnel in case of emergency

Policy

Each Workgroup shall develop a manual outlining the emergency procedures for their respective facilities.

New employees shall receive a copy of the emergency procedures manual, evacuation map, and instructions from the Workgroup Director at the time of their orientation.
See also: Internal Policy Memorandum 2007- 13

105.3 SAFETY AND LOSS PREVENTION

Contents of Safety and Loss Prevention section:

- [105.1](#) Philosophy
- [105.2](#) Responsibilities
- [105.3](#) Disciplinary
- [105.4](#) ISHS Safety Goal
- [105.5](#) Summary

Background

Workers compensation insurance is required by law and is a significant part of this Department's insurance costs. This cost can be drastically reduced by controlling the frequency of job-incurred injuries. Every supervisor and employee shall accept their responsibility for accident prevention and conduct themselves in a manner that will ensure their own safety and that of those working with and for them.

105.1 PHILOSOPHY

The Idaho State Historical Society believes in and follows the principle that accidents are preventable. The humanitarian and economic issues resulting from accidents demand that accident prevention be given primary importance in every phase of the ISHS activities. The objective is to prevent accidents by reducing or eliminating the unsafe acts or conditions that cause accidents.

105.2 RESPONSIBILITIES

To administer the policy, the Agency will:

- Provide the supervision necessary to assure development and implementation of safe work practices and procedures
- Comply with Federal, State, County and Municipal safety laws, regulations and codes
- Do everything practical to provide an accident-free operation and provide all reasonable safeguards to ensure safe working conditions
- Encourage and promote employee participation concerning safety
- Make every effort to restore an injured employee to sound physical condition and place that employee back on the job as quickly as possible

The Human Resource Officer will:

- Coordinate the development of a training and safety promotion program for administrators, managers and employees
- Collect, analyze and distribute data on the overall accident experience trends in each division
- Assist administrators and managers in developing safe work practices and procedures for employees

- Serve as the Agencies contact with safety organizations on safety matters

The Executive Director and the Administrators will:

- Distribute safety information in a manner that will reach and affect every employee under their supervision
- Review quarterly accident summary reports and take appropriate corrective action when accident trends are unfavorable
- Hold meetings with program managers and employees to review safety conditions, safety procedures and specific hazards
- Conduct job safety analysis for positions under their supervision to develop safe work practices and procedures
- Ensure that all proper safety precautions are taken for safe use when new tools, equipment or procedures are introduced
- Review time-loss accidents personally to verify that accident causes have been investigated and proper corrective action taken
- Ensure that the necessary safety equipment and protective devices are provided for each job
- Include the ability and interest in working safely in the evaluation of employee performance
- Enforce established safety rules, practices and procedures; ensure that employees receive the training, instruction and guidance necessary to assure compliance

Programs Managers will:

- Ensure that employees understand and observe safe work practices and procedures
- Instruct current and new employees on safe work procedures and emphasize specific job hazards and how to avoid them
- Inspect equipment and work areas and observe employees performing daily tasks to determine unsafe work habits, conditions and general housekeeping in the work area
- Take prompt, corrective action whenever unsafe conditions or acts are noted; immediately report any unsafe conditions beyond their ability or authority to correct
- Insist that employees report every accident whether or not an injury occurred
- Investigate and submit a report within 24 hours of every accident
- Determine the cause of each accident and take corrective action
- Hold safety meetings with employees to promote safe work habits, discuss specific job hazards and request safety suggestions from employees
- Enforce safety rules, practices and procedures; ensure that each employee understands that violations will not be tolerated
- Evaluate employee performance for the ability and interest in working safely

Employees will:

- Act safely in daily activities and at no time do anything they expect could result in an accident or injury to themselves or others
- Follow specific safe work practices and procedures given them by their supervisor
- Be responsible for their own safe conduct
- Be alert to unsafe conditions and report them immediately to their supervisor
- Use all safety equipment provided and ensure guards are in place before operating machinery
- Take care of any tools, equipment or vehicles placed in their charge and report any needed repair or replacement necessary for safe use
- Not attempt to operate, repair or otherwise tamper with tools, equipment or vehicles without specific authorization
- Reports all accidents immediately to their supervisor whether or not an injury occurred or a physician's attention is necessary
- Obtain authorization, if practical, from their supervisor before seeking medical treatment

105.3 DISCIPLINARY ACTION

The Executive Director, Administrators and Managers shall take corrective measures as necessary to ensure safety rules and safe work practices and procedures are not violated. Initial corrective measures include employee training, instruction and guidance to achieve a positive attitude toward working safely.

In every preventable accident the employee shall be made aware that the Agency will not tolerate unsafe work practices. Preventable accidents include those caused by:

- Failure to use available personal protective equipment
- Failure to use proper lifting techniques
- Failure to observe hazardous footing conditions
- Careless or thoughtless acts
- Horseplay or practical jokes
- Misuse of equipment
- An employee under the influence of alcohol or drugs

In situations where there is a willful disregard for safety rules or the employee fails to accept and follow safe work practices, disciplinary action shall be considered. Disciplinary action may include verbal reprimand, written reprimand, disciplinary probation, suspension or dismissal. The following should be considered when determining whether disciplinary action is warranted:

- Action leading to the severity of the incident
- Unsafe acts and contributing negligence
- Previous accident violations
- Safety rule violations

- Repeated or willful disregard for safety rules
- Work and safety attitude
- Training and experience
- Environmental conditions and degree of exposure to hazardous conditions
- Use of personal protective equipment
- Immediate supervisor's responsibility to have avoided the accident

105.4 ISHS SAFETY GOAL

It is the goal of ISHS to eliminate or reduce the number and severity of accidents through aggressive promotion of safe work practices within the Agency. This goal requires the full cooperation of all management at all levels, administrators, managers and employees. Safety and training programs reduce accidents as well as the cost of operation. However, the first-line managers and employees have the first opportunity to recognize and eliminate unsafe conditions and work methods before an accident or injury occurs.

105.5 SUMMARY

Work related injuries are always costly to individual employees and often disastrous to their future and the security of their families. They are also costly to the Agency, both in direct financial burdens and in the reduction of efficiency. The efficiency of any operation can be measured by its ability to control unnecessary loss. All employees are urged to fully cooperate not only for the good of the Agency but also for their own welfare and protection.

105.4 SUPERVISOR'S EMPLOYEE ORIENTATION CHECKLIST

Before an employee begins work with the Idaho State Historical Society, that individual shall receive a safety orientation which includes the following:

1. Employees shall receive and familiarize themselves with the Safety/Loss Prevention Policy.
2. Employee must sign the Safety Information Acknowledgment form.
3. Employees shall be provided the appropriate protective equipment and/or informed of items which they must provide at their own expense (gloves, footwear, etc.).
4. Employees shall be informed:
 - a. That working safely is a must
 - b. Of the appropriate clothing required for working safely
 - c. Of the location of first aid kits, fire extinguishers and emergency telephone numbers
 - d. That all accidents must be reported by the end of business day to the supervisor whether or not an injury occurred or a physician's attention is necessary
 - e. That authorization must be obtained from the supervisor before seeking medical treatment, if practical
 - f. That if they see a physician or file a worker's compensation claim without first notifying the supervisor that the injury was job-incurred, the claim may be disputed by the Agency and investigated by the State Insurance Fund

SAFETY INFORMATION ACKNOWLEDGMENT

1. That I, _____, have received and will familiarize myself with the Idaho State Historical Society Safety/Loss Prevention Policy.
2. I understand that disregard on my part of the Safety/Loss Prevention Policy may be cause for disciplinary action.

Employee Signature

Date

Note: To be signed by the employee and returned to the Human Resource Office for placement in the employee's personnel file.

**PROCEDURES FOR REPORTING WORK RELATED
ACCIDENTS OR INJURIES**

1. All work related accidents or injuries that may or do result in physical harm must be reported (before end of shift) **whether or not medical care is needed.**
2. Before the end of the workday, Administrators will complete a "Supervisors Accident Report" (SAR) form; including the "Corrective action to prevent similar accidents" section and give the white copy to Human Resource Office and keep the yellow in the book for reference.
3. If medical care has been sought or is anticipated, a *First Report of Injury and Claim for Benefits Form* will be completed. The form will be provided to the employee from the Human Resource Office for review and signatures.
4. The signed *First Report of Injury and Claim for Benefits Form* will be forwarded for processing by the Human Resource Office.
5. If no medical care was initially required as a result of the accident or injury, the Administrator will contact the employee within 14 days to determine employee's current condition, which will be noted on the SAR form.

THIS PROCEDURE HAS BEEN ESTABLISHED TO IMPROVE OUR ACCIDENT REPORTING AND RESOLUTION PROCESS.

I acknowledge that I have read and understand this Accident Reporting Procedure.

Employee Signature

Date

Supervisor Signature

Date

105.5 FLU SEASON SAFETY

Related Links

- CDC Guidance for Business and Employers to Plan and Respond to the 2009-2010 Influenza Season <http://www.cdc.gov/h1n1flu/business/guidance/>
- Updated Guidance for Businesses and Employers for the Fall Flu Season <http://www.flu.gov/professional/business/index.html>
- What Employers Can Do to Protect Workers from Pandemic Influenza <http://www.osha.gov/Publications/employers-protect-workers-flu-factsheet.html>
- H1N1 Flu Resources for Businesses and Employers <http://www.cdc.gov/h1n1flu/business/>
- Guidance for Novel H1N1 Flu (Swine Flu): Taking Care of a Sick Person in Your Home http://www.cdc.gov/h1n1flu/guidance_homecare.htm
- Guidance for individuals and families preparing for a pandemic <http://www.pandemicflu.gov/plan/individual/index.html>

Protect Yourself, Protect Others - H1N1 and Seasonal Flu Precautions

The State of Idaho is preparing to manage the consequences of the H1N1 influenza pandemic. Basic personal hygiene practices and social distancing at work and at home can help protect against H1N1 and seasonal flu.

At ISHS we are taking the following steps:

- All front end employees need to sanitize all countertops, telephones and public surfaces at the end of each business day.
- Encourage employees to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available.
 - Encourage employees to avoid touching their noses, mouths, and eyes.
- Encourage employees to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves if tissues are not available.
 - All employees should wash their hands or use a hand sanitizer after they cough, sneeze or blow their noses.
- Encourage employees to avoid close contact with their coworkers and customers.
 - Avoid shaking hands and always wash hands after contact with others.
- Provide customers and the public with tissues and trash receptacles, and with a place to wash or disinfect their hands.
- Encourage employees to keep work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment clean.
- Discourage employees from using other employees' phones, desks, offices or other work tools and equipment.
- Provide procedures, tissue, hand sanitizer, and disinfectant wipes for common use areas. (Managers will talk with staff about procedures for shared equipment.)

- For conference rooms, please take the time to disinfect tables prior to using the room and after using the room.
- Minimize situations where groups of people are crowded together, such as in a meeting.
- Use E-mail, phones and text messages to communicate with each other.
- When meetings are necessary, avoid close contact and assure that there is proper ventilation in the meeting room.
- Monitor public health communications about pandemic flu recommendations and forward that information to our employees.
- Encourage sick employees to stay at home.
- If you have any questions about your sick leave balance, please ask Human Resources.
- Prepare and plan for operations with a reduced workforce.

The virus is spread through high-touch surfaces like doorknobs and keyboards.

The H1N1 flu virus causes symptoms similar to regular seasonal flu:

- Sudden high fever
- Chills
- Dry cough
- Headache
- Runny nose
- Sore throat
- Muscle and joint pain

H1N1 flu also causes more severe complications including:

- Nausea, vomiting, diarrhea
- Pneumonia
- Acute respiratory distress
- Other respiratory complications

People who are feverish with a temperature of 100 degrees F and have two of these three symptoms – cough, runny nose or sore throat – should contact their doctor.

If exposed to H1N1, the time from exposure to development of symptoms is 1-7 days.

A person is considered contagious (able to spread infection) 1 day before symptoms start and for up to 7 days after. An infected person is most likely to be contagious on days with a fever. Children, especially younger children, immune-compromised individuals and those with severe illness may be contagious for a longer period, i.e. up to 10 days.

- If you are sick with influenza-like illness, stay home from work for seven days from the start of your symptoms or until you are able to resume normal activities, whichever timeframe is shorter.
- Avoid close contact with others as much as possible.

- This helps keep you from infecting others and spreading the virus further.
- The virus is considered infectious for up to eight hours on hard surfaces and only a few minutes on soft surfaces.
- Evidence shows that wearing masks is not effective in preventing the spread of influenza in the general public.
- H1N1 vaccines will be free, but providers may charge an administration fee to insured persons and those able to pay.
 - Those without resources may be referred to public health districts.

106 GREEN POLICY GUIDELINES

Related Links

- [ISHS Appendix: Green Guidelines](#)
- http://www.thegreenoffice.com/index.php?option=com_content&task=view&id=60&Itemid=165
- <http://www.bowditch.com/portaresource/greenoffice>
- <http://www.cvsfife.org/greenoffice/policy.doc>
- <http://www.colliers.com/Content/Attachments/Australia/AboutUs/GreenOfficePolicySept2004.pdf>
- http://sierraclub.typepad.com/greenlife/2007/03/10_ways_to_go_g.html
- <http://www.greenoffice.org.nz/manage/manage6.html>

Executive Order 2007-21: *Buying Green Vehicles: Establishing a Policy to Reduce Fossil Fuel and Greenhouse Gas Emissions from State Vehicles, (Division of Purchasing)*

Green Policy Guidelines

The ISHS shall consider and implement sustainable practices in operations wherever possible according to the following:

1. Operate within a vision of preservation includes cultural and historic resources and environmental resources.
2. Implement activities that promote environmental sustainability in operations mindful of legal, historic, and fiscal constraints unique to ISHS;
3. Adopt a life-cycle approach to procurements and services;
4. Periodically review, report on, and revise services based upon their environmental impact with focus on efficient use of materials, supplies, and energy;
5. Whenever possible, reuse or use recyclable or renewable materials and components;
6. Minimize waste produced in our services, and
7. Will support reduction in fossil fuel and greenhouse gas emissions as specified in E.O. 2007-21, by procurement of new green vehicles that are generally flex fuel, hybrid, or alternatively-fueled vehicles as well as high-economy vehicles (high mpg).
8. Implement energy efficiency practices including energy-management practices and energy efficient equipment whenever possible.
9. (See Also: [Green Guidelines, draft of ideas](#))

200 FISCAL POLICIES AND PROCEDURES

Contents of Fiscal Policies and Procedures:

- [200](#) General Fiscal Policies and Procedures
- [201](#) Revenues
- [202](#) Purchasing
- [203](#) Grants

Related Links

- [State of Idaho: Fiscal Policies](#)
- [Fiscal Policies, List of Topics](#)
 - Accounts Receivables, Agency Billings, Cash & Cash Equivalents, Expenditures, Funds, General Information, Investments, Notes and Loans Receivable, Property Plant & Equipment, Revenues

State of Idaho: Moving Policy

Eligibility and Authorization, General Moving Expenses, Commercial Moving Expenses, Self-Haul Expenses, Mobile Home Moves, Storage Including Warehouse Handling and Delivery, Exemptions or Amendments

State of Idaho: Real Estate Property

General Terms of Eligibility, Three Agreement Options (Relocation Company Services, Transaction Fee Assistance, Straight Percentage of Residence Value), Exemptions or Amendments

State of Idaho: Travel Policy

[Travel Authorization](#), [Approval of Travel Expense](#), [Allowable Expenses](#), [Expenses Not Allowable](#), [Mode and Route of Travel](#), [Travel by Public Transportation](#), [Use of Privately-owned Automobile, Aircraft, or Other Conveyance](#), [Vehicle Rentals and Aircraft Charters](#), [Use of State Vehicles](#), [Lodging Expenses](#), [Meal Expenses Not Allowable](#), [Meal Expenses Allowable](#), [Miscellaneous Expenses](#), [Compensatory Time for Travel](#), [Leave During Travel Status](#), [Foreign Travel](#), [Internal Auditing of Travel Expense Vouchers](#), [Third Party Reimbursements](#), [Rebates](#), [Promotions](#), [Travel Claims Forms](#), [Appendix "A"](#) (History of rate changes), [Appendix "B"](#) (Maximum per diem reimbursement rates), [Federal Rate](#)

State of Idaho: Surplus Property Policy

[Declaration as Surplus](#): [Requirements of Declaration](#), [Nominal Value Surplus Property Exempt](#), [Authorization to Dispose](#), [Board of Examiners' Approval](#), [Agency Director's Discretion](#), [Methods of Disposal](#), [Sell](#), [Transfer](#), [Recycle](#), [Discard](#). Procedures: [Step One Declare State Surplus Property](#), [Step Two Disposal Authorization Request](#), [Appendix 26 CFR1 501\(c\)\(3\) & \(c\)\(19\)](#).

State of Idaho: Department of Purchasing

[Bid Opportunities](#), [Statewide Contracts](#), [Directions and Map to Purchasing](#), [Vendor Guide: How to Do Business with the State](#), [Purchasing Personnel Contact List](#), [Purchasing Officer - DOP - Commodity Assignment](#), [Publications/Forms](#), [State Buyer Training](#), [Vendor Training](#), [Purchasing Rules, Policies and Statutes](#), [Useful Links](#), [Reciprocal Preference Information](#)

State of Idaho: GASB 34 Position Papers

- [Assets & Liabilities – Current vs. Long-Term](#)
- [Long Term Liabilities](#)
- [Governmental Activity vs. Business –Type Activity](#)
- [Capital Assets Policy](#) (PDF format)
- [Internal Activities – Elimination of Interfund Reimbursements](#)
- [Special and Extraordinary Items](#)
- [Operating vs. Non-operating Revenues/Expenses](#)
- [Restricted Net Assets](#)
- [Infrastructure](#)
- [Revenues – Program v/s General](#)
- [General Capital Asset Fund \(0700\) and General Full Accrual Fund \(0725\)](#)

Other Helpful Links for Information

- Practical guide for implementation of [GASB Statement No. 34 for local governments](#)
- [Web site for Idaho Society of CPAs, includes training opportunities](#)
- [Provides direct links to states as well as state government-related organizations](#)
- [Tax and Accounting](#) site directory

200 OPERATING POLICIES AND PROCEDURES: FISCAL

Contents of General Fiscal Policies and Procedures

- [200.1](#) Budget Requests
- [200.2](#) Operating Budgets
- [200.3](#) Budget Transfers and Revisions
- [200.4](#) Major Capital Improvement Projects
- [200.5](#) Financial Management and Accounting

200.1 BUDGET REQUESTS

SUBMISSION OF BUDGET REQUESTS

The board is responsible for submission of budget requests for the Idaho state historical society to the executive and legislative branches of government. Only those budget requests which have been formally approved by the board will be submitted by the staff to the executive and legislative branches.

DIRECTION BY THE OFFICE OF THE BOARD OF TRUSTEES

The preparation of all annual budget requests is to be directed by the Board of Trustees. The procedures for the preparation and submission of budget requests apply to operational and

capital improvements budgets. The Board of Trustees will provide budget policy direction to the Executive Director at the spring board meeting.

PREPARATION AND SUBMISSION OF ANNUAL BUDGET REQUESTS

Budgets will be prepared in accordance with Idaho Code § 67-3502. The budget development manual will provide the division of financial management and the legislative services office guidance and the required format for budget submission.

PRESENTATION TO THE BOARD

The Executive Director or designee will submit the proposed annual budget request to the board for approval at its summer meeting. Annual budget requests are formally presented by the Executive Director or designee.

FINAL SUBMISSION TO THE DIVISION OF FINANCIAL MANAGEMENT AND THE LEGISLATIVE SERVICES OFFICE

The Fiscal Officer will submit the board approved budget to the administrator of the division of financial management and the director of the legislative services office by September 1, in accordance with the statutory deadline for submitting the final budget request (Idaho Code § 67-3502).

200.2 OPERATING BUDGETS

- Operating budgets for appropriated funds are based on a fiscal year, beginning July 1 and ending on June 30 of the following year.
- During the spring of each year, the Executive Director prepares an operating budget for the next fiscal year.
- These funds are generally allotted periodically or are disbursed on submission of expenditure vouchers to the State Controller's office.
- The fiscal officer presents the "budget to actual expenditure" financial report to the Board of Trustees at its quarterly meetings.

200.3 BUDGET TRANSFERS AND REVISIONS

Executive Director Approval

The Executive Director is responsible for approving all budget transfers.

Appropriation Transfers

Requests for budget transfers are submitted to the division of financial management.

200.4 MAJOR CAPITAL IMPROVEMENT PROJECTS

Definition

A major capital improvement is defined as the acquisition of an existing building, construction of a new building or an addition to an existing building, or a major renovation of an existing building. A major renovation provides for a substantial change to a building. The change may include a remodeled wing or floor of a building, or the remodeling of the majority of the building's

net assignable square feet. An extensive upgrade of one (1) or more of the major building systems is, generally, considered to be a major renovation.

PREPARE AND SUBMIT MAJOR CAPITAL IMPROVEMENT REQUESTS

Permanent Building Fund Requests

Requests for approval of major capital improvement projects to be funded from the permanent building fund are to be submitted to the Board of Trustees for board action at the spring meeting.

Submission of Approved Major Capital Budget Requests

The Executive Director is responsible for the submission of major capital budget requests under this subsection to the division of public works. Only those budget requests which have been formally approved by the board will be submitted by the staff to the executive and legislative branches.

200.5 FINANCIAL, MANAGEMENT, AND ACCOUNTING

All financial transactions are processed by the state controller's office (SCO). The statewide accounting and reporting system (STARS) is operated and maintained by the SCO and is the system of record for financial transactions. Fiscal office personnel enter transactions directly in STARS or process user-generated transactions in web-based applications. Web-based applications include Travel Express for travel related costs, P-Card for purchasing card transactions, and I-Time for timekeeping and payroll. Reports are generated by STARS daily, monthly and annually. STARS data is also stored in a data warehouse, called the Idaho business intelligence solution (IBIS).

The state controller's office prepares Idaho's comprehensive annual financial report (CAFR). The cash-basis STARS data is converted to generally accepted accounting standards (GAAP) through the use of closing packages completed by the fiscal office and submitted to the SCO. As part of this process the executive director attests to the agency's internal controls and its compliance with state and federal requirements for financial and grants management.

Periodically, the legislative services office performs audits of the agency's internal controls and its compliance with applicable laws, statutes and accounting standards.

201 REVENUES

Contents of Revenues

[201.1](#) Accounting Fees

[201.2](#) Fee Policy and License Agreements

[201.3](#) Idaho History Day Program Fees

[201.4](#) Cash and Receipts Handling

201.1 ACCOUNTING FOR FEES

Related Links

[Idaho Statutes, Title 59, Chapter 10, 59-1014](#) Public Officers in General – Misc. Provisions

Accounting for Fees

59-1014 – All state officers and agencies, who receive any money or evidences of indebtedness for or on account of the state or in payment of any fee, license or tax due the state, shall deposit the same with the state treasurer:

Daily, when the amount of cash, checks or other evidences of indebtedness accrued during any twenty-four (24) hour period is two hundred dollars (\$200) or more; or weekly, in all other situations, unless the particular state officer has been granted specific permission to deposit at some other interval by the provisions of a resolution of the board of examiners, pursuant to section 67-2025, Idaho Code.

The state treasurer shall receive from the other state officers and agencies bank drafts, checks, post-office money orders and all evidences of indebtedness which are accepted as cash items by banks in the ordinary course of business, and shall deposit the same in banks in this state qualified as depositories of state money, subject, however, to final payment, and said treasurer shall issue his receipt for such evidences of indebtedness to the officer or agency entitled thereto.

Any person violating the provisions of this section shall be guilty of a misdemeanor and upon conviction shall be punished by a fine not exceeding \$500.00, or by imprisonment in the county jail not exceeding six [(6)] months, or by both such fine and imprisonment.

201.2 FEE POLICY AND UPDATED FEES

Related Link

[ISHS Appendix](#), See *Approved ISHS Fee Policy and Updated Fees*

Background

The Idaho State Historical Society (ISHS) is authorized by [Title 67 State Government and State Affairs, Chapter 41, 67-4129](#) that states that the *director of the Idaho state historical society may receive, on behalf of the society, any money or real or personal property donated, bequeathed, devised or conditionally granted to the society. "Donated," as used in this section, shall include moneys paid by the public for admission to historical facilities operated by the society, and shall include moneys derived from retail sales related to the society's programs.*

The ISHS uses general tax revenues to provide certain programs, services and facilities of general availability and use to all Idaho residents. The general tax revenues of the ISHS are insufficient to accommodate the operation, maintenance and administrative costs of providing ISHS programs, services, facilities and special use areas for Idaho's growing population. It is therefore been the practice that agency work-groups have changed fees to off-set the costs associated with producing services.

So that the ISHS has a standard set of principals upon which staff can establish and update fees, the fee policy was established by the Board of Trustees in January 2008.

Budgetary Impact

Currently, approximately 16 % of the agency's revenue comes from fees for services. To leverage its ability to ensure sufficient operating revenues to serve additional customers, it is vital that the agency recovers costs strategically and that these fees are updated on an annual basis.

Establishment of Fees and Charges

The following fees and charges for the use of state programs, services and facilities are hereby established:

General Guidelines

Fees should be charged when the service or facility being provided is enjoyed by a limited user group rather than the general public and when significant, identifiable costs can be directly attributed. Fees should not be charged if the administrative cost of their processing outweighs the benefits of their collection.

Authority and Responsibility

The ISHS shall prepare and maintain an annual listing for fees and charges for ISHS facilities and services. Fees and charges not covered under the most recent Fee Policy shall be set by the Executive Director on an interim basis until the next Fee Policy is adopted by the ISHS Board of Trustees. Fees charged for licenses, easements and commercial ventures shall be negotiated according to separate State of Idaho policies and procedures, and shall be subject to approvals specified in their respective contracts.

CLASSIFICATION OF SERVICES

Basic Services provide general benefits to the all Idaho residents. As such, they are funded in part, through tax revenues. They encourage general use of the ISHS facilities, collections and programs. Included are educational and public information services such as self-guided educational exhibits and materials (such as Pioneer Village), public information exhibits and presentations, and newsletters and other publications.

