

BOARD OF HEALTH AGENDA
Thursday, February 17, 2022
9:00 a.m.

Eastern Idaho Public Health – Conference Room
 1250 Hollipark Drive, Idaho Falls

The meeting room will accommodate seating for approximately 15 people. Social distancing will be required and masks must be worn. Any person who does not wish to social distance or wear a mask will not be allowed to enter and is invited to observe the meeting through live streaming.

View Live on EIPH’s YouTube Channel:
<https://www.youtube.com/channel/UCaiWpioiGwhF95yxXqM01VA>

1. Call to Order and Roll CallChairman Reed
2. Update on Environmental Health Enforcement Action (Babcock) **(Action)**Chairman Reed
3. Public Comment.....Chairman Reed
Public comment can be made in person, in writing, or by phone.
Phone: 208-533-3159; ID: 5821-2186#
Written: E-mail comments to EIPHboard@eiph.idaho.gov by 5:00 p.m. on Wednesday, 2/16/22.
4. Approval of Consent Agenda **(Action)**Chairman Reed
If a board member has an issue with something in the Consent Agenda, a request can be made to remove that item from the Consent Agenda for further discussion and a separate vote.
 - a. Approval of January 20, 2022, Board of Health Meeting Minutes
 - b. Subgrant Review/Approval
 - c. FY22 Year-to-Date Financial Report
5. COVID-19 Situational Report..... Geri Rackow
6. Update on HB 316 (2021) Implementation Geri Rackow
 - a. MOU with Idaho State Controller’s Office **(Action)**
 - b. MOU with Idaho Office of Group Insurance **(Action)**
 - c. House Bills [515](#) and [516](#)
 - d. Risk Management Insurance
7. Review/Approval of EIPH Employee Handbook **(Action)** Geri Rackow
8. Announcements Geri Rackow
 - a. Millennium Fund Update
 - b. Opioid Settlement Update

Next Meeting: Thursday, March 17, 2022, 9:00 a.m.

BOARD OF HEALTH MEETING MINUTES
January 20, 2022
9:00 a.m.

PRESENT:

<u>BOARD OF HEALTH MEMBERS</u>	<u>STAFF MEMBERS</u>
Commissioner Bryon Reed, Chairman	Geri Rackow
Commissioner Brent Mendenhall, Vice Chair/Trustee	Amy Gamett
Bill Leake	Steven Thomas
Commissioner Blair Dance	Cheryl O'Connell
Commissioner Shayne Young	Kellye Johnson
Commissioner Butts	Erin Probert
Dr. Aaron Gardner, MD	James Corbett
Commissioner Leah Madsen, via Zoom	

1. Call Board Meeting to Order

Chairman Reed called the meeting order at 9:00 a.m.

The Bank of Commerce donated \$5,000 to EIPH. The generous donation will be used for colposcopy services for underserved individuals.

2. Public Comment

Commissioner Reed addressed one public comment regarding mask requirements at schools.

3. Approval of the Consent Agenda

MOTION: Commissioner Mendenhall made a motion to approve the January 20, 2022, Consent Agenda.

SECOND: Commissioner Butts

ACTION: MOTION CARRIED UNANIMOUSLY

4. COVID-19 Situational Report

a. Report from Regional Hospitals

Dr. Rachel Gonzales, Madison Memorial Hospital, updated the Board on the current situation on hospitals in our region. COVID admissions are manageable. There is a concern regarding staffing shortages due to COVID illness as well as a nationwide blood shortage.

b. Data Review

Mr. Corbett provided a report on our current COVID-19 situation and data from the Data Dashboard located on the EIPH website. Cases are the rate of hospitalizations is not as high as it was during our surge of the Delta variant.

c. Vaccine Update

Ms. Gamett reviewed the most recent update on vaccine.

- Everyone aged 5 years and older is now eligible to receive the vaccine and booster.
- Boosters for Pfizer and Moderna are recommended 5 months following the initial dose; for those who received the Janssen, a booster of Pfizer or Moderna is recommended after 2 months.
- Definitions: "Fully Vaccinated" means a person has had their initial series of COVID-19 vaccine. "Up-to-Date" means a person has had all recommended doses of a vaccine, including boosters.
- In 2020 EIPH administered 961 COVID-19 vaccines; 74,047 were administered in 2021.

5. Directors Report

a. **Update on Bonneville County Office HVAC Project**

Three bids were received for the project. The lowest bid of \$516,000 was accepted; the contractor is B & S Boiler. Unfortunately, the equipment could take up to six months to come in, pushing the project completion as late as the fall.

b. **Report on EIPH Challis Building**

The building which houses EIPH's office in Challis. The new owners are still unsure what they will be doing with the building; however, they have informed Ms. Rackow they may want to invoke the "Early Termination Clause" in the lease, which requires a two-year written notice of a party's intent to terminate the lease. The Board will need to discuss options for the Challis office if this happens.

c. **Staffing Update**

- Ms. Rackow introduced Erin Probert as the new WIC Division Administrator. Ms. Probert was previously in the position of WIC Supervisor.
- Esmey Quintero, RN, our public health nurse for Madison County, has recently been reassigned to a temporary assignment related to COVID immunizations. Amy Gamett, Clinical Services Division Administrator, is currently in the process of hiring a temporary nurse to fill the position in Madison County.

d. **Change in Employee Compensation Request**

- In 2020 the state made a recommendation to increase the salary of some hard to recruit positions. At the time, EIPH, did not have issues with recruitment or retention of the positions and did not implement the increase.
- We are now having difficulties retaining and hiring for Customer Service Representative 2 positions, specifically in the WIC Division.
- Ms. Rackow is requesting a 2% increase to the starting salary of CSR2 position as well as for all current employees in that job classification.

MOTION: Commissioner Butts made a motion to approve the CRS2 increases as presented.

SECOND: Commissioner Dance

ACTION: MOTION CARRIED UNANIMOUSLY

e. **Update on HB316**

- The Health Districts are currently working with Idaho Division of Human Resources, the State Controller's Office, the Office of Group Insurance, and PERSI regarding changes that take place on March 1, 2022, due to the implementation of HB316 from the 2021 legislative session.
- Idaho Division of Human Resources will be introducing legislation that will clean up Idaho Code 39-401 and 39-413 which currently require compliance with the State's Personnel System and Human Resources Rules.
- The Health Districts have received notice from Idaho Department of Administration that the Health Districts will no longer be eligible for coverage under the State's Risk Management program. Legal Counsel for the health districts is working with the Department of Administration on this issue. Ms. Rackow reported that options for this insurance are being researched with ICRMP as well as a private provider.
- A Memorandum of Understanding between the State Controller's Office and the public health districts is being worked on and should be finalized soon.
- There will be no changes to employees medical, insurance, or retirement benefits.

i. **Department of Health & Welfare Memorandum of Understanding**

Ms. Rackow provided an overview of the MOU that that health districts have been working on with the Idaho Department of Health & Welfare, which focuses on programs of joint responsibility between state and local public health (food protection program, swimming pool inspections, and communicable disease control).

MOTION: Commissioner Mendenhall made a motion to allow Ms. Rackow to sign into the agreement with the Department of Health and Welfare.

SECOND: Commissioner Young

ACTION: MOTION CARRIED UNANIMOUSLY

ii. **Review/Approval of EIPH Personnel Policies**

Ms. Rackow reviewed proposed changes to EIPH's Personnel Policies due to the passage of HB316 and answered questions regarding the policies. The policies would go into effect on March 1, 2022. Ms. Rackow plans to meet with employees next week to talk about the policy changes. Once the policies are finalized and approved by the Board of Health, employees will receive the policies and sign an acknowledgement. The Board had discussion on the proposed policies and changes.

MOTION: Commissioner Dance made a motion to allow Ms. Rackow to move forward with the proposed Personnel Policies.

SECOND: Commissioner Butts

ACTION: MOTION CARRIED UNANIMOUSLY

6. **Lunch Break**

7. **Drug Overdose Prevention**

a. **Idaho Opioid Settlement Update**

Ms. Rackow provided an update on the Idaho Opioid Settlement. At the March Board of Health meeting, we will discuss possible uses for the funding.

b. **Narcan Training**

- Mallory Johnson, Health Education Specialist, provided information regarding Drug Overdose Prevention and Response Training that included a review of opioids; safe storage and disposal of opioids; Naloxone; the Idaho Good Samaritan Law; how to recognize and respond to an opioid overdose; Opioid Use Disorder and stigma; treatment; and community resources.

8. **COVID-19 Pandemic's impact on EIPH's Preventive Care Service**

Amy Gamett reviewed how EIPH Clinical Services have been impacted by the COVID-19 Pandemic.

9. **Public Health Preparedness Emergency Response Plan Overview**

Mr. Corbett, Troy Nelson, Mike Taylor, and Mike Winegardner reviewed the Preparedness Emergency Response Plan and the role of EIPH in the plan.

10. **Announcements:**

- The Federal Government is making free COVID-19 home testing kits and higher quality masks available to everyone free of charge.
- Ms. Rackow announced that the Public Health Districts are scheduled to have a brief hearing at the Legislature's Joint Finance and Appropriations Committee on February 14, 2022. At this time, they are not being asked to give a presentation. Jared Tatro, the health district's budget analyst representative from the Legislative Services Office, will be giving a brief report. The district director may be asked to answer questions of the Committee.
- The Governor's budget recommendations included a recommendation to zero out all the funding from the Millennial fund that is currently used for tobacco cessation at the Public Health Districts.

Chairman Reed adjourned the meeting at 2:55 p.m.

At the request of Director Rackow, Board members agreed to meet at 9:00 a.m. on February 17, 2022, to finalize all actions relating to the implementation of HB 316 before the effective date of March 1, 2022.

Commissioner Bryon L. Reed, Chairman

Geri L. Rackow, Secretary

**EASTERN IDAHO PUBLIC HEALTH
SUBGRANT SUMMARY
02/17/22**

RENEWED & AMENDED SUBGRANTS

Subgrant/Contract Title	Grantor/ Contractor	N (New) R(Renew) A(Amend)	Start Date	End Date	Last Funding Amount	New Funding Amount	Comments
Drug Overdose Prevention Program	IDHW	A1	9/1/2021	8/31/2022	\$110,000.00	unchanged	Amended scope of work
HIV Case Management	IDHW	R	4/1/2019	3/31/2023	\$98,071.03	\$98,071.34	Annual renewal
PKU	IDHW	A1	2/1/2021	1/31/2023	\$2,500.00	\$2,500.00	Annual renewal

Board Fiscal Notes

For the 7 Months End Ended January 31, 2022

Board Meeting - February 17, 2022

General Notes

- 1 For the 7 months ended January 31, 2022, EIPH's total expenditures for the year were 5.32% below the approved budget. The budget amount is being increased each period in the capital section equal to the amount spent so far on the HVAC improvement project in Idaho Falls building.
- 2 For the 7 months ended January 31, 2022, EIPH's total revenues were 14.56% above approved budget. This is largely impacted by the COVID vaccine administration fees, the food license fees, septic fees and final State General Fund deposit received January 2022.

Month	Operating Account Balance	Operating Reserve Account Balance	Capital Reserve Account Balance	Total General Fund Cash Available	Millennium Fund Balance	Total Cash Available
Jul-21	1,140,450.73	5,204,119.39	3,009,500.00	9,354,070.12	96,007.89	9,450,078.01
Aug-21	517,543.71	6,005,476.65	3,009,500.00	9,532,520.36	93,529.19	9,626,049.55
Sep-21	634,683.96	6,006,822.66	3,009,500.00	9,651,006.62	91,982.43	9,742,989.05
Oct-21	329,063.04	5,938,243.36	3,009,500.00	9,276,806.40	88,189.65	9,364,996.05
Nov-21	581,632.10	5,419,522.88	3,529,500.00	9,530,654.98	86,230.59	9,616,885.57
Dec-21	510,315.14	5,620,811.42	3,529,500.00	9,660,626.56	78,530.65	9,739,157.21
Jan-22	507,325.24	6,022,722.65	3,529,500.00	10,059,547.89	76,531.78	10,136,079.67
Feb-22				-		-
Mar-22				-		-
Apr-22				-		-
May-22				-		-
Jun-22			-	-	-	-
Capital Reserve Detail						
	Restricted for Future Building Needs		1,887,000.00			
	Challis Building Replacement		600,000.00			
	Community Needs		172,500.00			
	Future 27th Payperiod		270,000.00			
	Future Operating Stabilization		600,000.00			
			3,529,500.00			
Designated and Authorized out of Operating Reserve						
	IT enhancements		150,000.00			
	Future Vehicle Purchases		240,000.00			
	Public Health Emergency		1,000,000.00			
	Building Maintenance		250,000.00			
	Legal Defense		100,000.00			
			1,740,000.00			
Cash Restricted by Grant or Donor.						
	Restricted for Mammograms		11,295.07			
	Regional Behavior Health Board		114,671.75			
	Citizen Review Pannel		55,967.15			
	State Home Visit		64,666.93			
	Millennium Fund		66,749.41			
	COVID Vaccine FEMA payments		1,131,075.00			
	COVID Donations		217,744.24			
			1,662,169.55			

BOARD SUMMARY REPORT
Eastern Idaho Public Health District
Revenue and Cash Flow

FY 2022

Last Updated 2/14/22 4:50 PM

CONTRACT REVENUE	BUDGET	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	YTD	Percent of Budget
Clinical Services Contract Total	723,700	139,440	27,386	55,429	58,340	88,317	56,659	18,662	-	-	-	-	-	444,233.33	61.38%
Nutrition Contract Total	1,237,332	94,161	88,729	92,897	86,687	127,303	95,614	76,645	-	-	-	-	-	662,035.06	53.51%
Environmental Health Contract Total	233,786	14,486	15,456	16,406	15,722	24,199	17,563	11,664	-	-	-	-	-	115,494.98	49.40%
Public Health Disaster	808,000	130,653	26,218	38,540	26,724	71,405	69,523	57,246	-	-	-	-	-	420,308.06	52.02%
Healthcare Transformation	105,500	42,684	6,000	6,062	5,960	6,520	6,129	5,996	-	-	-	-	-	79,350.36	75.21%
Community Health Contract Total	1,864,267	257,059	78,325	207,301	98,576	133,110	117,560	93,425	-	-	-	-	-	985,355.11	52.85%
TOTAL CONTRACTS	4,972,585	678,482	242,113	416,635	292,008	450,853	363,048	263,638	-	-	-	-	-	2,706,776.90	54.43%

FEE REVENUE															
Clinical Services Fees Total	1,185,000	76,138	75,741	102,787	183,933	154,334	151,187	76,705	-	-	-	-	-	820,825.35	69.27%
Community Health Fees Total	0	7,504	4,047	3,252	3,252	3,572	1,751	750	-	-	-	-	-	24,127.00	#DIV/0!
Emergency Response Fee	50,000	337,919	294,548	47,432	72,394	84,467	112,957	68,169	0	0	0	0	0	1,017,886.18	2035.77%
Environmental Health Fees Total	862,550	91,498	106,954	97,886	91,292	195,487	117,180	62,620	-	-	-	-	-	762,916.50	88.45%
TOTAL FEES	2,097,550	513,058	481,291	251,357	350,871	437,860	383,075	208,244	-	-	-	-	-	2,625,755.03	125.18%
SUB-TOTAL FEES & CONTRACTS	7,070,135	1,191,539	723,403	667,992	642,878	888,713	746,123	471,883	-	-	-	-	-	5,332,531.93	75.42%

GENERAL RECEIPTS															
County Appropriations	1,120,703	156,493	61,834	61,834	58,063	159,943	62,170	123,789	-	-	-	-	-	684,125.02	61.04%
INTEREST	30,000	1,364	1,357	1,346	1,421	1,280	1,289	1,911	-	-	-	-	-	9,967.64	33.23%
STATE APPROPRIATIONS	809,500	385,250	-	-	-	-	-	404,750	-	-	-	-	-	790,000.00	97.59%
SURPLUS PROPERTY	0	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
REFUNDS	0	-	-	-	-	-	-	-	-	-	-	-	-	-	N/A
Miscellaneous	0	4,291	440	5,006	60	1,005	6,315	-	-	-	-	-	-	17,116.22	
														-	N/A
TOTAL GENERAL REVENUE	2,339,839	547,398	63,630	68,186	59,543	162,228	69,773	556,260	-	-	-	-	-	1,527,018.38	65.26%
GRAND TOTAL	9,409,974	1,738,938	787,034	736,177	702,421	1,050,941	815,897	1,028,143	-	-	-	-	-	6,859,550.31	72.90%

															AMOUNT OF YEAR ELAPSED	58.33%
Total Clinical Services	1,908,700	215,578	103,127	158,216	242,273	242,651	207,847	95,367	-	-	-	-	-	1,265,058.68	66.28%	
Total Nutrition Revenue	1,237,332	94,161	88,729	92,897	86,687	127,303	95,614	76,645	-	-	-	-	-	662,035.06	53.51%	
Total Environmental Revenue	1,096,336	105,983	122,410	114,292	107,014	219,686	134,743	74,284	-	-	-	-	-	878,411.48	80.12%	
Total Emergency Response	858,000	468,572	320,766	85,972	99,118	155,872	182,480	125,415	0	0	0	0	0	1,438,194.24	167.62%	
Total Healthcare Transformation	105,500	42,684	6,000	6,062	5,960	6,520	6,129	5,996	-	-	-	-	-	79,350.36	75.21%	
Total Community Health	1,864,267	264,562	82,373	210,552	101,827	136,681	119,311	94,175	-	-	-	-	-	1,009,482.11	54.15%	

CASH FLOW SUMMARY															
Total Revenue and Appropriations	9,409,974	1,738,938	787,034	736,177	702,421	1,050,941	815,897	1,028,143	-	-	-	-	-	6,859,550.31	
Decrease (Increase) Accounts Receivable		19,290	4,609	49,477	(7,419)	(41,092)	(8,575)	8,159						24,448.88	
Change in Accrued Exp/Revenue		11,120	43,563	173,562	(215,331)	50,592	(21,068)	(21,845)						20,592.45	
Total Expenditures	9,534,107	605,068	659,234	842,277	857,664	808,552	663,982	617,478	-	-	-	-	-	5,054,253.87	
Change in Cash		1,164,280	175,972	116,940	(377,993)	251,890	122,272	396,978						1,850,337.77	
Cash Balance Beginning of period		8,285,798	9,450,078	9,626,050	9,742,989	9,364,996	9,616,886	9,739,157	10,136,136	10,136,136	10,136,136	10,136,136	10,136,136	8,285,797.90	
Cash Balance End of Current Period		9,450,078	9,626,050	9,742,989	9,364,996	9,616,886	9,739,157	10,136,136	10,136,136	10,136,136	10,136,136	10,136,136	10,136,136	10,136,135.67	
Cash Balance Reserved by Board for Capital Projects		3,009,500	3,009,500	3,009,500	3,009,500	3,529,500	3,529,500	3,529,500	-	-	-	-	-	-	
Unrestricted Cash Balance		6,440,578	6,616,550	6,733,489	6,355,496	6,087,386	6,209,657	6,606,636	10,136,136	10,136,136	10,136,136	10,136,136	10,136,136	10,136,135.67	

**Board Summary Report
Eastern Idaho Public Health
Expenditure Summary**

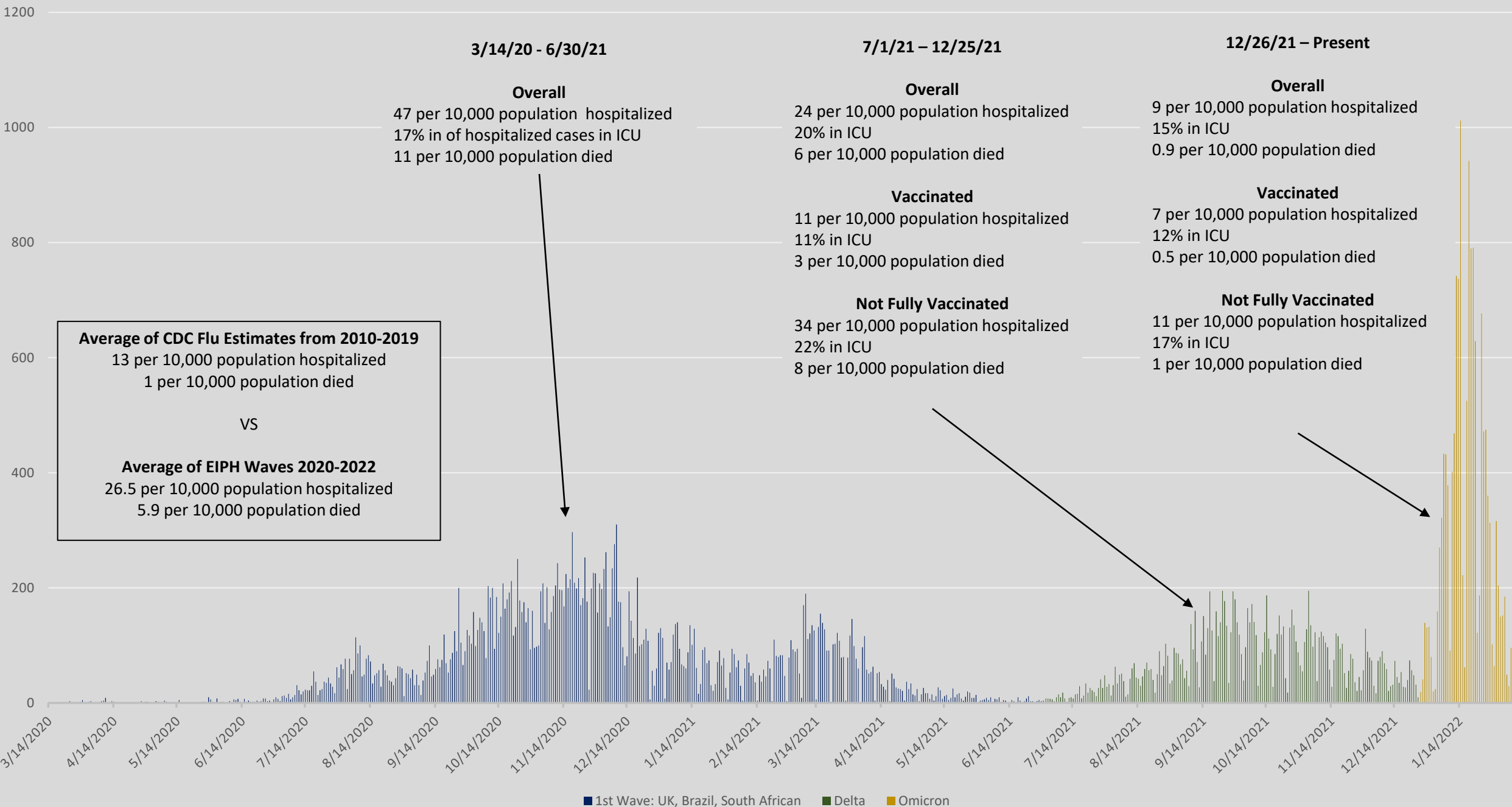
FY 2022

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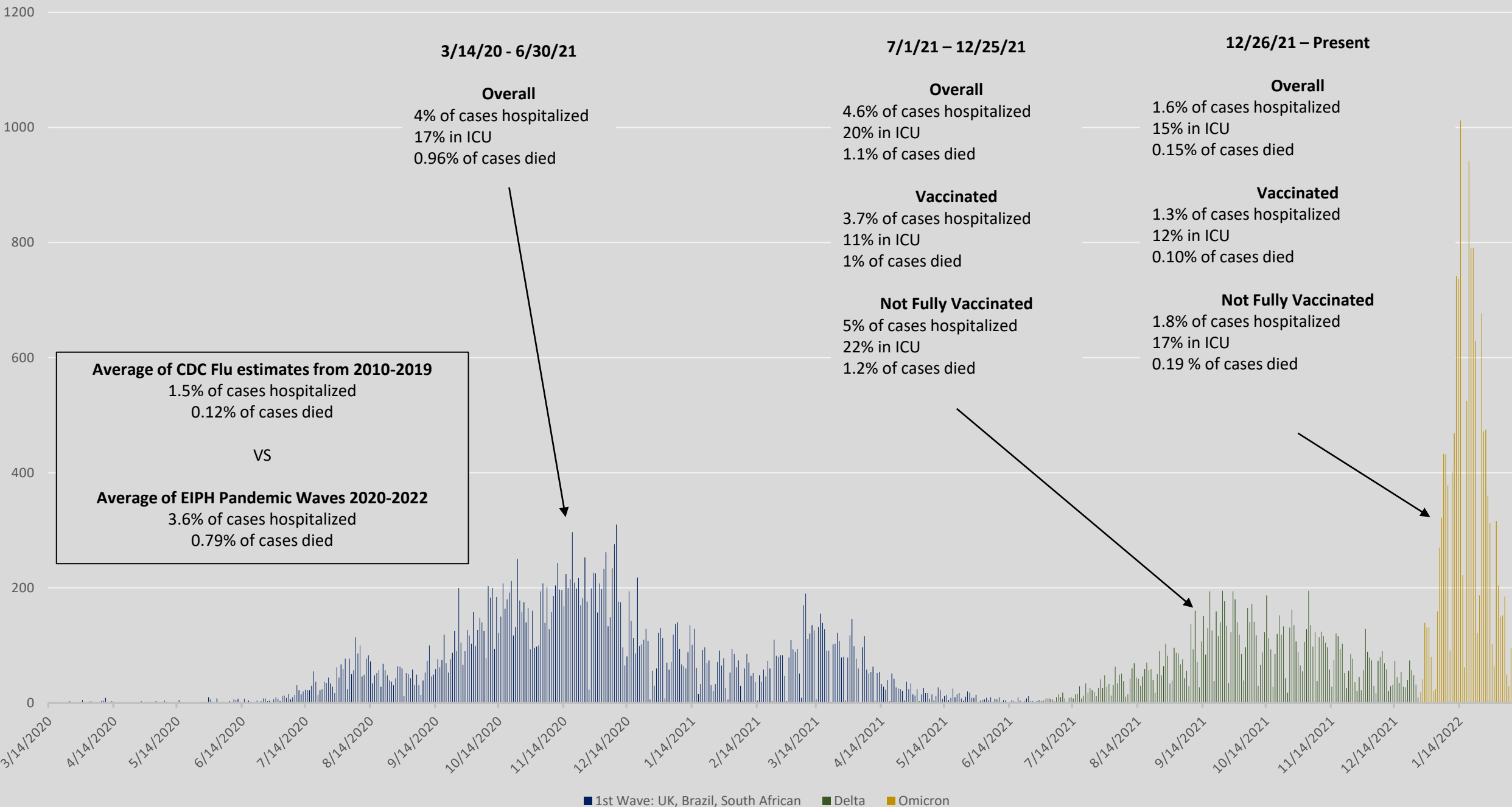
DIVISION	Budget	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	YTD	Percent used	remaining
BOARD OF HEALTH	23,902	1,357.32	768.77	1,271.55	1,137.00	1,507.73	-	583.78	-	-	-	-	-	6,626.15	27.72%	72.28%
EMERGENCY RESPONSE	986,631	147,886.11	111,908.58	125,167.52	180,273.46	173,690.97	135,695.42	120,103.54	-	-	-	-	-	994,725.60	100.82%	-0.82%
COMMUNITY HEALTH	1,629,500	80,767.95	113,302.45	98,743.40	133,927.97	119,941.89	92,516.79	88,569.92	-	-	-	-	-	727,770.37	44.66%	55.34%
HEALTHCARE TRANSFORMATION	93,848	5,665.20	4,011.23	4,892.39	8,253.40	5,260.05	4,648.59	4,469.14	-	-	-	-	-	37,200.00	39.64%	60.36%
CLINICAL SERVICES	3,021,122	126,411.58	122,800.61	294,815.18	164,225.44	231,464.41	154,065.90	130,165.03	-	-	-	-	-	1,223,948.15	40.51%	59.49%
NUTRITION	1,261,976	77,379.66	81,972.82	75,876.40	110,197.94	85,743.33	67,101.02	66,955.44	-	-	-	-	-	565,226.61	44.79%	55.21%
ENVIRONMENTAL	1,260,484	92,450.47	102,687.94	94,889.50	129,921.41	115,249.91	106,971.40	102,046.67	-	-	-	-	-	744,217.30	59.04%	40.96%
GENERAL SUPPORT	1,145,821	73,149.32	89,091.90	93,121.17	117,409.95	63,376.68	102,982.64	104,584.10	-	-	-	-	-	643,715.76	56.18%	43.82%
SUBTOTAL	9,423,283	605,067.61	626,544.30	788,777.11	845,346.57	796,234.97	663,981.76	617,477.62	0.00	0.00	0.00	0.00	0.00	4,943,429.94	52.46%	47.54%
BUILDING PROJECT	36,950	-	12,316.00	-	12,317.00	12,317.00	-	-	-	-	-	-	-	36,950.00	N/A	N/A
COMMUNICATIONS EQUIP	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	N/A	N/A
COMPUTERS	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	N/A	N/A
VEHICLES	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!	#DIV/0!
EQUIPMENT	73,874	-	20,373.93	53,500.00	-	-	-	-	-	-	-	-	-	73,873.93	100.00%	N/A
LOAN PAYMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	#DIV/0!	#DIV/0!
CAPITAL OUTLAY TOTAL	110,824	-	32,689.93	53,500.00	12,317.00	12,317.00	-	-	-	-	-	-	-	110,823.93	100.00%	0.00%
TOTAL	9,534,107	605,067.61	659,234.23	842,277.11	857,663.57	808,551.97	663,981.76	617,477.62	-	-	-	-	-	5,054,253.87	53.01%	46.99%
PERCENTAGE OF TIME ELAPSED AND TIME REMAINING															58.33%	41.67%

Operating Cash Inflow	1,758,227.86	791,642.57	785,654.96	695,001.93	1,009,849.17	807,321.25	1,036,301.45	-	-	-	-	-	-	6,883,999.19
Operating Cash Outflow	593,947.75	582,981.10	615,215.46	1,060,677.93	745,642.65	685,049.61	639,322.99	-	-	-	-	-	-	4,922,837.49
Cash Provided (Used) by Operations	1,164,280.11	208,661.47	170,439.50	(365,676.00)	264,206.52	122,271.64	396,978.46	-	-	-	-	-	-	1,961,161.70
Cash used for Capital Expenditures	-	32,689.93	53,500.00	12,317.00	12,317.00	-	-	-	-	-	-	-	-	110,823.93
	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash to (from) Reserve	1,164,280.11	175,971.54	116,939.50	(377,993.00)	251,889.52	122,271.64	396,978.46	-	-	-	-	-	-	1,850,337.77
														1,850,337.77

Incident Cases by Wave/Variant, Annotated per 10,000 Population



Incident Cases by Wave/Variant, Annotated per 100 cases



3/14/20 - 6/30/21

7/1/21 - 12/25/21

12/26/21 - Present

Overall

4% of cases hospitalized
 17% in ICU
 0.96% of cases died

Overall

4.6% of cases hospitalized
 20% in ICU
 1.1% of cases died

Overall

1.6% of cases hospitalized
 15% in ICU
 0.15% of cases died

Vaccinated

3.7% of cases hospitalized
 11% in ICU
 1% of cases died

Vaccinated

1.3% of cases hospitalized
 12% in ICU
 0.10% of cases died

Not Fully Vaccinated

5% of cases hospitalized
 22% in ICU
 1.2% of cases died

Not Fully Vaccinated

1.8% of cases hospitalized
 17% in ICU
 0.19% of cases died

Average of CDC Flu estimates from 2010-2019

1.5% of cases hospitalized
 0.12% of cases died

VS

Average of EIPH Pandemic Waves 2020-2022

3.6% of cases hospitalized
 0.79% of cases died

■ 1st Wave: UK, Brazil, South African ■ Delta ■ Omicron

INTERAGENCY AGREEMENT FOR PAYROLL AND ACCOUNTING SERVICES

THIS INTERAGENCY AGREEMENT FOR PAYROLL AND ACCOUNTING SERVICES ("Agreement") between the STATE OF IDAHO , OFFICE OF THE STATE CONTROLLER ("State Controller") and the IDAHO PUBLIC HEALTH DISTRICTS ("PHDs").

RECITALS

WHEREAS, Idaho Code section 67-2332 authorizes public agencies to enter agreements to perform governmental services, activities and undertakings; and Idaho Code section 39-401 authorizes PHDs to enter into contractual arrangements with Departments of the State of Idaho or elected constitutional officers for services.

WHEREAS, the State Controller has provided in the past, and currently provides, payroll and accounting services for all seven (7) PHD's and their employees; and the 2021 Legislature (House Bill 316) establishes the PHDs not as state or county agency or department, but as single purpose districts authorized by the State of Idaho, effective March 1, 2022.

WHEREAS, the PHDs desire assistance from the State Controller to allow continuity of payroll services for its personnel and employees and accounting services for its operations during this transition as set forth in the 2021 Legislative Provisions and the State Controller is willing to provide services under the terms and conditions of this Agreement.