Special Services provide direct benefits to limited groups of users, and may provide some indirect benefits to the ISHS and the general public. Significant identifiable costs are incurred to provide the direct benefits to the users. Special service fees are charged for admissions, research and photographic reproduction services, guided educational programs and special events. These are funded partially through tax revenues and partially by fees and charges.

The fee amount for each particular service or facility should be related to the identifiable costs directly attributable to providing that service or facility. Full recovery of costs from user fees is

desirable; however, this may not be appropriate or feasible in all cases. A full schedule of ISHS fee structure is listed in Attachment A.

Administrative Services such as making copies of documents, public records, and other organizations should be funded through fees and charges designed to recover the cost of labor, overhead and materials necessary to provide the service. When copies are requested through the Freedom of Information Act, fees may be charged which are calculated to reasonably reimburse for the actual costs of reproduction. These fees, however, cannot include any of the cost of searching for the requested records. Documents shall be furnished without charge or at a reduced fee when the waiver or reduction of fees “is in the public interest.”

Enterprise and Retail Services are funded through fees and charges, and may be operated to generate revenue to offset other expenses. Enterprise services are designed to provide significant direct benefits on a user “pay as you go” basis. Such services include the Museum’s retail gift shop, rental facilities and special events.

The fees for enterprise services should reflect considerations similar to those affecting the pricing of special services, but full recovery of costs will more frequently be appropriate and feasible.

201.3 IDAHO HISTORY DAY PROGRAM FEES

Background

The Idaho History Day (IHD) programs rely primarily on entry fees to pay for awards, printing expenses, judges’ supplies and brunches, mailings, etc. For the past few years, the Regional History Day entry fee has been \$5 per student. Coordinators use \$3 of each \$5 to pay for accumulated regional contest expenses, and are to send the remaining \$2 of each fee to the IHD office to help pay for accumulated state expenses. The IHD office uses this \$2 plus \$10 state entry fees to pay for expenses incurred during the state competition.

Due to the increased costs of goods and services, two regions in the state incurred expenses greater than the income they generated from entry fees, so were unable to send money on to the IHD office. One of the regions had a school that was able to cover the additional expenses. The IHD office reimbursed the other region.

The IHD program will find itself in financially drained within a couple of years if entry fees are not raised to help offset increased costs. To avoid this, we are increasing the Regional History Day fees to \$8 per student (with \$5 of each used to pay for regional expenses and \$3 sent on to IHD state office), and increase the State History Day fee to \$12.

Recommended Action

Increase the Idaho Regional History Day competition entry fees from \$5 to \$8, and increase the Idaho State entry fees from \$10 to \$12.

Financial Impact

Increased revenue generated from new entry fees will assist both Regional and State History Day in covering rising costs of running the IHD program.

201.4 CASH AND RECEIPTS HANDLING

In June 2006 the State Controller's Office issued a report entitled "Agency Preprocessing Review." The evaluation of ISHS internal controls was performed to determine this agency's ability to enter transactions in the Statewide Accounting and Reporting System (STARS) and provide internal review of those transactions without additional review by the State Controller's Office.

The Fiscal Office is implementing the following new procedures:

- All mail addressed to the Idaho History Center will be routed to the Management Assistant in Admin/Fiscal.
- All mail that could contain checks, money orders, or any funds will be opened in the presence of two employees.
- A list will be completed of all funds received that day, totaled, and certified by the employees opening mail as to completeness and accuracy.
- All funds will be deposited daily in compliance with Idaho Code.
- Mail will be distributed to the appropriate recipient.
- Work groups or specific personnel will be notified as appropriate of the funds received on a daily basis.

Additionally, the Fiscal Office will invoice customers, patrons, etc as directed by agency personnel to provide comprehensive tracking and reporting of revenue. Forward all invoicing information to the [Accounts Receivable Financial Support Technician](#). Payments should be addressed to the Fiscal Office and made payable to the "Idaho State Historical Society".

202 PURCHASING

Contents of the Purchasing section:

- [202.1](#) Purchasing Policy
- [202.2](#) Purchasing Authority
- [202.3](#) Purchasing Procedure
- [202.4](#) Property Inventory and Property Disposal
- [202.5](#) Purchasing Ethics and Vendor Relationships

202.1 PURCHASING POLICY

Background

This Purchasing policy addresses five basic areas of purchasing activity:

- **Purchasing Policy:** States the purchasing policy of the organization and identifies the role of purchasing in the organizational structure
- **Purchasing Authority:** Defines purchasing authority and dollar thresholds
- **Purchasing Procedures:** Outlines the procedures for requisitions, bidding, awarding bids, issuing purchase orders, receiving, invoice payment, and record keeping
- **Property Inventory and Surplus Property Disposal**
- **Purchasing Ethics and Vendor Relationships**

The purchasing policies, responsibilities and procedures governing the Idaho State Historical Society are set by the Idaho Code, Sections 67-5714 through 67-5744, and the Administrator of the State Division of Purchasing. This policy and procedure manual has been developed following Idaho Code Title 67, Chapter 57 and Rules of the Division of Purchasing, Idaho Administrative Code IDAPA 38.05.01.

Each employee has the responsibility to be aware of and follow the agency's purchasing policy and to exercise prudence and good judgment when requesting the purchase of products or services.

All purchases must be approved by a designated approver. The persons designated to approve purchases are responsible for verifying that the purchase is necessary, that funds are available, that the purchases are coded to the proper programs, and that proper approvals are obtained.

202.2 PURCHASING AUTHORITY

Contents of Purchasing Authority section:

- [202.2.1](#) General Purchasing Dollar Limits
- [202.2.2](#) Service Contracts
- [202.2.3](#) Exceptions to Bidding
- [202.2.4](#) P-Card Policy

GENERAL PURCHASING DOLLAR LIMITS

Property or Services Less Than \$5,000

For purchases of property or services not available on statewide contracts expected to cost less than \$5,000 no competitive bidding is required. Purchases under \$2,500.00 may be made using good business practices and in the best interests of the state; purchases over \$2,500.00 require documentation of three (3) quotes to be provided to the fiscal office prior to purchase.

Exception: The fiscal office regardless of cost must approve all capital outlay items and information technology equipment and services.

Property or Services between \$5,000 and \$10,000

All purchases of property or services over \$5,000 and under \$10,000 require three (3) quotes and the approval of the Executive Director.

Property or Services over \$10,000

All purchasing requests expecting to cost over \$10,000 must have Division of Purchasing approval according to ISHS procedures.

SERVICE CONTRACTS

The agency may enter into service contracts (personal or general type services such as equipment maintenance, janitorial, security, etc.) provided that they do not exceed one (1) year in length and the total cost does not exceed \$10,000. All other general purchasing limits and rules apply.

Service Contracts Exceeding One (1) Year

All service contracts over one (1) year must be approved by Division of Purchasing.

Leases and Rentals

The agency may, subject to competitive bidding requirements and its delegated purchasing authority, enter into leases provided that the lease cost does not exceed delegated authority and is for a period of one (1) year or less. All leases exceeding one year and/or exceeding the agencies delegated authority are required to be processed by the Division of Purchasing.

Lease with Option to Purchase

The State is statutorily prohibited from entering into operating leases with purchase options during or at the end of the lease term. For additional details contact the Division of Purchasing.

EXCEPTIONS TO BIDDING POLICY

Statewide and Agency Contracts

Orders may be placed against statewide contracts, agency contracts, or agency price agreements without any bidding requirements regardless of total dollar amount in accordance with the terms and conditions of each specific contract. Some contracts have a minimum order quantity or dollar amount that may limit the agency's ability to place orders. Statewide contracts will always be utilized when available. Justification for not purchasing contracted products must be documented and have approval of the Division Administrator or Executive Director.

Professional and Consultant Services

Consultant Services

Work rendered by either independent individuals or firms who possess specialized knowledge, experience, and expertise to investigate assigned problems or projects and to provide counsel, review, design, development, analysis, or advise in formulating or implementing programs or services or improvements in programs or services, including but not limited to such areas as management, personnel, finance, accounting, and planning. The consultant's services, opinions, or recommendations will be performed according to the consultant's methods without being subject to the control of the agency except as to the result of the work.

Professional Services

Work rendered by an individual or independent contractor whose occupation is the rendering of such services and who has a professional knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it, including but not limited to accounting and auditing, legal, medical, nursing, education, engineering, actuarial, architecture, veterinarians, and research. The knowledge is founded upon prolonged and specialized intellectual training that enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge as distinguished from mere skills.

Independent contractors and/or their agents must have valid workers compensation insurance policy in effect prior to generating the contract. The contractor must show proof of such coverage by presenting to the ISHS human resource department a valid certificate of insurance showing statutory coverage.

- A. The general rule is that an individual is an independent contractor if you, the person for whom the services are performed, have the right to control or direct only the result of the work and not the means and methods of accomplishing the result. Example: An Independent Contractor is an individual or companies that submits a bid or quote for a job and is awarded the contract. An independent contractor would use their knowledge and equipment to finalize the job to the specifications according to the contract.
- B. Under common-law rules, anyone who performs services for you is your employee if you can control what will be done, when it will be done and how it will be done. This is so even when you give the employee freedom of action. What matters is that you have the right to control the details and conditions of how the services are performed.

P-CARD POLICY

The State of Idaho's P-Card (purchasing card) program was established to streamline and simplify the requisitioning, purchasing, and payment process. The program was designed to reduce the routing time required for the approval process and paperwork of procurement procedures such as petty cash, check requests, and expense reimbursements. The purchasing card works like a cash card for both the vendor and the agency personnel that use them. There are many benefits to be derived by using the purchasing card as a payment mechanism when appropriate:

Cardholder Benefits

- Convenience of purchasing at the point of sale.
- Expedites the delivery of goods or services to the job site

Agency Benefits

- Simplifies the purchasing process for many purchases, particularly those of small dollar amounts.
- Lowers the overall transaction processing cost per purchase.
- Provides management information electronically.

Vendor Benefits

- Expedites payment.
- Reduces paperwork.
- Lowers risk for nonpayment.

Cardholders

State purchasing cards are to be issued to state employees only. ISHS allows only one card per employee.

Commodities

The purchasing card is to be used for official State of Idaho purchases wherever MasterCard is accepted and in conjunction with current state contracts. It is required that state contract merchants/vendors be used when making purchases of commodities that are available from State contracts. In addition, the purchasing card is to be used in conjunction with agency purchasing policies.

Travel

The purchasing card may be used to pay travel expenses for official State business except for meals. The expenses must be in compliance with the State travel rules and regulations. All expenses must be accounted for on a travel voucher with the appropriate receipts and invoices attached.

Services

Service providers can be paid using the purchasing card. Payments made with the p-card are subject to 1099 reporting requirements and require a current signed W-9 on file with the fiscal office. The transactions must be posted to the correct vendor number in the accounting system.

Unacceptable Purchases

Unacceptable purchases include but are not limited to:

- Alcoholic beverages.
- Automotive gasoline for state vehicles, unless the vendor will not accept the State gas card.
- Gifts/Donations.
- Employee personal items
- Items prohibited by agency or State policy.

Acceptable Purchases

Acceptable purchases include:

- Approved state purchases as prescribed by your agency.
- Travel expenses related to official state business except for meals.

Agency Coordinator Responsibilities

Each agency will designate a Program Coordinator. This person is responsible for:

- Card issuance, change, and cancellation.
- Maintenance of cardholder lists and documentation in a secure location at all time (locked cabinet)
- Maintenance of card limits and restrictions.
- Maintenance of cardholder agreements.
- Assisting cardholder in verifying and resolving returns, credits and discrepancies.
- Assisting cardholder in resolution of problems or questions about purchases.
- Conduct training for cardholders.

Evaluating and documenting card distribution to ensure only those individuals with ongoing legitimate business needs receive a card, and that card limits are set accordingly

Approver Responsibilities

Each program area will assign a supervisor or other approver(s) to review and approve cardholder purchasing card transactions including related receipts and invoices. Although only one level of approval is required as a key control, a program area may assign additional levels of approvers, as they feel necessary and appropriate.

Cardholder Responsibilities

Once the cardholder has received their card they are responsible for:

1. Complying with the requirements of the Cardholder User Agreement.
2. Using the card for state purchases and approved items only.
3. Maintaining all supporting documentation and proper receipts.
4. Account for all P-card travel related expenses on the appropriate travel express form and attach the supporting documentation.
5. Ensuring receipt of goods and following up with the vendor to resolve disputes and arranging for returns, credits, delivery problems, etc.
6. Reporting lost or stolen card immediately
7. Safeguarding card security at all times.
8. All precautions should be used to maintain confidentiality of the cardholder account number and expiration date of the purchasing card. The account number should never be left in a conspicuous place.
9. Verify receipt of all purchases and credits. Submit the transmittal, receipts and back up documentation to the cardholder's supervisor or person responsible for approving transactions within a timely manner
10. The cardholder's supervisor or person responsible must forward the completed and approved transmittal and supporting documents to the fiscal office in a timely manner
11. Only the person whose name appears on the face of the card may use the purchasing card

12. The card number must not be given to any individual other than the merchant from whom the cardholder is making a purchase
13. Immediate repayment of improper charges and accepts personal liability for misuse
14. Returning the card to the Program Coordinator immediately upon request or upon termination of employment (including retirement).

Misuse of the P-Card

The following types of card misuse should be reported to the appropriate agency personnel:

- Non compliance with documentation standards
- Use of card for employee personal purchases
- Use of card by individual other than cardholder
- Use of the card to purchase non-allowable items
- Use of the card in direct violation of acquisition goals (failure to use existing State contracts)
- Use of the card in excess of available budget and/or after the expiration date of a contract
- Splitting transactions at the point of sale to avoid the single transaction limit

Consequences of misuse shall include:

- Repayment of non-allowable charges
- Notification to the cardholder's immediate supervisor of the P-Card misuse

In addition, consequences of misuse may include any one or combination of the following:

- Verbal notification of the infraction.
- Written notification with copies included in the individual's personnel file.
- Temporary suspension of cardholder privileges.
- Mandatory re-training.
- Card suspension with permanent loss of privileges.

Disciplinary action up to and including dismissal, personal liability and repayment of all costs for personal expenses, prosecution, repayment of all costs incurred and any legal costs incurred by the state in the investigation and prosecution for any misuse of the card.

202.3 PURCHASING PROCEDURES

Contents of Purchasing Procedures section:

- [202.3.1](#) Deciding What to Buy
- [202.3.2](#) Getting Approvals
- [202.3.3](#) Developing Specifications
- [202.3.4](#) Bidding Procedures
- [202.3.5](#) Awarding Bids
- [202.3.6](#) Applying Preference to Bids
- [202.3.7](#) Receiving Goods

<u>202.3.8</u>	Processing Invoices
<u>202.3.9</u>	Record Keeping and Reports
<u>202.3.10</u>	Emergency Purchases
<u>202.3.11</u>	Sole Source Purchases
<u>202.3.12</u>	Disposal of Surplus Properties

DECIDING WHAT TO BUY

When employees have perceived needs, for either products or services, they should take the time to examine the actual needs and possible solutions. Many times decisions are driven by budget rather than need. Here are a few questions to stimulate thinking:

- Why do I need this item or service? What am I trying accomplish?
- What is the best possible solution? Are there other solutions?
- What is the cost? It is justifiable?
- How will this product or service help me do my job better?
- How will it affect my agency? How will it affect others in my department?

GETTING APPROVALS

Purchases under \$5,000

Purchases of small items or services deemed necessary for daily operations may be purchased when approved by the division administrator. Purchases under \$2,500.00 may be made using good business practices and in the best interests of the state; purchases over \$2,500.00 require documentation of three (3) quotes to be provided to the fiscal office prior to purchase.

Examples: rubber stamps, small amounts of film, small amounts of batteries, minor repairs of office equipment, and refreshments for meetings.

Statewide Contracts must be used where available. Examples: office supplies, copy paper, envelopes. Please refer to the Small Purchasers guidelines on the Division of Purchasing website: http://purchasing.idaho.gov/purchasing_guides.html

Purchases over \$5,000 and under \$10,000

Purchases over \$5,000 and under \$10,000 require the approval of the Executive Director. The request will then be forwarded to the Fiscal Officer for budget approval. (One time purchases or total cost of a contract for services)

- Make this request by e-mail to your division administrator
- The administrator will forward their approval to the Executive Director.
- The request will then require the fiscal offices approval for budget approval.

Purchases over \$10,000

Purchases over \$10,000 must have the Division of Purchasing approval (one time purchases or total cost of a contract for services)

- Create specification
- Complete a Division of Purchasing requisition [DA-1](#)
- Submit above forms to the fiscal office.

Items estimated to cost over \$10,000 require the approval of the Executive Director. The request will then be forwarded to the fiscal office for budget approval. After budgeting approval, the fiscal office will process the request with the Division of Purchasing. The fiscal office will not process any purchasing requests without the proper forms and approvals.

DEVELOPING SPECIFICATIONS

For competitive bidding, specifications should be used for capital items and all products costing over \$10,000. Specifications must be developed by the division administrator or end user with the assistance of the fiscal office. It is the responsibility of the division administrator or end user to develop detail specifications and complete the purchase requests [\(DA-1\)](#) and forward to the fiscal office.

Definition

The term “specification” refers to a description of the characteristics of a commodity or service required or desired. Specifically, it is defined as the explicit requirement furnished with a solicitation upon which a purchase order or contract is to be based. Specifications set forth the characteristics of the property and services to be purchased so as to enable the vendor to determine and understand what is to be supplied. This information may be in the form of a description of the physical, functional, or performance characteristics, a reference brand name or both. It may include a description of any requirement for inspecting, testing, or preparing a material, equipment, supplies, or service for delivery. Specifications may be incorporated by reference and/or through attachment to the solicitation. Specifications are written so as to not restrict bidding but encourage open competition. The goal is to invite maximum reasonable competition.

To provide a common basis for bidding, specifications should set out the essential characteristics of the item being purchased, so that all bidders know exactly what is wanted. If an essential requirement is left out of the specification, an award may be made for a product that does not meet the needs of the purchaser. The suitability of the product may not become apparent until much later. Situations such as these are seldom resolved to anyone’s satisfaction and can be a waste of taxpayer’s money. If such an omission is discovered in time, the bid should be canceled, specifications corrected, and new bids solicited.

Avoid over specifying or under specifying. Items should be able to perform as necessary without unessential frills. Requiring unnecessary features can result in specifications so restrictive that they can defeat competition and increase the cost of the item. Remember that all purchasing activities are subject to public and vendor scrutiny.

The function of specifications is to provide a basis for obtaining a commodity or service that will satisfy a particular need at an economical cost. A good specification should do these things:

- Identify minimum requirements
- Allow for a competitive bid
- List reproducible test methods to be used in testing for compliance with specifications
- Provide for an equitable award at the lowest possible cost

To assure that your specifications meet the above criteria, use the following checklist:

- Specifications should be clear and accurate, yet simple.
 - They should NOT be so specific that a loophole eliminates competition and allows a bidder to take advantage of the purchaser
- Specifications should be understandable to both the bidder and the purchaser
- Specifications should be as flexible as possible
 - Inflexible specifications defeat the competitive bid process.
- Specifications should be legible and concise.
- Specifications should be capable of being checked.
- Specifications that are written in a product or service offered cannot be checked as meeting specifications is of little value and results in confusion.
- Specifications should be reasonable in its tolerances.
 - Unnecessary precision is expensive.
- Specifications should be as fair to the bidder as possible and allow for competitive bidding by several bidders.

There are many available sources that can be of assistance to you when you are developing your specifications. Here are suggestions for gathering specification information:

- Collect as much information as possible from the end users as to the function and performance of the requested product.
 - Use their expertise and knowledge.
- Collect product information from the industry (brochures, catalogs, specs, etc.).
- Many manufacturers list their catalogs and product specifications on the Internet.
- Look for standards and test information from professional societies where available.
- Look for specification information from other government entities.
- Check to see if standard specifications already exist.
 - Use the Internet and e-mail for research. Many states have standard specifications listed on the Internet.
- Call on other “experts” in the purchasing community for help.

NIGP

The National Institute of Governmental Purchasing maintains a library of over 10,000 specifications developed by federal, state, and local government purchasing entities in the US, and Federal, Provincial, and local entities in Canada.

BIDDING PROCEDURES

Informal bids (under \$10,000) that are done by agencies are called Requests for Quotation (RFQ). RFQ's may be obtained by telephone, fax, in-person, or by issuing an official RFQ form.

All Requests for Quotations are to be conducted by the agency fiscal office after specifications have been submitted.

Under \$5,000 and Contracts

Purchases from contracts or products costing less than \$2,500 do not require quotations. However, price checking or shopping around is always encouraged for non-contract items and must be approved by the division administrator. Purchases under \$2,500.00 may be made using good business practices and in the best interests of the state; purchases over \$2,500.00 require documentation of three (3) quotes to be provided to the fiscal office prior to purchase.

Over \$10,000

All purchases not available from contracts that are expected to exceed \$10,000 must be forwarded to the fiscal office for Division of Purchasing approval and processing. The fiscal office shall keep detailed records regarding purchase of items or services including:

- Copy of all documents entered, processed and generated via SICOMM.
- Copy of RFQ forms, if used, showing price quotes and signatures of vendors contacted for a quotation.
- Information about vendors contacted, names, dates, prices, etc. when quotes are obtained by phone, fax, or in-person.
- Bid award information.
- Copy of the [DA-1](#)
- Information showing the receipt of the item ordered.
- Information showing payment processed to the vendor.

AWARDING BIDS

Awards may be made in any of the following ways. A complete record of all factors used to determine how an award was made must be kept in the purchasing file at the fiscal office.

Lowest Cost

Generally, awards are made to the lowest cost responsible bidder. Responsible bidder is defined as the vendor whose bid conforms to all material respects to the Request for Quotation and reflects the lowest acquisition price. Comparisons of costs should include all costs, including such items as delivery costs, setup charges, removal charges, labor charges, and any additional materials required, and other elements described in the quotation.

Best Value or Weighted Analysis

To determine best value, a weighted analysis may be used. In a weighted analysis, cost is only one factor in the determination of the award. Other factors may include evaluation of specifications, comparative performance examinations, vendor references, product usability, flexibility, maintenance, company resources, previous experience, etc. To assure a fair determination of award, identified factors are weighted according to importance in the overall purchasing decision. Relative scores are assigned to each factor, including price, to determine the lowest acquisition cost.

Life-Cycle Costing

Awards may also be made to bidders offering the lowest life-cycle cost. Life-cycle costing means the total cost of an item for its entire lifespan. It includes initial purchase price, operating supplies, maintenance, repairs, salvage value, and disposal costs.

APPLYING PREFERENCE TO BIDS

Idaho Code 67-2349 says that when other states (or countries) provide a preference for their vendors and thereby restrict or hamper an Idaho vendor's ability to win bids, then Idaho responds in like manner by adding the same percentage to bids received from vendors who are not "domiciled" in Idaho. This applies to the purchase of materials, supplies, equipment, and services. The statute must be applied in any instance where competitive bidding takes place, regardless of dollar amount.

Definition of "Domiciled"

Domiciled means where a corporation is chartered or incorporated or where a sole proprietor or partnership is located or has its permanent headquarters. Bidders domiciled in states other than Idaho who have a "significant Idaho economic presence" for one year preceding the bid date, may be considered an Idaho domiciled bidder.

Definition of "Significant Idaho Economic Presence"

Significant Idaho Economic Presence is a phrase defined in Idaho Statute 67-2349 that means that a vendor is considered "domiciled" if they have maintained a staffed office, sales office, sales outlet, manufacturing facility, or warehouse for at least one (1) year and, if a corporation, be registered and licensed to do business in the state of Idaho with the office of the secretary of state.

How to Apply Reciprocal Preference to Bids

In determining the lowest responsible bidder, a percentage increase should be added to each out-of-state bidder's bid price, which is equal to the percent of preference given to local bidders in the bidder's home state. That is, if the low bidder is from a state that grants a 10 percent preference to its own in-state bidders, the Idaho agency must add 10 percent to that bidder's price when evaluating the bid. It is only applied to bid evaluations when comparing bids from Idaho domiciled vendors with bids from out-of-state vendors with a preference in their state. There is no need to apply any percentage when comparing one out-of-state bid with another out-of-state bid. In no instance will the increase (penalty percentage) actually be paid to a vendor whose bid is accepted.

List of States/Countries and Their Preferences

The Division of Purchasing Reference Guide has a listing of states and Canadian Provinces preferences. Information is also available on the Idaho purchasing web site at: <http://www.adm.idaho.gov/purchasing/reciprocal.htm>

RECEIVING GOODS

Each work group should ensure goods (including inventory) have been received and verified and they meet quality standards by **someone other than the individual ordering the goods and approving the payment.**

PROCESSING INVOICES

Invoices for items purchased must be mailed to the fiscal office for processing. The Division Administrator shall approve the invoice through payment services indicating that:

- The price on invoice matches the price quoted.
- Item has been delivered and delivery receipt is attached is available
- The goods or services itemized on the invoice were received as ordered and in good condition, match what was ordered and that all bidding requirements and/or other provisions of this purchasing manual have been followed.
- The correct PCA is used.

RECORD KEEPING AND REPORTS

The Fiscal Office shall keep a file folder for purchases. The folder shall contain:

- Specifications
- [DA-1](#)
- Bid and award documentation
- A record of receipt
- A copy of the invoice
- Other supporting documentation

EMERGENCY PURCHASES

Idaho Code 67-5720 and IDAPA 38.05.01 defines an emergency as: "An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or such other similar circumstances. The existence of such condition must create an immediate and serious need for supplies, property, or services that cannot be met through normal acquisition methods. The buyer or the agency official responsible for purchasing shall make a written determination stating the basis for an emergency purchase and for the selection, if applicable, of the particular supplier. Such determination shall be sent promptly to the administrator for review and written approval that the purchase be undertaken as an emergency purchase."

Procedures

All requests for emergency purchases must be submitted on a Division of Purchasing purchase order ([DA-1](#)) (with appropriate approval signatures), including a written justification for the "emergency" to the fiscal office. The fiscal office will examine the request to determine that an emergency exists and then proceed as follows:

Purchases will be forwarded to the Division of Purchasing for immediate action. To request an emergency purchase, the fiscal office submits a written request to the Division of Purchasing stating the nature of the emergency, the product or service required and the basis for the selection, and the supplier. The Division of Purchasing will review the request, determine if an emergency exists, and make or authorize an appropriate emergency purchases. The Division of Purchasing, after determining that an emergency exists, may authorize the purchase of

property or services by any reasonable means, with any available specification, without regard to the provisions of these rules.