WHEREAS, at the time of making this Agreement, the State Controller is undergoing implementation of a new ERP system (LUMA), including how it will deliver its payroll and accounting services, and that the PHDs intend to continue under the new LUMA system.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises herein and the above recitals, which are incorporated herein by this reference, the parties agree as follows:

1. Definitions.

- 1.1 "Fiscal Year" shall mean that period between July 1 of a calendar year and June 30 of the subsequent calendar year. Fiscal Year 2022 is the period commencing at 12:00 a.m. on July 1, 2021 and expiring at 11:59 p.m. on June 30, 2022.
- 1.2 "Final State Pay Period" shall mean the last pay period of the term of this Agreement. Given the initial term of this Agreement, the final state pay period is defined as concluding on June 6, 2026, and paid on June 18, 2026.

- 1.3 “LUMA” shall mean the enterprise resource system (ERP) currently being implemented by the State Controller, and includes the functionality to process statewide budget, financial, payroll, human capital management, and procurement transactions for the State of Idaho.

2. **Term and Termination.**

- 2.1 **Term.** The initial term of this Agreement shall be March 1, 2022 until June 30, 2026. Unless the Agreement is earlier terminated as provided in subsections 2.2 or 2.3, the PHDs may terminate this Agreement after providing one-hundred eighty (180) days notice to allow the transition of the PHDs’ payroll and accounting to another service provider. This Agreement may be extended by the parties by mutual written agreement signed by both parties. The parties shall meet and confer regarding any extension of this Agreement at least sixty (60) days before the expiration of the initial term.
- 2.2 **Termination.** Either party may terminate this Agreement upon one-hundred eighty (180) days written notice if at any time: (a) the other party is in material breach of any term, condition, or obligation under the Agreement; (b) judicial interpretation of federal or state laws, regulations, or rules renders fulfillment of the Agreement infeasible or impossible; or, (c) the performance of the Agreement may result in a material sanction or fine from a governmental authority against the party, the cancellation or termination of a contract of insurance held by the party, or the removal of an exemption from taxation or regulation by a governmental authority applicable to an employee benefit offered to employees of a party. In the event of a notice of termination under this subsection, the parties agree to work together in good faith with the goal of curing or remediating any issues, or to allow the reasonable transition of payroll and accounting services.

3. **Payroll Services.**

3.1 ***Payroll Processing.***

- 3.1.1 The State Controller will process payroll for the PHDs using the State Controller’s regular procedures for state agency payroll. Such procedures shall include:
- a. Processing payroll on a biweekly basis, with a Sunday through Saturday workweek and pay issued in arrears by one (1) pay period.
 - b. Until the LUMA payroll system is implemented (expected go-live date of January 1, 2023), PHDs will process payroll using information submitted through the use of the SCO web-based applications, IPOPS, EIS and I-Time. The PHDs shall follow all State Controller policies and procedures concerning the security access to submit and/or approve hours of work, earnings, record the use of leave, establish and alter deductions, and other required processes. The PHDs will have access to the IPOPS and I-Time web-based applications until the LUMA payroll system is implemented, at which time, the PHD’s will transition with other state agencies to the LUMA system, and

abide by the State Controller's policies and procedures attendant with the use of the LUMA payroll system the same as agencies of the state.

- c. Issuing payroll using direct deposit, unless a PHD employee is exempted from direct deposit by the State Controller. The PHDs shall ensure that all PHD employees not exempted are participating in direct deposit under the terms of the State Controller's Mandatory Direct Deposit Policy.
- d. The PHD's shall utilize the existing deduction structure of the State Controller, including retirement and health benefit deduction coding. No new deductions will be considered until after the LUMA payroll system has been implemented.

3.2 ***Leave Use and Accrual.*** The State Controller will maintain, through the use of I-Time and EIS, leave balances for PHD employees. The PHDs shall be solely responsible for ensuring PHD employees code leave taken and time worked in accordance with the policies of the PHD's, Idaho law, and the procedures and codes established by the State Controller. Leave balances will be maintained as follows:

- 3.2.1. ***Current Balances.*** Sick leave, vacation leave and compensatory leave balances accrued by PHD employees prior to March 1, 2022 will continue to carry forward after such date. All such accrued leave balances have been accepted the by PHDs for use by its employees after March 1, 2022 in accordance with this Agreement.
- 3.2.2. ***Sick Leave.*** Sick leave for eligible PHD officers and employees will accrue at the same rate and under the same conditions as is provided in Idaho Code sections 59-1605 and 67-5333 for non-classified state employees, with the following exceptions:
 - a. Reinstatement of sick leave credits in the event a PHD employee returns to employment within three (3) years of separation under Idaho Code section 67-5333(1)(c), or as may be amended, may only be allowed among the PHDs, however nothing shall prevent the reinstatement of sick leave credit if a PHD employee returns to state employment under Idaho Code 67-5333(1)(c). State agencies are not permitted to accept the transfer of sick leave credits accrued from a PHD or its employee after March 1, 2022.
 - b. PHD employees may donate or transfer sick and vacation leave from one employee to another to the same extent and under the same conditions a non-classified state employee may donate or transfer sick and vacation leave, however such a donation or transfer may only be made between and among eligible PHD employees. State agencies are not permitted to accept the donation or transfer of sick or vacation leave from a PHD or its employee.
 - c. PHDs and their employees may participate in the sick leave account maintained by the Public Retirement System of Idaho (PERSI) and the unused sick leave benefit upon retirement as provided in Idaho Code section 67-5333(2), as permitted and under terms and conditions established by PERSI.

3.2.3. *Vacation Leave.* Vacation leave for eligible PHD officers and employees will accrue at the same rate and under the same conditions as is provided in Idaho Code sections 59-1606 and 67-5334 for non-classified state employees. The PHDs warrant to the State Controller that the Fair Labor Standards Act (FLSA) classifications of its employees that have been provided are correct and that the State Controller will be held harmless for any FLSA misclassification. The donation and transfer of vacation leave may only be made between and among eligible PHD employees under the same conditions and limitations set forth in Section 3.2.2. b.

3.2.4. *Compensatory Time.* PHD officers and employees will receive cash or accrue compensatory time for overtime work at the same rates and under the same conditions as is provided in Idaho Code section 59-1607 for non-classified employees. The parties recognize that a PHD employee's classification under the provisions of the FLSA determines the method and amount of compensation for overtime worked. The PHDs warrant to the State Controller that the FLSA classifications of its employees that have been provided are correct and that the State Controller will be held harmless for any FLSA misclassification.

- a. Paying cash compensation for overtime work for eligible PHD employees during unusual or emergency situations or disasters under Idaho Code sections 59-1607(5) and (7) does not require prior approval from the State Board of Examiners, unless state funds appropriated by the Legislature are used to pay such compensation, or otherwise required by law. Proper I-Time and IPOPS coding entries and approvals by the PHDs, as appropriate, are required.

3.2.5. *PHD Leave Policies.* On or before March 1, 2022, the PHD's shall establish and provide to the State Controller written policies and procedures for the payout, transfer, and use of sick leave, vacation leave, and compensatory time upon separation from employment within the parameters of Idaho statutes and this Agreement.

3.2.6. *Credited State Service (CSS) Hours.* As of March 1, 2022, PHD employees will no longer accrue CSS under Idaho Code sections 67-5332 and 59-1604. PHD employees may continue to earn credited service for continued employment with a PHD, under terms and conditions established by the PHDs, and which may be substantially equivalent to Idaho Code for state employees. PHD credited service may be used for the purposes of determining the accrual of vacation leave, sick leave and other applicable purposes consistent with this Agreement and Idaho Code.

3.3 ***Earnings Codes and Time Worked.*** The State Controller will maintain, through the use of I-Time, earnings codes for time worked by PHD employees. The PHDs shall be solely responsible for ensuring PHD employees code their time worked in accordance with the policies of the PHDs, Idaho law, and the procedures and codes established by the State Controller.

3.4 ***LUMA Implementation.*** The expected go-live date for the State Controller's new payroll system in LUMA is January 1, 2023. Provided this Agreement is still in effect at the LUMA system go-live, PHDs agree that they will transition with other state agencies to the LUMA system. The full functionality of the new LUMA payroll system for non-classified state employees will be available to the PHDs to process their payroll in accordance with this Agreement.

3.5 ***Payroll Deduction Processing.***

3.5.1 The State Controller will process the following payroll deductions for the PHDs in accordance with the State Controller's procedures for such deductions as if the PHDs were an agency of the State of Idaho during the term of this Agreement:

- a. Public Employee Retirement System of Idaho (PERSI) employer and employee deductions, including the PERSI unused sick leave deduction, as applicable.
- b. Tax deferred retirement plan employee deductions as established by PERSI (PERSI Choice 401(k)) and the State Legislature for state employees (457 Deferred Compensation). The deductions are calculated based on the PHD employee's voluntary participation in one or more of those plans;
- c. Office of Group Insurance health, dental and life insurance deductions. The deduction rates are those established by the State Department of Administration for State of Idaho employees;
- d. Office of Group Insurance flexible spending account deductions. The deduction rates are those established by the State Department of Administration for State of Idaho employees;
- e. Workers compensation insurance deductions;
- f. Unemployment insurance deductions;
- g. Voluntary deductions approved by the State Controller; and,
- h. Garnishments and other deductions as required by law.

3.5.2 ***Notice of Garnishments.*** In the event a PHD is served a notice of garnishment from any court of competent jurisdiction for the garnishment of any obligation owing to any PHD employee (wages, salary, payment for services), the PHD shall immediately provide the State Controller, without delay, the notice of garnishment and all papers served concurrently with the notice, including any fee provided for the garnishment, so the State Controller can properly answer and return such warrant.

3.6 ***Payroll Taxes and Governmental Deductions.*** The State Controller will continue to process employer and employee payroll taxes and government deductions and submit such tax and deduction payments as if the PHDs were an agency of the State of Idaho, and continue to use the state Employer Identification Number (EIN), until the State Controller's new payroll system in LUMA is implemented and in use for state agencies. It is the intent of the parties that upon LUMA go-live, the PHDs' employer and employee payroll taxes and government deductions will be submitted under their own EIN. As such, the PHD's shall perform the following prior to LUMA payroll system go-live (expected January 1, 2023):

- 3.6.1 Each PHD shall apply for its own EIN from the Internal Revenue Service and an Idaho State Tax Commission state account number, and communicate such EIN and State Tax number to the State Controller for proper submission of payroll taxes and government deductions.
- 3.6.2 Apply for all necessary approvals and designations from the State Social Security Administrator (State Controller) for the purposes of taking all necessary actions for the proper reporting of payroll taxes and social security benefits under its new EIN.

Upon receiving new EINs from the PHDs, the State Controller shall perform the following:

- 3.6.3 Notify the Idaho State Insurance Fund that the PHDs have separated from the State of Idaho and apply for all necessary approvals and designations from the State Insurance Fund for the purposes of workers' compensation insurance coverage under new EINs.
- 3.6.4 Notify the Idaho Department of Labor that the PHDs have separated from the State of Idaho and apply for all necessary approvals and designations from the Department of Labor for the purposes of unemployment insurance coverage under new EINs.
- 3.6.5 Notify the Department of Administration, Office of Group Insurance the PHDs have separated from the State of Idaho for insurance premiums, flexible spending account deductions, and reporting requirements under the PHDs' new EIN.
- 3.6.6 Establish, in conjunction with PERSI, and necessary procedures for the transition of PHD employees to PERSI coverage under the PHDs' new EIN.
- 3.6.7 Notify the administrator of the State of Idaho's 457 Deferred Compensation plan the PHDs have separated from the State of Idaho and transition all participating PHD employees under the PHDs' new EIN.

3.7 ***Employee and Employer IRS Forms.*** At the completion of each calendar year, the State Controller will produce W-2 and 1095C forms through the conclusion of the Final State Pay period for each Calendar Year this Agreement is in effect, and until this Agreement is terminated or expired.

4. **Accounting Services.**

4.1 ***Account with the State of Idaho, Office of the Treasurer.*** During the term of this Agreement, the PHDs shall maintain an account or accounts at the State of Idaho, Office of the Treasurer with sufficient funds to process payroll and to issue payments and warrants contemplated by this Agreement. The State Controller shall maintain records of deposits and distributions from such account(s) using the same processes and procedures used for State of Idaho accounts at the Office of the Treasurer.

4.2 ***STARS and Web-based Applications.*** Until the LUMA financial system is implemented (expected go-live date of July 1, 2022), PHDs will continue to have access to the State Controller's Statewide Accounting and Reporting System (STARS) and associated web-based applications to process its financial transactions the same as an agency of the state. The PHDs shall follow all State Controller policies and procedures concerning the security access to the State Controller's accounting systems, and shall abide by all statewide accounting policies regarding its use, including, but not limited to policies for financial reporting of transactions, reconciliation, encumbrances, and use of purchase cards. The PHDs will have access to STARS and its web-based applications until the LUMA financial system is implemented, at which time, the PHDs will transition with other state agencies to the LUMA system, and abide by the State Controller's policies and procedures attendant with the use of the LUMA system the same as agencies of the state.

4.3 ***IRS 1099 MISC and NEC Reporting.*** The State Controller currently performs 1099 Miscellaneous and Non-Employee Compensation reporting for the PHD's. Until the LUMA financial system is implemented, State Controller will continue to report to the Internal Revenue Service reportable payments under the State of Idaho's federal tax identification number. After the LUMA financial system is implemented and the PHDs have transitioned, the PHDs shall report to the Internal Revenue Service reportable payments under its own federal tax identification number(s). The PHDs will have access to the full functionality of the LUMA financial system upon its implementation the same as an agency of the state. As part of the transition to LUMA, the State Controller will provide training to the PHDs on how to develop and file reports to the Internal Revenue Service. Upon the termination of this Agreement, the PHDs will continue to have access to review, approve, or revise its financial reporting for a reasonable period, but not less than the State Controller's retention period for such records.

4.4 ***Closing Summary of Accounts.*** Upon the termination of this Agreement, the State Controller will provide the PHDs with a summary of accounts and balances as of the
INTERAGENCY AGREEMENT FOR
PAYROLL AND ACCOUNTING SERVICES - 7

date of termination. The PHDs and the State Controller will meet and confer concerning any discrepancies between PHDs' records and the State Controller's records. If additional reconciliation or records are requested by the PHDs, the State Controller will provide a time and cost estimate for any such services.

- 4.5 ***P-Cards.*** In the event the PHDs intend to continue the utilization of the purchase card (P-card) agreement offered to state agencies through the Department of Administration, the PHDs shall independently contract for that service with the Department of Administration. The PHDs shall abide by the State Controller's statewide policies regarding reporting and reconciling p-card transactions on the current STARS system and the LUMA financial system once implemented, the same as an agency of the state.
- 4.7 ***Annual Comprehensive Financial Report.*** Both parties acknowledge that the PHDs are not required to be included in the State of Idaho's fiscal year-end Annual Comprehensive Financial Report (ACFR). As such the PHDs will not be required to submit closing packages at fiscal year-end.
- 4.8 ***Travel Express.*** The PHDs will have access to the full functionality of the Travel Express module currently used by state agencies for reporting and reimbursement for employee business related travel, including meal per diem, mileage, lodging and other allowable travel reimbursement items. The PHDs will also have access to the full functionality of the substantially equivalent module within the LUMA financial system upon its implementation the same as an agency of the state. The PHDs understand that Travel Express and LUMA modules for business related travel reporting and reimbursement will be configured to the meal per diem rates, mileage and allowable travel expenses as approved by the State Board of Examiners for state agencies.

5. **Billing for Services.**

- 5.1 From the effective date of this Agreement until June 30, 2026, the PHDs will continue to pay each year the annual amounts calculated for their allocated share of costs under the State of Idaho's Statewide Cost Allocation Plan provided under Idaho Code section 67-353, for the services provided under this Agreement. The PHDs will continue to receive notice of their annual costs from the State Division of Financial Management, and shall pay said amounts in the same manner and time as if they were a state agency.
- 5.2 The State Controller will be seeking approval of a new cost recovery model for its new LUMA system by the Idaho State Legislature. The new cost recovery model will be designed to recover only the costs of operating the new system, which are not known at the time of executing this Agreement. Beginning July 1, 2026, the cost of services provided by the State Controller under the terms of this Agreement will be calculated under the new cost recovery model approved by the State Legislature for state agencies. The PHDs shall receive adequate notice of such costs, and shall pay said amounts in the same manner and time as if they were a state agency.

- 5.3 In the event one or more of the PHDs terminate their participation for services under this Agreement, the remaining PHDs may continue, however the parties understand and agree that such an event may prospectively change the costs billed for services. State Controller and each of the remaining PHDs continuing services under this Agreement shall confer in good faith and establish any changes to the costs billed that may occur as a result.

6. Relationship of the Parties and Assignment of Liability.

- 6.1 The provisions of this Agreement are for the sole benefit of the parties hereto and shall not be construed as conferring any rights on any other person. The State Controller and the PHDs shall be responsible to third parties under this Agreement only to the extent required by the Idaho Tort Claims Act and only for the acts, omissions or negligence of its own officers, employees or agents.
- 6.2 Neither the State Controller nor the PHDs has authority to enter into contracts or agreements on behalf of the other party. This Agreement does not create a partnership between the parties and nothing contained in this Agreement shall be interpreted to create an employer- employee, master-servant, or principal-agent relationship between the parties in any respect.
- 6.3 The PHDs shall be solely responsible for the information submitted by the PHDs and its employees and agents to the State Controller and its statewide payroll and accounting systems. The PHDs shall defend and hold harmless the State Controller against any claims that arise from the submission or omission of information to the State Controller by the PHDs, its employees or its agents.
- 6.4 Each party shall promptly notify the other party of any claim arising under this Agreement and shall cooperate fully with the defending party or its representatives in the defense of such claim.
- 6.5 Upon termination or expiration of this Agreement, PHDs' records maintained by the State Controller (personnel, payroll, and financial) shall be accessible via the SCO IBIS web-based application, or the LUMA system reporting application. Such access shall be reasonably granted by the State Controller to designated personnel of the PHDs for a period of time not less than 2 years from the end of the Transition Period, but no longer than the period of time such records are retained by the State Controller. The access is being provided to PHDs for the purpose of transferring employee and payroll information from the State Controller to the PHD, financial auditing, complying with legal requests and liabilities, and statutory reporting. The PHDs will reimburse the State Controller for any direct costs of such records, including materials and supplies and intra-agency and inter-agency charges for information technology and staff resources.

6.6 *Notices.* Any notice given under the terms of this Agreement shall be in writing and shall be deemed delivered upon depositing of notice in the United States mail, postage prepaid, addressed to the other party at the addresses set forth below, or upon personal service. Such addresses may be changed from time to time by either party through notice to the other party.

State Controller: Office of the State Controller
Attention: Scott Smith
P.O. Box 83720
Boise, Idaho 83720-0011

With a copy to: Office of the State Controller
Attention: Brian Benjamin
P.O. Box 83720
Boise, Idaho 83720-0011

PHDs: Panhandle Health District (Health District 1)
Attention: District Director
8500 N. Atlas Road
Hayden, ID 83835

Public Health – Idaho North Central District (Health District 2)
Attention: District Director
215 10th Street
Lewiston, ID 83501

Southwest District Health (Health District 3)
Attention: District Director
13307 Miami Lane
Caldwell, ID 83606

Central District Health (Health District 4)
Attention: District Director
707 N. Armstrong Place
Boise, ID 83704

South Central Public Health District (Health District 5)
Attention: District Director
1020 Washington Street North
Twin Falls, ID 83301

(continued)

Southeast Idaho Public Health (Health District 6)
Attention: District Director
1901 Alvin Ricken Drive
Pocatello, ID 83201

Eastern Idaho Public Health (Health District 7)
Attention: District Director
1250 Hollipark Drive
Idaho Falls, ID 83401

- 6.7 **Waiver.** The waiver by either party of a breach of any provisions of this Agreement shall not operate or be construed as a waiver of any subsequent breach.
- 6.8 **Modification.** No change, modification, or waiver of any term of this Agreement shall be valid unless it is in writing and signed by both parties.
- 6.9 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements or understandings between the PHDs and the State Controller.
- 6.10 **Survival.** Any termination, cancellation, or expiration of this Agreement notwithstanding, provisions which are intended to survive and continue shall survive and continue, including, but not limited to, the provisions of section 6.
- 6.11 **Officials Not Personally Liable.** In no event shall any official, officer, or employee of the State of Idaho or of the State Controller or the PHDs liable or responsible for any representation, statement, covenant, warranty or obligation contained in, or made in connection with, this Agreement, express or implied.
- 6.12 **Attorneys' Fees.** In the event a lawsuit of any kind is instituted under this Agreement or to obtain performance of any kind under this Agreement, the prevailing party shall be awarded such additional sums as the court may adjudge for reasonable attorneys' fees and to pay all costs and disbursements incurred therein.
- 6.13 **Legal Compliance.** The parties shall comply with all applicable requirements of federal and state statutes, rules, and regulations in their performance under this Agreement. Nothing provided herein shall require a party to act in violation of applicable requirements of federal and state statutes, rules and regulations and the refusal to act in violation of such laws shall not be a breach of this Agreement.

IN WITNESS WHEREOF, have entered into this Agreement as of the date set forth below and caused this Agreement to be executed in duplicate originals by their duly authorized representatives as set forth below.

STATE OF IDAHO, OFFICE OF THE STATE CONTROLLER

Joshua C. Whitworth, Chief Deputy Controller

Date

PUBLIC HEALTH DISTRICT 1

Don Duffy, Director

Date

PUBLIC HEALTH DISTRICT 2

Carol Moehrle, Director

Date

PUBLIC HEALTH DISTRICT 3

Nikole Zogg, Director

Date

PUBLIC HEALTH DISTRICT 4

Russell Duke , Director

Date

PUBLIC HEALTH DISTRICT 5

Melody Bowyer, Director

Date

PUBLIC HEALTH DISTRICT 6

Maggie Mann, Director

Date

PUBLIC HEALTH DISTRICT 7

Geri Rackow, Director

Date

**AGREEMENT
FOR
EMPLOYEE GROUP INSURANCE**

This Agreement for Group Insurance (“Agreement”) is made and entered as of the 17th day of February 2022, by and between the State of Idaho, Department of Administration, Division of Insurance and Internal Support, Office of Group Insurance (“OGI”) and Eastern Idaho Public Health (Health District 7), a political subdivision of the State of Idaho (“Contracting Employer”).

RECITALS

- A. Idaho Code section 67-5767 authorizes the Director of the Department of Administration to provide group insurance, group annuity, and health care service coverage to school districts, public community colleges, public colleges, public universities and other political subdivisions of the State of Idaho (collectively, “Political Subdivisions”).
- B. The Director has delegated authority to provide group insurance, group annuity, and health care service coverage to Political Subdivisions to OGI.
- C. Contracting Employer is a Political Subdivision and desires group insurance, group annuity, and health care service coverage under the terms and conditions of this Agreement.

AGREEMENT

THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

- 1. Definitions. Terms, whether capitalized or not, in this Agreement shall have the meanings set forth in the Agreement, including the Recitals above, unless the context requires otherwise.
- 2. Group Insurance Coverage.
 - a. *Coverage Provided.* Subject to the terms of this Agreement, OGI will procure and maintain the types of group insurance, group annuity, and health care service coverage set forth below, for the officers and employees of Contracting Employer:

- Medical (includes prescription drug coverage, vision and Employee Assistance Program)
- Dental
- Flexible Spending Accounts
- Basic Life (including Accidental Death & Dismemberment)
- Voluntary Term Life

The above types of insurance are collectively referred to in this Agreement as the “Group Insurance.” Unless the type of insurance is identified as option or inclusion is waived by OGI, Contracting Employer shall provide all Group Insurance to its officers and employees.

The policies of Group Insurance provided under this Agreement will be identical to those policies provided by OGI to active State of Idaho employees.

b. *Authority to Negotiate, Procure, Maintain and Administer.* OGI shall have complete and exclusive authority to negotiate, procure, maintain and administer the Group Insurance.

3. Contracting Employer’s Duties.

a. *Coverage Offered to All Employees and Officers.* Contracting Employer shall offer the Group Insurance set forth on Exhibit A to all eligible officers and employees.

b. *Provision of Data.* OGI will provide Contracting Employer with a list of data and a submission schedule. Contracting Employer shall provide OGI with all such data in accordance with the submission schedule.

4. Costs and Payment. On or before the fifth (5th) day of each month, Contracting Employer shall pay OGI for Contracting Employer’s premiums, surcharges and administrative contributions set forth below. The Contracting Employer shall pay premiums, surcharges, and administrative contributions in advance for the following month. The Contracting Employer shall submit stabilization reserve payments upon the initiation of participation in the Group Insurance and upon resumption of participation following the exclusion period set forth in section 5(c)(ii) of this Agreement.

a. *Premiums.* Contracting Employer shall pay the premium attributable to each officer and employee receiving Group Insurance under this Agreement. OGI will provide no less than thirty (30) days prior notice of premium increases.

b. *Surcharges.* Contracting Employer continue to participate in the sweep process for employees who are eligible for benefits but decline enrollment or a surcharge equivalent to the value of the state of Idaho’s sweep account as determined annually by the state of Idaho’s actuary. OGI will provide notice following the actuary’s report of the annual surcharge for the following twelve (12) month period.

c. *Administrative Contributions.* Contracting Employer shall pay a fee per employee assessed to cover costs of OGI’s procurement, maintenance and administration of the Group Insurance. OGI will allocate such costs to the Contracting Employer in the same manner as OGI allocates the costs to the various agencies of the state of Idaho under the provisions of Idaho Code section 67-5769 as a component of the employer contribution.

d. *Stabilization Reserve Payment.* Contracting Employer will not be required to submit any additional contributions to the Stabilization Reserve. All rate stabilization reserves shall be vested in the state of Idaho and shall remain in the rate stabilization reserve account in the event of termination.

5. Term and Termination.

a. *Effective Date.* This Agreement shall commence as of March 1, 2022, and shall continue until terminated.

b. *Termination.* In the event of breach of this Agreement by Contracting Employer, OGI may terminate this Agreement upon thirty (30) days' notice to Contracting Employer. Contracting Employer may terminate this Agreement at any time with or without cause upon (30) days' notice to OGI with termination to be effective the last day of the plan year unless another date is mutually agreed upon by both parties.

c. *Effect of Termination.*

i. Termination by OGI. Upon termination by OGI, Contracting Employer shall immediately submit payment to OGI for all outstanding liabilities for premiums, surcharges and administrative contributions.

ii. Termination by Contracting Employer. Upon termination by Contracting Employer, Contracting employer shall not be eligible to enroll officers and employees in the Group Insurance for a period of five (5) years from the effective date of the termination.

6. Statutory Revisions. Any amendments made by the Idaho Legislature to Idaho Code Title 67, Chapter 57 shall become a part of this Agreement upon their effective date and the contract shall be amended to the extent necessary to give effect to such amendments.

7. Notices. Any notice given in connection with the Agreement shall be given in writing and shall be delivered either by hand to the other party or by certified mail, return receipt requested, to the other party at the other party's address stated below. Either party may change its address by giving notice of the change in accordance with this paragraph.

OGI: Office of Group Insurance
650 W. State Street, Ste 100
P.O. Box 83720
Boise, ID 83720-0035

Contracting Employer: Eastern Idaho Public Health
Geri L. Rackow, Director
1250 Hollipark Drive
Idaho Falls, ID 83401

8. Complete Statement of Terms. This Agreement constitutes the entire agreement between the parties hereto and shall supersede all previous proposals, oral or written, negotiations, representations commitments, and all other communications between the parties. Except as set forth in section 6, this Agreement may not be modified without the written consent of OGI and Contracting Employer.

9. Governing Law. This Agreement shall be governed by and construed under the laws of the State of Idaho and the parties hereto consent to the jurisdiction of the state courts of Ada County in the State of Idaho in the event of any dispute with respect to this Agreement.

10. Survival. Any termination of this Agreement notwithstanding, provisions which are intended to survive and continue shall survive and continue, including, but not limited to, the provisions of section 3(b), 4, 5, and 9.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the first day set forth above.

OGI:

**Department of Administration
Office of Group Insurance**

By _____
Its _____

Contracting Employer:

Eastern Idaho Public Health

By _____ Geri L. Rackow

Its _____ Director



Eastern Idaho
Public Health

Prevent. Promote. Protect.

EMPLOYEE HANDBOOK

Revised: February 20, 2022

INTRODUCTION

Eastern Idaho Public Health (EIPH) one of seven public health districts in Idaho that were created in 1970 as single-purpose governmental entities whose creation was authorized by the State of Idaho under [Chapter 4, Title 39 of Idaho Code](#) to ensure essential public health services are made available to protect the health of all citizens of the state no matter how large or small their county population.

EIPH is not an agency or department of either state or county government. EIPH employees are neither County nor State of Idaho employees, rather District employees who receive many State of Idaho benefits to include participation in medical, dental, vision, and life insurance benefits through the Idaho Office of Group Insurance as well as retirement benefits through PERSI.

EIPH serves Bonneville, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, and Teton Counties and is governed by a Board of Health vested with the authority, control, and supervision of the health district. Idaho's seven public health districts were created to provide the basic health services of public health education, physical health, environmental health, and public health administration, and any other services as determined by the district's Board of Health.

MISSION, VISION, AND VALUES

At EIPH our vision is “**healthy people in healthy communities**” with a mission “**To prevent disease disability, and premature death; to promote healthy lifestyles; and to protect and promote the health and quality of our environment.**”

As public servants, it is important that all EIPH employees act with the utmost integrity and professionalism in all we do. Organizational values--enduring beliefs about the way things should be done and underlying principles that guide our decisions—are critical to our success as an agency. Collectively, we at EIPH agree to embrace the following values—values we want to be known for as we work together to serve the residents of Eastern Idaho.

Honesty	Integrity	Dependability	Respect	Communication
Trust	Teamwork	Happiness	Accountability	Quality

EMPLOYMENT AT-WILL

Employment with EIPH is voluntarily entered into, and an employee may choose to resign at any time. Similarly, EIPH may end your employment at any time, with or without notice or cause, as long as there is no violation of applicable state or federal laws. This is often referred to as “at-will” employment. Nothing in these policies or any other document or statement shall change the at-will nature of employment.

EIPH EMPLOYEE HANDBOOK

This *EIPH Employee Handbook* is a framework of guidelines intended to establish a safe and professional working environment and to assist you in being a successful EIPH team member. It is our guide as to how we work with each other on matters of performance, compensation, time away from work, benefits, and other important elements of employment at EIPH. This guide also addresses workplace expectations, relationships, and how we treat our employees and the citizens we serve. This Employee Handbook IS NOT A CONTRACT.

All policies contained in this handbook are supported and approved by EIPH's Board of Health. These policies shall prevail, provided they are not in conflict with Idaho Code or federal law. This policy manual replaces and supersedes all other employee policy and procedure manuals. These policies may be changed at any time with the approval of the EIPH Board of Health.

All EIPH employees are required to review these policies and procedures and sign an Acknowledgement Form that will be kept in the Human Resources office. Any questions regarding these policies and procedures may be answered by EIPH's Director, Division Directors, or the Human Resource Specialist. **Employees who violate these policies are subject to disciplinary action up to and including dismissal.**

Any reference in this document to Idaho Division of Human Resources Administrative Rules means IDAPA 15.04.01 (<https://adminrules.idaho.gov/rules/current/15/150401.pdf>).

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Eastern Idaho Public Health
TRAVEL/EDUCATION REQUEST

PURCHASE ORDER NO.#

Requisition must be approved before incurring travel expenses

EMPLOYEE NAME:		DATE OF REQUEST:	
CLASS OR SEMINAR TITLE:			
EXPECTED VALUE TO DISTRICT:			
COVERAGE:			
PLAN FOR ADJUSTING TIME:			
LOCATION:		DATE OF DEPARTURE:	
DATE(S) OF EVENT:		DATE OF RETURN:	
PROGRAM(S) CHARGED:			
		TRANSPORTATION:	AMOUNT
		DISTRICT CAR	0.00
		PRIVATE CAR	0.00
		AIRPLANE	
		OTHER	
*no tax in Idaho on lodging	LODGING: (GSA Rate/State)	\$ 94.00	0.00
		REGISTRATION:	
		MEALS:	
		\$ 49.00 Full Day	0.00
		\$ 12.25 Breakfast	0.00
		\$ 17.15 Lunch	0.00
		\$ 26.95 Dinner	0.00
		OTHER:	
TOTAL ESTIMATED EXPENSES:		\$0.00	
P-Card Reserved:			
District Car Reserved:			
EMPLOYEE'S SIGNATURE:			
SUPERVISOR'S SIGNATURE:			
DIVISION DIRECTOR/DISTRICT DIRECTOR SIGNATURE:			

IN ORDER TO GET REGISTRATION PAID ON TIME, SUBMIT YOUR REQUEST AT LEAST TWO (2) WEEKS IN ADVANCE OF REGISTRATION DEADLINE

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**EASTERN IDAHO PUBLIC HEALTH
CONFERENCE ROOM SET-UP FORM**

Name of Meeting: _____ Meeting Date(s): _____

Requested by: _____ Phone: _____ Today's Date: _____

Set-Up Time: _____ Start Time: _____ End Time: _____ # of Attendees: _____

Room Needed: Conference Room CH Classroom CS Classroom
 Board Room WIC Classroom EH Classroom

Set Up: Chairs Only Tables & Chairs (mark layout below) Head Table for Presenter
 Podium Table(s) for handouts # _____ Refreshment Tables # _____
 Circle: (Hot / Cold)

A: Rectangle or U-Shape	B: Classroom	C: Rows	D: Other
			Please draw how you would like the room set up

A/V Equipment Needed (mark all that apply):

- Computer
- Projector
- Hand-held microphone
- DVD Player
- Audio System
- Screen
- Lapel Microphone
- Extension Cord
- Conference Phone

Other Needs/Special Requests:

Agency Information: Invoice mailed on _____ Invoice given to organizer _____

Agency Name: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

For Office Use Only:

Fee: \$100 per day regardless of the number of hours used. Monday through Friday 8:00 am-5:00 pm.
 After Hours/Weekend Use: # Hours _____ x \$40 per hour (must be pre-approved and is based on staff availability).
 Total Cost: _____

Approved by: _____ Room Usage/Fee Information Provided:

Notifications: Maintenance IT **IT Equipment Checked in:** _____

Developed: 11/07; Revised: 2/2022

ATTENDANCE (ABSENTEEISM AND TARDINESS)

POLICY

The purpose of this policy is to provide a fair, consistent, and effective method of monitoring employee attendance in order to help maintain efficient operations.