SOLE SOURCE PURCHASES

A sole source item is described as an item with only a single supplier. In many cases requests for sole source purchases describe an item made only by one manufacturer; however the item is distributed and readily available from many different suppliers. So it does not qualify for sole source. It has a sole manufacturer, but not a sole supplier. As long as there is more than one potential bidder or vendor for the property item then there is no justification for a sole source determination.

Examples of circumstances which could necessitate a sole source purchase are:

- Property is required for a life-threatening situation or a situation immediately detrimental to the public welfare or property;
- Where the compatibility of equipment, components, accessories, computer software, replacement parts or service is the paramount consideration;
- Where a sole supplier's item is needed for trial use or testing;
- Purchase of mass produced movie or video film or written publications distributed or sold primarily by the publisher;
- Purchase of property for which it is determined there is no functional equivalent;
- Purchase of public utility service.

Procedures

All requests for sole source purchases must be submitted in writing on the proper Division of Purchasing [sole source form](#) with appropriate approval signatures, including a written justification to the fiscal office. The fiscal office will examine the request to determine that a sole source situation exists and then proceed as follows:

- Purchases over \$10,000 will be forwarded to the Division of Purchasing for processing.
- All requests for sole source must be submitted in writing to the Division of Purchasing with justification for such action.
- The Division of Purchasing shall determine the validity of sole source purchase requests. In cases of reasonable doubt, competition is solicited in accordance with normal Division of Purchasing Rules.
- Unless the property is required for a life-threatening situation, a situation that is immediately detrimental to the public welfare or property, or if the proposed acquisition amount exceeds the sealed bid limitation, the Division of Purchasing will publish notice of the sole source acquisition prior the award of the contract.

DISPOSAL OF SURPLUS PROPERTY AND TRADE-INS

Surplus property must be disposed of according to the following Guidelines for Disposal and Sale of Surplus Personal Property as approved by the State Board of Examiners. The Surplus Property Disposal Form and Instructions are included in the appendix of this manual.

202.4 PROPERTY INVENTORY PROCEDURES

Minimum Requirements for Keeping a Personal Property Inventory System:

- Property with values greater than \$2000. (This was changed on July 1, 2001 from values greater than \$300.)
- Detailed description of the item.
- Month and year the item was acquired.
- Acquisition cost or fair market value of the item.
- Current replacement cost of the item (except autos).
- Actual cash value of autos, not replacement cost (cash value = replacement cost minus depreciation).
- Detailed description the item's location. If possible, include the shop or office with responsibility for the item.

STATE BOARD OF EXAMINERS POLICY

State Board of Examiners Internal Management Policy Guidelines for Disposal and Sale of Surplus Personal Property effective 12/10/96:

http://adm.idaho.gov/purchasing/manualsforms/23_Surplus_Property_Disposal_and_Trade-in.pdf

The Board of Examiners recognizes that the storage, maintenance, transportation and other costs associated with maintaining state surplus property may exceed the inventory value or fair market value of surplus personal property. Personal property has a limited economic or useful life. Accordingly, sound fiscal responsibility and good management require the expeditious disposal of surplus personal property. Therefore, it is the policy of the Board of Examiners for the disposal of state surplus property to expect any state agency or department head to maximize the value received by the government of the state with the attendant benefits to the citizens. Surplus property with historical significance should be noted and the Idaho State Historical Society notified. To assist in achieving this policy, the agency heads are asked to follow the following procedures:

SURPLUS PROPERTY DECLARATION

Identify surplus personal property, its estimated value, date of availability and declare in writing that the property is surplus personal property.

Copies of this surplus property declaration will be sent by the agency, at least once a year when disposing of surplus personal property, to:

- A. Each department of the state government so other agencies may have an opportunity to acquire the property. (90 copies of the declaration may be sent to the State Controller's Office for distribution in the Boise area.)
- B. The Board of Examiners in care of the State Controller for audit purposes, along with a completed State Property Disposal Authorization Request (Form 4.5.45).

The following guidelines apply to the disposal of state surplus personal property with an estimated fair market value of Five Thousand (\$5,000.00) Dollars or less. This value is either on

a per item basis or cumulative basis. The following means of disposal are available to a state agency.

- A. Sell or give surplus property to another state agency or other governmental agency without public advertisement or receipt of competitive bid;
- B. Sell the surplus personal property at a regularly held public auction conducted by a licensed auctioneer;
- C. Sell the surplus personal property to the party offering the highest bid submitted in response to notice of public sale advertised in a newspaper of general circulation in the area of the sale;
- D. Sell the property to the highest bidder at a state conducted public auction which is to be advertised in a newspaper of general circulation in the area where the auction is to be held: or
- E. Donate items of diminutive value to a charitable organization that qualifies under Section 501© (3), Internal Revenue Service.
 - a. Diminutive value is defined as a value of zero, or less than what it would cost to transport the surplus items to the local auction or dumpsite.

Surplus personal property individually or cumulatively valued in excess of Five Thousand (\$5,000.00) Dollars shall be disposed of in accordance with Idaho Code 67-5732A, except for personal property being disposed of by the Department of Administration, Bureau of Risk Management. The Department of Administration, Bureau of Risk Management may dispose of damaged or destroyed state personal property through utilization of established commercial salvagers or in accordance with other provisions of this guideline.

Pursuant to Idaho Code 67-5726, all employees, spouses and dependents of a department are prohibited from acquiring surplus property from their own department. Employees may acquire surplus property from other departments only if the property is acquired through a competitive bid process. Any surplus property not sold should be recycled with any proceeds paid to the disposing agency. If not recyclable and having no further value the property may be disposed of by the agency by shipment to the local refuse dump site. Any exceptions to these guidelines must be approved by the State Board of Examiners.

TRADE –INS

Requests for the trade-in of property must be sent to the Division of Purchasing for processing in accordance with the following policy.

Idaho Code allows sale, trade-in, or exchange of state personal property by exchanging the same in part payment for new property. Specifically, Idaho Code 67-5722, reads in part as follows:

“...Exchange of property will be permitted only when it is determined by the administrator of the division of purchasing that all other methods of disposal of the property sought to be exchanged will yield a lesser monetary return to the state.”

Property to be exchanged (traded) in part payment for new property is not surplus property (and thus subject to the Board of Examiners guidelines). However, the State Property Disposal

Authorization Request form is to be used for trade-in property. DO NOT combine property items subject to other disposal methods (sale, auction, etc.) on the same form with the trade-in property items.

A written justification for the agency's determination that trade-in is the best method of disposal must accompany the property disposal authorization request form. The disposal form and justification are to be sent directly to the Division of Purchasing, not the Board of Examiners. An approved copy will be returned for your file. Only in a bidding situation, can the trade-in option be used. A trade-in against purchases from an existing state contract is not authorized.

202.5 PURCHASING ETHICS AND VENDOR RELATIONSHIPS

All Idaho State Historical Society employees are involved in business transacted by government in one form or another. Especially so are those personnel who purchase items and services for the agency. Taxpayers, state agencies, bidders, contractors and others involved in the conduct of state business have a stake in the integrity and ethical performance of state employees. State of Idaho Statutes, Division of Purchasing Rules and Idaho State Historical Society Purchasing Policies and Procedures are put in place to preserve that integrity by helping to avoid improper actions, or the appearance of improper actions by government personnel and by suppliers. Each state employee, classified and non-classified, has a personal responsibility to conduct government business in an ethical manner and assure the integrity of the state purchasing and procurement processes.

PROHIBITIONS

- **I.C. 67-5726** - Conflict of Interest prohibition regarding the holding of contracts or selling to the state property or supplies by state employees.
- **I.C. 67-5726** - Prohibition regarding the influencing or conspiring to influence public purchasing decisions and contract awards. Attempts at influence may include kickbacks and bribes, peddling or payment of a fee, back-door selling, hard-sell tactics, fraternization, or offering gifts to avoid following published procedures or gain advantages
- **I.C. 67-5726, I.C. 67-5717** - Circumventing Purchasing Authorization Prohibition that prohibits efforts by using agencies to obtain products or services by avoiding the competitive process such as splitting purchases, creating false emergency situations and non-use of statewide contracts

CODE OF ETHICS

All personnel charged with the responsibility for purchasing for the agency shall:

- Follow the lawful instructions of the agency and laws of the state.
- Understand the authority granted by the agency.
- Avoid activities which would compromise or give the perception of compromising the best interests of the agency.
- Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.
- As agents for the agency, obtain the maximum benefit for funds spent.

CONFLICT OF INTEREST

Avoid any private or professional activity that would create a conflict between your personal interest and the interests of your employer.

PERCEPTION

- Avoid the appearance of unethical or compromising practices in relationships, actions and communications.
- Avoid noticeable displays of affection which may give an impression of impropriety.
- Avoid holding business meetings with suppliers outside the office.
- When such meetings do occur, the meeting location should be carefully chosen so as not to be perceived as inappropriate by other persons in the business community or by your peers.

GRATUITIES

Never solicit or accept money, loans, credits or prejudicial discounts, gifts, entertainment, favors or services from your present or potential suppliers, which might influence or appear to influence purchasing decisions.

VENDOR RELATIONSHIPS

Developing and maintaining good relationships with our suppliers is important. Whenever a vendor (or agency) fails to meet the requirements of a contract or purchase order the problem needs to be discussed and resolved to everyone's satisfaction. This will help prevent future problems and maintain good working relations. Most minor problems can be worked out with a simple call or visit, but if not, please bring the matter to the attention of the Division of Purchasing for assistance in resolving disputes. The following are a few things to keep in mind when dealing with vendors:

- Maintain and practice, to the highest degree possible, business ethics, professional courtesy and competence in all transactions.
- Preclude from showing favoritism or being influenced by suppliers through the acceptance of gifts, gratuities, loans or favors.
- Adhere to and protect the supplier's business and legal rights to confidentiality for trade secrets, and other proprietary information.

203 GRANTS

Contents of Grants section:

[203.1](#) Grant Solicitation and Execution

[203.2](#) SHPO Fund, Grant Manual (Chapters 3, 7, 10)

203.1 GRANT SOLICITATION AND EXECUTION

Related Links

[ISHS Appendices: Grant Coordination Form](#)

Responsible Office: Fiscal and Administrator for Work Group; Effective Date: April 5, 2008

Policy Statement

This policy provides direction for the fiscal and programmatic responsibilities of the Idaho State Historical Society (Society) in strategizing, applying and accepting, and managing grant funds. Grant funding is sought as part of the overall revenue and growth plan of the Society and supports and enhances the programs of the Society in alignment with the agency's strategic plan, and agency and work-group annual priorities. Society staff, in collaboration with their departments administrators, are encouraged to apply for grants from outside (private and public) sources to accomplish identified tasks that meet the Society's ethical standards and support its strategic goals, to the extent those grants can be supported by the Society. All grants received by the Society and their managers are subject to this policy.

Responsible Parties

The responsible parties for the administration of this policy are the administrator of the Work Group, the Fiscal Office Grants Manager and the Program Manager/Staff Person applying for the grant.

Purpose of the Policy

Funds can be from private, state, or federal sources each with their own set of professional, fiscal, and ethical standards. The purpose of the policy is to create an efficient system of strategy and oversight to ensure the completion of a project that meets all required standards. It also identifies a coordination system between the fiscal office and work group to provide information to properly manage the project and provide coordination for reports and billings. Establishing these systems provides for a resource allocation strategy and regulatory and programmatic excellence for the agency.

The rationale for this policy includes: Strategizing agency proposed projects will avoid unintended overlapping of programs, over-commitment of staff-time, and duplicate applications to the same granting agency. Ensuring grant compliance will result in meeting the legal requirements of grants, recapturing the proper indirect costs, and building the faith and good will of the public and granting agencies. Every effort will be made to execute the duties of the grant at the highest level of accountability.

RESPONSIBILITIES

Grant Team

Before submitting grant applications, the project staff member proposing the grant will meet with his/her workgroup administrator and the appropriate fiscal representative to complete the Coordination Form for Grant Proposals and Awards. This triad constitutes the Grant Team. Team review is intended to ensure the Society is able to manage the project and funding with adequate personnel and physical assets, avoid redundant projects, and meet the Society's ethical and professional standards and strategic goals. The role of each member of the Grant Team is identified below.

Project Staff Role

The project staff member is charged with the execution of the activities identified under the grant, providing required reports, and working with the fiscal representative to set a schedule of actions to ensure timely and valid billing documentation to the granting agency. The project staff member will also draft sub-grants in conjunction with fiscal staff if applicable, monitor in-kind accounts, and ask for indirect cost recovery of administrative fees to the extent the grant allows unless otherwise decided upon. The project staff member, together with his/her administrator, is responsible for ensuring grant proposals are submitted for team review (project staff, administrator, fiscal reviewer) at least 30 days before the close of the application period.

Administrator Role

The administrator is charged with ensuring that the project is a priority of the workgroup based upon the Agency's strategic plan and workgroup annual work plan. The administrator and staff team, whenever possible, should strategize grants for the upcoming fiscal year as part of the annual budget process. The administrator will determine if the appropriate staff time and support is available to (a) ensure the grant is an efficient balance of costs and benefits and (b) successfully execute the grant as proposed. The administrator is also responsible to ensure the project meets ethical and professional standards, workgroup, and Society goals. The administrator, together with project staff under his/her supervision, is responsible for ensuring grant proposals are submitted to team review at least 30 days before the close of the application period. At this time, the administrator is also responsible for recommending the grant to the executive director. The administrator will present the concept of the grant at the next available Administrators Meeting.

Fiscal Representative Role

The fiscal representative is charged with evaluating the ability of the Society to properly manage the fiscal obligations of a grant, including evaluating the proposed budget (e.g., providing match, billing appropriate vendors, hiring staff, including direct costs, etc). The fiscal representative also houses all original documents, and provides subsequent action, such as billing the granting agency and creating final fiscal reports. The fiscal representative, together with the executive director, is responsible for ensuring grant proposals submitted at least 30 days before the close of the application period are given timely consideration and decision.

Executive Director Role

The executive director or their delegate has final decision-making authority regarding whether the grant application meets or does not meet this policy and will or will not proceed, has authority to reject or accept any grant proposal, commit the Society to the project, and sign legal documents. The executive director, together with the fiscal representative, is responsible for ensuring grant proposals submitted at least 30 days before the close of the application period are given timely consideration and decision.

Division of Financial Management Role

Agencies applying for grants, contracts or projects in amounts more than \$25,000 that are not included in the agency's current appropriation must have prior approval by DFM. The approval form provided by DFM should be used to state the purpose of the project, funding source, impact on the agency and pertinent other factors. It is for this reason that we ask all administrators to strategize and account for all planned grants during the budget process so that the proper appropriation can be requested.

203.2 SHPO FUND, GRANT MANUAL (CHAPS. 3, 7, 10)

Contents of SHPO Funds, Grants Manual Selections (March 2005 Release):

- [Chapter 3](#) Basic Program Requirements for HPF Grants
- [Chapter 7](#) Application for Federal Assistance
- [Chapter 10](#) Title VI and Section 504 Compliance Requirements

HISTORIC PRESERVATION FUND GRANTS MANUAL – CHAPTER 3 BASIC PROGRAM REQUIREMENTS FOR HPF GRANTS

Continuation or Extension Provision

(State staff, State Review Board members and CLG commission members)

Whenever the mandatory historic preservation professional qualification standards change, an individual officially qualified under the former Standards and still serving on a State's staff, a State Review Board, or a CLG commission may be considered to be professionally qualified as long as he/she continues to hold that position.

CONFLICT OF INTEREST

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Policy

No person (see definition in subsection 2.a., below) shall participate in the selection, award, or administration of any HPF-assisted program activity, subgrants, contract, or subcontract if a conflict of interest, real or apparent, exists. Nor shall any person participate through approval, disapproval, recommendation, or other decision concerning any Federal Preservation Tax Incentive Certification, National Register Nomination, or Review and Compliance case if such a conflict, real or apparent, exists.

No person shall engage in outside employment or have any direct or indirect financial interest that conflict or would appear to conflict with the fair, impartial, and objective performance of officially assigned duties and responsibilities for administration of the HPF program. Employees or agents (i.e., persons authorized to represent the SHPO organization or to perform any official capacity for it) shall neither solicit nor accept gratuities, favors, nor anything of monetary value from contractors, potential contractors, or parties to potential or actual HPF grant awards.

Definitions

"Person" means:

1. The State Historic Preservation Officer,
2. State Historic Preservation Office staff,
3. President of the National Trust for Historic Preservation,

4. Staff of the National Trust for Historic Preservation,
5. Trustees and Advisory Board Members of the National Trust for Historic Preservation,
6. Sub grantees or contractors paid in whole or part, by HPF funds or whose time or salaries are used as allowable matching share,
7. Members of a State Review Board(s) and/or separate Commission(s) which share 36 CFR 61 or HPF grant oversight responsibilities,
8. CLG commission members, agents, or staff, and
9. Employees, agents, partners, associates, or family members of those cited in this definition.

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A "**conflict of interest**" exists when a person may benefit (either through financial or personal gain) from the position he/she holds with respect to the HPF-assisted program or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with other persons as defined above. This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF grant program.

An "**apparent conflict of interest**" exists whenever circumstances are such that a person may appear to be in a position to benefit (either through financial or personal gain) from the position he/she holds with respect to the HPF-assisted program or may be unable to make impartial decisions or render impartial advice due to outside relationships or other activities with other persons as defined above. This applies to those persons who participate in or influence the grant award decision-making process, gain information not available to the general public, or provide oversight or administration of any aspect of the HPF grant program whether or not such a conflict actually exists.

An apparent conflict of interest also exists when a person may appear to have an unfair competitive advantage because of his/her relationship with the SHPO organization. Accordingly, Review Board members should not be included on any lists of qualified consultants distributed to the public by the SHPO.

DECLARING AND RESOLVING CONFLICT OF INTEREST

Nonvoting

When any person, as defined in subsection 2.a., above, is involved in nonvoting situations such as Tax Act Certification or Review and Compliance decisions, and a real or apparent conflict of interest situation exists, the person involved must disclose the possible conflict and physically absent and recues himself/herself from the decision-making process. The conflict shall be declared and documented in writing (by providing the name, date, and nature of the conflict) as soon as the situation becomes apparent but, at a minimum, before the issue or action for which the conflict exists is acted upon or brought to resolution. Those in a position to make a decision must be fully informed as to the possible interest of the persons involved. See Subsection 4.i., below, regarding persons with a pattern of conflicts.

Voting (Review Board/Commission Meetings)

When a real or apparent conflict of interest situation arises in the context of a voting situation, the person must disclose the possible conflict and physically absent and recues himself/herself

from the decision-making process (including presentations and discussion) and neither vote directly, in absentia, nor by proxy in that matter. The recusals and the reasons therefore must be recorded in the meeting minutes. Those in a position to make a decision must be fully informed as to the possible interest of the person abstaining and recusing him/her self. See Subsection 9, below, regarding persons with a pattern of conflicts.

Written Procedures (Code of Conduct)

Each SHPO organization and the National Trust must maintain a written code with standards of conduct governing the performance of their employees engaged in the award and administration of contracts. This code must, at a minimum, comply with the requirements of this section, and is binding on all persons listed in subsection 2.a., above.

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The grantee may adopt more stringent requirements than those specified by NPS. The standards established in this section shall be considered the minimum. In those situations where existing State procedures are more stringent, those shall apply. However, in situations where State-wide conflict of interest requirements are less stringent (e.g., may not apply to the Review Board or a separate Commission); the standards in this section shall apply for administration of the HPF program in its entirety.

Procurement

Contract awards shall not be made to any person or firm who has developed or has drafted bid specifications, requirements, a statement of work, an invitation for bids, and/or a request for proposals for a particular grant-related procurement.

Nepotism

State grantees will follow State laws and administering regulations governing nepotism in relation to employment, contracting, and the award of HPF grant assistance.

Officials Not to Benefit

No member of or delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of a grant, or to any financial benefit that may arise therefore; but this provision shall not be construed to extend to a grant if made with a corporation for its general benefit.

Corrupt Practices

The award and administration of NPS grants and of sub-agreements, awarded by State grantees under those grants, must be accomplished free from bribery, graft, kickbacks, and other corrupt practices. The grantee bears the primary responsibility for the prevention, detection, and cooperation in prosecution of any such conduct. Federal administrative or other legacy available remedies will be pursued to the extent appropriate.

No person, agency, or other organization may be employed or retained to solicit or secure a grant or contract upon agreement or understanding for commission, percentage, brokerage, or contingent fee. For breach or violation of this prohibition the Federal Government shall have the right to annul the grant without liability or, at its discretion, to deduct from the grant or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee, or to seek such other remedies as may be legally available.

Enforcement

The grantee organization must enforce and document that it enforces its conflict of interest procedures or code of conduct whenever applicable. At a minimum, there must be written records of abstentions from the decision-making process in conflict of interest situations. The records of abstentions and recusals shall, at a minimum, document who was absent from the decision and for what reason.

Individuals, who have a pattern of conflicts of interest and consequent abstentions, ought to be removed from the Board, commission, etc., or assigned other responsibilities because their function of offering advice cannot be fulfilled. In addition, the grantee organization must ensure that those on whom these procedures are binding (subsection 2.a., above) are fully knowledgeable of these conflict of interest requirements and agree to abide by them in the execution of their HPF program responsibilities. Documentation of these requirements is fulfilled by a signed

State Ethics officers are authorized to determine the applicability of these requirements to individual situations in regard to State employees and to resolve employee conflict of interest situations (see also subsection 11, below).

3-8

Conflict of Interest Involving Current or Former Federal Employees

The grantee will not use any Federal funds or funds from other sources applied as matching share to pay a fee to, or travel expense of, current employees of the Federal Government for consultant services, lectures, attending program functions, including HABS/HAER participation, or any other activities in connection with the grant or any sub-agreement awarded under this grant.

Grantees are to consult with NPS when the appearances of such conflicts of interest arise. This prohibition is in accordance with 18 U.S.C. 209 which stipulates that Federal employees whose employment has not terminated shall not receive supplemental compensation for their services in their capacity as Federal Government employees. (However, see exception for temporary limited employees in Chapter 6, Section E.7).

It is NPS policy that personal or organizational conflict of interest, or the appearance of conflict of interest, be prevented in the award and implementation of grants, including sub grants and subcontracts or other sub agreements which involve former and current Federal employees in the award and implementation of grants. A conflict of interest will appear to exist when grant assistance is awarded to or by a grantee and a current or former NPS employee participated in the pre-award and award process and benefits financially from the grant. Specific details are contained in 43 CFR 20.

Violations

When there is a suspected violation of the conflict of interest policy or requirements, the SHPO organization must advise NPS of the matter, pursue available State or local legal and administrative remedies, take appropriate remedial action with respect to any allegations or evidence coming to its attention, and advise NPS of the ultimate disposition of any matter. Such violations may result in cost disallowances or other sanctions.

Special Requirements

This section highlights requirements with which grantees must comply for Historic Preservation Fund grant assistance. Also see Chapter 5, Section B., for the General Conditions Governing Grants.

Federal Administrative Requirements

The provisions of Office of Management and Budget Circulars A _ 87 and A_I 02, incorporated through 43 CFR 12 and throughout the Historic Preservation Fund Grants Manual, shall apply to all HPF grants to States. All grants to the National Trust for Historic Preservation shall be governed by the provisions of OMB Circulars A_I 0 and A_133. The appropriate Circular or implementing regulations shall be made applicable by States and the National Trust to all subgrants, contracts, or other agreements executed by them which involve HPF or matching grant funds (see Chapter 12 concerning cost principles applicable to subgrants). Failure by a grantee to comply with these Circulars may be the basis for withholding payments for proper charges made by the grantee, recovery of such funds, and/or termination of financial support.

Environmental Requirements

Activities funded under the Act shall be conducted in full accord with the policies and provisions of the National Environmental Policy Act of 1969 (42 D.S.C. 4321 *et. seq.*) and the categorical exclusions stipulated in Chapter 11.

HISTORIC PRESERVATION FUND GRANTS MANUAL – CHAPTER 7 APPLICATION FOR FEDERAL ASSISTANCE

7-5

...reflecting the State's current organization and a Staffing Summary which describes the employees paid for by HPF or matching share must be submitted with the annual grant application. With each Annual Grant Application, States must send a new, fully revised and complete Organization Ch3J1 and Staffing Summary. It is not sufficient to provide only a notice of the staffing changes.

The Organization Chart shall detail all positions associated with work charged in full or in part to the HPF Federal or matching share as State staff effort (i.e., not sub grants). See Exhibit 7-F.

The Organization Chart must include the following components:

- All of the positions by title, noting which positions fulfill 36 CFR 61 staff requirements;
- Names of incumbents of all positions paid in full or part by HPF funds, or claimed as nonfederal share costs;
- Reporting relationships;
- Assigned Program Areas for each staff person;
- Which staff person has primary responsibility for HPF Grants Management (both grant-assisted internal operations and sub grants); and
- Which staff person has responsibility for Title VI and Section 504 compliance (see Chapter 10, Section C.5.f.)?

The Staffing Summary shall express State staffing in terms of full-time equivalents (FTEs: one FTE equals 1 person working a full time work week as defined by Statewide personnel

regulations for 1 year). Part-time or temporary employees should be included as fractions of full-time. The Staffing Summary must show:

F. Number of FTEs charged to HPF Federal share; and

G. Number of FTEs charged to HPF matching share.

Include only "in-house" personnel. "In-house" personnel, means full or part-time employees or consultants/contractors who are under the administration of the SHPO and are paid directly by the State. Do not include sub grantee personnel. For B), convert the estimated number of volunteer hours to FTE terms if volunteers will be a major item of non federal share.

The Staffing Summary may be combined with the Organization Chart if the requirements of the Staffing Summary are clearly indicated on the Organization Chart.

HISTORIC PRESERVATION FUND GRANTS MANUAL – CHAPTER 10

TITLE VI AND SECTION 504 COMPLIANCE REQUIREMENTS

10-1

Purpose

This Chapter details guidelines for the implementation of Title VI of the Civil Rights Act of 1964, 42 V.S.C. 2000d, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 V.S.C. 794, as amended; and the Age Discrimination Act of 1975, as amended (42 V.S.C. 6101, et seq.) The contents of this Chapter incorporate Department of the Interior regulations published in 43 CFR 17 subparts A, B, and C; the Americans with Disabilities Act of 1990 (ADA), and related regulations; part of the Architectural Barriers Act of 1968, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act of 1988. The ADA prohibits discrimination based on disability by the private and public sectors. The ADA has separate and concurrent requirements for State and local governments, which may not be recipients of Federal assistance. Each of these laws provide for review and investigation of recipient actions to determine compliance.