Good attendance habits are an integral part of every employee's job. Habitual tardiness and unscheduled absenteeism is unprofessional and puts a burden on co-workers and clients. It is therefore the policy of the EIPH that all employees practice good attendance habits.

Generally, EIPH's employees work Monday through Friday from 8:00 a.m. to 5:00 p.m. with the exception of designated holidays. However, due to the nature of our business, there may be instances that employees are required to work shifts that are outside of these general business hours (extended clinic hours, special clinics, trainings, community events, etc). As much as possible, employees will be given advance notice when they will be required to work outside of their normal work hours.

In addition, there are situations that an employee may be granted an adjusted work schedule, dependent on the needs of the agency. Any schedule adjustment is at the discretion of the Division Director. Any approved schedule adjustments must be reported to EIPH's Director.

PROCEDURE

Perfect attendance is desirable in the interest of efficient workflow and fairness to co-workers; however, there are instances where absences or late arrivals to work may be unavoidable. A habitual pattern of failure to report for duty at the assigned time or place will result in disciplinary action up to and including dismissal from employment.

Definitions:

Scheduled Absence - An absence that is known, requested, and approved in advance by the employee's supervisor (or designee). Examples include, but are not limited to, approved leave (vacation, compensation time, sick, or leave without pay).

Unscheduled Absence - An absence that occurs suddenly and is taken without advance notification or approval. Examples include, but are not limited to, an unplanned illness, the failure to report to work as scheduled, tardiness, leaving a post early, or abandoning a post or job.

An employee may be asked to provide a doctor's certification of illness or injury for absences in excess of three (3) days, or for periods of less than three (3) consecutive working days whenever a supervisor believes it is warranted (~~IDAPA 15.04.01.240.07~~). Any employee who is on approved sick leave and is found to be improperly using that sick leave shall be subject to disciplinary action up to and including dismissal (Rule 190).

Employee Responsibility

1. Employees are responsible to be at their workstation on time as scheduled and prepared to work. (For example, if your shift starts at 8:00 a.m., you are expected to be at your assigned station ready to begin work at 8:00 a.m., not walking in the door at 8:00 a.m.). An employee is tardy when he/she arrives at the assigned workstation after the scheduled start time.
2. Maintain a consistent and reliable level of attendance.
3. Know and follow the notification requirements of their division for reporting absence or tardiness. Notification requirements include: whom to notify, how to notify (such as email, phone, text, or similar), and timeline for notification.
4. Accurately report in the district's time reporting software ~~Time~~ all work performed and leave time.
5. Request time off as far in advance as possible.
6. Don't work beyond your scheduled hours unless you have been given permission from your supervisor, except in emergency situations.
7. Remain at your workstation unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks).
8. Remain at work during entire work schedule, unless excused by their supervisor.

Director/Supervisor Responsibility

1. Manage work schedules and leave requests of employees. Be aware of employee's leave accrual when approving leave requests.
2. Post or make known to division employees the notification requirements of the division. Notification requirements include: whom to notify, how to notify (such as email, phone, text or similar), and timeline for notification.

3. Address employee attendance issues promptly and investigate suspected attendance-related performance issues such as excessive absence or tardiness and take appropriate action in a timely manner.
4. Train employees to ensure all staff are knowledgeable about the attendance policy.
5. Notify Human Resources of staff who has consecutive absences over three days. This does not apply to pre-planned vacation.

Exceptions

Corrective action against an employee, up to and including dismissal, may be taken to resolve issues with the employee's attendance based on the unique characteristics of each case and the presence or absence of other work-related problems.

If the absence is authorized under the Family Medical Leave Act (FMLA), an employee shall not be considered as having excessive absenteeism.

Except for those employees on authorized leave, an employee who has not returned to work within three working days after approved paid or unpaid leave or release by their medical provider shall be considered as having voluntarily separated. **(IDAPA 15.04.01.244)**

AUDIO-VISUAL EQUIPMENT

Equipment

Each Division and satellite office should maintain a list of all audio-visual equipment assigned to their division.

Scheduling

The use of any audio-visual equipment that has not been assigned to a specific division or program is scheduled through the IT office. Each division should maintain a schedule for checking out audio-visual equipment. Never take any equipment, even for a short time, without scheduling it first.

Responsibility

When a staff member checks out any equipment, he/she is responsible for stating when they plan on using that equipment and when the equipment will be returned. If you do not know how to operate the piece of equipment, get instructions from someone who does before using it. Any problems noted with the equipment must be reported to the supervisor upon check-in for repairs to be made.

Check-out Policy

Only EIPH staff may be allowed to check out equipment for work-related duties. It is **NOT** to be loaned to any other agency, facility, organization, or to be used for personal use.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Location of AEDs

Automated External Defibrillators (AEDs) are located in all EIPH offices, except Mud Lake, Dubois, and Mackay. All staff should familiarize themselves with the location of the device in the office(s) in which he/she works.

Indications for AED Use

The AED is indicated for emergency treatment of victims exhibiting symptoms of sudden cardiac arrest who are unresponsive and not breathing. EIPH's AED machines provide audible step-by-step instructions for their use.

Emergency Medical Response Plan Activation

Any employee witnessing or being made aware of a medical emergency in EIPH facilities in which CPR or AED use is indicated should follow these steps:

1. Page "Medical Assistance Needed" to (area that incident is occurring), "Medical Assistance Needed" to (area that incident is occurring)."
2. Call or assign someone to call "911" to report the emergency.
3. If trained, initiate CPR until help arrives. This could include use of the AED if indicated. This should be done in accordance with the American Heart Association's CPR/AED Protocol.
4. After the incident, if the AED was used, complete the [AED Incident Use Report Form \(Appendix J\)](#) and turn it in to the district's AED Coordinator as noted on the form.

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BENEFITS

EIPH provides eligible employees with a generous benefits package, including Public Employee Retirement System of Idaho (PERSI); medical, dental, vision, and life insurance; and much more. For purposes of employee benefits, EIPH will continue to use credited service to count toward longevity milestones, when applicable. For these benefits, “credited state service” will be recognized as “credited service” effective March 1, 2022. Below are links to detailed information on all of EIPH’s benefits, including eligibility. EIPH’s Human Resources Specialist can assist you with enrollment, changes, additional information, and any questions you may have.

INSURANCE & OTHER BENEFITS

EIPH employees’ insurance information is accessible through Idaho’s Department of Administration, Office of Group Insurance (OGI). [Department of Administration - Insurance](https://ogi.idaho.gov/) <https://ogi.idaho.gov/>

On the OGI website, employees can find information on the following topics:

Medical Insurance	Dental Insurance	Vision Insurance
Flexible Spending Accounts	Basic & Voluntary Term Life Insurance	Accidental Death & Dismemberment
Short- and Long-Term Disability	Prescription Drug Coverage	Health Promotion Programs

RETIREMENT

EIPH employees’ retirement benefits information is accessible through PERSI, the Public Employment Retirement System of Idaho.

PERSI: <http://www.persi.idaho.gov/>

EMPLOYEE ASSISTANCE PROGRAM (EAP)

<https://ogi.idaho.gov/counseling/>

EAP benefits are included in each medical plan. EAP provides confidential, short-term counseling services for benefit eligible employees and their dependents to help them handle concerns constructively before they become major issues. You can call anytime with concerns such as marital, relationship or family problems; stress, anxiety and depression; grief and loss, job pressures and substance abuse.

This benefit also includes Conflict Resolution and Critical Incident Stress Debriefing services:

- **Conflict Resolution/Mediation:** Provides a forum in which supervisors and/or employees can develop or improve working relationships.
- **Critical Incident Stress Debriefing (CISD):** Provides an onsite response following a tragic or critical incident, such as the death of a co-worker or supervisor.
- **Critical Incident Stress Management (CISM):** Designed to help employees handle issues that are not tragic in nature, but have a critical impact on the work environment.

HOLIDAYS

EIPH observes 11 holidays and provides paid time off for these holidays for eligible employees. The amount of Holiday hours available to an employee is based on the average number of hours worked per week divided by 5, to a maximum of 8 hours per Holiday. For any question about your specific Holiday hour accrual amount, please contact Human Resources.

Idaho State Holidays	
New Year’s Day	January 1 st
Martin Luther King, Jr. – Idaho Human Rights Day	3 rd Monday in January
Presidents’ Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans’ Day	November 11 th
Thanksgiving	4 th Thursday in November
Christmas	December 25 th

If a designated holiday falls on a Saturday, it will be observed the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday.

COBRA BENEFITS

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

WORKERS COMPENSATION

Workers compensation insurance is a no-fault insurance policy which provides wage loss and medical benefits to workers who have sustained a job-related injury or disease. All employees of EIPH are covered under workers compensation insurance through the State Insurance Fund. Employees are covered beginning with their first day of work and during all hours when they are actually working (not preparing for, or traveling to or from work). Workers compensation insurance pays for “reasonable and necessary” medical care to treat a job-related injury or disease. On an approved claim, bills for medical treatment are sent by the medical provider directly to the State Insurance Fund, and require no payment on the part of the employee. The full process is found within the EIPH Employee Handbook.

Any job-related injury or disease must be reported immediately to the employee’s immediate supervisor. The employee is required to complete an [Incident Report Form \(Appendix A\)](#) or [Medication Error Report Form \(Appendix B\)](#) as soon as possible after the injury occurs, even if the employee does not require medical attention. The completed form should be given to the employee’s immediate supervisor who is to report the injury to the Human Resource Specialist. (If the immediate supervisor is not available, the incident should be reported directly to the Human Resource Specialist or EIPH Director).

Procedure

If an injury is life threatening, call 911. For injuries that do not require 911 emergency response, administer first aid as necessary.

If the injury requires medical attention beyond first aid:

- Employees should contact their supervisor, manager, or the Human Resource Specialist prior to seeking medical attention for work related injuries or illnesses.
- Employees will be referred to **Mountain View Hospital Occupational Health Solutions** (208-557-2890) at one of the following locations:

✓ RediCare	2730 Channing Way, Idaho Falls	(OPEN 6:00 am 1:00 am)
✓ Idaho Falls Community Care	2725 Channing Way, Idaho Falls	
✓ Idaho Falls Community Care	765 Utah Avenue, Idaho Falls	
✓ Rigby Community Care	167 East 1 st South, Rigby	
✓ Rexburg Community Care	72 East Main, Rexburg	
✓ Pocatello Community Care	1595 Yellowstone Ave, Pocatello	
✓ Blackfoot Medical Center Urgent Care	1441 Parkway Drive, Blackfoot	

Additional Information:

- Employees in areas without a designated medical facility may seek treatment locally but should follow the same notification and reporting procedures.
- Mountain View Hospital’s Occupational Health Solutions will provide the employee with documentation of return-to-work status. This documentation should be given to the employee’s supervisor or the Human Resource Specialist.
- If the employee seeks treatment outside of the authorized provider, he/she could be held responsible for the associated medical bills.

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BIOHAZARDOUS AND CHEMICAL MATERIALS

POLICY

It is the responsibility of each employee to be aware of potential exposure to biohazardous and chemical materials and the safety precautions necessary for the handling of such materials.

PROCEDURE

It is the responsibility of the employee to obtain the knowledge on how to safely handle any product prior to usage. Employees who have not been instructed in biohazardous and chemical handling precautions should not handle any of these products.

Each office has a binder that contains Material Safety Data Sheet (MSDS) on all chemicals used by EIPH.

BREASTFEEDING MOTHERS – REASONABLE BREAK TIME

EIPH shall provide reasonable break time for an employee to nurse or express breast milk for her nursing child for up to one year after the child's birth. EIPH shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used for this purpose. Breaks of more than 20 minutes will be unpaid.

CLEAN INDOOR AIR POLICY

PURPOSE

Due to the acknowledged dangers arising from exposure to environmental tobacco smoke and other indoor air pollutants, limiting exposure to indoor air pollutants is vital since air quality is linked to asthma, allergies, and other respiratory disorders. It is the intent of EIPH to provide a safe and healthy environment for its employees and customers. Therefore, the purpose of this policy is to address the issues that may have an impact on EIPH employees and customers.

POLICY

In an effort to reduce the incidences of complications related to asthma, allergies, and/or other respiratory disorders, the following steps will be implemented in order to limit exposure to these particular indoor air pollutants by employees and customers of EIPH.

1. There will be no smoking or use of electronic nicotine delivery devices allowed on/in EIPH property (including vehicles) at any time. Any use of these products or devices must be done off district property or in approved designated areas.
2. Only district-approved air deodorizers/fresheners are allowed for use in EIPH's buildings and vehicles. All products must be approved by the district's Custodial Foreman.
3. Candles, wax melts/warmers, sachets, diffusers, and other such scented materials are not allowed in EIPH offices.

See also - Nicotine-Free Policy

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COMMUNITY SERVICE

POLICY

Eastern Idaho Public Health is an integral part of the communities in which we serve and is looked to as a community partner. In an effort to support healthy communities and promote the health district within the communities we serve, EIPH employees are being provided the opportunity to provide service within the community as a representative of Eastern Idaho Public Health.

EIPH will maintain a list of partner agencies on EIPH's intranet for which employees can choose to provide service. Employees are welcome to suggest additional community partners to be added to the approved list by providing the information about the agency/organization to the EIPH director for consideration.

Community Service Hours

Full time employees will be granted one hour of community service per month; part time employees' community service hours granted will be prorated based on their budgeted hours.

Weekly Budgeted Hours	Community Service Hours Granted per Month
40	1
32	45 minutes
24	30 minutes
8-16	15 minutes
Less than 8	0

At the start of the fiscal year, employees may begin using the allotted community service hours for that year. The time does not have to be earned first before it is used. For example, in August a full time employee wants to serve at Community Night Out for 5 hours. If approved by the employee's division director, this employee will then have 7 hours of community service time remaining for the fiscal year. Any time worked by an employee that exceeds the approved Community Service hours will not be compensated. Community Service hours do not roll over from year to year.

Adjusting Time

Employees must make every effort to adjust their time during the week to prevent the Community Service Hours from creating comp time. In addition, employees should not expect adjustments to their work schedules to accommodate Community Service commitments above and beyond those hours granted in accordance with this policy.

Community Service Dress Code

While participating in community service, EIPH employees will dress in a professional manner which will include wearing a logo shirt with appropriate pants/jeans or skirts for the event. Employee should check with the event organizer regarding specific dress guidelines for the event. Employee will also wear their official name badge (unless not allowed by the agency/organization) to further identify you as an EIPH employee.

PROCEDURE

Employees interested in participating in EIPH's Community Service need to complete the [EIPH Employee Community Service Request Form \(Appendix K\)](#). It is fully the employee's responsibility to make the arrangements for the Community Service. The employee may participate in the proposed Community Service once it is approved by the respective Division Director.

While performing the Community Services, the employee must obtain the signature of the agency's/organization's event coordinator on the Community Service Request Form. This completed form must be turned in to the employee's Division Director by the end of the pay period in which the service was performed. If the signed form is not returned to the Division Director, the employee will be ineligible for performing Community Service in the future.

During your community service, if possible, please take a photo and email or text it to EIPH's PIO or District Director to use on our Facebook page. Employees must get a signed "Media Consent Form" from any individual included in the photo.

Time Coding for Community Service

All employees will code Community Service hours to PCA 9050.

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COMPENSATION

At EIPH, the Board of Health sets our budget each spring which may include increases to employee's compensation. The District Director develops a Compensation Plan for salary increases. The final budget setting generally occurs during the April Board of Health meeting and, if approved, the increases in compensation will be implemented to be effective beginning in the new fiscal year (or they may be implemented earlier if sufficient funding is available in the current fiscal year budget).

Outside of regular Changes in Employee Compensation as described above, the Director has discretion to provide increases or bonuses for retention, performance, hard-to-fill positions, or compression issues. All EIPH compensation actions will be in accordance with the EIPH Compensation Policy that is approved by the Board of Health each year.