The objectives of the respective Acts are as follows:

- **Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to considerations under any program or activity receiving Federal financial assistance.

- **Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

- **Age Discrimination Act of 1975**

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age in programs and activities receiving Federal Financial assistance. The Act also permits recipients of Federal funds to continue to use certain age discriminations, as outlined in 43 CFR 17, subpart C.

Covered Employment

A grantee or a subgrantee's employment practices shall be subject to the nondiscrimination provisions of Title VI, Section 504, and the Age Discrimination Act as provided in Section C.5.b., below. With regard to Title VI, the Department is concerned not only with discriminatory

employment practices, but also practices that directly affect services to the public under a federally assisted program to which these guidelines apply.

A recipient receiving Federal financial assistance directly, or through contractual, licensing, or other arrangements, shall not use age distinctions or take any other actions which may exclude, deny, or limit individual employment or benefits.

The employment practices of construction contractors hired by grantees and their sub grantees will not be subjected to the provisions, unless specifically provided. (However, see Chapter 18, Equal Employment Opportunity Contract Compliance.)

The employment requirement stipulated by Section 504 for the disabled is extended to provide that recipients must not discriminate it).

Employment against disabled persons

Reasonable accommodations must be provided for disabled persons who are qualified job applicants or incumbent employees. This requirement may be waived by the NPS Equal Opportunity Office in cases where accommodation is proven to cause an undue hardship on the operation of recipient programs as a result of, but not limited to the following (see Section C.9, below):

10-2

- Size of recipient program with respect to number of employees, number and type of facilities, and size of budget;
- The type of the recipient's operations, including the composition and structure of the recipient's workforce; and
- The nature and cost of the accommodation needed.

Enforcement of Title VI, Section 504, and the Age Discrimination Act provisions with respect to covered employment practices shall not be superseded by State or local merit systems relating to such employment practices.

COMPLIANCE RESPONSIBILITIES

Office for Equal Opportunity Responsibility

The Office of Equal Opportunity (OEO), 2S authorized by the Secretary of the Interior, shall assure that no person participating in a program funded in whole or in part by the National Park Service is subjected to discrimination OEO the basis of race, color, national origin, or disability. This shall be accomplished through continued policy direction, oversight, compliance reviews, and complaint investigations, as well as technical assistance and program evaluation.

National Park Service Responsibility

The NPS, as grantor of Historic Preservation Fund (HPF) monies, has direct responsibility for assuring that HPF grantees and sub grantees are in compliance with the provisions of Title VI, Section 504, and the Age Discrimination Act. For purposes of HPF grants, the NPS shall execute its responsibility through:

- Providing guidance to grantees in the use of an open project selection process to allocate NPS grant assistance among applicants;

- Notifying the Office for Equal Opportunity of any inconsistencies with Title VI, Section 504, and the Age Discrimination Act detected in any grantee's program by NPS personnel; and
- Cooperating with the Office for Equal Opportunity in seeking a satisfactory resolution of any inconsistencies found.

GRANTEE RESPONSIBILITY

The States and the National Trust for Historic Preservation, as grantees, are responsible for giving reasonable assurance that the applicant and all subgrantees will comply with the requirements imposed by Title VI, Section 504, and the Age Discrimination Act, including methods of administration which give reasonable assurance that any noncompliance will be corrected. This shall be accomplished through establishing an open project selection process according to NPS standards (see Chapter 8, providing the State Clearinghouse the opportunity to comment upon the civil rights aspects of applications submitted according to the Executive Order 12372 review process (see Chapter 4, Section C.3).

10-3

- Notifying NPS' Equal Opportunity Office of any inconsistencies with Title VI and Section 504 detected in any sub grantee's program by grantee personnel;
- Cooperating with NPS' Equal Opportunity Office toward seeking a satisfactory resolution of any inconsistencies found, including efforts toward seeking voluntary compliance; and
- Assuring that each subgrantee/applicant is provided a copy of nondiscrimination guidelines.

Coordination of Responsibility

NPS will periodically review the grantee's administration of the HPF program, including reviews of the compliance of sub grantee programs with Title VI, Section 504, and the Age Discrimination Act. NPS will provide grantees, subgrantees, and applicants for grant assistance with such technical assistance as necessary to reasonably assure compliance with Title VI, Section 504, and the Age Discrimination Act. Federal, State, and local officials are expected to cooperate fully toward securing voluntary compliance where deficiencies in programs or projects are found. (See Section C.5. for review procedures.)

Compliance Reviews of Grantees and Subgrantees

Grantee and subgrantee compliance shall be based on the following criteria:

- The HPF program evidences compliance with the provisions of Title VI, Section 504, and the Age Discrimination Act by specifically demonstrating their consideration of the role of minorities and disabled individuals in the history, archaeology, architecture, and cultural development of the State.
- The grantee makes available to the public Title VI, Section 504 and the Age Discrimination Act nondiscrimination information, and by what means (i.e., through posters, brochures and program literature).
 - Where necessary, (1) whether bilingual information is made available for non-English speaking populations which comprise 10 percent or more of the total population, and (2) whether the program information is available for the vision or hearing impaired and any other disability that impairs the communication process.

The required nondiscrimination language to be inserted into all grant-related public notices and publications reads as follows:

This program receives Federal financial assistance for identification and protection of historic properties under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the U.S.

Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, or disability in its federally assisted programs.

If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Office for Equal Opportunity National Park Service
1849 C Street, N.W. Washington, D.C. 20240

10-4

The frequency and type of all compliance assistance provided by the grantee for its subgrantees

- The grantee adequately provides Title VI, Section 504 and Age nondiscrimination information to its subgrantees (i.e., through posters, brochures, and program literature).
- Title VI, Section 504, and Age Discrimination Act compliance responsibilities have been designated to qualified grantee staff, and the responsibilities are being effectively executed (does not apply to subgrantees).
- Minority and disabled individuals participate on the grantee's State Review Board and the subgrantee's appointed planning and advisory bodies associated with the program.
- Inclusion of properties nominated to the National Register and on the statewide survey that represent minority group contributions to the history and culture of the State (does not apply to subgrantees);
- Organizations representing minorities and the disabled are notified of the opportunity to apply for HPF subgrants annually.
- Evidence of continuing cooperation and liaison with private individuals and organizations, including minority and disabled individuals and organizations, representing these groups in grantee and subgrantee programs (including award of minority related sub grants or contracts).
- Adherence to Title VI complaint procedures as written in Section D of this chapter, including the public notification provisions in grantee and sub grantee programs.
- The imposition of nondiscriminatory admission fees for entrance to HPF grant-assisted properties, where such fees are used in grantee and subgrantee programs.
- Full accessibility for minority and disabled persons, and persons of all ages to grantee and subgrantee activities and services (e.g., workshops, exhibitions, tours, etc.) is promoted.

With regard to the disabled, specific responsibilities include but are not limited to:

- Making physical alterations which enable qualified disabled persons to have access to otherwise inaccessible areas or features of historic properties (see Chapter 5, General Condition B.12.b.);
- Using audio-visual materials and devices to depict otherwise inaccessible areas or features of historic properties;
- Assigning persons to guide qualified disabled persons into or through otherwise inaccessible portions of historic properties;
- Adopting other innovative methods to achieve program accessibility.

10-5

Qualified disabled persons are (as defined in 43 CFR 17.202(k), on the basis of disability, being treated in a nondiscriminatory fashion in employment under any programs or activities of the grantee and sub grantee through:

- Recruitment, advertising, and the processing of applications for employment;
- Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff and rehiring;
- Rates of pay or any other form of compensation and changes in compensation;
- Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- Leave of absence, sick leave, or any other leave;
- Fringe benefits available by virtue of employment, whether or not administered by the recipient;
- Selection and financial support for training including apprenticeship, professional meetings, and selection for leave of absence to pursue training;
- Employer-sponsored activities, including social or recreation programs;
- Any other term, condition, or privilege of employment such as granting awards, recognition and/or monetary recompense for money-saving suggestions or superior performance;
- Providing reasonable accommodations to known physical or mental limitations of an otherwise qualified disabled applicant or employee except in cases outlined in Section B1, above, Covered Employment;
- Employment tests, pre-employment inquiries, interviews, or other selection criteria;
- Providing nondiscrimination language in employment information materials as discussed in Subsection C.5.b, above.

Grantees have obtained assurances from nonprofit organizations who are applicants or subgrantees of federally assisted programs or activities, in accordance with 43 CFR 17, which provides that the overall program will be operated in compliance with Title VI, and Section 504. Covenants associated with HPF grant assistance, including transfer of real property or interest in the property, must also contain language which assures nondiscrimination (see Section C.5.b., above).

Section 504 Self-Evaluation

Recipients and sub recipients are required to evaluate, modify, and take necessary remedial steps towards ensuring that its policies, practices, and facilities are in compliance with Section 504. This self-evaluation process should be conducted with the assistance of interested persons, including disabled persons or organizations representing disabled persons.

10-6

The self-evaluation must cover all areas outlined in Section C.5., above. A self-evaluation guide and checklist may be obtained from: Heritage Preservation Services, National Park Service 1849 C. Street, N.W., Washington, DC 20240.

A recipient that employs 15 or more persons shall, for at least three years following completion of the evaluation, maintain on file all records pertaining to the evaluation as outlined in 43 CFR 17.205. Such records must be made available for public inspection and for the Director, Office for Equal Opportunity, upon request.

Designation of Section 504 Coordinator

A recipient must designate a staff person to coordinate efforts to comply with Section 504 requirements.

Waiver of Accessibility Requirements

When alterations are the only feasible means of providing access but would cause a substantial impairment of significant historic features, a modification or waiver of the access standard may be sought in accordance with 43 CFR 17.260. The Department believes that the program accessibility standards are flexible enough to make programs accessible without impairing the integrity of historic buildings. However, whenever such problems arise, modifications or waivers may be necessary.

Procedures for Requesting a Waiver

Where program accessibility cannot be achieved without causing a substantial impairment of significant historic features, the Equal Opportunity Office may grant a waiver of the program accessibility requirement, upon consultation with NPS Heritage Preservation Services Division and the Advisory Council on Historic Preservation. All requests must be in writing and must be signed by an authorized official. The request should be submitted to the Director of the Office for Equal Opportunity.

In determining whether program accessibility can be achieved without causing a substantial impairment, the written request should include a complete description of the property identifying the following factors:

- Significance of the property, identifying reason(s) the property has been listed on the National Register of Historic Places;
- Scale of property (i.e., its physical description), with an explanation of its ability to absorb alterations;
- Use of the property, whether primarily for public or private purposes;

- An analysis of the historic and/or architectural features of the property that will be affected by accessibility requirements with an explanation of why other program accessibility alternatives are not possible; and
- Cost of alterations in comparison to the increased inaccessibility.

Procedures for Granting a Waiver

After the Office for Equal Opportunity receives all the necessary information, the Equal Opportunity Office, in consultation with NPS, will review the records and determine whether the waiver request is to be approved or not. Once a decision regarding the

Title VI, Section 504 and Age Discrimination Act complaints received by the grantee are forwarded to the Office for Equal Opportunity within 10 days.

10-7

Waiver request has been made; the recipient shall be notified in writing by the Equal Opportunity Office of its determination no later than 30 days from the completion date of the waiver review.

Transition Plan Responsibilities

Whenever structural changes to facilities are necessary to meet program accessibility requirements, recipients shall develop, within one year of the cited accessibility violation, a transition plan setting forth the steps necessary to complete such changes. In the case of new recipients, a transition plan must be developed within one year of receipt of the financial assistance. A transition plan guide may be obtained from: NPS Heritage Preservation Services Division, 1849 C Street, N.W., Washington, D.C. 20240.

Transition plans should be developed with the assistance of interested persons, including disabled persons or organizations representing disabled persons and made available for public inspection. The plan should contain the following information:

- Identification of physical obstacles in the recipient's facilities that limit the accessibility of its program or activity to disabled persons;
- Detailed description of the methods that will be used to make the facilities accessible and usable;
- Timetable for achieving full program accessibility. If the time period will exceed the specified required time frame of one year, an identification of steps taken during each year to achieve accessibility is required; and
- Identification of the person responsible for implementation of the plan (name, address and telephone number).

Title VI; Section 504, and Age Complaint Procedures

This section prescribes the procedures with respect to the prompt processing and disposition of complaints.

Public Notification of Right to File a Complaint

Grantees shall inform the public of their right to file a complaint. Where grantees extend HPF assistance to subgrantees, the grantees shall also be responsible for ensuring that this standard is met.

Grantees shall also include information on Title VI, Section 504, and Age Discrimination Act requirements, complaint procedures, and the rights of beneficiaries in grant-related handbooks, manuals, pamphlets, and other materials which are ordinarily distributed to the public. In instances where disabled persons have visual, hearing or other disabilities that impair their communication process, accommodations must be made to meet their needs, such as audio-visual aids and/or interpreters.

Posters explaining the nondiscrimination provisions of Title VI, Section 504, and Age Discrimination Act as they apply to the HPF program shall be displayed in at least one conspicuous place in grantee administrative offices. Posters should note the availability of additional Title VI and Section 504 information and explain briefly the procedures for filing complaints.

10-8

Who may file

Any person, or specific class of persons, who believes that he or she has been subjected to discrimination as prohibited by Title VI, Section 504, and/or the Age Discrimination Act may file a complaint.

How, When, and Where to File

All complaints filed under Title VI, Section 504, and the .Age Discrimination Act must be in writing, and must be signed by the complainant and/or the complainant's representative. In the event that a complaint is made in other than written form, the official receiving the complaint must instruct the complainant to submit the complaint in writing to the Equal Opportunity Office, National Park Service for prompt processing. The complaint should contain: the name, address, and telephone number of the complainant; the name and address of the alleged discriminating official, grantee or subgrantee; the basis of the complaint, and the date of the alleged discrimination.

Complaints must be filed within 180 calendar days from the date of the alleged discrimination. The time limit for filing may be extended only by the Director, Equal Opportunity Office. Complaints should be filed directly with: Director, Equal Opportunity Office, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240. In the event that complaints are received by NPS and/or grantees" such complaints will be forwarded to the Equal Opportunity Office within 10 days of receipt.

COMPLAINT PROCESSING

Acknowledgment of Complaint

The Equal Opportunity Office shall acknowledge in writing the receipt of every complaint within 10 days. Acknowledgment letters shall be sent to the complainant, NPS Heritage Preservation Services, and the grantee.

Complaint Log

Grantees shall maintain a log of any Title VI, Section 504, and Age Discrimination Act complaint received. Moreover, the Equal Opportunity Office shall maintain a log of all such complaints received for processing. The purpose of the complaint log is to provide essential information and data regarding each complaint being processed by the Department. Each log must contain a case number, the complainant's name, address, and telephone number. Each log must also

include a description of the complaint, the date the complaint was filed and investigation completed the disposition of the case, and all other information pertinent to the complaint.

Routing Responsibilities

When NPS, any grantee or subgrantee, receives a complaint, the office in receipt must log in the complaint, note the date of receipt on the complaint and maintain a confidential copy for its records. The original complaint document must be forwarded to the Office for Equal Opportunity within 10 days of receipt. The Office for Equal Opportunity shall acknowledge its receipt and notify the grantee, as well as NPS Heritage Preservation Services Division.

The grantee is encouraged to inquire into the facts of any complaints of an administrative nature brought to its attention. However, if any part of the complaint is based upon alleged Title VI, Section 504, or Age Discrimination Act, the Equal Opportunity Office must be notified as provided for above.

10-9

Determination of Jurisdiction

Upon receipt of a complaint by the Department, the Office for Equal Opportunity shall determine whether the complaint comes within the purview of Title VI, Section 504, or Age Discrimination. When the Department lacks jurisdiction over a complaint, the Office for Equal Opportunity Program, shall refer the complaint to the appropriate State or Federal agency that has responsibility for addressing the complaint.

Complaint Investigations

Scope

Investigations shall be confined to issues and facts relevant to allegations in the complaint.

Confidentiality

Complainants shall be offered a pledge of confidentiality as to their identity. This offer, if accepted, shall be binding on the investigator. Complainants shall be interviewed at all times in places which will not create the risk of compromising confidentiality. Except when essential to the investigation, the investigator shall not reveal the identity of the complainant to the respondent or to any third party. If the investigator determines the necessity to reveal the complainant's identity, the complainant's written permission to do so must be secured.

Conduct of Investigation

Upon determination of jurisdiction by the Department, the Equal Opportunity Office shall promptly initiate an investigation of the matter.

Investigation Reports

In all instances where an investigation has been conducted, an Investigation report shall be prepared, with findings and recommendations. The complainant and the agency against whom the complaint is made shall be notified in writing of the disposition.

Investigation by Primary Recipients

The Director, Equal Opportunity Office, within 10 working days of the receipt of a complaint, may authorize a grantee to investigate the complaint and make findings and recommendations

subject to approval by the Equal Opportunity Office. Upon such delegation of authority, a grantee may investigate complaints filed against

Sub grantees

The investigative report will be provided to the Equal Opportunity Office within 30 days of authorization to investigate. The grantee may not investigate any complaint in which it, or any of its officers or employees are implicated. If at any time prior to its completion, it is determined that investigation of a complaint has been improperly conducted, the Equal Opportunity Office, may withdraw the grantee's authority to investigate. If the complainant is dissatisfied with the findings, the complainant may appeal the findings to the Equal Opportunity Office for its decision within 30 days of the complainant's receipt of the investigative report.

If No Conditions of Noncompliance are Found

Where the Director or designee determines that review and investigation of findings do not support an allegation of discrimination, the complaint shall be administratively closed. Within 10 working days of the closing date, the complainant will be notified through certified mail of the decision and given the reason(s) for the decision.

Obtained approval of the action is to be taken from the Secretary of the Interior.

Ensure that the Secretary has filed a full written report with the House and Senate Committees having the legislative jurisdiction over the program involved.

10-10

If Noncompliance is Found

Voluntary Compliance Defined. Voluntary Compliance means willingness to correct conditions of noncompliance identified by complaint investigations or compliance reviews. Departmental regulations require the resolution of an apparent condition of noncompliance by informal means whenever possible.

Procedures for Effectuating Voluntary Compliance

In every case where a complaint investigation or compliance review results in a finding of noncompliance, the Director, Equal Opportunity Office, shall notify the grantee through certified mail of the apparent noncompliance, offer recommendations to correct the conditions of noncompliance, and offer a reasonable time to willingly comply.

The Equal Opportunity Office shall record the date the grantee received notice, and shall note and record the last day afforded the grantee for voluntary compliance before initiating the administrative sanctions described below.

The grantee may request a meeting for the purpose of discussing the problem areas or requirement for compliance. The principal investigator will accompany the Director or his designated representative to the meeting for the above stated purpose.

The Director, Equal Opportunity Office, or designee shall approve the grantee's voluntary compliance plans, methods, procedures, and proposed actions if such approval will result in compliance with Title VI, Section 504, and the Age Discrimination Act.

Sanctions Available to the Department

When an applicant or a grantee is found to be in noncompliance with Title VI, Section 504, and/or the Age Discrimination Act, and compliance has not been achieved by voluntary means, Title VI and Section 504 provide several enforcement alternatives. If discrimination based on race, color, national origin, disability or any other technical violation of Title VI and Section 504 is found in an applicant's program, the Equal Opportunity Office can recommend temporary deferral of Federal funds to the agency awarding the grant until full compliance has been satisfactorily established.

If the grant has been made, the Equal Opportunity Office may initiate administrative proceedings for the termination of current and future grant assistance. Alternatively, the Office for Equal Opportunity Office may enforce Title VI and Section 504 by "any other means authorized by law" including referral to the U.S. Department of Justice for appropriate judicial enforcement. However, no order suspending, terminating, or refusing to grant assistance to a recipient will become effective until the Equal Opportunity Office has:

- Advised the grantee of its failure to comply and determined that compliance cannot be secured by voluntary means.
- Made an express finding on the record after opportunity for a hearing, of a failure by the applicant or grantee to comply with a Title VI or Section 504 requirement.
- Submitted a full written report of the circumstances and the grounds for such action to the Secretary of the Interior.

300 PERSONNEL POLICIES AND PROCEDURES

Contents of Personnel Policies and Procedures:

<u>300</u>	Operating Policies and Procedures: Human Resources
<u>301</u>	Requests for Information
<u>302</u>	Professional Conduct
<u>303</u>	Employment Status
<u>304</u>	Compensation Plans
<u>305</u>	Work Schedules and Approved Leaves
<u>306</u>	Training and Assistance

Related Links

- [State of Idaho: Human Resource Policy and Procedure Manual](#)
- [State Insurance Fund: DHW Workers' Compensation Carrier](#)
- [Idaho Industrial Commission: Oversight for Workers' Compensation Law](#)
- [State of Idaho: Employer, Employee FAQs](#)
- [Idaho Commission on Human Rights](#)
- [Idaho Department of Labor](#)
- [Rules of IDHR and Idaho Personnel Commission](#)

300 OPERATING POLICIES AND PROCEDURES: HUMAN RESOURCES

Contents of Operating Policies and Procedures: Human Resources section:

<u>300.1</u>	Authority and Scope
<u>300.2</u>	Appointment Authority and Procedures
<u>300.3</u>	Reporting and Accountability

300.1 AUTHORITY AND SCOPE

The Board of Trustees of the Idaho state historical society is designated by the Idaho Code § 67-4126(10) as the employer for the Idaho state historical society.

All employees at the agency are governed by personnel policies and procedures (section 400 of the employee policy and procedures manual).

The primary responsibility for personnel management is delegated to the executive director by the board. The board establishes general personnel policies and procedures (section 400 of the employee policy and procedures manual) as an integral part of efficient and effective personnel management. The agency may establish additional policies and procedures necessary for the management of personnel that further amplify and are consistent with the governing policies and procedures of the board. Such policies and procedures shall be submitted to the executive director on July 1 annually, who shall review them for consistency with these governing policies and procedures and bring new policies forward for board approval in July of each year.

300.2 APPOINTMENT AUTHORITY AND PROCEDURES

Nothing herein may be construed to be in limitation of the powers and duties of the board as defined by Idaho Code 67-4126, or as otherwise defined in the Idaho Constitution or Code.

Delegation of Authority

The board delegates all authority for personnel management to the executive director, provided, however, that the board retains the authority for taking final action on any matter.

Position Authorizations

Any permanent new or reactivated position, regardless of funding source, requires executive director approval.

- Department administrators will submit a completed personnel action request (position recruitment) form to open a new position.
- Once approved, department administrators will work with the society human resources coordinator to ensure compliance with recruitment procedures.
- Department administrators will work with the society human resources coordinator to develop interview questions, establish an interview committee, and prepare a selection matrix based upon predetermined position goals.
 - Interviews will be conducted in accordance with division of human resources procedures.
 - The department administrator will review the final ranked candidates with the executive director.
- Department administrators will submit a completed human resources action request for approval before offering a position.

The society human resources coordinator will generate and send the offer letter to the potential new employee.

300.3 REPORTING AND ACCOUNTABILITY

The board may, at any time, require reports or schedules of any and all personnel actions delegated to the executive director. The executive director is hereby delegated the full authority to call for, at any time, any such reports or schedules that the board itself should require.

301 PUBLIC RECORDS REQUESTS/ PERSONNEL INFORMATION

Contents of Public Records Requests/Personnel Information section:

- [301.1](#) Public Record Requests
- [301.2](#) Personnel Information
- [301.3](#) Confidential Information Disclosure
- [301.4](#) Privacy Concerns
- [301.5](#) Enforcement

Background: Public Records Act

The Idaho Public Records Act is found at Idaho Code [Sections 9-337 through 9-350](#). The intent of this law is that all records maintained by public agencies are open to the public for inspection and copying at all reasonable times, unless the information is specifically exempted from disclosure by law. (See also: Internal Policy Memorandum 2007-7)

Purpose

To inform employees of restrictions in disclosure of confidential information and of the expectation of confidentiality regarding information acquired during the course of employment with the Agency.

301.1 PUBLIC RECORDS REQUESTS

The Idaho Public Records Act went into effect on July 1, 1990. It sets the ground rules for the release of government information to the public. Persons may request copies of public records without specifying their purpose. In fact, to inquire of their purpose is a violation of the Public Records Act. If you are denying a request, you are **required** by law to check with the Agency's Deputy Attorney General.

Policy

If someone requests information or a copy of a record, determine if the record may be available for public inspection and copying. If you think the information is exempt from disclosure, if voluminous records are requested, if you have any doubt about whether the information can be disclosed, or if it is a request to correct a personnel record, immediately refer the request to the Agency's Deputy Attorney General.

WE ARE REQUIRED TO RESPOND WITHIN 3 DAYS, SO PLEASE ACT PROMPTLY.

Required disclosures of the Idaho Public Records Act include the following:

301.2 PERSONNEL INFORMATION

- Employment history
- Classification
- Pay grade
- Dates of employment
- Gross salary

- Salary history
- Workplace
- Employing agency

Current or former employees, or their authorized representatives, may inspect and copy their own personnel records, except for materials used to screen and test for employment.

Please note the following major items are **NOT** public information:

- Employment tests;
- Employee performance evaluations, grievances, and correspondence;
- Applications for state employment; or
- Home addresses, phone numbers, birth dates, and marital status.

When in doubt, employees should treat information in the strictest confidence and consult with the Executive Director or the Agency's Deputy Attorney General for clarification.

Performance information may also be shared with any State agency where the employee is a candidate for hire.

All other information relating to an employee or applicant, such as home phone number, home address, sex, race, marital status, birth date, and performance evaluations (except as noted above), shall not be disclosed to the public without the written consent of the employee, applicant or designated representative. Employees may inspect and copy their own records, except for material used to screen and test for employment.

301.3 CONFIDENTIAL INFORMATION DISCLOSURE

With the exception of the information in the Idaho Public Records Act, all employee or applicant records are considered to be confidential and are open only to Division of Human Resources personnel; to offices and agencies carrying out their official duties; to persons in compliance with a judicial order; and to persons in an emergency in order to protect the health or safety of employees or other persons.

- Employees have the right to review, upon request, records pertaining directly to them, and may obtain a copy of their record at no cost.
- Confidential information may be released to others **ONLY** after obtaining the employee's/ applicant's written consent.

301.4 PRIVACY CONCERNS

Information regarding an individual's health or other medical information; percentage of disability on veterans forms; disability information for accommodation purposes under the ADA; and medical information for sick leave including FMLA are considered private and should be safeguarded and shared only with those individuals who have a need to know and are authorized to access such information.

Information regarding verbal discussions of Agency/customer personnel actions or activities including probationary status or extensions, reasons for discipline, employee performance evaluations, Agency reorganization plans or proposals and other sensitive matters must be considered confidential and not shared with other employees who do not need the information to perform their jobs. Confidential information should also not be shared with friends or family members or discussed where others might overhear the conversation.

301.5 ENFORCEMENT

All employees, contractors, interns, volunteers or temporary staff of the Agency are responsible for acting in accordance with this policy. Employees found to be in violation with this policy will be subject to disciplinary action up to and including dismissal.

302 PROFESSIONAL CONDUCT

Contents of Professional Conduct section:

- [302.1](#) Code of Conduct
- [302.2](#) Code of Ethics
- [302.3](#) Conflict of Interest and Loyalty
- [302.4](#) Ownership of Society Materials
- [302.5](#) Personal Collecting
- [302.6](#) Dealing
- [302.7](#) Gratuities and Gifts
- [302.8](#) Political Activities
- [302.9](#) Alcohol and Drug-Free Workplace
- [302.10](#) Workplace Violence
- [302.11](#) Sexual Harassment and Other Illegal or Prohibited Discriminations
- [302.12](#) Confidentiality and Responsibility

Related Links

- See also: Policy Memorandum 2002-7 for specific Division process guidance
- <http://dhr.idaho.gov/Default.aspx?TabId=1034&AspxAutoDetectCookieSupport=1>
- <http://dhr.idaho.gov/HRInfo/HRPolicybrnbspnbspProcedures/tabid/1034/Default.aspx>

302.1 CODE OF CONDUCT

All employees of the Agency are expected to maintain a high standard of honesty, ethics, impartiality and conduct. Detailed information may be referenced in Conduct of Individuals (ISHS Trustees, Staff, and Volunteers).

302.2 CODE OF ETHICS

Internal Policy Memorandum 2007-4

See also: Letter from our Executive Director in our New Employee Welcome Packet

The obligation of the Board of trustees, employees and volunteers of the Idaho State Historical Society (ISHS), is to carry out the Society's mission and operate within the public trust. The principles of conducting business are transparency of action and intent; and that trustees, employees and volunteers of the ISHS must not take advantage of their position or association with ISHS in any way to benefit personally, at the expense of the Society or the community it serves. This Code of Ethics serves as an affirmative step to exceed legal standards to "maintain integrity so as to warrant public confidence," as applies to all parties and individuals affiliated with the Idaho State Historical Society including Society staff, trustees and volunteers. In all activities, Society trustees, employees, & volunteers must act with integrity and in accordance with the most rigorous ethical principal. The Idaho State Historical Society requires all trustees, employees and volunteers to abide by its Code of Ethics.

302.3 CONFLICTS OF INTEREST AND LOYALTY

Individuals with an affiliation with the Society must refrain from any private or public activity which might be in conflict with, or appear to be in conflict with, the mission and interests of the Idaho State Historical Society.

At no time should any trustee, employee, volunteer of the ISHS knowingly misrepresent the mission, objectives, policies, programs, proceedings or motives of the Idaho State Historical Society.

Loyalty to the Idaho State Historical Society by any trustee, employee and volunteer, must be in accordance with fundamental ethical principles and the ISHS professional obligations as a whole. While every trustee, employee, & volunteer of the ISHS is entitled to personal and professional independence consistent with professional and staff responsibilities, each individual must be aware that in the eyes of the public, no private business or professional interest of an ISHS affiliated individual can be entirely divorced from the interests of the Idaho State Historical Society as a whole.

A trustee, employee or volunteer of the ISHS must not compete with the Idaho State Historical Society in collecting; nor may said individual take advantage of privileged information obtained as a result of his/her position or permit others to make use of information otherwise unavailable to the public for furthering personal interest or gain.

In order to avoid the appearance or potential of conflict of interest, a trustee, employee or volunteer of the ISHS may not purchase or acquire excess equipment inventory from the Society.

Occasionally trustees, employees or volunteers of the ISHS may be asked to serve in a professional capacity on boards or commissions in the state. To eliminate conflicts of interest or the appearance of potential for conflicts:

- Such service by trustees should be reported to the Chairman of the Board and disclosed to entire Board, so that it may be determined whether the activity impairs the Trustee's ability to act with total objectivity regarding the Society's interest.
 - If the activity may interfere with decisions made regarding the Society on certain matters the Trustee will be required to remove him/herself from the conflicting decision-making process.
- Such service by employees should be reported in writing to the Director; and, such service is to be performed on the employee's personal time except as authorized in writing by the Director.
 - Employees may serve on boards as long as the activity does not impair the employee's ability to act with total objectivity regarding the Society's interests, nor interfere with job performance.
- Such service by volunteers should be disclosed to staff so it may be determined that the activity does not impair the volunteer's ability to act with total objectivity regarding the Society's interests nor interfere with job performance.

302.4 OWNERSHIP OF SOCIETY MATERIALS

Any publication, lecture, manuscript, etc., and any and all other materials prepared by a trustee, employee, or volunteer within the scope of his/her employment or affiliation at the Idaho State Historical Society, and/or any scholarly work produced by a trustee, employee, or volunteer with the aid of financial support from the Idaho State Historical Society, is the sole property of the Society, except as authorized in writing by the Director. Trustees, employees, or volunteers must confer with the Director before agreeing to author, as a private individual, any publications that substantially draw upon materials prepared in the scope of their affiliation with the Idaho State Historical Society.

302.5 PERSONAL COLLECTING

- A trustee, employee, or volunteer of the ISHS may not compete with the Society in the acquisition of collection materials within the collecting scope of the Society.

This policy excludes the purchase of books and materials relating to the history of Idaho which are readily available on the open market and which are of no direct interest for acquisition by the Society.

- A trustee, employee, or volunteer of the ISHS and their immediate family may not purchase materials deaccessioned from the institution's collections or trade materials from their personal collection for materials from the Society's collections, except when the materials and source have been advertised, and are sold at public auction.
- A trustee, employee, or volunteer of the ISHS may not store personal collections of Society property or cause research on personal collections to be done on Society time.

302.6 DEALING

A trustee, employee, or volunteer of the ISHS may not deal (buy and/or sell objects for profit on a regular basis) in historical artifacts, books or papers, act on behalf of a dealer, accept outside employment from a dealer, or retain or possess any pecuniary interest in a dealership.

302.7 GRATUITIES AND GIFTS

State employees shall **NEVER** solicit in their official capacity any gratuity or other benefit from any person under any circumstances. State employees shall not accept gratuities or other benefits exceeding a total retail value of \$25 within a calendar year from any person who is subject to their legal jurisdiction or who is likely to become interested in any contract or transaction over which they exercise any discretionary function.

State employees are not precluded from accepting, from time to time, food or beverages consumed at the time and place of receipt from any person with whom they deal in their official capacity, subject to the limitation of \$50 retail value within a calendar year. These rules apply irrespective of kinship or other relationship with the donor outside of the official status of the state employee, and irrespective of the existence of legal consideration for or legal entitlement to the gratuity or other benefit.

- A trustee, employee, or volunteer of the ISHS must avoid the appearance of unethical or compromising practice in relationship with suppliers, contractors and other businesses.

- A trustee, employee, or volunteer of the ISHS is prohibited from soliciting or accepting money, loans, credits, discounts, favors, entertainment, meals, lodging and trips from present or potential suppliers and businesses, which might influence negotiations and purchasing decisions of the Society.
- A trustee, employee, or volunteer of the ISHS shall not solicit nor accept tips. These rules also apply to family or household of trustee, employee, or volunteer of the ISHS, unless the recipient of any such gift has a relationship with the donor outside of the Idaho State Historical Society, and the acceptance of any such gift will not in any way create a conflict between the trustee's, employee's, or volunteer's of the ISHS personal interests and the interests of the Idaho State Historical Society.

The following exceptions are allowed: 1) The trustees, employees, or volunteers of the ISHS of the Idaho State Historical society are allowed to accept an occasional gift of a value less than \$25 per year, as long as such gift will not impair their judgment or otherwise influence their decision making; and 2) reasonable meals and non-excessive entertainment, while on Society official business, may be accepted only in the interest of the Idaho State Historical Society.

302.8 POLITICAL ACTIVITY

We must serve the public in a fair and impartial way. Classified employees may not:

- Command political contributions from other state employees; or
- Use official authority/influence to bring about any nomination/election to public office; or
- Be a candidate or hold an elective partisan office.

All state employees may:

- Vote in any election;
- Express their personal opinion on political issues and candidates;
- Take an active part in support of a candidate in partisan or nonpartisan elections;
- Be members of a political party or organization and participate in its activities;
- Serve as an elected convention delegate;
- Voluntarily contribute to political parties or candidates;
- Take an active part in political organization management;
- Participate in the nonpartisan activities of a civic, labor, or similar organizations;
- Display a political button, poster, or picture;
- Attend a political convention, rally, or other political gathering; or
- Sign a political petition as an individual.

Idaho law says, "Classified employees retain the right to otherwise participate fully in public affairs, except as prohibited by law, in a manner which does not materially compromise the neutrality, efficiency or integrity in the employees' official duties." For further information, see Idaho Code § 67-5311.

302.9 ALCOHOL AND DRUG-FREE WORKPLACE

In accordance with the federal Drug-Free Workplace Act of 1988, the state is committed to maintaining a work environment free from illegal drugs and drug abuse. Drug abuse impacts morale, lowers productivity and increases health care costs.

It is the policy of the Agency that the consumption of alcohol on the job is prohibited; and that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace.

302.10 WORKPLACE VIOLENCE

Internal Policy Memorandum 2007-3

The Agency is committed to providing a work environment free from violence for all employees. Agency will not tolerate any form of violence in the workplace including verbal or physical threats. All employees share the responsibility to make and keep the workplace safe.

Purpose

The Idaho State Historical Society is committed to providing a safe work environment free from violence for all employees. The Agency will not tolerate any form of violence in the workplace including verbal or physical threats or intimidation which includes the possession of weapons in the workplace, which can undermine the safe and effective performance of employees while they work.

Policy

Violence and threats of violence include, but are not limited to:

- An act which is physically aggressive (hitting, shoving, fighting)
- A substantial, communicated or suggested intent to harm another, endanger the safety of an employee (s), or destroy property
- Behavior or actions that carry a potential for violence (throwing objects, waving fists, destroying property)
- Obsessively directed behavior which threatens, seriously alarms, annoys, or harasses another person, and which serves no legitimate purpose, i.e., harassing phone calls, stalking, intensely focusing on a grudge or grievance, or pursuing a romantic interest in another employee who does not share that interest
- Inappropriate use, display, or possession of firearms, weapons, or any other dangerous devices in Agency facilities
- The definition of weapons is as follows: any type of firearm, fireworks, explosives, knives or similar objects with a blade in excess of six (6) inches and replicas and facsimiles of weapons.

Implementation

Effective immediately, possession of a weapon in state facilities by any Agency employee at any time is expressly prohibited.

Duty to Report

Any potentially dangerous situation must be reported immediately and in accordance with the Agency's procedures outlined in the procedures section of this policy.

Confidentiality

After reporting the situation, employees shall not discuss the matter with co-workers and persons not directly responsible for investigating the matter, except in cases when there is a probability of imminent physical injury by an employee.

Action

The Agency's Threat Assessment Team will promptly convene an investigation to address concerns or incidents of workplace violence. Retribution and adverse treatment of employees, who report concerns or incidents in good faith or who participate in an investigation, is prohibited. If evidence exists to support the allegations of violence or threats of violence, and the offender is an employee, disciplinary action may occur, up to and including immediate dismissal. If the offender is not an employee, other appropriate action will be taken.

Threat Assessment Team

The Agency's Threat Assessment Team is responsible for assessing levels of risk, for intervening, and serving as a central repository of information to enhance the Agency's effectiveness in preventing acts of violence.

Members of the Threat Assessment Team may include:

Executive Director or designee; Legal Consultant; Deputy Attorney General; Agency Human Resources Manager, investigation services and potential implications under the Americans with Disabilities Act (ADA); and Situational advisors, such as a Workgroup Administrator, Supervisor, local law enforcement, local security, etc. These are individuals involved in, or who have knowledge about a situation, and would serve the Team on an ad hoc basis.

302.11 PROHIBITED DISCRIMINATIONS

Related Links

[Idaho Commission on Human Rights](#)

Sexual Harassment and Other Prohibited Discriminations

Sexual harassment and other illegal discrimination based on race, color, sex, national origin, religion, age, or disability are expressly prohibited. If you believe you are the victim of such harassment or discrimination, you may use the Problem-Solving Form and/or request a confidential investigation. You are encouraged to use the alternate complaint process for sexual harassment and discrimination allegations. [See Policy 2007-1] You may also file a complaint with the Human Rights Commission regarding any of these issues.

In all cases, the complaint, the investigation and the solution, must be kept confidential to the maximum extent possible.

Definition of Sexual Harassment

According to the Equal Employment Opportunity Commission, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions such as merit increases, promotions, leaves, or other personnel matters; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A person who is qualified for but denied an employment benefit because of another's submission to sexual harassment may be protected by Title VII of the 1964 Civil Rights Act.

302.12 CONFIDENTIALITY AND RESPONSIBILITY

To protect the complainant and the accused, these matters should be kept as confidential as possible. Once the complaint has been filed the investigation and any discussion of the matter should be left to those responsible for investigating and enforcing civil rights complaints.

All investigations surrounding such matters will be designed to protect the privacy of, and minimize suspicion toward, the accused as well as the complainant. Only those persons responsible for investigating and enforcing civil rights matters will have access to confidential information.

Any employee aware of, or suspecting, the occurrence of sexual harassment or discrimination is expected to report the matter to their supervisor, or the Human Resources Manager through the most confidential and direct means possible. There should not be any discussion of the matter with co-workers and other persons directly responsible for investigations.

303 EMPLOYMENT STATUS

Contents of Employment Status section:

- [303.1](#) Filling Employee Positions
- [303.2](#) Reasonable Accommodations
- [303.3](#) Equal Opportunity
- [303.4](#) Probationary Period
- [303.5](#) Performance Evaluations
- [303.6](#) Problem Solving and Due Process
- [303.7](#) Layoffs, Resignation, and Termination
- [303.8](#) "Whistle Blower" Act (Idaho Protection of Public Employees Act)
- [303.9](#) Personnel Budget Holdback Plans and Related Items

Related Links

[State of Idaho: Employment Status](#)

Employment status includes the following: classified, non-classified, temporary, limited-service. Please see your personnel/payroll representative for information regarding your status.

303.1 FILLING EMPLOYEE POSITIONS

[Idaho State Statutes, Title 67, Chapter 35 \(19\)](#)

Employee Positions, Procedure for Filling

In addition to any powers, duties, functions and responsibilities of the division of financial management expressed elsewhere in this code, the division shall establish a list of employee positions for which funds are available from the spending authority of appropriated funds to each appointing authority. A position is defined as a specific job normally held by one (1) employee. This list shall contain the title of each position and the pay grade of the position. No appointing authority, except those in the legislative and judicial departments, shall fill a new position without first obtaining the approval of the division and then obtaining proper classification from the Personnel Commission for positions in the classified service. No appointing authority, except those in the legislative and judicial departments, may increase the pay grade of a position by reclassification or any other means without the approval of the personnel commission for pay grade level and without the approval of the division for sufficiency of spending authority of the appointing authority to meet the proposed change.

Appointing authorities in preparation of budget requests shall include exact position control numbers in justification of salaries and other compensation and must assign position control numbers to proposed new positions prior to budget submission. A list of additions, deletions and changes during the first six (6) months of the current fiscal year and projections for the second six (6) months of the current fiscal year of the positions so controlled shall be furnished by the department to the legislature and to the governor on January 1. Any authority vested in any appointing authority or agency, commission, department, board, office or institution is limited by the provisions of this section.

Positions which have been authorized by the division of financial management, but which have not been filled by the appointing authority within twelve (12) months of such authorization, shall be declared null and void, and shall not be filled except upon a new authorization by the division of financial management.

303.2 REASONABLE ACCOMMODATIONS

Related Links

[Form for requesting Reasonable Accommodations](#)

Purpose

It is the policy of the Idaho State Historical Society to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. The Agency will adhere to all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required affording equal employment opportunity to qualified individuals with disabilities. Reasonable accommodations shall be provided in a timely and cost-effective manner.

Definitions

Individual with Disability: Any person who has or who has acquired a physical or mental impairment or who has a history of such an impairment which substantially limits one or more major life activities, such as, self-care, performing manual tasks, seeing, hearing, speaking, breathing or working.

Qualified Individual with a Disability: This is an individual with a disability whose experience, education and/or training enable the person, with or without reasonable accommodation, to perform the essential functions of the job.

Reasonable Accommodation: The effort made to make adjustments for the disability of an employee or applicant by structuring the job or the work environment in a manner that will enable the individual with a disability to perform the essential functions of the job. Reasonable accommodation includes, but is not limited to, modifying written examinations, making facilities accessible, adjusting work schedules, and restructuring jobs, providing assistive devices or equipment, providing readers or interpreters and modifying work sites.

Undue Hardship: Excessively costly, extensive, substantial, disruptive or that would fundamentally alter the nature or operation of the business.

Reasonable Accommodations Committee: The Agency has established a committee to review and monitor provision of reasonable accommodations to employees or applicants. The Reasonable Accommodations Committee is composed of the Agency's Human Resources Manager and others appointed by the Executive Director. Medical advisory, legal advisory and individuals with disabilities may also participate in an advisory capacity.

Applicants for Employment: Reasonable accommodations for applicants for employment include:

Asking only those questions which determine whether an applicant can perform specific job functions and which focus on an applicant's ability to perform the job, not on disability (includes application and interview process).

- Informing applicants that they may request any needed accommodation to participate in the application or interview process.
- Providing the requested accommodation unless it would cause an undue hardship.

Practices

Workgroup administrators and supervisors shall utilize an analysis of jobs within their units to define the essential functions of the position as well as the environment in which such activities occur (job descriptions, position description questionnaires, class specifications, etc.). Such documentation shall be updated periodically. Documents prepared or utilized for this purpose may be used for other personnel actions.

- In considering an individual with a disability for employment or for promotion or in any other personnel action, the existence of their disabling condition should not adversely affect a personnel decision. Employment opportunities shall not be denied to anyone because of the need to make reasonable accommodation to the individual's disability.
- In considering an individual with a disability, it is appropriate to determine the ability of the person to perform the essential functions of the job with reasonable accommodation. A request for medical verification of the disability of the person requesting the accommodation may be appropriate.

Supervisors shall have the authority to make reasonable accommodations for applicants or employees. Any requested accommodation for which disapproval is contemplated or which involves structural change, or any other unusual accommodation request, will be submitted to the Reasonable Accommodations Committee for review before a decision is acted upon. The Reasonable Accommodations Committee shall meet as needed to review reasonable accommodation decisions and the effectiveness of this policy.

If the employee wishes to challenge a decision of the Executive Director, he or she shall have access to the problem solving or due process procedure. If an applicant wishes to challenge a decision of the Executive Director, he or she shall have access to the problem solving procedure.

The employee and his or her supervisor shall monitor the effectiveness of the accommodation on a yearly basis, or earlier as the circumstances demand.

Individuals with disabilities shall be afforded the opportunity to provide accommodations for themselves if it is determined that the Agency will not provide them. However, the individual with a disability shall not be afforded the opportunity to make accommodations which affect a temporary or permanent change to any structure, or which involve restructuring of the job in question without the written consent of the responsible individual in the Agency.

Implementation

This policy shall be implemented by use of the reasonable accommodations procedure and the policy shall be reviewed periodically for effectiveness. [Please reference the entire section on Reasonable Accommodations Implementation Procedures in the [ISHS Appendix](#).] See also: Internal Policy Memorandum 2007- 8

303.3 EQUAL OPPORTUNITY

Related Link

[Equal Opportunity Commission](#)

The State of Idaho is an equal opportunity employer. No person shall be disqualified from taking an examination, from appointment to a position, from promotion, or from holding a position in the classified service because of race, national origin, color, sex, age, religion or disability; nor shall any person be separated, demoted, or transferred from any position in

classified service or otherwise discriminated against in compensation, terms, conditions, or privileges of employment for any of these reasons. In determining whether or not discrimination has taken place, reference will be made to the appropriate federal and state statutes, regulations, and executive orders. See also, detailed information regarding [Sexual Harassment and Other Illegal or Prohibited Discrimination](#). See also: [Idaho Statutes, Title 67, Chapter 53, reference 5309](#)

RULES OF DIVISION OF HUMAN RESOURCES AND PERSONNEL COMMISSION

The administrator of the division of human resources shall have the power and authority to adopt, amend, or rescind such rules as may be necessary for proper administration of this chapter. Such rules shall include:

1. A rule requiring the administrator, after consulting with each department to develop, adopt, and make effective, a job classification system for positions covered by this chapter, based upon an analysis of the duties and responsibilities of the positions.
 - a. The job classification shall include an appropriate title for each class, and a description of duties and responsibilities of positions in the classes and the requirements of minimum training, experience and other qualifications, suitable for the performance of duties of the position.
2. A rule describing the relevant labor markets and benchmark job classifications used in the administrator's salary surveys.
3. A rule requiring that all classes of positions which are common to the departments concerned shall have the same titles, minimum requirements and compensation ranges.
4. A rule providing for review by the administrator of the personnel system including classifications and compensation policies and procedures.
5. A rule that, notwithstanding the procedure for examination and ranking of eligible persons on a register provided in subsection (f) of this section, an agency may appoint an individual directly into an entrance or promotional probation if the division of vocational rehabilitation, Idaho commission for the blind and visually impaired or the industrial commission certifies, with the concurrence of division of human resources staff, that the individual:
 - a. Has a disability or handicap as defined under state or federal law;
 - b. Is qualified to perform the essential functions of a particular classified position with or without reasonable accommodation; and
 - c. Lacks competitiveness in the examination process due to the disability or handicap.
 - d. The probationary period as provided in subsection (j) of this section shall be the sole examination for such individuals.
6. A rule requiring fair and impartial selection of appointees to all positions other than those defined as non-classified in this chapter, on the basis of open competitive merit examinations or evaluations.
 - a. An application for an examination will be accepted after the closing date of the examination from a person who was serving in the armed forces, or undergoing service-connected hospitalization up to one (1) year following discharge.
 - b. The application must be submitted within one hundred twenty (120) days of separation from the armed forces or hospitalization and prior to the expiration of the register established as a result of the examination.

- c. A disabled veteran may file an application at any time up until a selection has been made for any position for which the division maintains a register as a source for future job openings or for which a register is about to be established, provided he or she has not already been examined twice for the same position and grade for which application is made, does not have current eligibility on that register, or is not serving in a competitive position in the same grade for which application is made.
 - d. Examinations may be assembled or unassembled and may include various examining techniques such as rating of training and experience, written tests, oral interviews, recognition of professional licensing, performance tests, investigations and any other measure of ability to perform the duties of the position.
 - e. Examinations shall be scored objectively.
 - i. Five (5) percentage points shall be added to the earned rating of any veteran as defined in section 65-502, Idaho Code, and the widow or widower of any veteran as defined in section 65-502, Idaho Code, as long as he or she remains unmarried.
 - ii. Pursuant to section 65-504, Idaho Code, ten (10) percentage points shall be added to the earned rating of any disabled veteran as defined in section 65-502, Idaho Code, the widow or widower of any disabled veteran as long as he or she remains unmarried or the spouse of any eligible disabled veteran who cannot qualify for any public employment because of a service-connected disability.
 - f. Employment registers shall be established in order of final score except that the names of all five (5) and ten (10) percentage point preference eligible persons resulting from any merit system or civil service examination shall be placed on the register in accordance with their augmented rating.
 - g. Certification of eligibility for appointment to vacancies shall be in accordance with a formula which limits selection by the hiring department from among the ten (25) top ranking available eligible persons plus the names of all individuals with scores identical to the twenty fifth ranking eligible on the register.
 - h. A register with at least five (5) eligible persons shall be adequate.
 - i. Selective certification shall be permitted when justified by the hiring department, under rules to be made by the division defining adequate justification based on the duties and requirements of the positions.
 - j. Such examinations need not be held until after the rules have been adopted, the service classified and a pay plan established, but shall be held not later than one (1) year after departments commence participation in the personnel system.
- 7. A rule that, whenever practicable, a vacancy in a classified position shall be filled by the promotion of a qualified employee of the agency in which the vacancy occurs.
 - a. An interagency promotion shall be made through competitive examination and all qualified state employees shall have the opportunity to compete for such promotions.
 - b. If an employee's name appears within certifiable range on a current register for a higher class of position, he shall be eligible for a transfer and promotion.
 - 8. A rule for development and maintenance of a system of service ratings and the use of such ratings by all departments in connection with promotions, demotions, retentions, separations and reassignments.