[EIPH's Compensation Plan](#) is updated annually and available on EIPH's intranet under the Administration tab.

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COMPUTER USE ACCESS AND SECURITY

All EIPH computers and other applicable devices (smart phones, tablets, etc.) require a user name and password to access the network shared or mapped drives. Access to information stored on the network also requires system rights, which are set up by IT support staff.

COMPUTER PASSWORDS

A password may be reset at any time by an IT administrator by request or at the request of a supervisor. Regardless, the user will be informed of the generic password which they will be required to change at their next logon attempt.

Password Length

A password must be a minimum of 8 characters in length.

There is not currently any regulation concerning a maximum password length.

Complexity Requirements

A password must contain characters from 3 of the 4 categories listed below and may not contain any part of your given names or logon username.

- UPPERCASE LETTERS [A-Z]
- Lowercase letters [a-z]
- Numerals [0-9]
- Special Characters [! # \$ ^ * () ? - ~ _ | < = > +] including spaces

Certain special characters should not be used: At @, single " or double "" quotation marks, percent %, period ., comma ,, apostrophe ', ampersand &, forward slash /, backward slash \, curly braces {} or square brackets [].

Automatic Account Access Lock

If you attempt to logon and are unsuccessful 20 times, consecutively, you will be forced to wait at least 20 minutes prior to attempting again.

Expiration

Passwords will expire every 90 days. You will be prompted to change your password once it has expired. Any new password will need to be unique in comparison to the prior 24 passwords used.

Retention and Security

EIPH employees are to never divulge passwords to anyone except the employee's immediate supervisor, Division Director, the EIPH Director, or members of the IT Staff. Instances requiring disclosure of an employee's password are extremely rare as the IT staff may change an employee's logon password at any time.

If the password needs to be written down, it should never be kept in or around an employee's work area or in any place accessible to others. Employees should memorize their credentials as quickly as possible and hard copies destroyed securely.

Do not say the credentials while typing them or otherwise broadcast them.
Do not reuse the credentials with any other logon process

Employees should be extremely cautious of any communication requesting any information about his/her logon or password, as NO ONE will ever request them via e-mail or unsolicited phone call. Requests for your user credentials will only be conducted in person and by the people identified previously.

First Logon / Password Reset Instructions

Enter the account logon, as it has been provided to you by the IT staff.

Enter the initial password which has also been provided to you by the IT staff.

You should be prompted to change your password immediately, and the "Change Password" screen will be displayed.

After reviewing the aforementioned criteria for password complexity, enter your new password in the spaces provided.

SCREEN LOCK

In an effort to not only protect the sensitive information of our clients, but also that of our personnel, and to ensure the proper handling of said information, EIPH requires the use of the Screen-Lock functionality of workstations to limit access from unauthorized sources.

EIPH's current policy dictates automatic Screen Lock after 10 minutes of inactivity (subject to change); however, employees should lock their workstations manually prior to leaving them unattended, regardless of time frame.

To conduct a manual Screen Lock = press and hold Windows key + L

Image of the Windows key on a keyboard (located in the bottom left hand corner of your keyboard).



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CONFERENCE/MEETING ROOM USAGE

EIPH has several meeting rooms available for use by district employees and other authorized outside agencies, including state, county, and city agencies and non-profit organizations (only non-profit organizations that have a public health mission; meeting rooms should not be scheduled for non-profit organizations that do not have a public health purpose or mission).

EIPH Meeting Rooms

Board Room (room 145) Clinical Services Classroom (Room 186) Community Health Classroom (Room 155)
WIC Classroom (Room 223) Environmental Health Meeting Room (Room 107)

EIPH Conference Rooms

Idaho Falls Conference Room EIPH Satellite Meeting Rooms

POLICY

1. EIPH staff should schedule meeting/conference rooms through the District's Outlook calendars. For training on how to schedule a room, please contact EIPH's IT staff.
2. Use of EIPH's conference rooms by an outside agency must be approved by a Division Director or EIPH Director and then scheduled through the district's Human Resource Specialist. With authorization, the conference rooms may be scheduled during regular business hours, evenings, and/or weekends. The Human Resource Specialist will then coordinate with the outside agency.
3. Fees for conference room rentals can be found on the district's website under the Fees tab (<http://www.eiph.idaho.gov/Fees/feesmain.html>). Then, click on the "Miscellaneous Fees" document.

*Fees may be waived by the Director in instances where the training/meeting being held in EIPH's conference/meetings by an outside agency is a benefit to EIPH employees.

4. No business or other public agency may use the district's other meeting rooms (Board Room, EH, Clinical Services, Community Health, WIC or satellite classrooms) outside of regular business hours (8:00 a.m. – 5:00 pm.)
5. Each division is responsible for their own classroom and conference room that they have granted the use of to an outside agency. This includes scheduling, set-up, and cleaning of the room. If assistance is needed with cleaning of a meeting room, a [Service Request Form \(Appendix J\)](#) should be completed and turned in to the Human Resource Specialist. EIPH will not provide custodial or IT assistance other than during normal working hours.
6. When any meeting room is scheduled to be used by an outside agency, the division submitting the request for approval must provide at least one district employee to be in attendance at all times and supervise the use of the room.

Since district maintenance staff does not check the cleanliness of the meeting rooms on a daily basis, any individual or group using a meeting room should empty the garbage at the end of the meeting IF FOOD IS INVOLVED. This will prevent unwelcoming odors from being created in the room.

7. If a room set-up or any computer or audio/visual equipment is needed in any of the meeting rooms, a [Conference Room Set-up Form \(Appendix H\)](#) should be completed and given directly to the Human Resource Specialist **at least one week in advance**. No computer or audio/visual equipment set up or take down by the IT staff will be approved other than during regular working hours. Outside agencies will need to provide their own equipment after regular business hours.

The use of audio/visual equipment in the conference rooms should involve a test of any devices and software prior to any scheduled activity. When guests use EIPH's facilities, district personnel filling the role of host will need to ensure that district property is used according to district policies.

PLEASE DO NOT ATTEMPT TO USE THE EQUIPMENT UNLESS YOU HAVE BEEN TRAINED.

8. EIPH **WILL NOT** provide copies, faxes, or catering of refreshments to outside agencies using conference or meeting rooms.
9. It is the policy of EIPH not to allow **any** outside organizations or agencies to use/rent or occupy any office space or clinic rooms during normal office hours or after hours except in the case of public health emergencies.

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CONFIDENTIALITY

EIPH personnel and client information will be regarded as confidential and will be available only to authorized users for approved purposes.

PERSONNEL CONFIDENTIALITY

Although some information about EIPH employees is a matter of public record, much of the information is not. The following is a breakdown of the type of information subject to disclosure and the circumstances under which such information may be disclosed.

All disclosures shall be coordinated through EIPH's Human Resources staff.

Personal Information

The following information is of a personal nature and is **never** subject to dissemination to outside parties without authorization from the individual concerned:

- social security number
- date of birth
- home address
- home or cell phone number
- marital status
- spouse's name
- number of dependents
- any other information regarding the employee's personal life

Information Contained in an Employee's Personnel File

The contents of an employee's personnel file are the property of EIPH; therefore, any information dissemination from the file shall be on a strictly limited basis. Documents in the personnel file shall not be photocopied or disseminated without prior approval of EIPH Human Resources staff. Performance evaluations shall in no way be disseminated to outside agencies, public or private.

"Outside agencies" **DO NOT** include the Division of Human Resources or State Controller's Office, where the official personnel records are maintained, nor does it include state agencies, since all state agencies are considered by law to be one employer.

Employment Verification

All requests for employment verification will be directed to the Human Resources office. Per Idaho Code, 74-106, the following information can be disclosed of a current or former employee:

- Employment History
- Classification
- Pay Grade
- Longevity
- Gross Salary and Salary History
- Status
- Workplace
- Employing Agency

All other information in an employee/applicant's personnel file is not available to the public without the written consent of the individual to whom the file pertains. All other personnel information relating to an employee includes, but is not limited to, information regarding: sex, race, marital status, birth date, home address, telephone number, applications, testing and scoring materials, grievances, correspondence, and performance evaluations.

CLIENT CONFIDENTIALITY

According to federal HIPAA regulations, confidential client information includes any information that directly or indirectly could lead to the identification of a person served by EIPH; any information that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual.

Release of Information

All requests for release of confidential client information will be handled in accordance with HIPAA regulations. Court orders and subpoenas will be referred to the appropriate Division Director who will review the subpoena and take appropriate action to comply with the subpoena's instructions as well as notify EIPH's Director of such action.

Protocol and Procedures

All EIPH employees, volunteers, interns and any others working on behalf of EIPH who may have access to EIPH offices will be provided with a copy of this policy and required to sign an acknowledgement of such which will be kept in the Human Resources office.

All client-specific records are strictly confidential and only personnel who have a “need to know” in the course of their job duties will have access to confidential records and information. All hardcopy client information is to be kept in a locked/secured area. File cabinets containing confidential information are to be locked when not in use. Confidential information should not be kept on removable electronic devices, such as a USB device.

Mail, Fax, and Telephone Protocol

Confidential information sent to EIPH by mail is to be addressed to a specific person, and marked “confidential” on the outside of the envelope. Only the person addressed on the envelope, or their representative with supervisory staff approval, will open the confidential mail.

All confidential information sent by fax must be addressed to a specific person and include a cover sheet stating that the information is confidential, and that disclosure, copying or distribution of the information by anyone other than the addressee is prohibited. Confidential information received at EIPH by fax is to be handled in a secure manner by placing the fax in an interoffice envelope and routing to the individual.

Confidential telephone discussions are to be completed with discretion, noting that conversations can be overheard by unintended audiences. Confidential information is never to be left on an answering machine. Confidential information relayed by cell phones or cordless phones is to be limited as much as possible, and avoided in public places.

Electronic Security

Information sent by e-mail is not secure. E-mail is not to be utilized to send confidential information unless it is encrypted.

All EIPH computers require a user name and password to access the network shared or mapped drives. Access to information stored on the network also requires system rights, which are set up by IT support staff.

Confidential information displayed on computer screens will be kept secure by viewing the information in a private area, using a screen saver, logging off, minimizing the program window, locking the workstation, or turning the monitor away when a person approaches the computer station. Refer to the Computer Use Access and Security policy for more details.

VIOLATIONS

Any violation of the EIPH confidentiality policy may result in disciplinary action, up to and including dismissal. Violations of federal HIPAA regulations can result in personal fines and imprisonment. Additionally, according to Idaho Code, it is a misdemeanor to willfully or maliciously disclose the content of any confidential public health record to a third party without the patient’s written authorization.

Examples of breaches of client confidentiality by EIPH employees could include, but are not limited to:

- Discussing client information in a public area.
- Leaving a copy of a client record in an unsecured or public area.
- Leaving a computer unattended in an accessible area with medical record unsecured.
- Looking up birthdates and/or address of family and friends.
- Reviewing a client record out of curiosity or concern for a client or reviewing a record of a public personality.
- Reviewing a record to use in a personal relationship.
- Using client information to compile a mailing list for personal use or to sell to others.

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CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT

EIPH believes continuing education to be an important part of an employee's professional development.

Training (either in-person or virtual that has an associated registration fee) and travel requests must have prior approval by Division Director using the [Travel/Education Request Form \(Appendix C\)](#). Approval will be based on available funds. Training must relate to employee's job responsibilities. **Supervisors should track employees' training and associated costs annually.**

PROFESSIONAL DUES

The District is not responsible for payment of professional dues. Employees may attend professional association meetings, but may be expected to pay applicable membership dues.

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CUSTOMER SERVICE POLICY

Service to customers is of the highest priority to EIPH. As we continue to operate in an increasingly competitive environment, our ability to exist and provide services is closely tied to the quality of services. Initial training in the District's Customer Service Policy will occur by the Human Resources Specialist during at new employee orientation. Additional specific training will occur within the various departments and programs.

To ensure our customers receive the highest possible service quality, the following work priorities are to be observed.

- Customers will not be denied or receive delayed services because employees are busy with non-customer activities – ***remember, our customers come first.***
- Customers arriving on time for a scheduled appointment are to be served first. Walk-in customers are to be given second priority as the schedule allows. Late arriving scheduled customers are to be treated as walk-in customers if their originally scheduled appointment time has already been given to another.
- Non-direct customer activities such as coding, typing, ordering and stocking supplies, preparing reports, preparing presentations, filing, etc. are an important part of the Health District workload and should be completed during regular business hours. These duties are to be completed as your work permits. In other words, customers will be served first and non-direct customer activities will be interrupted to provide prompt customer service. Non-direct customer services (billings, reports, etc.) are crucial and important to the successful operation of the District. It is important to plan ahead and manage time carefully to ensure all responsibilities are accomplished within established timelines.

COMMUNICATION EXPECTATIONS

In order to provide excellent customer service and promote positive interpersonal communications, the following expectations have been developed for communicating with others in person, by phone, or through e-mail. All EIPH employees are expected to follow these expectations. Failure to do so will result in a "Does Not Achieve" in the Customer Focus portion of the employee's performance evaluation.

In Person

- SMILE 😊
- Make eye contact and verbally acknowledge clients immediately upon their entrance into your work area. Suggested greetings include:
 - ***"Hello. How may I help you?" or "Hello. I will be with you in just a moment."***
- If staff or clinics are running behind when a client arrives for an appointment, apologize for the delay and notify the client of approximately how long the wait is estimated to be, giving the client a choice up front to wait or reschedule. If clients have to wait for more than a few minutes or longer than expected, check in with them frequently.
- Be friendly and extend personal greetings to coworkers.

Telephone

- **Greeting:** When answering the telephone for outside calls (this includes main lines in the Idaho Falls office and all satellite offices, as well as all external calls to direct lines in the Idaho Falls office), all staff should use the following script. Please say it with a SMILE ☺:

Thank you for calling Eastern Idaho Public Health. This is (first name). How may I help you?

EXCEPTIONS: The Environmental Health and WIC Divisions have modified greetings for the answering of their main phone lines.

- **Environmental Health:** *Thank you for calling Eastern Idaho Public Health’s Environmental Health Division. This is (name). How may I help you?*
- **WIC:** *Thank you for calling Eastern Idaho Public Health’s WIC program. This is (name). How may I help you?*

INTERNAL CALLS: For internal calls, you do not need to use this entire greeting, but you should identify yourself to the caller.

- **Transferring Calls:** Sometimes, calls are received from individuals who share details with the person initially answering the call, but who cannot assist them. When this happens and the call must be transferred to another employee, the person transferring the call should give the employee to whom the call is being transferred a brief explanation of the call prior to the transfer in order to prevent the caller from becoming frustrated by having to repeat his/her issue. To do this, tell the caller the name of the employee that his/her call will be transferred to and then press the “Transfer” button on the phone—**but do not hang up**. The call will ring at the other employee’s desk. When he/she answers, provide him/her with the details of the call and then hang up. The caller will now be connected to the other employee, who should greet the caller by introducing himself/herself, summarize the issue and then provide assistance to the caller.
- **Voicemail:** All employees should record a personal greeting on his/her voice mailbox (if they have one). Employees can choose a generic greeting or can choose to record a daily message. At a minimum, the voicemail message should say something to the effect of:

Thank you for calling Eastern Idaho Public Health. You have reached the voice mail of (name). I am not available to take your call right now. Please leave your name, phone number, and a brief message and I will return your call within one business day.

However, if an employee is going to be away from the office for more than one business day, this should be shared in the voicemail message. The message should also include an alternate phone number the caller can use to get assistance from another health district employee if needed.

For example: *Thank you for calling Eastern Idaho Public Health. You have reached Jane Doe. I will be out the office until Tuesday, November 12. You are welcome to leave a message and I will return your call at that time. However, if you need immediate assistance, please dial *162 now and you will be transferred to Sally.*

- **Out of Office Phone Coverage:** For Idaho Falls staff, if you are out of the office for more than one business day, you can forward your phone to another staff member to be answered, but please get that person’s permission before doing so. Instructions are available from IT for call forwarding upon request.
- **Returning Messages:** The expectation is that all voicemail messages be returned within one business day (unless you are out of the office and your message indicates this).

E-Mail

- **Response Time:** The expectation is that employees do their best to respond to e-mail messages within two business days.
- **Automatic Reply:** When an employee is going to be out of the office for more than one business day, the expectation is that the employee sets up a rule in Outlook that sends automatic replies to people who send e-mails during the employee’s absence. Your automatic reply should give the e-mail sender an alternate e-mail or phone number to contact that can be used to get assistance from another health district employee if needed.