- a. The rule shall require that an evaluation of each classified employee shall be made after each two thousand eighty (2,080) hour period of credited state service, and that a copy of the evaluation shall be filed with the division.
9. A rule prohibiting disqualification of any person from taking an examination, from appointment to a position, from promotion, or from holding a position because of race or national origin, color, sex, age, political or religious opinions or affiliations, and providing for right of appeal.
10. A rule establishing a probation period not to exceed one thousand forty (1,040) hours of credited state service for all appointments and promotions, except that peace officers as defined in section 19-5101, Idaho Code, shall be subject to a probation period of two thousand eighty (2,080) hours of credited state service, and for the appointing authority to provide the employee and the administrator a performance evaluation indicating satisfactory or unsatisfactory performance not later than thirty (30) days after the expiration of the probationary period.
 - a. The rule shall provide that if the appointing authority fails to provide a performance evaluation within thirty (30) days after the expiration of the probationary period, the employee shall be deemed to have satisfactorily completed the probation unless the appointing authority receives approval from the administrator to extend the probationary period for good cause for an additional specified period not to exceed one thousand forty (1,040) hours of credited state service.
 - b. If an employee is performing in an unsatisfactory manner during the entrance probationary period, the appointing authority shall ask the employee to resign, and if no resignation is submitted, shall terminate the employment of such employee without the right of grievance or appeal.
11. A rule concerning provisional appointments.
12. A rule concerning temporary appointments.
13. A rule governing the employment of consultants and persons retained under independent contract.
14. A rule for the disciplinary dismissal, demotion, suspension or other discipline of employees only for cause with reasons given in writing. Such rule shall provide that any of the following reasons shall be proper cause for the disciplinary dismissal, demotion or suspension of any employee in the state classified service:
 - a. Failure to perform the duties and carry out the obligations imposed by the state constitution, state statutes and rules of the employee's department, or rules of the administrator or the division.
 - b. Inefficiency, in competency, or negligence in the performance of duties, or job performance that fails to meet established performance standards.
 - c. Physical or mental incapability for performing assigned duties.
 - d. Refusal to accept a reasonable and proper assignment from an authorized supervisor.
 - e. Insubordination or conduct unbecoming a state employee or conduct detrimental to good order and discipline in the employee's department.
 - f. Intoxication on duty.
 - g. Careless, negligent, or improper use or unlawful conversion of state property, equipment or funds.

- h. Use of any influence which violates the principles of the merit system in an attempt to secure a promotion or privileges for individual advantage.
 - i. Conviction of official misconduct in office, or conviction of any felony, or conviction of any other crime involving moral turpitude.
 - j. Acceptance of gifts in exchange for influence or favors given in the employee's official capacity.
 - k. Habitual pattern of failure to report for duty at the assigned place and time.
 - l. Habitual improper use of sick leave privileges.
 - m. Unauthorized disclosure of confidential information from official records.
 - n. Absence without leave.
 - o. Misstatement or deception in the application for the position.
 - p. Failure to obtain or maintain a current license or certificate lawfully required as a condition for performing the duties of the job.
 - q. Prohibited participation in political activities.
15. A rule to establish procedures for maintenance of a record of the employment history and appropriate information relating to performance of all employees under the personnel system. For the purposes of this rule, the state shall be considered one (1) employer.
 16. Rules to provide for recruitment programs in cooperation with department heads and the employment security agency in keeping with current employment conditions and labor market trends.
 17. Rules to establish procedures for examinations as necessary for the purpose of maintaining current registers from which to fill employment vacancies.
 - a. Other rules not inconsistent with the foregoing provisions of this section as may be necessary and proper for the administration and enforcement of this chapter.
 18. A rule concerning "project exempt" appointments.
 19. Rules relating to leave for state employees from official duties including, but not limited to, sick leave, military leave, jury duty, leaves of absence without compensation and such other forms of absence from performance of duties in the course of state employment as may be necessary.
 20. A rule providing up to twenty-five percent (25%) shift differential pay based on local market practices.
 21. A rule to establish guidelines for awarding employee suggestion awards set forth in sections [59-1603](#) and [67-5309D](#), Idaho Code.
 22. A rule to establish the reimbursement of moving expenses for a current or newly-hired state employee.
 23. A rule to allow, at the request of the hiring agency, temporary and acting appointment service time to count toward fulfilling entrance probationary requirements as established in section [67-5309\(j\)](#), Idaho Code.

303.4 PROBATIONARY PERIOD

Related Links

State of Idaho: Employment Status

Probationary Period

All classified employees must complete an entrance probationary period. The probationary period for most classifications is 1,040 hours of state service. For some classifications the probationary period is for 2,080 hours. Check with your personnel/payroll representative regarding the length of your probationary period.

All initial hires into a classified position must complete an entrance probationary period, usually six months. Should you fail to serve satisfactorily during your probation, you shall first be given the opportunity to resign without prejudice. Should you fail to resign, your employment will be terminated without cause assigned and without the right to file for an appeal.

When you have satisfactorily completed your probation period, your supervisor will provide you with a performance evaluation to certify you to permanent status. Once permanent, you will be eligible for transfer, reinstatement, promotion, and layoff rights. Then your performance will be evaluated at least once a year.

303.5 PERFORMANCE EVALUATION PROCESS

Performance management establishes a year-round partnership between employee and supervisor while creating a shared understanding about what is to be accomplished and how it is to be done.

All performance appraisals will include:

- Key Job Responsibilities
- Performance Standards for all Staff which includes:
 - Customer Service
 - Dependability
 - Interpersonal Skills
 - Productivity
 - Quality
 - Work Environment/Safety
- Performance Standards for all Supervisory/Management which includes:
 - Communication
 - Customer Focus
 - Managing Performance
 - Results Focus
 - Work Environment/Safety

LEVELS OF EVALUATION

All employees are rated on one of four levels:

- Exemplary Performance
- Solid Sustained Performance
- Achieves Performance Standards
- Does Not Achieve Standards

303.6 PROBLEM SOLVING AND DUE PROCESS

Employee Grievance Procedures

After first making a reasonable attempt to discuss and resolve any non-disciplinary matter with his or her immediate supervisor, an eligible employee may utilize the problem solving process to seek resolution of any job related matter. Due process provisions for disciplinary matters involving classified employees with permanent status are also covered under this procedure.

Discipline – General Requirements

The purpose of discipline is to bring an employee's performance up to an acceptable level or in response to inappropriate conduct. The disciplinary action taken will depend upon the nature and seriousness of the specific circumstances.

The following steps may be used to correct unsatisfactory or inappropriate work performance. Although normally applied progressively, any of these disciplinary measures may be used at any time when warranted by the particular circumstances.

Steps for Employee Discipline

- Verbal Warning: A verbal conference with the employee. Usually, a record of the conference is placed in the supervisor's working file.
- Written Reprimand/Counseling: A written warning that an improvement must occur in the employee's performance or conduct. The written reprimand or counseling notifies the employee of the seriousness of the issue and advises the employee of possible further discipline if acceptable performance or conduct is not attained and maintained.
- Suspension: Unpaid leave imposed for serious or repeated offenses. Suspensions may vary in length.
- Dismissal: Separation from permanent classified employment for cause as listed in [#190](#) of the Rules of the Division of Human Resources and [Idaho Personnel Commission](#).
- Other Actions: Other actions which may be utilized to improve performance include involuntary demotion, reductions in pay, special performance evaluations, and last step options.

Appealable to the Idaho Personnel Commission

Demotion, suspensions, and disciplinary dismissals can be appealed to the Idaho Personnel Commission after completion of the due process procedure. Grounds for these actions are covered in [Rule #190](#).

Reasons for Disciplinary Action

Any employee in classified service may be dismissed or suspended or otherwise disciplined for any of the following causes which occur during the period of the employee's employment:

- Failure to perform the duties and carry out the obligations imposed by the state constitution, state statutes, rules and regulations of his/her department or rules and regulations of the Personnel Commission;
- Inefficient, incompetent, or negligent performance of duties;
- Physical or mental incapability for performing assigned duties or the essential functions of the position after the appointing authority has made reasonable accommodation for the disabling condition;
- Refusal to accept a reasonable and proper assignment from an authorized supervisor;
- Insubordination or conduct unbecoming a state employee, or conduct detrimental to good order and discipline in the department;
- Intoxication on duty;
- Careless, negligent, or improper use or unlawful conversion of state property, equipment, or funds;
- Use of any influence, which violates the principles of the merit system in an attempt to secure a promotion or privileges for individual advantage;
- Conviction of official misconduct in office, or conviction of any felony or of any other crime involving moral turpitude;
- Acceptance of gifts in exchange for influence or favors given in an official capacity;
- Habitual pattern of failure to report at the assigned time and place;
- Habitual improper use of sick leave privileges;
- Unauthorized disclosure of confidential information from official records;
- Absence without leave; or
- Misstatement or deception in application for employment.

303.7 LAYOFFS, RESIGNATION, AND TERMINATION

Reinstatement from layoff: A reinstating employee shall be paid at the same rate the employee was receiving at the time of layoff. (See also: IDHR Rule 072.04 in the [Rules of IDHR and Idaho Personnel Commission](#).)

An employee desiring to resign should submit a letter of resignation to his/her immediate supervisor. A verbal resignation is also binding upon the employee.

303.8 “WHISTLE BLOWER” – IDAHO PROTECTION OF PUBLIC EMPLOYEES ACT

The 1994 Idaho Legislature enacted the above law commonly referred to as the "whistle blower" act to protect public employees from retaliation for reporting, in good faith, waste; violations of law, rules or regulations; participating in or giving information in informal or formal investigations; or objecting or refusing to carry out a directive they believe violates a law, rule or regulation. This law applies to all three branches of Idaho government, local governments and bodies created by state or local governments.

Employers are forbidden to discharge, threaten or discriminate against the employee's employment in compensation, terms, conditions, location, rights, immunities, promotions or privileges.

Damages and penalties are possible on either side depending on the court's findings. A summary of this act can be found in the ISHS Appendix Policies.

303.9 PERSONNEL BUDGET HOLDBACK PLANS

Information and Recommendations (December 2008)

- Information shared regarding a **6% *operating*** budget holdback plan
- Discussion and approval of a 1-15% ***personnel budget holdback plan***
- Policy direction provided regarding scenarios for museum expansion

Background

ISHS, like all state agencies (except those exempted through the school education fund), was asked to submit a holdback plan that achieved 1%, 2.5%, 4% and 6% targets for the current fiscal year (through June 30, 2009) and ongoing. In addition, agencies were requested to prepare plans that held back 1-15% from previously submitted FY 2010 budget requests. A detailed analysis of ISHS general operating budget was reviewed and this plan was prepared then vetted with the administrators and submitted according the deadlines of the Governor's Office. At this time, we are hovering at the 4% level for this fiscal year; however, all indications are that the 6% level will be required to get us through the end of the fiscal year.

Operating Budget Reductions

The agency's operating expense (OE) budget of \$893,000 is comprised of \$703,360 (or nearly 80%) required to keep basic repairs, equipment, and buildings in working order including: utilities (\$353,000); maintenance and repair of our four major facilities--the Museum, Archives, Old Pen, Assay Office and additional historic structures statewide (\$225,275); fuel (\$10,580); housekeeping and equipment supplies (\$16,000); insurance (\$23,000); data line/communications (\$49,905). Very few discretionary funds remain for marketing; grant writing, and fundraising--all essential activities it we are to move out of this turndown in a more self-sufficient position for our future.

Personnel Budget Reductions

DFM announced that there will be an additional request of a 1-15% holdback to meet ongoing needs for FY 2010, beginning July 1, 2009. This is in addition to the 6% holdback already required by the Governor. The total reduction of our FY 2010 budget could be as high as 21%. Because we exhausted nearly every discretionary fund in our operating budget, we are working on a 1-15% reduction from our *personnel* budget at this time. A 15% reduction means a \$415,200 reduction, or essentially 8.3 positions. Our 1-15% plan assumes a graduated approach using furloughs, reduction of hours, and attrition, prior to eliminating positions. This approach gets us to 8.8% reduction prior to layoffs.

Museum Expansion

The current estimate for the museum project is \$15 million for the building, \$3 million for exhibitions, and \$2 million for the endowment. Given a number of new circumstances, we submit the following considerations for policy direction.

1. Scenario One

Proceed on current course of full \$15 million museum expansion/renovation matching the state appropriations with capital campaign from private, grant, and related sources.

- a. Pluses: Continue momentum, build fundraising infrastructure, and push the intended schedule
- b. Minuses: Federal Delegation staff have indicated that there will be no/few earmarks and the foundations that I have talked with thus far have indicated interest, but not a lot of \$\$ at this time; \$5 million from the Permanent Building Fund for FY 2010 may still move forward as an infrastructure/put people to work project with the expectation of shovels in the ground as quickly as possible –but without the secured additional \$5 million, that will be difficult as private sector fundraising will be long term. Also, using so many agency resources for the museum at a time when we will need to cut staff hours and might need to lay off staff members is neither appropriate nor good internally. Finally, if we have to endure deep staff and budget cuts, operating the museum once complete will be a challenge.

2. Scenario Two

Determine phased implementation of the museum expansion/renovation at the \$10 million level in preparation for 2010 JAFC.

- a. Pluses: Work within our current means; move forward with construction in an effort to provide jobs and get the project done without waiting for additional funding; positive forward action; divert fundraising efforts to exhibitions and Agency operations.
- b. Minuses: Future Phases may be delayed. We need to insure that we can operate this new, large facility in 2 years and not at the expense of the other agency programs.

3. Scenario Three

Move forward with the museum expansion and renovation full program IF we receive federal funding through the Federal infrastructure stimulus program. Through advice and collaboration with DFM and Clete Edmunson of the Governor's Office, we submitted the museum project for the list for potential consideration for the upcoming federal stimulus program. Representative's Simpson's staff member, John Revier is also in support of this idea, although when I talked with him he made it clear that, no one yet knows how all of this will work. John did offer to put in a good word for our project with the governor's Chief of Staff, Jason, as they all worked on discussing the details. As of yesterday, I understand we are "on the list" but I do not yet know what that means in terms of reality or priority.

- a. Pluses: We get the project done; we start within 3 months of program approval; we put people to work; we are a highly visible project right downtown; we shift our development efforts to exhibitions, endowment, and filling the gigantic hole to the Agency caused by the cutbacks.
- b. Minuses: We need to insure that we can operate this new, large facility in 2 years and not at the expense of the other agency programs. While we are on this "list" our project may not be as viable and competitive as road, bridges, and other traditional infrastructure projects.

4. Scenario Four

Use the \$5 million appropriation and implement museum renovation program to achieve stabilization of the building, enhanced (and GREAT) public exhibitions, improve the catering and store areas so that our public products and ability to sustain operations have the highest priority.

- a. Pluses: Utilize existing \$ for the museum and turn our development attention to the entire Agency needs. Work through the same planning process whether or not we achieve the NEH grant to create an exhibition product and educational strategy that is statewide and awesome. Get a phase of the museum completed within existing means and current staff capacity to operate. Plan for the museum expansion and implement after the economy turns around.
- b. Minuses: We may miss the opportunity of expanding the museum because the \$5 million approach may be enough investment by the governor and legislature. We still would have the unmet need of enough special exhibitions and programming space to drive major traveling exhibitions through the museum, thus decreasing our ability to increase attendance, store sales, etc.

Staff Recommendations: Scenario two, Scenario four, Scenario three, Scenario one

Budgetary impact

Operating Budget Decrease: Up to \$166,100

Personnel Budget Decrease: Up to \$415, 200

Secured capital funds for Museum: \$5,000,000

304 COMPENSATION: PAYROLL AND OTHER BENEFITS

Contents of Compensation: Payroll and Other Benefits:

[304.1](#) Payroll

[304.2](#) Benefits

[304.3](#) ISHS Salary Administration Policy

[304.4](#) Employee Longevity Recognition and Awards Program

304.1 PAYROLL

Contents of Payroll section:

[304.1.1](#) Payroll Forms

[304.1.2](#) Bi-Weekly Payroll and Timesheet

[304.1.3](#) Payroll Deductions

[304.1.4](#) Direct Deposit and Your Electronic Pay Stub

Related Links

State of Idaho: Human Resource Policy and Procedure Manual

- Section 1: see Compensation
- [Permanent Merit Increases](#)
- [Temporary Merit Increases](#)
- [Performance Bonuses](#)
- [Bonuses for Employee Suggestion Program](#)
- [Retention Award Pay](#)
- [Recruitment Award Pay](#)
- [State Minimum Wage](#)
- [Holiday Compensation](#)
- [Shift Differential](#)
- [Geographic Differential](#)

[State Employee, Benefits Webpage](#): Payroll, Retirement; and Savings

Payroll for ISHS Employees

The following information will help you understand payroll issues and the forms you will be required to submit to your Human Resource Officer.

304.1.1 PAYROLL FORMS

W-4 Form - This form is used for tax purposes to indicate the number of exemptions you wish to claim for state and federal withholding. You may use this form at any time to update your exemptions.

I-9 Form - This form is required as proof of your employment eligibility. The immigration Reform and Control Act of 1986 makes it unlawful to hire any person who is not a citizen of the United States OR an alien unauthorized to work in the United States.

304.1.2 BI-WEEKLY PAYROLL AND TIMESHEET

The State of Idaho is on a bi-weekly payroll system; you are paid once every two weeks. The normal payday is on Friday; however, if that day is a holiday you will be paid on Thursday. Because payroll processing takes two weeks, you will receive your first paycheck in approximately one month. Your immediate supervisor will instruct you on how to complete your timesheet and when you will receive your first paycheck. The Agency submits payroll through the Employee Information System (EIS) to the State Controller's Office. Accurate preparation and timely submission of your payroll timesheet is critical. Your signature on the payroll time sheet certifies that you are accurately reporting the actual hours you worked. You must report all time worked and any exceptions (medical appointments, sick leave, vacation time, etc.) on your payroll timesheet. Your supervisor must authorize all exceptions to regular time.

304.1.3 PAYROLL DEDUCTIONS

Related Laws and Rules

I-Time Employee Basics

The Agency's Financial Technician has details for payroll deduction options. The following deductions are withheld from your salary:

Mandatory Deductions

- Federal Withholding Tax
- Social Security (FICA) – SSDI and SSHI
- State Withholding Tax
- Retirement (if eligible)

Optional Deductions

- Medical/Dental insurance (eligibility requirements may exist)
- Various supplemental life and/or cancer insurance programs
- Group Medical/dental plan for dependents
- Employee association membership dues
- Various Credit Union savings accounts
- Long-term Health Care Insurance
- Supplemental life insurance
- Deferred compensation
- State Employee Charitable Giving Campaign

304.1.4 DIRECT DEPOSIT AND YOUR ELECTRONIC PAY STUB

You are required to sign up for direct deposit and electronic pay stubs. You will personally receive a user name, password, and instructions from the State Controller's Office. To access this information, use only Microsoft Internet Explorer and go to: <http://www.sco.idaho.gov/>.

304.2 BENEFITS

Benefits information is provided on the Agency website to offer you a broad overview of your compensation package. You will have a 'benefits appointment' with Agency's Human Resources staff during your orientation period to assist you in understanding your benefits package as well as other options available. Printed information about benefits and the necessary forms are available from your Human Resources office or from the Office of Insurance Management.

See the State Division of Human Resources website at www.dhr.idaho.gov for up-to-date Benefits information. Click on *State Employees* then click on *Benefits Overview*. See also: [The State of Idaho Benefits Program](#).

Contents of Benefits section:

Disability – [State Employee, Benefits Webpage](#): Disability Information

Employment – [State Employee, Benefits Webpage](#): Employment

Health Coverage – [State Employee, Benefits Webpage](#): Health Coverage

304.2.4 LEAVE INSURANCE – STATE EMPLOYEE, BENEFITS WEBPAGE

304.2.5 LIFE INSURANCE – STATE EMPLOYEE, BENEFITS WEBPAGE

304.2.6 RETIREMENT AND SAVINGS – STATE EMPLOYEE, BENEFITS WEBPAGE

304.3 SALARY ADMINISTRATIVE POLICY

Contents of this Administrative Policy section:

- Merit Increase
- Reclassification
- Demotions
- Intra-Departmental Transfers
- Failure to Complete Entrance, Promotional, Reinstatement, or Transfer Periods
- Promotions
- On Call Time
- Bonuses
- Reallocations

The following is the Salary Administration Policy as adopted by the Idaho State Historical Society Board of Trustees in accordance with Consolidated Statutes and Rule 073.06 of the

Idaho Personnel Commission to ensure fairness and equity for all employees within the Idaho State Historical Society.

Entrance salary for new appointees shall be the minimum rate of the pay grade allocated to the employee's class except when necessary to hire a particularly qualified individual.

Merit Increase

It shall be the specific responsibility of the supervisor and the director to effect an evaluation of each employee's work performance on an evaluation form approved by the Idaho Personnel Commission after one thousand forty (1,040) hours of credited state service from the date of initial appointment or promotion, and after each two thousand eighty (2,080) hours of credited state service thereafter by his or her immediate supervisor. The form to be used for evaluation is the Performance Evaluation Summary and Performance Rating Criteria of the Idaho Personnel Commission.

No employee shall be eligible for an advance in a salary range without a current performance evaluation having been completed by the employee's immediate supervisor and approved by the director certifying that the employee meets a minimum performance rating criteria for the assigned position. Minimum performance for salary advancement shall mean a meets performance expectations or higher rating for the assigned position as indicated in the Performance Rating Criteria.

General eligibility* for advancement in pay shall be based solely on performance in the assigned position, including factors such as productivity, reliability, effectiveness, and the ability to achieve the goals and objectives of a particular position. In accordance with Section 67-5309C Idaho Code, eligibility for such in-grade advancement shall not be construed as a vested right.

*NOTE: As allowed or directed by controlling authorities, eligibility may also include other considerations as determined for a specific fiscal year.

- A. Employees may, at the conclusion of their probationary period with a performance evaluation of at least satisfactory, and upon recommendation of their supervisor and approval by the director, be advanced in pay. An employee who is rated satisfactory or equivalent is one who usually achieves expected results; but, may occasionally exceed or occasionally fall short of achieving expected results.
- B. Employees may, upon the recommendation of their supervisor and the approval of the director, be advanced towards his or her maximum salary range in recognition of a performance rating of "exceeds performance expectations" or "significantly exceeds performance expectations." Advances in salary range, toward policy, may be achieved upon the recommendation of their supervisor and the approval of the director in recognition of a performance rating of "meets performance expectations." No advancement in salary range will be approved for a needs improvement in performance or an unacceptable in performance rating.

The director shall designate, upon agreement with the employee, whether such in-grade advancements in pay are temporary, conditional, or permanent.

- C. Temporary merit increases shall not be calculated retroactively.
- D. Before considering an employee for a merit increase, a current Performance Evaluation Summary form must be completed. The director shall determine in consultation with the employee's administrator, if such advancement is fiscally feasible and in the best overall

interest of the agency in continuing to achieve increased productivity, reliability, and effectiveness.

Reclassification

When an employee's position is reclassified upward, the employee shall be paid at a salary level in which the higher grade provides a salary equal to their current hourly rates or at least the minimum of the new grade, whichever is greater.

When an employee's position is reclassified downward, the employee's salary shall be reduced to the corresponding comparative ratio level in the lower pay grade with which it coincides within the higher pay grade, but in no case higher than the maximum of the lower pay grade.

Demotions

When an employee is demoted for non-disciplinary or reduction-in-force reasons, the employee's salary shall be reduced to the corresponding comp a-ratio level in the lower pay grade with which it coincides with the higher pay grade, but in no case higher than the policy level rate.

When an employee is demoted for disciplinary reasons per Idaho Personnel Commission Rule 010.19, the employee's salary shall be reduced to a level within the lower pay grade commensurate with the scope and severity of the cause for disciplinary demotion.

Intra-Departmental Transfers

Lateral intra-departmental transfers within the Idaho State Historical Society will not affect the salary of the employee involved unless a lower rate is negotiated between the employee and the director.

Failure to Complete Entrance, Promotional, Reinstatement or Transfer Probationary Periods
In accordance with IPC 152.02, an employee who fails to serve satisfactorily during the entrance probation shall first be given the opportunity in writing to resign without prejudice; an employee who fails to resign shall be terminated without cause assigned and without the right to file a grievance or an appeal.

When an employee fails to satisfactorily complete a promotional probationary period and is returned to a class in which the employee holds permanent status, the employee's salary shall be reduced to the grade and comparable ratio that was held immediately prior to the promotion.

When an employee fails to satisfactorily complete a reinstatement or transfer probationary period, the employee's salary treatment shall be handled on an individual basis in accordance with applicable provisions of this policy.

Promotions

When an employee is promoted, the employee shall be paid at a salary rate in the higher grade that is equal to their current hourly rates or at least the minimum of the new salary grade, whichever is greater.

On Call Time

If an employee is called to or required to be in the office during off hours, he/she shall be awarded compensatory time. Compensatory time shall be taken as leave. The ISHS does not currently have designated On Call employees.

Bonuses

In accordance with Idaho Code 67-5309C(c) (iii), the agency director may grant a classified employee holding permanent status a lump sum bonus not to exceed one thousand dollars (\$1,000) in any given fiscal year based upon an affirmative certification of meritorious service as outlined in this section. The director shall consult with the employee's supervisor and/or administrator regarding service deeming the award and the employee's current performance evaluation summary rating as justification for the increase. Exceptions to the \$1,000 limit provided in this section may be granted, if approved, in advance by the state board of examiners.

Reallocations

Reallocations shall be handled in accordance With Idaho Personnel Commission Rules 072.06 and 072.07. Adopted January 28, 1998

304.4 EMPLOYEE LONGEVITY AND RECOGNITION AWARDS PROGRAM

Purpose

Idaho State Historical Society wants to express its appreciation to its valued employees. Recognizing and supporting the contributions of our employees is critical to fulfilling the Historical Society's mission.

Policy

ISHS will recognize continued dedicated service through a program of service awards and certificates. The program provides:

- A management tool to recognize employee dedication and a means to reinforce knowledge and retain employee commitment during the first years with the State and at critical milestones.
- Award choices that reflect the employees taste, needs and lifestyles.
- The ISHS service award program recognizes employees' total State credited service hours in increments of five years.
 - For each five year increment, the program includes a certificate of service award and a gift card.
 - The value of the award increases in proportion to tenure and follows the price structure set by the State of Idaho.

Eligible Employees

Full or Part-time (20 hours +) permanent employees.

Agency Procedure Implementation

The program will be administrated by Human Resources. This includes:

- Identify the eligible employees for each award.
- Determining the time and methods of presentation of awards.
- Purchasing the certificate of service award and the gift card for eligible recipients

Funds

All purchasing of awards is dependent upon availability of outside funding sources.

Price Guidelines

Below is the price guidelines set by the State of Idaho in the employee service awards policy that the ISHS has adopted:

- 5 Years: \$20
- 10 Years: \$35
- 15 Years: \$50
- 20Years: \$50
- 25 Years \$75
- 30 Years: \$100

305 WORK SCHEDULES AND APPROVED LEAVES

Contents of Work Schedules and Approved Leaves section:

- [305.1](#) Hours of Work and Overtime
- [305.2](#) Flextime and Flexplace (Telecommuting)
- [305.3](#) Outside Employment and Extra Compensation
- [305.4](#) Leave of Absence without Pay
- [305.5](#) Administrative Leave
- [305.6](#) National Guard or Reserve Duty
- [305.7](#) Court/ Jury Duty
- [305.8](#) Funeral Leave
- [305.9](#) Voluntary Leave Donations
- [305.10](#) Family and Medical Leave Act (FMLA)
- [305.11](#) Maternity / Paternity and Adoption / Foster Care Policy
- [305.12](#) Overnight/ Out of Town/ Out-of-State Travel Time

Related Links: State of Idaho: [Human Resource Policy and Procedure Manual](#)

- Section 2 - Vacation Leave
 - [Idaho Code §§ 67-5334, 59-1603 and 59-1606.](#)
 - [General Information](#)
 - [Eligibility](#)
 - [Accrual Use of Vacation Leave](#)
 - [Effect of Transfers on Accrued Vacation](#)
 - [Effect of Separation on Accrued Vacation](#)
- Section 3 - Sick Leave and Health Care Appointments
 - [Idaho Code § 67-5333, 59-1603, 59-1605, and IDHR Rule 240.](#)
 - [General Information](#)
 - [Eligibility](#)
 - [Accrual](#)
 - [Use of Sick Leave](#)
 - [Inability to Return from Medical Leave](#)

- [Effect on Transfers on Accrued Sick Leave](#)
- [Effect of Separation on Accrued Sick Leave](#)
- [Health Care Appointments](#)
- Section 4 - Family and Medical Leave Act (FMLA) Leave
 - [General Information](#)
 - [Employee Eligibility](#)
 - [Allowable Purposes for FMLA Leave](#)
 - [Definition of “Serious Health Condition” Use of Paid Leave](#)
 - [Types of FMLA Leave](#)
 - [Calculating the 12 Week \(480 Hour\) Eligibility](#)
 - [FMLA and Worker’s Compensation](#)
 - [FMLA Procedures](#)
 - [Benefits and Employee Rights](#)
- Section 5 - Special Leaves
 - [General Information](#)
 - [Leave of Absence without Pay \(LWOP\)](#)
 - [Military Leave – \(Federal Active Duty\)](#)
 - [Military Leave – \(State Active Duty\)](#)
 - [Organ and Bone Marrow Donation Leave](#)
 - [Administrative Leave with Pay](#)
 - [Court and Jury Services](#)
 - [Miscellaneous Leave](#)
 - [Election Leave](#)
 - [Religious Leave](#)
 - [Red Cross Disaster Services Leave](#)
- Section 6 - Leave Donations
 - [Idaho Code § 67-5334\(g\)\]](#)
 - [General Information](#)
 - [Receiving Donated Leave](#)
 - [Donating Leave](#)
 - [Donations Involving Non-Department Employees](#)
 - [Conversion Details](#)
 - [Fiscal Obligation](#)
 - [Confidentiality](#)

See also: <http://www.adm.idaho.gov/insurance/insurance.html> and <http://idaweb.state.id.us/ishs/benefits.html>

305.1 OVERTIME AND HOURS OF WORK

Internal Policy Memorandum 2007- 11 (Reference is also in [ISHS Appendix](#))

COMMUNICATIONS POLICY

Employee Communication

It is the policy of the Idaho State Historical Society that FLSA covered employees will receive compensatory time for overtime worked, and not paid in cash except as otherwise provided in this policy. It is the responsibility of supervisors to consult with and communicate this policy to covered employees as a part of each employee's job offer. All FLSA-covered employees should have a written acknowledgment of this policy on file.

Reporting Concerns

The Agency follows the FLSA and all applicable federal and state laws and rules regarding employee compensation. Any employee who believes that a problem exists in regard to hours of work, whether a position is covered or exempt, or any issue related to hours of work and overtime compensation is encouraged to report the issue to their supervisor, manager or Executive Director as soon as possible. The Agency will take prompt action to correct problems identified and communicate the action to the employee. No employee will be subject to retaliation for reporting a wage and hour concern.

GENERAL REQUIREMENTS

Overtime Defined

Overtime is that time worked that exceeds 40 hours in the state's legally defined work week (beginning 12:01 A.M. Sunday through 12:00 midnight Saturday) and hours worked on a holiday. Overtime work will earn credited state service at the rate of one hour for each hour that the employee actually works.

Time Worked for More than One State Department

The state is considered a single employer for determining the number of hours worked. If an employee works for more than one state department, the employee's combined service will be subject to applicable laws and DHR rules governing overtime.

TRAVEL TIME

Travel time between home and the employee's official workstation is a normal incident of employment and not considered hours worked.

- Employees required to work away from their assigned reporting location shall have such travel time considered as hours worked.
- If an employee is directed as part of his/her job to travel on non-working hours, the employee is eligible for travel time *en route*. Employees covered by FLSA who travel as part of their job or to training or conferences must receive time and a half for overtime incurred due to such travel.
- Time spent traveling by mode of transportation other than commercial airline shall earn compensable time equivalent to time spent in transit via commercial airline if the time is

outside normal duty hours. Exceptions to this policy can be made if the Executive Director of the Agency determines that modes of travel other than commercial airlines are more practical.

- Travel time outside of an FLSA exempt-employee's normal work schedule to attend conferences, seminars, association meetings, etc., when the employee requests the travel, shall be credited as work time if required by law or approved by the Executive Director.
- Work assignments that require an employee to stay out over a weekend or overnight(s) will qualify for expenses but no time will be compensated beyond travel and actual hours worked.
- State travel policies are governed by the State Board of Examiners; see their policy #442-50 for more information (www.sco.idaho.gov).

WORKWEEK

The workweek for employees of the Agency is 12:01 AM Sunday through 12:00 Midnight Saturday. To avoid overtime accrual, the supervisor may alter the employee's work schedule, within a normal work week, to the extent that the employee may take an equal amount of time off within the same work week (i.e., employee can take four hours off Friday because he/she worked four extra hours on Tuesday of the same workweek). However, an employee's work schedule shall not be adjusted to reduce or avoid compensation of holiday, sick or military leave taken.

305.2 FLEXTIME AND FLEXPLACE (TELECOMMUTING)

Flextime and flexplace (telecommuting) are options subject to the discretion of the ISHS Executive Director.

305.3 OUTSIDE EMPLOYMENT AND EXTRA COMPENSATION

Outside employment is restricted and approval shall be granted only if such activity will not adversely affect the performance of the employee's official duties, nor create an appearance of impropriety.

State employees may occupy offices or positions in non-profit organizations outside state government service to the extent that it does not interfere with the performance of their official duties in an efficient, mentally and physically alert manner.

Except as otherwise prohibited by law, all state employees including those identified above, may own stock in a public or private corporation, be a trustee to a trust, be a personal representative to an estate, serve as a part-time member of the military reserves or the National Guard and serve upon a jury. If you wish to be employed by more than one state agency (dual employment), you must obtain prior approval from all affected appointing authorities.

305.4 LEAVE OF ABSENCE WITHOUT PAY

You may be granted leave without pay at the discretion of the Executive Director. Your request for such leave must be written and show a reasonable justification for approval of the request. You may be required to use your accrued vacation before beginning a leave of absence. You do not accrue vacation or sick leave during the time you are on leave without pay. Leave without pay also affects the accrual of your service credit under the retirement system.

305.5 ADMINISTRATIVE LEAVE

An employee may only be granted administrative leave with pay by the Executive Director. Administrative leave will only be granted when the Agency and the State of Idaho will benefit as a result. Employees on administrative leave with pay receive credit for annual and sick leave.

305.6 NATIONAL GUARD OR RESERVE DUTY

If you are a member of the National Guard or Reserves and are directed by proper authority to participate in ordered and authorized field training under the National Defense Act, you will receive military leave with pay for a maximum period of fifteen working days annually. Such leave will not affect your vacation, sick leave or compensatory time off.

305.7 COURT OR JURY DUTY

If you are summoned to serve on a jury you will not be considered absent from work. You are entitled to keep fees and mileage reimbursement paid by the court.

If you are directed to appear as a witness as an employee of the State of Idaho in connection with your official state duty, you are considered not absent from duty. Your necessary travel expenses are paid for by the department in accordance with standard state travel regulations. You are not entitled to receive compensation from the court.

If you are summoned to appear in court as a witness in a capacity other than in connection with your state duties, you may be granted a leave of absence without pay or request to use annual leave for the time required. Expenses for transportation, lodging and meals are the responsibility of either you or the court.

305.8 FUNERAL LEAVE

If your spouse, child, parent, brother, sister or other close relative dies, funeral leave may be granted and charged to your sick leave. Attendance during working time at other funerals must be charged to your annual leave.

305.9 VOLUNTARY LEAVE DONATIONS

Related Links

[Donating Leave Reference in ISHS Appendix \(PDF\)](#)

Internal Policy Memorandum 2007- 16

In accordance with Idaho Code, [Section 67-5335\(7\)](#), state employees may donate accrued vacation leave to an eligible state employee for use as paid sick leave.

Donation

An Agency employee who wishes to donate vacation leave:

- Must donate a minimum of four (4) hours,
- Must maintain an accrued vacation leave balance of at least eighty (80) hours, and
- May donate a maximum of eighty (80) hours accrued vacation leave per fiscal year.

Receipt

To receive and use donated leave, an employee must:

- Be eligible to accrue sick and vacation leave;
- Have exhausted all of their accrued compensatory time, earned administrative leave, and sick and vacation leave; and
- Be suffering from or have a family member suffering from a serious illness or injury necessitating the employee's absence from work for five (5) or more consecutive work days.
- Family member is defined as a spouse, child, parent, grandparent, brother, sister or same relationship by marriage or other person approved by the Executive Director.

The receiving employee may receive a maximum of 160 hours of donated leave per fiscal year.

Approvals

Requests to receive or to donate leave must be submitted to the Executive Director.

- Donations to or from an employee of another agency will require the written approval of the Executive Director and Executive Director of the donating or receiving department. Use form EIS 180 to request or donate leave.
- For purposes of this policy, "serious illness or injury" is defined as an illness, injury, disability, or quarantine which prevents the employee from working for five (5) or more consecutive working days, and which results in a loss of income because of the unavailability of paid leave. At the Executive Director's discretion, a doctor's statement of justifiable cause for the employee's absence may be required.
- Donated Vacation Leave will convert to Sick Leave, and will assume the hourly leave value of the receiving employee. Any leave unused by the receiving employee during the initiating crisis will remain in their accrued sick leave balance for future use.

305.10 FAMILY AND MEDICAL LEAVE ACT

Related Links

[ISHS Appendix](#): FMLA (several pages) and multiple FLMA Forms linked from [ISHS Forms](#)
Internal Policy Memorandum 2007-6

The purpose of the Family and Medical Leave Act (FMLA) is to assist employees in balancing work life and family matters by providing leave for special health or family related needs. Employees who qualify are entitled to take up to 12 weeks of unpaid, job protected leave each year. Use of FMLA leave may be concurrent with eligible paid leave if desired by the employee.

Eligibility for FMLA Leave

An employee may take FMLA leave if he or she meets both of the following criteria:

- Employment with the State of Idaho has been in effect for **at least twelve months**.
 - The twelve months do not have to be continuous employment.
 - Employees who were on the payroll for any part of a week (even just one day); will be credited with a full week toward their total.
 - This includes part-time or temporary workers; and
- Employee has worked **at least 1,250 hours** during the immediately preceding twelve-month period (source CFR 29.825.110).

This 1250 hours means “actual time” spent working. It does not include paid vacation or sick time, or periods of unpaid leave during which other benefits (i.e. a group health plan or workers comp) continued to be provided by their employer.

Use of Paid Leave

An employee may elect to use whatever vacation, sick or other paid leave they are entitled to concurrent with their FMLA leave. If an employee elects to use compensatory times during their FMLA leave, such time cannot be counted against their 12 week FMLA entitlement.

Manner of Calculating the Year for 12 Week Entitlement

The State of Idaho, for the purposes of calculating the “12-month period”, uses a rolling 12 month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the amount of leave the employee has taken under this policy in the past 12 months will be computed and subtracted from the available 12 weeks of leave. The balance remaining is the amount the employee is entitled to take at that time.

Purposes for FMLA Leave

The FMLA provides leave to employees for the following reasons:

1. Birth of a child.
 - a. FMLA leave to care for or assist in the care of a newborn is available to all employees (female and male) as long as they are the parents or legal guardians of the child. (Source CFR 29.825.114(a)(2)(ii))
 - b. An expectant mother may take FMLA leave if her pregnancy makes her unable to work before the birth of the baby.
 - c. Under the FMLA, pregnancy and pre-natal care involve continuing treatment by a health care provider, and therefore qualify as a serious health condition. (Source CFR 29.825.114(A)(2)(ii))
2. Adoption of a child or placement of a child in foster care.

FMLA leave may be taken for events incident to the adoption process such as pre-placement counseling sessions, court appearances, attorney consultations, and care for adopted child. This is not a conclusive list. (Source CFR 29.825.112(a)(2))
3. FMLA leave may be taken in conjunction with the placement of a child in foster care. (Source CFR 29.825.112(a)(2))
4. Limitations: An employee’s right to take leave for birth and care of a newborn, or for placement of a child for adoption or foster care must conclude within 12 months of the birth or placement. (Source CFR 29.825.201)
5. To care for employee’s spouse, children (under 18*) or parents who have a serious health condition. (This does not include siblings or in-laws.)
 - a. If employees request FMLA leave to care for family members, the employer may require a doctor’s letter stating the need for support or care for the family member’s illness, as well as its expected duration. (Source CFR 29.825.305(a))
 - b. The child must be under 18 unless he or she is incapable of self-care due to mental or physical disability.
6. Employee’s own serious health condition.

FMLA leave is available for the employee’s own serious health condition. (source CFR 29.825.115)

Definition of “Serious Health Condition”

A “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. **Hospital Care**
Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity¹ or subsequent treatment in connection with or consequent to such inpatient care.
2. **Absence Plus Treatment**
A period of incapacity that also involves treatment² by a health care provider on at least one occasion which results in a regimen of continuing treatment³ under the supervision of the health care provider.
3. **Pregnancy**
Any period of incapacity due to pregnancy, or for prenatal care.
4. **Chronic Conditions Requiring Treatments**
A chronic condition which:
 - a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 - b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
5. **Permanent/Long-term Conditions Requiring Supervision**
A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.
6. **Multiple Treatments (Non-Chronic Conditions)**
Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity if not treated, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), and kidney disease (dialysis).

¹ “Incapacity,” for purposes of FLMA, is defined to mean inability to perform one or more of the functions of one’s job, attend school or perform other regular daily activities due to the serious health condition, treatment therefore or recovery there from.

² Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

³ A regimen of continuing treatment includes, for example, a source of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

FMLA procedures

1. Where the employee knows in advance of the need to take FMLA leave.
 - a. An employee who knows in advance that they will take FMLA leave must give 30 days notice prior to taking such leave. (source CFR 29.825.302(a)) Such notice should include the anticipated start date of such leave, and the expected duration.
 - b. In situations where advance notice is not possible, the employee shall notify the employer as soon as feasible.
 - c. As soon as feasible ordinarily would mean employees giving at least verbal notice one to two days after the employee knows of their need for FMLA leave. (Source CFR 29.825.302(b))
2. Whenever an employee requests or needs FMLA leave, the employee shall complete and submit to his or her supervisor, the "FMLA Leave Request" form included in the Appendix to these policies.
 - a. If the employee is not able to fill out this form, it may be filled out by others, including the supervisor, acting on the employee's behalf. (Source CFR 29.825.302(b))
3. When it is impossible to provide advance notice.
 - a. If the employee is unable to provide notice because of unforeseen circumstances, an employee's friend or family member acting on the employee's behalf, can notify the employer of the employee's need to take FMLA leave.
 - b. Such notice can be given by a phone call, fax or by E-mail. (Source CFR 29.825.303(b)) However, as soon as such notice is given, the employee's supervisor shall immediately complete the leave request form included in the Appendix to these policies.

FMLA Notice Letter

1. When an employee requests FMLA leave, the employer will provide a preliminary eligibility response (either verbal or written) within two (2) business days.
 - a. In all cases where the employee or his or her representative requests FMLA leave the supervisor, or other designated individuals shall send or deliver to the employee within fifteen (15) days, the form letter entitled "Response to FMLA Request" included in Appendix to these Policies.
 - b. Supervisors, Human Resource staff, or other designated individuals are encouraged to inform employees about the availability of FMLA leave whenever a situation arises that would indicate that the employee may be eligible for, and might benefit from FMLA leave.
 - c. Such notice may be verbal, but is normally given by providing the "FMLA Leave Request" that is supplied in the Appendix.
2. An employee may be required to provide a "Fitness for Duty" certification from their medical practitioner, if due to the nature of the health condition and the job:
 - a. Light duty work or other accommodation is requested; or
 - b. The agency, having a reasonable basis in fact to do so, requires assurance that returning to work would not create a significant risk of substantial harm to the employee or others.

- c. The employee must be notified of the requirement of a “Fitness for Duty” certification in the memo of understanding when the employee is notified that their request for FMLA leave is approved. (source CFR 29.825.310)
3. Certification Requirement (Proof of Medical Necessity).
- a. When an employee requests FMLA leave for their own medical condition or to care for family members, the employer may require the employee to furnish a doctor’s statement certifying the medical information necessary to determine the employee’s eligibility for FMLA leave at the time such leave is requested.
 - i. The employee must return the completed medical documentation within 15 days from the date he or she makes the request for leave, unless a request for extension is received and approved.
 - ii. If an employee fails to provide medical documentation FMLA leave may be denied.
 - b. If the requested FMLA leave was unforeseen, the employer should request certification within 2 business days after the leave commences or is designated FMLA leave. (Source CFR 29.825.305(c)) The employee should then provide the certification within 15 days of the receipt of the request. (See Medical Documentation Form in appendix.)
 - c. To determine the extent of an employee’s serious health condition, if the first medical certification appears to lack validity, the employer has the right to request a second opinion.
 - i. If the second opinion is different than the first opinion, the employer can request a third medical opinion.
 - ii. The third opinion will be binding.
 - iii. If second and third opinions are necessary, they will be paid for by the employer. (source CFR 29.825.307)
4. Procedures for Coding FMLA leave.
- a. Employees should not code FMLA leave to their timesheet until the employer has verified the employee’s eligibility for such leave.
 - b. Such verification can be either orally or in writing. (Source CFR 29.825.112)
 - c. Sick leave taken during family leave is coded as “FMS,” vacation leave taken during family leave is coded as “FMV.”
 - d. If the employee runs out of sick and vacation leave, the remainder of the 12 week period is coded as “FML” which is family leave without pay. (Source CFR 29.825.207)
 - e. Employees on FMLA leave who are concurrently using available sick or vacation time, will accrue sick and vacation hours at the same rate as if they were not on FMLA. However, once an employee goes on FMLA without pay (coded “FML”); they no longer accrue leave credits. (Source CFR 29.825.207)

Employee’s FMLA Rights

While on FMLA leave, the employee’s health and dental benefits will remain unchanged. Thus, the employee will still be responsible for his or her share of the monthly health and dental premiums. As long as the employee is using sick or vacation leave balances, to receive a full paycheck while on FMLA leave, the employee’s portion of health and dental insurance premiums will be deducted from the paychecks as usual. However, if the employee is not

receiving a sufficient paycheck, he or she must arrange to pay the employee's portion of health and dental insurance premiums.

If the employee does not return to work after FMLA leave for reasons beyond his or her medical condition, the employer can require the employee to reimburse the State's share of the premiums paid during his or her absence. (Source CFR 28.825.210, 29.825.213)

- An employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave.
- Use of FMLA leave cannot be counted against the employee for any disciplinary action regarding attendance.
- Upon return from FMLA leave employees are entitled to be restored to the position they held prior to their FMLA leave, or to be restored to a substantially equivalent position with substantially equivalent benefits, pay, or other terms and conditions of employment. (source CFR 29.825.214)

Workers' Compensation

If an employee on workers compensation leave is approved for modified or light duty work but remains qualified for FMLA leave, he or she may still choose not to work and to instead use FMLA leave. However, refusal of the modified or light duty work may lead to loss of workers' compensation benefits.

Intermittent Leave

Examples of allowable intermittent FMLA leave include, but are not limited to, transporting a family member to a medical care facility, filling in for primary caregivers, making arrangements for changes in care, periodic medical treatments, or episodic chronic illnesses. (Source CFR 29.825.205). Employees on intermittent leave may be temporarily transferred to another similar position, if the transfer helps to accommodate the employee's intermittent leave, until the need for intermittent leave no longer exists.

Intermittent FMLA leave is available for the birth or adoption of a child, but only with employer approval. Employees requesting intermittent leave or reduced hours should schedule their leave so as to disrupt the employer's operations as little as possible. Employees taking intermittent leave should, when possible, submit a schedule disclosing their planned leave. Only the amount of leave actually taken may be counted toward the 12 weeks to which employees are entitled (480 hours for a full time 40 hours a week employee).

Areas Not Covered in Policy

This policy is not intended to be all-inclusive. The exceptions and unique situations regarding FMLA benefits are too numerous and complex to address in this policy alone. Consultation with the Agency's Human Resources Manager or legal counsel is strongly advised for situations that involve:

- Key employees – salaried employees among the highest paid top 10% of all employees;
- Certain educational employees – special requirements and calculations;
- Reinstatement issues;
- The need for recertification from a qualified health care provider for a FMLA qualified absence;
- Any concurrent ADA or Workers' Compensation situations;

- Caring for child who is 18 or older;
- Discipline of employees where FMLA leave circumstances may be an issue;
- An employee's request for light duty or intermittent leave; or
- Any other unusual FMLA leave situations.

305.11 MATERNITY/PATERNITY, ADOPTION/FOSTER CARE LEAVE

Internal Policy Memorandum 2007- 10

Maternity and Paternity Leave – Leave following the birth of a child

Employees may be granted maternity or paternity leave following the birth of their child. FMLA leave, leave without pay, earned administrative leave, or other accrued paid leave may be used during this period provided all other provisions for the taking of that leave have been met. Employees requesting use of FMLA leave for maternity or paternity leave shall be given written notification of FMLA eligibility status, benefits and requirements. If the employee elects to use FMLA leave refer to FMLA LEAVE POLICY.

Sick leave requests

Temporary disabilities during pregnancy will be considered in accordance with Agency sick leave policy and applicable federal and state laws and rules.

- The first six (6) weeks immediately following the birth of a child shall be considered to be a period of temporary disability for the mother for purposes of this policy and will be considered in accordance with Agency sick leave policy and applicable federal and state laws and rules.
- Use of paid sick leave beyond six (6) weeks following the birth of the child will require a written statement from the physician attesting to the need for extended sick leave because of the health condition of the employee, spouse, or child.

If the employee is using FMLA leave - for either of the situations described in 1) or 2) above - the time counts against the twelve (12) week FMLA annual leave allotment.

Adoption/Foster Care Placement Leave

An Agency employee whose personal attendance is desired to care for a child newly placed with the employee for adoption or foster care shall be entitled to up to twelve weeks leave following the placement of the child. FMLA leave and/or accrued paid leave may be used in accordance with FMLA LEAVE POLICY during that period provided all other provisions for the taking of that leave have been met. Employees who are ineligible for FMLA leave may request a period of bonding leave subject to Executive Director's approval and the limitations contained in section the above section.

Limitations

If the employee elects to use FMLA or other leave has been granted under the Maternity/Paternity and Adoption/Foster Care Leave Policy, the leave must be taken within twelve (12) months from the birth, adoption, or foster care placement of the child and the leave shall be taken in a block of time unless prior approval for intermittent leave has been granted. Intermittent leave may be granted by the Executive Director upon request by the employee when it is determined that such intermittent leave more effectively meets the needs of the Agency.

305.12 OVERNIGHT/ OUT OF TOWN/ OUT-OF-STATE TRAVEL TIME

Compensatory Time for Travel

Article XVIII – Compensatory Time for Travel

Compensatory time for travel will be granted in accordance with Fair Labor Standards Act Regulations 29 C.F.R. Section [785.38](#), [785.39](#), [785.40](#), [785.41](#), to all employees except those listed as "non-covered" under the FLSA, including elected officials, personal staff members selected or appointed by elected public officials, policy-making appointees of elected officials, legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners, and "trainees".

306 TRAINING AND ASSISTANCE

Contents of Training and Assistance section:

[306.1](#) Staff Development and Continuing Education

[306.2](#) Employee Assistance Program

Related Links

[Employee Assistance Program \(EAP\)](#)

[IDHR website](#) Benefits information (*/State Employees*, then */Benefits Overview*).

306.1 STAFF DEVELOPMENT AND CONTINUING EDUCATION

The Agency recognizes that qualified personnel are essential to fulfilling our mission statement, and strongly supports participation in staff development and continuing education. The Agency will provide training necessary to perform the primary functions of your job. Depending on the needs of the organization, an employee's current job, plans for career development, and an employee's own preferences, additional training may be offered.

Employees need to take a proactive approach to continuing their individual development. Time and budget permitting, the Agency encourages all staff to develop and improve work-related skills. In some instances, an employee may be expected to teach what they have learned to other Agency staff. This is especially pertinent in sharing information gained from training opportunities that involved travel where it was only affordable to send a single attendant. In those cases, the person receiving the training shall be considered a temporary trainer for dispensing the information to peers and associates who would have also benefited from attending the training had budgets allowed.

Technical training is offered and attended on a case-by-case scenario with distribution of training dollars at the discretion of department directors. Time at training is counted as regular time worked.

Financial reimbursement for tuition or fees, and/or administrative leave for a staff member participating in such an activity, may be granted by the Executive Director.

Scheduled training for all staff is broken into these areas:

- New Employees will attend an orientation session within their first week of hire;
- Agency-wide there are annual trainings for P-Cards, Updates on the Policy Manual, and Travel Express
- Agency-wide there are quarterly training sessions with topics to be determined.

306.2 EMPLOYEE ASSISTANCE PROGRAM

Internal Policy Memorandum Policy 2007-25

Employee Assistance Program (EAP)

The EAP can provide individual counseling to employees on a crisis response basis or on a longer-term basis if necessary. Benefits information is provided on the Agency website to offer

you a broad overview of your compensation package. You will have a 'benefits appointment' with Agency's Human Resources staff during your orientation period to assist you in understanding your benefits package as well as other options available. Printed information about benefits and the necessary forms are available from your Human Resource Office or from the Office of Insurance Management.