To set up an Automatic Reply, open Outlook, 1) click on the “File” tab, 2) then on “Automatic Replies.” 3) Click on the option to “send automatic replies” and type your message in the box. Please note that you have the option of sending replies to e-mails from “Inside my Organization” and “Outside my Organization.” Make sure you update the text for both responses. Click OK. *Make sure when you return from your leave, turn the automatic replies OFF.*

Written Correspondence

Written correspondence addressed to EIPH employees requires prompt attention and/or response. Typically, responses should occur as soon as possible, but no later than five business days. All written correspondence will be printed on EIPH’s official letterhead.

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DISTRICT VEHICLES

EIPH maintains a fleet of vehicles for employees' business use. The vehicles are clearly identified with the district's logo, so employees are reminded to drive safely and responsibly in accordance with all State laws, while also being respectful of other drivers.

District vehicles are available in most offices and should be used rather than employees' personal vehicles whenever possible for both in-district and out-of-district travel. Employees will be required to provide the district's Human Resource Specialist with a copy of their current driver's license. Employees must carry liability insurance on their personal vehicle in the event it is used for business associated with EIPH. Acknowledgment of this coverage is obtained at hire and kept in the employee's personnel file. Employees who have their driver's license expire, suspended, or revoked are responsible to notify their immediate supervisor and will be prohibited from driving a district vehicle until driving privileges are reinstated.

District vehicles are for OFFICIAL business use only. District vehicles may be used by employees and other persons (volunteers, students, interns, etc.) acting on behalf of the District, whether with or without compensation. Individuals not serving in an official capacity of EIPH may not operate or ride in an EIPH vehicle.

Satellite Offices

Staff in the satellite offices should check with the office's Customer Service Representative on how to check out a vehicle.

IDAHO FALLS CARPOOL

In an effort to better manage the district's fleet of vehicles, a centralized carpool system has been implemented in the Idaho Falls office. This will allow EIPH management to more effectively monitor district vehicle usage and needs, as well as develop a more efficient vehicle replacement plan. The central carpool is located in the Receiving Area. This is where employees will check out and return vehicles, pick up vehicle books, and report any problems with vehicles.

Rules and Responsibilities of All Responsibility of Employees Using a District Vehicle:

1. When the use of a district vehicle is needed, the employee should "check out" a vehicle in the Receiving Area. Each vehicle will have its own sign-out sheet. Please complete the sign-out sheet prior to taking the vehicle. Please make sure all boxes are completed and that the writing is legible. Upon your return, note the return date and time on the sign-out sheet.
2. Use of vehicles is on a first-come, first-served basis. PLEASE DO NOT CHECK OUT A VEHICLE UNTIL YOU ARE READY TO LEAVE ON YOUR TRAVEL. If more than one person needs a vehicle at the same time, the individual traveling the farthest distance should use the district vehicle. If there is no district vehicle available for use, employees have the option of driving their personal vehicle. In this situation, employees will be reimbursed the full mileage rate. Please make note of this ("No District Vehicle Available") on your travel reimbursement form. If a specific vehicle is needed due to extenuating circumstances, there is a "Reservation Form" available that can be posted on the vehicle's clip board. Employees should make every effort to comply with the reservations.
3. When checking out a district car, employees should perform a routine inspection before they take the car. The inspection should note the following:
 - Any vehicle body damage
 - Condition of windows (cracked, etc.)
 - Tires (do they appear to have good treads, do they appear to have adequate air pressure)
 - Cleanliness of car (inside and out).

In the front of the car binder is a list of "Previously Reported Damage and Vehicle Notes" form. If an item is already noted on this list, it is not necessary to report it again.

4. Seat belts must always be worn when operating or riding in an EIPH vehicle.
5. The use of cell phones while driving is prohibited. If you must make/receive a call, please pull off the road and stop in a safe location.
6. Idaho law prohibits texting while driving. EIPH employees will refrain from texting while driving a district vehicle.
7. Prior to returning the vehicle, if the gas tank is less than half full, fill the tank with gas. If a gas station does not accept the agency credit card, you can use a personal credit card or pay cash. Turn in the receipt with your travel reimbursement form in order to receive reimbursement. Write the car's license plate number on the receipt and sign it before turning it in.
8. Prior to returning the vehicle, employee is responsible to clean any spills, crumbs, etc.; remove all garbage from inside the vehicle; and make sure the vehicle is left clean. A package of wet wipes is available in each vehicle.
9. A monthly trip report sheet is included in each vehicle binder. This is to be completed by the driver following each trip.
10. Immediately upon your return, return the car book to the Receiving Area. DO NOT KEEP THE BOOK AT YOUR DESK OR LEAVE IT IN THE CAR. In the event an employee returns to the office after hours and does not have access to the building, the vehicle

should be left in the parking lot with the keys and mileage book locked in the vehicle. It is the responsibility of the employee to return the keys and book to the Receiving area first thing the next morning.

11. Report any problems on a "District Vehicle Problem Report" form and place the form in the box located by the district vehicle book.

Note: *There is one unmarked district vehicle that can be used when anonymity is required (identified on the car list in the Receiving area).*

USE OF PRIVATELY OWNED VEHICLE

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 the District vehicle fleet average cost per mile for the prior fiscal year. This rate is noted on the Travel Reimbursement Form.

However, if there is already a district car going to a specific location and an employee chooses to drive a personal vehicle instead, the employee **will not** be reimbursed for mileage. In special circumstances, the EIPH Director may grant approval for mileage reimbursement in this case. If multiple employees take personal vehicles to the same location/event, one mileage reimbursement will be granted and shall be divided equally among the travelers.

VEHICLE MAINTENANCE AND REPAIRS

All employees are authorized to take a district vehicle to a car wash as needed. The individual making the purchase should sign the receipt, write license plate number on the invoice, and place it in the vehicle's binder.

The District's Maintenance and Custodial staff will oversee the maintenance schedules (regular oil change, tire rotation, etc.) of the district vehicles in the Idaho Falls office. If you experience any mechanical difficulties or other problems (cracked windshield, worn tires, worn wipers, unclean vehicle, etc.) with an agency vehicle, please complete a "District Vehicle Problem Report" form and give it to the Human Resource Specialist.

Satellite staff are responsible for coordinating vehicle maintenance and repairs. Minor car repairs and services like oil changes, car washes, windshield wiper replacement, and chip repairs can be completed by the employee. Each office will be notified (by the Fiscal Office, maintenance staff, or HR) when routine oil change or other preventive service is due. The individual making the purchase should sign the receipt/invoice, write license plate number on the invoice, and forward the receipt to the Fiscal Office.

Major car repairs over \$100 require pre-approval and a purchase order. Major is defined as any mechanical repair, tire replacement, glass replacement, body work, etc. Contact the Maintenance Foreman in writing, providing him with the nature of the problem, the estimated cost for repair, and the proposed service provider. Once the repair is approved, the Maintenance Foreman will initiate the purchasing process. Approval will be communicated back to the individual dealing with the auto service provider.

REPORTING OF MOTOR VEHICLE VIOLATIONS AND ACCIDENTS

If an employee is issued a motor vehicle violation/ticket in a district vehicle, the employee must complete an [Incident Report Form \(Appendix A\)](#) within one business day. Some examples include: speeding, failure to use turn signals, driving without wearing a seat belt, parking in handicapped space illegally, and driving with an invalid vehicle registration.

All accidents involving an employee in a district vehicle must be reported as soon as possible, but no later than the next business day following the accident. The employee must complete an [Incident Report Form \(Appendix A\)](#) and an Auto Accident Report Guide (located in the vehicle binder) and submit them to the Human Resource Specialist within one business day.

If the accident involves another vehicle, the employee should provide the other driver with a Citizen's Claim Procedure form (green sheet located in the vehicle binder) informing them how to file a claim should they wish to do so. Any liability complaint filed against an employee while performing within the scope of his or her employment shall be immediately directed to EIPH's Director.

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DRUG- AND ALCOHOL-FREE WORKPLACE

EIPH is committed to maintaining a working environment free from use of alcohol and illegal drug. Drug use and abuse (including alcohol) impacts morale, lowers productivity, and increases potential accidents and health care costs.

RESTRICTIONS

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited in the workplace, in EIPH vehicles, and while performing official business on behalf of EIPH. Consumption of alcoholic beverages or use of illegal drugs during work shift break times and lunch breaks is also prohibited.

Legal use of prescribed medication is not subject to this policy. However, if an employee is working while using prescribed narcotics for pain, or following surgery, this should be brought to the attention of the employee's immediate supervisor for safety reasons.

REPORTING

Appearing for work or performing any job duties or EIPH business while intoxicated or impaired by alcohol or drugs is prohibited. An employee who suspects a prohibited incident is taking place shall immediately report the matter to his or her supervisor, Division Director, or the EIPH Director. The matter should never be discussed with co-workers or persons not directly responsible for investigating the situation.

INVESTIGATION

EIPH shall investigate and take corrective action whenever there is a "reasonable suspicion" of the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol. Based upon information used to determine "reasonable suspicion," EIPH's Director may authorize the inspection or search of an employee's clothing, purse, wallet, bag, desk, office, vehicle, or any other property located on EIPH premises. EIPH will clearly outline the place to be searched, the item searched for, and the rationale for any searching prior to conducting any inspections. Such search shall be conducted by at least two supervisors. Furthermore, the employee may be requested by EIPH's Director to undergo appropriate testing at a certified substance abuse testing facility. The employee may refuse testing; however, this refusal may result in disciplinary action, up to and including dismissal. In accordance with IDAPA rule 15.04.01.190.

An employee who pleads guilty to or is found guilty of any criminal drug violation or driving under the influence of alcohol or controlled substances, must notify his or her supervisor within five (5) days after the conviction. EIPH may be required to report such information to governmental agencies with whom it contracts.

DRUG AND ALCOHOL TESTING

Policy

EIPH may require any employee or job applicant to submit to a blood, breath, and/or urine test for drugs or alcohol, in the following circumstances:

1. Pre-employment: Pre-employment testing is required for all new hires, with job offers being contingent on the individual successfully passing the testing. Applicants who fail to pass a pre-employment drug or alcohol test will be ineligible for employment for a minimum of one (1) year.
2. Post-Accident Testing: Employees involved in on-the-job accidents may be subject to testing. Based on the circumstances of the accident, the EIPH Director or his/her designee may initiate the testing process. An employee subject to post-accident testing shall not consume alcohol or controlled substances prior to testing. Exceptions will be made for prescribed maintenance medications and/or medications administered to treat an injury related to the accident.
3. Reasonable Suspicion: EIPH will require any employee to be tested for the presence of drugs or alcohol based on reasonable suspicion. Reasonable suspicion shall be defined as a reasonable suspicion, by a supervisor or above, concurred by the EIPH Director or his/her designee, that an employee is or has been impaired on the job. This determination of a reasonable suspicion may be based on a variety of factors, including but not limited to:
 - a. Direct observation or reliable reports from co-workers or others.
 - b. Possession of drugs or alcohol on the premises, or use of drugs or alcohol at work, prior to work, or on break.
 - c. Behavior, speech, or other physical signs consistent with impairment.

- d. A pattern of abnormal conduct or erratic behavior which is not otherwise satisfactorily explained.
- e. Unexplained accidents, on the job injuries, or property damage.
- f. A combination of some of the above factors and/or other factors in the judgment of management.

Management's determination of whether reasonable suspicion exists shall be final.

Process

1. **Scope**: Drug and alcohol testing of applicants or employees may include a urinalysis, breath analysis, and/or blood sample testing as determined by EIPH and the testing service provider/laboratory. Testing may include, but not be limited to, detecting the presence of alcohol, marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). EIPH may increase or decrease the list of substances for which testing is conducted at any time, with or without notice. In addition, EIPH may require that separate samples of multiple tests are conducted. Test levels and standards will be established by EIPH and the testing service provider/laboratory. A positive result for alcohol at a level of .02 or greater will be considered in violation of this policy.
2. **Confirmation**: Initial positive tests shall be confirmed using a second test in accordance with applicable law.
3. **Specimen for Testing**: Job applicants and employees selected for testing shall appear at the designated time and place and provide the necessary sample for testing. If the test sample is drawn off-site, employees tested based on a suspicion that the employee may be impaired shall be transported to the site by a supervisor or another person designated by EIPH. The applicant and/or employee must sign any consent requested and provide any other information. Failure or refusal to do so may result in disciplinary action up to and including termination or denial of employment.
4. **Testing an Injured Employee**: An employee who is seriously injured and cannot provide a specimen at the time of the accident shall provide the necessary authorization to obtain hospital reports and other documents that may indicate whether there were any controlled substances or alcohol in his/her system.
5. **Notification of Results**: Employees and applicants will receive notification of positive test results and will be given an opportunity to explain such results. Failure to submit to a test in a timely manner may result in discipline up to and including termination.

REHABILITATION

1. **Purpose and Responsibility**: EIPH recognizes that drug dependency and alcoholism are health problems and will attempt to work with and assist an employee who becomes dependent on controlled substances and/or is abusing alcohol. Employees will be assisted in identifying rehabilitation services, referral agencies, or other resources to help the employee in dealing with his or her problem. It is the employee's responsibility, however, to see that such problems do not interfere with proper job performance or expose others to the risk of harm. All employees are urged to obtain any necessary help before a personal problem becomes an employment problem.
2. **Evaluation and Treatment**: An employee may be required, in addition to discipline or as an alternative to discharge for violation of this policy, to undergo an evaluation for alcohol or chemical dependency should the employer so elect. This alternative may be offered on a case-by-case basis at the sole discretion of EIPH management. If recommended by an evaluation, enrollment in and successful completion of chemical dependency treatment may, at the sole discretion of EIPH management, be accepted once as an alternative to disciplinary action of an employee (not applicable to job applicants), and as a condition of continuing employment. Eligibility to return to work and any special conditions on the employee's work shall be determined on a case-by-case basis considering all relevant circumstances, including EIPH's interest in client safety and operational efficiency.

RECORDS

EIPH shall not release the individual test results of any employee or applicant to any person outside EIPH without first obtaining written authorization from the tested employee or applicants unless otherwise directed by law. Information will be released within EIPH only to those employees and agents who have a legitimate need to know the information for EIPH business purposes.

COSTS

Mandatory drug/alcohol testing costs shall be paid by EIPH. Treatment costs shall be the responsibility of the employee to the extent not covered by the employee's health insurance.

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DOMESTIC VIOLENCE

This is Idaho Division of Human Resources Policy (IDHR) that is applicable to all State of Idaho executive branch agencies, including EIPH. To access the policy, click here: [SECTION 8 – DOMESTIC VIOLENCE](#).

General Information

EIPH does not tolerate domestic violence. Domestic violence is a major public health issue. EIPH's health care professionals as well as our other front-line staff may be the first individuals to which abused victims turn for help. It is important that all district staff members are aware of accurate information and resources to provide appropriate assistance. EIPH offers support and referrals for assistance to employees who are victims and disclose concerns or request help.

Disclosures

Disclosures may be made to EIPH supervisors, Administration, or HR staff. When an incident involves employees from more than one governmental agency, agency heads will ensure that appropriate responses to the situation are coordinated.

Confidentiality

EIPH recognizes and respects the employee's right to privacy. The employee's disclosure will remain confidential unless there is a threat to the safety of the individual or other employees in the workplace. Whenever possible, the employee will be given notice of necessary disclosures.

Resources

Referral information will be provided to employees, and may include:

- local and state resources for domestic violence victims;
- advocacy and legal services;
- medical and counseling services;
- building security or local law enforcement agencies; and
- Employee Assistance Program information.

In addition, employees are encouraged to visit the Idaho Council on Domestic Violence and Victim Assistance website at <http://www.icdv.idaho.gov/>

Safety

EIPH will work with its employees to develop an individualized workplace safety plan when necessary. The safety plan may include, but is not limited to, the following measures:

- screening telephone calls;
- setting an alternate work schedule;
- arranging an escort to and from parking areas;
- working with building security or other law enforcement to enforce restraining orders or orders of protection on EIPH property;
- relocating an employee's workplace to a more secure area; and
- saving any threatening emails or voice mails.

Time Off

Time off will be in compliance with ~~Idaho Code, Division of Human Resources rules, and statewide and~~ EIPH policies. An employee may be asked to present court orders before leave is granted. Leave may include, as applicable:

- accrued compensatory time
- sick or vacation leave
- FMLA leave
- unpaid leave

Court Orders

Employees are encouraged to disclose the existence of court orders for protection from abuse or harassment to their supervisor or HR staff. Under no circumstances will these orders be placed in an employee's personnel file. Any information regarding an employee's involvement in a domestic violence situation will be kept separately from the employee's personnel records, in a secure location.

Any individual who applies for and obtains a protective or restraining order which lists EIPH locations as being protected areas must provide a copy of the order to the EIPH Director.

Work Performance

When an employee has performance problems as a result of domestic violence, EIPH will offer support and an opportunity to correct the problems. Supervisors may develop a work plan with the employee to assist them in meeting performance expectations. Nothing in this guideline alters the authority of EIPH to establish performance expectations, counsel employees, impose discipline, reassign duties, place an employee on leave, or take other action as necessary.