ISHS believes that resolving personal and family problems can lead to a more healthy life as well as productive working career for employees. The Employee Assistance Program can help to resolve those problems.

The Employee Assistance Program is designed to help employees deal with a broad range of personal problems including, but not limited to, alcohol and drug dependency, marital stress, financial problems, job stress, difficulties with children, child peer and social pressures, legal matters, mental, emotional or health problems, and elderly parental problems.

Coverage

EAP is available at no or minimal charge to all Agency employees who are eligible for state benefits (i.e., permanent part-time employees working at least 20 hours per week). EAP is also available to eligible employees' dependents that are residing in the employee's home.

Use of Sick Time accrued for EAP visits is limited to the number of free program visits as provided in the state's Behavioral Health Program.

The EAP program is available to retired employees and those who have been laid off up to one year following retirement or layoff.

Confidentiality

Employees are provided the utmost confidentiality when utilizing the Employee Assistance Program. The EAP provider offices are all located away from the employee work sites, and EAP records are not maintained with employee personnel files. Instead, EAP records concerning employees are kept at the EAP provider sites and Department management is strictly prohibited from accessing EAP records for any reason (without a release from the employee).

Employment

No aspect of an employee's employment with the Agency will be negatively impacted or jeopardized (job security, promotion, pay, transfer, leave of absence, etc.) by a request for help through the Employee Assistance Program.

Responsibility

The decision to seek help through the Employee Assistance Program is primarily the responsibility of the employee. In rare cases where personal problems are suspected, a supervisor may suggest that an employee use EAP. However, an employee may choose to accept (or not accept) the supervisor's suggestion to use the EAP without fear of retribution for not accessing the program.

400 COLLECTIONS AND ARCHIVES

Contents of Collections and Archives:

- [401](#) Archeological Survey of Idaho Collections Policy
- [402](#) Collection Policy
- [403](#) Records Management

401 ARCHAEOLOGICAL SURVEY OF IDAHO COLLECTIONS POLICY

The Archaeological Survey of Idaho, as a program administered by the Idaho State Historical Society, conforms to collection policies of the Society. Additional policies include the following.

401.1 ARCHAEOLOGICAL SITE AND SURVEY RECORDS

Access and photocopying of site and survey records is restricted to purposes of evaluation of government agency actions affecting sites, protection of sites, and scholarly research. Site and survey records are not loaned.

401.2 ARTIFACTS AND ASSOCIATED DOCUMENTS

Accessions

Only complete collections which have been organized and prepared in accordance with the Curatorial Guidelines of the Archaeological Survey of Idaho will be added to the collections. Private donations are the only exceptions to this requirement. A complete collection includes all material remains and associated records derived from any study that produced them.

In compliance with state and federal laws and regulations relating to human skeletal remains, the Survey will not collect or retain Native American human remains except for identification, attribution, or legal custody. Such remains will not be accessioned, but will be held in the public trust and repatriated to the culturally affiliated Native American community as soon as practical. Native American human remains may be held on a long-term basis by request of the culturally affiliated Native American community.

Deaccessions

All deaccessioned artifacts will be placed either in the Society's Educational Collections or, through gift, exchange or sale, with another tax-exempt public institution where they may continue to serve an educational purpose. Archaeological artifacts will not be traded to private collectors nor will they be offered for sale at a public auction or in the public market place.

Loans

Requests for loans must be made in writing to the Survey curator. This request must specify the purpose of the loan and the time period needed to complete the loan objectives. If analytical procedures are to be performed on collection artifacts, these procedures, including any potentially destructive, must be explained. The qualification of those persons or research entities performing analysis may be requested.

The loan of federally-owned collections will be granted only with the approval and under the conditions of the appropriate federal agency.

In accordance with federal laws and regulations, religious artifacts may be loaned to tribal, ethnic, social, or religious groups that can demonstrate aboriginal or historic ties to the lands from which the items were recovered and traditional use of such artifacts in religious rituals or spiritual activities.

Documents associated with artifacts are not loaned.

Access

Permission to reproduce federally-owned artifacts or associated documents will be granted only with the approval and under the conditions of the appropriate federal agency.

General Management

The management of all archaeological collections will be carried out in accordance with the Curation of Federally Owned and Administered Archaeological Collections, Final Rule 1990 (36 CFR 79), the Native American Graves Protection and Repatriation Act (25 U.S. Code 3001-3013) and its implementing regulations (43 CFR 10), Idaho Code, Title 27, Chapter 5: The Protection of Graves, and Idaho Code, Title 9, Chapter 3, Section 9-340, regarding public records exempt from disclosure.

402 COLLECTION POLICY

Internal Policy Memorandum 2007- 26, approved May-2006

Mission Statement

To educate through the identification, preservation, and interpretation of Idaho's Cultural Heritage.

402.1 AGENCY GROUPS WITH OVERSIGHT OVER COLLECTIONS

Each group oversees a specific category of permanent Society collections and a related category of temporary/educational materials, which are items of an expendable nature. This policy pertains to and will be followed and compiled by all employees of the Idaho State Historical Society.

State Historical Museum

Oversees the collection of and maintains the following:

- Historical artifacts (including structures) and the associated;
- Documentation for all Idaho State Historical Society collections.

Idaho State Archives

Oversees both unique materials such as government records, manuscripts, and oral history interviews, moving images, photographs and published materials such as books, periodicals, and maps in any and all formats

The Office of the State Archaeologist

Oversees collection of and maintains the following:

- Society-owned archaeological artifacts and associated documents;
- All archaeological artifacts and associated documents under federal memoranda of agreement.

See Appendix B for additional policies pertaining to the Archeological Survey of Idaho - Western Repository.

State Historic Preservation Office

Oversees the collection of and maintains the following:

- Historical, archaeological, architectural, and ethnographic site; and
- Survey records.

Definition of Terms

- Accession - the formal process used to accept and record an item as collection material.
- Archivist – person whose primary responsibility is to acquire and care for archival materials. (For the purposes of this document, also includes reference center staff.)
- Collection materials - any materials or information that have been, or will be, accessioned into the collection.

- Curator - person whose primary responsibility is to care for collection materials.
- Deaccession - the formal process used to remove permanently any material from the collection.
- Education materials – type of collection made up of objects that are expendable yet useful for study, instruction or exhibit.
- Loans - temporary transfers of collection materials from the Society or to the Society for stated Society purposes. The transfers do not involve a change of ownership.
- Registrar - individual obligated to maintain legal documentation and records pertaining to collections for which the Society is responsible.

402.2 ACQUISITION OF COLLECTIONS

The Society selectively collects materials and information consistent with the goals and purposes of the Society and maintains these in perpetuity. Collections grow through gifts, bequests, exchanges, or purchases, or through any other transactions by which title passes to the Society. Criteria for acquisition of items are discussed in the Appendix. Materials will be accepted or otherwise acquired for Society collections, when the following conditions are met:

1. The materials are relevant to and consistent with the purposes and activities of the Society and meet the criteria of Appendix A. This will be determined by the designated group.
2. The Society can provide for the storage, protection, and preservation of materials under the conditions that insure their availability for Society purposes and in keeping with professionally accepted standards.
3. It is intended that materials shall have permanency in the collections as long as they retain their physical integrity, their identity, their authenticity, and as long as they remain useful for the purposes of the Society.
4. Ownership of material is established and documented.
5. Materials offered to the Society which are not considered appropriate to the collections may be accepted but not accessioned if there is a clear understanding and a signed agreement between the donor or his/her heirs and the Society that they will be utilized for the benefit of the Society in a manner that is consistent with the general deaccession policy. Complete and accurate records of all such transactions will be maintained.
6. Title to all materials acquired by gift, purchase, or trade for the collections will be obtained free and clear, without restrictions as to use or future disposition whenever possible. If materials have been or are accepted with restrictions or limitations, the conditions must be stated clearly in an instrument of conveyance, or in a contract which will be made part of the accession records.
7. A legal instrument of conveyance or contract, setting forth a complete description of the materials and the precise conditions of transfer, will accompany all accessions and will be kept on file at the Society. This document will be signed by the donor, lender, seller, or legal representative, and by an authorized Society representative.
8. Records of accessions must be made and retained for all materials acquired for the collections.
9. Due to limited time, space, personnel, and funding the Society will not store items for other institutions or individuals if no benefit can be derived for the Society.

402.3 DEACCESSIONING OF COLLECTIONS

Unless specific restrictions exist to the contrary, materials no longer relevant and useful to the purposes of the Society may be considered for deaccessioning. In recognition of its fiduciary responsibility the Society will insure that any deaccessioning of collection items will proceed in a legal and ethical manner in keeping with professional standards.

1. Materials in the collections will be deaccessioned only after appropriate review and consideration and upon the recommendation of the appropriate group staff, or a responsible authority approved by the group administrator or the Director. The deaccessioning of materials to which the Society holds title requires the approval of the Board of Trustees.
2. Before any material is deaccessioned the manner of disposition must be determined to be in the best interests of the Society, the public it serves and the scholarly or cultural communities it represents.
3. Consideration will first be given to the Society's Temporary/ Education Collections for use as instructional aids or exhibit materials.
4. Consideration will be given to placing materials through gift, exchange, or sale, in another tax-exempt public institution wherein they may serve the purpose for which they were acquired initially by the Society.
5. If the above criteria cannot be met and depending on group procedure, consideration may be given to trading the material for other material appropriate to acquisition criteria, with a private collector.
6. If any material is unsuitable for transfer to another institution, or for trade with another institution or private collector, the material will be disposed of.
7. If material is ever to be offered for sale, preference will be given for sale at an advertised public auction or in the public market place in a manner that will best protect the interests, objectives and legal status of the Society. Deaccessioned material will not be privately purchased by any Society employee, officer, Board Member, volunteer, or friends or relatives of Society personnel, other than at public auction or public market place.
8. Before disposing of any materials, the Society must ascertain that it has clear title and is legally free to do so. Where restrictions as to use or disposition of the objects under question are found to apply, the Society will act as follows:
9. Mandatory restrictions will be observed strictly, unless deviation from their terms is authorized by a court of competent jurisdiction.
10. Materials to which precatory restrictions apply will not be disposed of until reasonable efforts are made to comply with the restricting conditions.
11. Monies realized from sales of deaccessioned materials will be placed in a fund for purchasing new artifacts for the collections.

402.4 PUBLIC DISCLOSURE

A written statement of the policy adopted and followed by the Society with respect to the acquisition and disposition of collection materials is available to donors or other persons on request. In reply to inquiry, the Society will make available the identity and description of collection materials acquired or deaccessioned.

402.5 APPRAISALS

The Society will abide by the current regulations set forth by the IRS concerning gifts and donations to non-profit organizations. If an appraisal for other than internal insurance purposes is deemed necessary or desirable, such appraisal shall be arranged and compensated for by the party requesting the appraisal. Such appraisals must be made by an independent, qualified appraiser. The Society does not perform nor pay for appraisals.

402.6 LOANS

When not restricted by group policy, outgoing loans will be granted for exhibit, interpretive, research, or other purposes to institutions or corporations for objectives that are in keeping with the scope and goals of the Society. The following conditions govern these loans.

1. In general and on the recommendation of the curatorial staff, loans are made to institutions, not to individuals.
 - a. No subloans to other institutions will be made by the borrower without prior permission from the curatorial staff.
 - b. No materials may be used for commercial purposes without Society approval.
 - c. Rights of reproduction are not included in the loan agreement and must be obtained in writing from the appropriate group curator.
 - d. Loans must be requested by an official representative of the borrowing agency.
2. Requests for loans must be made to the appropriate curator or archivist.
 - a. The integrity of all loaned items must be scrupulously protected by the borrowing institution.
 - b. The method of packaging and transporting shall be in keeping with Society approved requirements.
 - c. No material may be restored, cleaned, preserved, or otherwise altered for any purposes without written permission from the appropriate group curator.
 - d. All materials will be protected from vandalism and/or theft by appropriate security measures.
3. Normally, loans will be granted for up to one year with an option for renewal. Renewal will be considered on a year-by-year basis.
4. Loans will not be granted in the following cases:
5. If the materials are too fragile, valuable, or important to be loaned.
6. If the borrowing institution cannot demonstrate its ability to properly care for the materials.
7. If the loan is deemed an inappropriate use of the Society collections.
8. If materials are restricted under federal and state law.
9. The same conditions and care that pertain to outgoing Society loans will be accorded to incoming loans.
10. Appropriate loan forms will prescribe procedures for incoming and outgoing loans.
11. A complete record of such transactions will be maintained by the Society.

As enacted in the Idaho Legislature, Chapter 26, Title 33, Idaho Code allows for prosecution in cases of failure to return borrowed collections after due notice.

402.7 MATERIALS PLACED IN THE CUSTODY OF THE SOCIETY

Materials placed in the custody of the Society are materials not owned by the Society but are temporarily placed in its custody for purposes other than loan (for attribution, identification, examination, etc.). For such materials a Temporary Receipt is required. Each group maintains a current file on such transactions.

Materials collected as a result of a federal project are deposited with the Society in conformity with memoranda of agreement when the Society is able to accommodate them. While these collections are not incorporated into the accessioned collections they are handled, stored, and otherwise documented the same as Society-owned collections.

402.8 CARE OF COLLECTIONS

Each group will be responsible for developing procedures for the collections they maintain.

The assigned curator or archivist is responsible to the group administrator for care of the materials under their control. In carrying out that responsibility, the curator or archivist will utilize additional Society personnel as needed.

Unresolved questions between curators or archivists and support staff regarding procedures for security, conservation, registration, inventory, storage, installation, or other activities applicable to a collection will be referred to the group administrator and, if still unresolved, to the Executive Director of the Historical Society. Standard operating procedures will be approved by the group administrator to provide specific guidelines.

The Society will keep current an overall disaster plan. Each group will maintain a working plan specific to each site. Disaster drills will be conducted as needed.

402.9 RECORDS

The Society will maintain an established central system for preserving legal data pertinent to collections. This documentation shall reside in the Idaho State Historical Museum in the office of the Registrar.

- The Society records system will be secure and meet prevailing archival standards.
- All Society legal documentation and records will be duplicated and stored in off-site locations.

402.10 INSURANCE

Insurance for all Society collections is provided by the State of Idaho under the Department of Administration, Bureau of Risk Management.

402.11 ACCESS TO THE COLLECTIONS

Collections are available for research and study with the following provisions:

- Access will depend upon available space, facilities, staff, donor restrictions, material stability, and in the case of public archives material, the Idaho Public Records law.

The Idaho State Archives, a non-circulating collection, is open to the public during regularly-scheduled hours.

- Access to collections open to the public is subject to the availability of curatorial personnel, and, for some materials is by appointment only. Only curatorial staff will allow access to collections. In the absence of curators, access will be only allowed with prior specific approval of the group curatorial staff.
- Examination or use of the Society's collection documentation by the public will be subject to procedures developed by each group.
- Reproduction of Society collections in any form is governed by federal and state law and procedures adopted by each group and approved by the Director and the Board of Trustees.
- See Appendix C for procedures set for the appeal of decisions regarding access to collections.

402.12 REVIEW OF POLICY

The collections committee will review this policy every three (3) years to suggest any needed changes.

403 RECORDS MANAGEMENT

Contents of Records Management section:

- [403.1](#) Introduction and Policy Overview
- [403.2](#) Privacy and Confidentiality
- [403.3](#) Personal and Professional Files
- [403.4](#) Agency Records
- [403.5](#) Electronic Files

403.1 INTRODUCTION TO RECORDS MANAGEMENT

We all routinely clear files, just to save space or when we vacate an office. Sometimes, in the rush we all find ourselves in, it is tempting to toss papers that legally are state property, and could have significant historical value.

Here are a few things we all need to realize:

- Any records created by you as a state employee in the course of your duties belong to the citizens of Idaho;
- Government records have legal periods of retention, and some records need to be kept permanently;
- In the absence of an approved records retention schedule for the State Historical Society, permission must be given by the Department of Administration to recycle, shred, or otherwise dispose of official records; and
- The Department of Administration has developed a State of Idaho Records Management guide for state employees (below or accessed at <http://adm.idaho.gov/purchasing/RecordsCenter/RecordRetentionBook.pdf>)
- If you have questions about records, please contact the Idaho State Archives, 208-334-2620.

About the Guidelines

These guidelines are designed to help you and your staff to manage your files and to ensure that you have ready access to information that you need over the long term. The guidelines are based on best practices, federal and state privacy and confidentiality regulations, and State of Idaho records-retention policies.

Major File Groups

You may already use methods that are similar to these. If you find your files contain material that is not reflected in the guidelines, please let us know at public.archives@ishs.idaho.gov. We will be happy to work with you to develop a system that meets your specific needs.

Personal and/or Professional Files

- Autobiographical Materials
- Consulting Files
- Professional Contact Files—"people files"
- Professional Organization and Conference Files—"travel files"

- Reference Files
- Research Files—Project Records
- Special Media
- Speeches and Presentations
- Student or Intern Evaluations and Recommendations
- Teaching Files
- Writings—published and unpublished

Agency Records

- Conference Files: records created in the course of organizing Society events, such as conferences.
- Division and Committee Records: records created in your capacity as a Society administrator, team manager, or Society committee chair or member.
- Research Files/Administrative Records: records created in the course of a sponsored research project.

Policy Overview

ISHS records are governed by policies set by the Dept. of Administration. Retention periods are set forth in the State of Idaho Records Management Guide. For more information regarding the management of these files and records, contact the Idaho State Records Center (208-332-1618 or Duane.Bogstie@adm.idaho.gov).

Personal Files or Agency Records?

Sometimes it can be difficult to distinguish between personal/professional files and Society records. For further guidance, consult the list that begins on page 2 of the above mentioned guide.

Electronic Files

Recommendations for managing electronic files are bookmarked within this document and linked to sources external to this document.

Internal Policy Memorandum 2007- 23

403.2 PRIVACY AND CONFIDENTIALITY

The Idaho State Historical Society is required by law to protect some categories of information about individuals, including health records, student records, records concerning human subject research, and some financial and employment records.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) require any school, college, or university receiving federal funds to protect the confidentiality of student information. The Idaho State Historical Society has State Archival responsibilities and duties. We preserve records for many of Idaho's colleges, universities, and public school districts. As a result, this federal law can apply to the records in our custody.

Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) restricts access to medical information about individuals, including medical records and other personal health information. HIPAA privacy regulations may also apply to records of human subject research, including biomedical, psychological, and epidemiological research.

Department of Health and Human Services Regulations

The Department of Health and Human Services regulations (45 CFR 46) govern all records of research involving human subjects.

Idaho Code 9-341 Exempt and Nonexempt Public Records to be Separated

If any public record contains material which is not exempt from disclosure as well as material which is exempt from disclosure, the public agency or independent public body corporate and politic shall, upon receipt of a request for disclosure, separate the exempt and nonexempt material and make the nonexempt material available for examination, provided that a denial of a request to copy nonexempt material in a public record shall not be based upon the fact that such nonexempt material is contained in the same public records as the exempt material.

See Also: [Idaho Public Records Law Manual](#)

403.3 PERSONAL AND PROFESSIONAL FILES

Autobiographical Materials

This includes curricula vitae and bibliographies, honors, awards, degrees, press releases, diaries, oral histories and interviews, genealogies, and biographical publications. Organize autobiographical materials by category or document type, then chronologically by date.

Consulting Files

This includes proposals, contracts, reports, correspondence, and notes.

- Option A—File alphabetically by project/organization name. Recommended for smaller projects.
- Option B—Arrange by project, then by topical category. Within each category file material by name, topic, or year as appropriate. Recommended for larger projects.

Records generated from non-Historical Society work may also be governed by federal/state regulations or contractual agreements. To ensure ready access, contractual agreements should be filed with corresponding project files in clearly marked separate folders.

Professional Contact Files (“People Files”)

This includes letters, printouts of E-mail correspondence, review and promotion records, papers and articles, applications, curriculum vitae, news clippings.

- Option A—File alphabetically by personal name.
- Option B—File alphabetically in A to Z letter files (e.g. “B” folder, “C” folder, etc. for people represented by too few documents to merit separate personal folders).

Using either option, files may be sub-grouped by category as appropriate (e.g. students, researchers, visiting scholars, peers). File evaluations and recommendations about colleagues and other professionals in separate folders to maintain confidentiality.

Professional Organization and Conference Files (“Travel Files”)

This includes agendas, meeting minutes, reports, correspondence, and notes. File alphabetically by committee name, subject, or topic, then by year as appropriate. Transfer chairperson's records to the incoming chair. Records created in the course of official Agency activities are subject to State records policies.

Reference Files

This includes vertical subject files, directories, manuals, personal reference libraries of books and journals. *File by subject, or name of author, or type of material as appropriate.*

Research Files— Project Records

This includes proposals and planning records, research notes, research data (such as lab and field notebooks), documentation, analyses and reports of findings, correspondence, meeting minutes.

- Option A—File alphabetically by project name. Recommended for smaller projects.
- Option B—Arrange by project, then by topical category. Within each category file material by name, topic, or year as appropriate. Recommended for larger projects.

Special Media

Includes photographs and negatives, slides, audio and videotapes, specimens and artifacts, compact discs, motion picture films, maps, plans, drawings, three-dimensional objects and models, memorabilia.

- Option A—Organize special media in a scheme parallel to corresponding paper or electronic files (e.g. teaching records, research project records).
- Option B—Organize special media by medium, then by subject/topic as appropriate, then by date.

Label special media with names, dates, subjects, sources, and any other appropriate identifiers. Annotate media to relate materials to other files.

Speeches and Presentations

This includes speech notes, abstracts, slides, and transparencies.

- Option A—File alphabetically by title.
- Option B—File chronologically by date of event.
- Option C—File by year or year range, then alphabetically by title.

Student Intern Evaluations and Recommendations

This includes letters of recommendations and evaluations for students.

- Option A—File alphabetically by personal name.
- Option B—File alphabetically in A to Z letter files (e.g. "B" folder, "C" folder, etc. for people represented by too few documents to merit separate personal folders).

Files may be sub-grouped by category as appropriate (e.g. student interns, volunteers).

File evaluations and recommendations separately from other correspondence and keep them secure to maintain confidentiality. FERPA regulations apply.

Teaching Files— Course Materials

This includes lecture or class notes, course syllabi and outlines, assignments and exams, grading guidelines, manuals, and notebooks.

- Option A—File by course title/number, then by semester or academic year.
- Option B—Group by course, then file by lecture title.

Teaching Files—Student Course Work

This includes grade reports, attendance records, graded assignments or exams, papers.

- File by course title/number, then by semester or academic year.
- File student course work separately from course materials to maintain confidentiality.
- FERPA regulations apply. ISHS has State Archival responsibilities and duties. We preserve records for many of Idaho's colleges, universities, and public school districts. As a result, this federal law can apply to the records in our custody.

Writings, Published and Unpublished—Working Files

This includes manuscripts, unpublished papers, drafts or notes, publishers' contracts and related correspondence, comments, referees' reports, galley proofs.

- Option A—File alphabetically by project name.
- Option B—Group records by project name, then file alphabetically by category as appropriate.

To ensure ready access, file publishers' contracts and related correspondence in a clearly marked separate folder.

Reprints

This includes articles, books, book reviews.

- Option A—File alphabetically by title.
- Option B—File chronologically by date of publication.
- Option C—File by year or year range, then alphabetically by title.

403.4 AGENCY RECORDS

Conference Files

Includes records created in the course of official Agency activities that are subject to State records policies. See "Administrative Records" below and consult the State of Idaho Records Management Guide.

Division and Committee Records

Includes correspondence, meeting minutes and committee files, brochures and programs, notes, travel expense and reimbursement materials.

- Option A—File alphabetically by name of organization or event, then chronologically by date.
- Option B—File chronologically by date of event.
- Option C—File by year or year range, then alphabetically by name of organization or event.

Research Files—Administrative Records

Includes grant applications and contract files, policy and procedure manuals, financial records, search and personnel records, equipment maintenance records, logistics and meeting arrangement records, reports.

Arrange by project, then by topical category, then by subject/name as appropriate. File administrative records separately from project records. Idaho State Historical Society records are governed by policies set by the Dept. of Administration. Retention periods are set forth in the State of Idaho Records Management Guide. For more information regarding the management of these files and records, contact the Idaho State Records Center (208-332-1618 or Duane.Bogstie@adm.idaho.gov).

403.5 ELECTRONIC FILES

Overview

Currently, there is no comprehensive long-term strategy for preserving and maintaining access to E-mail and other electronic records. You may need to print out E-mail or other electronic documents you want to keep and file them in corresponding paper files. Be sure to back up your files on a server or on portable media such as CDs. Files may be kept in traditional hard copy or electronically. When files are kept electronically, in the form of E-mail, spreadsheets, text documents, digital slides, digital images, CAD files, databases, digital audio or video files, or web files, the following guidelines should be observed.

E-mail Files

Keep E-mail in- and out-boxes tidy by deleting temporary information, printing out important messages (remember to file them!), and saving messages for future reference in designated mailboxes or folders.

All Electronic Files

Make use of the hierarchical directory structure (multi-level mailbox/folder system) in E-mail and desktop electronic filing systems to organize E-mail and other electronic files:

- Option A—Create category/subcategory/topical folders as appropriate. File individual documents into topical folders.
- Option B—Create category folders and a year-range folder for each category, then subcategory/topical folders as appropriate. File individual documents into topical folders.
- Option C—Create a year-range folder, then category/subcategory/topical folders as appropriate. File individual documents into topical folders.

Naming Conventions

Use consistent naming conventions and implement version control in the filename. This will facilitate electronic sorting, searching, and precise file identification:

- Naming Convention Option A—Capitalize each word (e.g. ConferencePresentation).
- Naming Convention Option B—Put underscores between words (e.g. conference_presentation).
- Version Control Option A—Use revision dates (e.g. ConferencePresentation20050215).
- Version Control Option B—Use revision numbers (e.g. conference_presentation_01).

Further Information

For more information regarding E-mail and desktop file management, see Frequently asked questions about E-mail retention: <http://www.idahohistory.net/E-mail.pdf> and Guidelines for the

management of electronic information: <http://www.idahohistory.net/electronicguidelines02.pdf>,
and <http://adm.idaho.gov/purchasing/RecordsCenter/RecordRetentionBook.pdf> Records
Retention.