In addition, any employee who uses any EIPH resources including, but not limited to, telephones, cell phones, pagers, facsimile machines, mail, electronic mail, vehicles, or credit cards, at any time or place to commit domestic violence will be subject to corrective or disciplinary action, up to and including termination.

Retaliation

There will be no retaliation resulting from an employee making a complaint, reporting an incident of domestic violence, or otherwise asserting rights or responsibilities under this policy or relevant laws.

EIPH Responsibility

In response to an employee's notification of a domestic violence situation, management will be responsible for coordinating discussions with legal counsel and building security or local law enforcement.

Responding to Reports of Domestic Violence from EIPH Clients

If a victim of domestic violence or sexual assault calls or walks into the Health District stating they have been assaulted, referral can be made to the following staff:

- Reproductive Health Clinical Staff
- Public Health Nursing Staff
- Clinical Services Division Supervisors or Administrator
- EIPH District Director

District staff members are required to complete an [Abuse/Neglect/Policy/EMS Report Form \(Appendix G\)](#) outlining the details of the complaint and the resulting referrals and reports made. It is important that Division Directors and the District Director be informed of and review such incidents.

Additional resources for Victims of Domestic Violence and/or Sexual Assault

- Local police (911)
- Family Violence and Sexual Assault Intervention Center:
Crisis Line: (208) 235-2412 / Office (toll free): 1-866-322-4352 or (208) 529-4352
1050 Memorial Drive, Idaho Falls, Idaho 83402
- National Domestic Violence Hotline: 1-800-799-7233 or 1-800-799-SAFE
- Sexual Assault Hotline: 1-800-656-4673
- Blackfoot - Bingham Crisis Center: (208) 785-1047
- Driggs – Family Safety Network: (208) 354-8057
- Rexburg - Family Crisis Center: (208) 356-0065
- Salmon – Mahoney House: (208) 756-3146

According to Idaho Code Title 16, Chapter 16 (Child Protective Act), known or suspected child abuse must be reported. For anyone under 18 years of age who is a victim of abuse, Child Protective Services must be called.

- Idaho Falls: (208) 528-5900
- Blackfoot: (208) 782-2600 or 1-855-552-5437 (24-hour hotline)
- Rexburg: (208) 359-4750
- Salmon/Challis: (208) 756-2985

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ELECTRONIC RESOURCES USAGE

POLICY

The internet, e-mail, computers, printers, scanners, fax machines, on-line meeting platform accounts and the like are property of the health district. These are powerful research, communication, commerce, and time-saving tools that are provided for the use of EIPH employees to further the mission of the district through the conduct of official business. Perceptions and actions are important and EIPH employees must be constantly aware of how their actions are perceived by the public. Use of the district's electronic resources by employees should reflect the level of quality and professionalism expected by the district administration.

Only employees of EIPH or others serving in an official capacity on behalf of the district (students, interns, contractors, etc.) are authorized to access and use district property and resources to fulfill their duties and responsibilities associated with the district. Any device that is donated to the district is considered district property. Additionally, any information that is stored, created, produced, or otherwise communicated by anyone employed by the district is considered the intellectual property of the district and may be subject to state document retention and public records policies. Users should not have any expectation of privacy as to the use of EIPH electronic resources. EIPH has a right to access, monitor, audit, record, restrict, or disclose any information on any district device at any time and without notice.

New hardware or software purchases should follow the district's purchasing procedures. An impact analysis may need to be completed prior to completing any purchase.

EIPH property is not to be taken or used for personal use. Engaging in any activities with the intent and/or for the express purpose of personal gain during scheduled work-time hours is strictly prohibited. In addition, EIPH reserves the right to assign financial responsibility to any person or entity that damages equipment through negligence or conscience act with intent to do harm.

Violation of any part of this Electronic Resources Usage Policy, and any other State or Federal laws/policies may result in revocation of employee privileges, disciplinary action, or possible legal action. **Any exceptions to this policy must be obtained in writing from the EIPH Director.**

INTERNET, E-MAIL, AND NETWORK USE & ACCESS

1. Access to the Internet and e-mail offers a variety of benefits to EIPH; however, it can also expose the District and the State of Idaho (due to EIPH's network being hosted by the State), to significant risks to their data and system if appropriate security measures are not employed. Excessive, unnecessary Internet usage causes network and server congestion and reduces employee productivity. Unlawful Internet usage may also expose EIPH, the State of Idaho, and/or the individual user to legal liability. EIPH reserves the right and authority to dictate which Internet or network resources may or may not be available to personnel at any given time. Personnel who are authorized to use the Internet will be held accountable for any breaches of policy, security, or confidentiality resulting from their use of it.
2. Users should identify themselves properly when using the Internet and e-mail, conduct themselves professionally, as representatives of EIPH, a governmental entity, and be aware that their activities reflect on the reputation and integrity of the organization and the State of Idaho.
3. Users may access any web site owned or operated by the State of Idaho for the purpose of conducting business as authorized by the district, such as the online payroll system, providing they have the proper credentials to do so.
4. Users will be provided accesses to legitimate, reputable websites needed to perform their jobs. If a website is blocked but access is needed by an employee to perform their job, a request should be made through the employee's Division Director to the IT staff to unblock the site, which will be granted as long as the site is deemed safe.
5. Social media websites may be made available for use only for authorized personnel, and may only be used to access information that pertains to the district, its services, functions, and activities.
6. If for any reason, anyone using the district network encounters inappropriate content on any website, without actual intent of finding such content, they must immediately exit that site and report the incident to their immediate supervisor. If such material is viewed with actual intent, appropriate disciplinary action will be instated.
7. Any e-mail containing Protected Health Information (PHI) **MUST BE ENCRYPTED** prior to sending it in order to comply with federally mandated regulations. Refer to the EIPH's HIPAA policies for guidelines with identifying what constitutes PHI.
8. When staff is not able to use any district networks to access e-mail, **Microsoft 365 does allow any web-enabled device, personal or otherwise, to access e-mail and other cloud-based products. Any use/access of cloud-based products must still comply with all EIPH policies. Accessing e-mail from public devices such as those found in public libraries, kiosks, and hotel business centers are less trustworthy, and should only be used in extenuating circumstances.** EIPH currently does have a web portal to the e-mail system, and it is encouraged to use this portal on personal devices – mobile or otherwise. (<https://164.165.189.70/owa>)

9. Network storage (for example, H and P drives) is provided for any of the electronic archival needs of the district personnel, but only for district-related information. Employees are expected to store their electronic work at these locations. DO NOT save work on a computer's desktop or hard drive (C drive).

Unacceptable Uses of Internet/E-mail/Network

1. Personal use of the Internet is prohibited and includes, but is not limited to: working for a third party, streaming media, social media sites, shopping, playing games, surfing the web, soliciting co-workers for personal gain, etc. *Note: Internet access to personal banking, educational, or child care resources may be allowed if deemed appropriate by the district administration. Exemptions for Internet resources will be approved by the EIPH Director after a genuine need has been identified. Any exemptions will be documented with their allowed time frames of access and applied scope of effect. Access to such sites by an employee must be done on personal time and must not interfere with EIPH business.*
2. Users may not:
 - a. Download, store, transmit, or display any kind of material on any district device that violates federal, state, or local laws and regulations, executive orders, or that violate any district adopted policies, procedures, standards, or guidelines.
 - b. Download or distribute pirated materials from any source.
 - c. View or distribute obscene, pornographic, profane, or sexually oriented material.
 - d. Violate laws, rules, and regulations prohibiting sexual harassment.
 - e. Encourage the use of controlled substances for criminal or illegal purposes.
 - f. Engage in any activities for personal gain.
 - g. Obtain or distribute copyrighted information without permission.
 - h. Obtain or distribute advertisements for commercial enterprises, including, but not limited to, goods, services, or property.
 - i. Violate or infringe upon the rights of others.
 - j. Conduct business unauthorized by the district.
 - k. Obtain or distribute incendiary statements which might incite violence or describe or promote the use of weapons.
 - l. Obtain or exchange proprietary information, trade secrets, or any other privileged, confidential, or sensitive information that is not authorized.
 - m. Engage in any political activity prohibited by law.
 - n. Use the system for any illegal purpose.
 - o. Knowingly or willfully create or propagate any malicious software or other destructive program code.
3. Any of an employee's personal files, including, but not limited to: music files, photos, videos, scholastic projects, extra-curricular activities, personal business materials, and the like, are not to be stored on the district computers, network, or other associated devices. Such files are subject to removal at the discretion of the IT Staff or EIPH Director without notice to the offending party.

HARDWARE

1. Computers, laptops, tablets, printers, copy machines, fax machines, scanners, etc., are to be used for the general purposes of conducting official business of EIPH. Such equipment is not to be used for personal purposes of the employee, with the following exceptions:
 - A. Copy Machines: Employees are allowed to make personal copies (when less than 50 are needed) as long as the copies are paid for by the employee. Payment for personal copies should be made to the Human Resource Specialist in Idaho Falls or the Office Specialist in the satellite offices. The charges are calculated per printed face, i.e. per page. A sheet of paper has two faces: a front and a back. A page is defined as a printed face of a sheet of paper.
 - The price per page of black, printed material is \$0.05 each.
 - The price per page of color, printed material is \$0.10 each.
 - B. Fax Machines: Employees may use the fax machine for sending local personal faxes. Personal use should be kept to a minimum and should not interfere with District use.
2. Data storage devices must be authorized for use by an employee's supervisor and the IT department. At the district's discretion, other policies concerning the use of data storage devices may be applied.
3. The district may enforce policies that restrict any device's access to network resources unless specific security features are present and up-to-date.
4. As a need is identified, some employees may be issued equipment (cell phone, laptop, tablet, etc.) to assist them in performing their jobs. Before district-purchased equipment is issued to an employee, the employee will be required to sign an Equipment Use Agreement.
5. Personal mobile devices may be used to access the district e-mail system directly, but are subject to the district policy of being able to remotely wipe and/or otherwise control the device. This privilege may be revoked or modified by the district administration to affect the whole district, groups of individuals, or specific individuals.

Unacceptable Uses of Hardware

1. Personal devices or media for data storage of any type are prohibited for use with any district devices. The exception to this provision is that of personal media players which connect directly to audio speakers, and never connect to any other district devices in any other manner, especially by way of USB ports.
2. All foreign devices are prohibited from connecting to any of the district devices, in particular, any network or computer owned or operated by EIPH. The exception to this provision is USB thumb drives or optical media, which guests may use to store presentations for use while at EIPH. This exception applies expressly to conference room presentations. Such devices should be scanned for any malicious software prior to use.
3. Personal devices capable of providing wireless network or internet access are prohibited from doing so for use with any district devices. Exceptions may present themselves in extenuating circumstances and need to be communicated to IT staff as soon as possible.

SOFTWARE

EIPH provides employees with the Microsoft Office suite (Outlook, Word, Excel, Publisher, PowerPoint, Access) to enable them to conduct official business of the district. Program-specific software or web-based programs are made accessible to employees as deemed appropriate (Patagonia, CDP, Paragon, WISPr, Care Ware, etc.) The uses of such software/programs for purposes that are not related to the district are prohibited.

THIRD-PARTY STORAGE SYSTEMS

As of the current revision of this manual, the district subscribes to Microsoft 365, which provides each employee access to OneDrive. Use of this cloud-based, file storage service is linked to an employee's e-mail address and network account. OneDrive should be considered for use as a secondary method of storing and using files, as the district provides network file storage as a primary means for file storage, sharing, and use. Employees will be directed accordingly if any changes occur to the status of Microsoft 365 or OneDrive access.

All other storage systems are prohibited for use with any district data, and access to personal accounts is strictly forbidden. Use of any other storage system requires prior, written approval by a Division Administrator, District Director, or IT staff member. When such approvals are granted, the employee's district e-mail account must be used to register and use an account."

Unacceptable Uses of Software

- ~~1. External or third party data storage systems are prohibited from use and include, but are not limited to: Google Drive, Dropbox, SkyDrive, and the like.~~
2. Entertainment\Recreational software of any type or genre is prohibited for use on any district device. In respect to personal devices, any such software may not otherwise be used during regular work time hours.
3. Any form of software of malicious intent or design is prohibited.
4. Any unauthorized software used with district devices is subject to forfeiture without compensation. Regardless if the software has been provided by an individual using personal funds, or not. Corrective or disciplinary actions may be instated as a result.

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EMERGENCIES

EMPLOYEE RESPONSE ROLES

EIPH has statutory obligations to preserve and protect the health of the public. A condition of employment is a willingness and to assist during public health emergencies as assigned and participation in preparedness training and exercises as requested.

Employee Responsibilities

All health district staff members have an emergency response role and may be expected to respond to threats of a public health emergency in accordance with the EIPH's Public Health Preparedness Plan. This may include requirements to work longer shifts, nights, or weekends and to perform duties different than their daily routine. No one will be asked, expected, or allowed to perform duties for which they are not trained or qualified.

Condition of Employment

- ~~New employees (unless otherwise approved by the Division Director) are required to complete Incident Command System (ICS) 100 and 200 as well as National Incident Management System (NIMS) ICS 700 within 90 days of employment.~~
- ~~In addition to completing the ICS training,~~ New employees shall also meet with the District's trainer or designee and complete any **required** ~~other~~ emergency training. This could include reading the Point of Dispensing (POD) and other manuals such as: "Your responsibilities in a Public Health Emergency."
- All staff will be required to participate in emergency response training and exercises as appropriate to sustain a satisfactory skill level in their emergency response roles and core competencies.
- Performance Appraisals: Response roles will be included in the "Key Responsibilities" section for all staff and commented on in the performance section.
- **Emergency Contact Information:** EIPH employees will keep their after-hours contact information updated with their Supervisors and Division Director. **The Division Director will update the information on EIPH's master list.** ~~inform Human Resources of changes to employees' contact information.~~

OFFICE RESPONSE PLAN

Everyone at EIPH must take appropriate and deliberate action when an emergency strikes the office. Careful planning, with an emphasis on safety, can help handle office crises and emergencies with suitable responses, and may save lives. Each EIPH office has an Office Response Plan in place that is specific to the office that outline procedures for:

- Reporting an Emergency
- Office Evacuation
- Fire Evacuation
- Active Shooter or Hostage
- Assistance Needed – "Dr. Armstrong"
- Medical Assistance Needed, Including Automatic External Defibrillator (AED)
- Responding to Criminal Activity
- Hazardous Materials
- Bomb Threat
- Suspicious Packages and Letters

In Idaho Falls, each Division Director will have a copy of the building's Office Response Plan and will be responsible for ensuring their staff members are familiar with the plan. The plan is also available on the health district's intranet. The clerical staff in each of the district's satellite offices will be responsible for maintaining a copy of the plan and ensuring it is reviewed with the respective office staff on an annual basis. Periodically, training and drills will be conducted to ensure employees' familiarity with the Office Response Plans.

[Click here to link to the plans.](#)

CLOSURES OF OFFICES

When a Health District office is closed or declared inaccessible because of severe weather, loss of utilities, or other disruptions, affected employees **may shall** be authorized administrative leave with pay to cover their scheduled hours of work during the closure or inaccessibility, **if alternative working arrangements are not available or feasible**. The decision to close or declare it inaccessible shall be the decision of the EIPH Director or designated representative.

If an employee is unable to report to work because of severe weather, road, or other related emergency conditions, and the work facility **HAS NOT** been declared closed or inaccessible by the EIPH Director, the employee shall be permitted to use accrued vacation leave to cover the period of absence from work. Notification of the employee's supervisor is required.

When a severe storm occurs during the day, the EIPH Director or designated representative may authorize early release of employees. Such early release shall be treated as administrative leave with pay.

In the event of a power outage, the decision to close shall be the decision of the EIPH Director or designated representative.

If a Health District office is closed due to a power outage or other reason, the safety of staff and clients/public is our top priority. Therefore, the following procedures will be followed:

- A supervisory staff or designee should check his/her work area to make sure that all clients have been taken to a safe location where there is natural light available. Do not continue client services unless you can maintain confidentiality and safety. **DO NOT TAKE A CLIENT OR ALLOW THE PUBLIC TO BE ANYWHERE IN THE BUILDING WHERE THERE IS NO LIGHTING.**
- Each division is responsible to have areas where they keep a working flashlight(s).
- Put away money, checks, client files, and lock up files.
- It is not necessary to turn off your computers, just leave them alone.
- Limit phone usage to important calls only in order to prolong the phone system battery.
- If necessary and deemed safe, each division will have a person who will remain at the office to assist clients that may come to the office or call.

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EMPLOYEE COMMUTING

Generally, commuting is travel between an employee's home and a work location. Travel from home before the regular workday and return to home at the end of the workday is ordinary home-to-work travel and is a normal incident of employment. This is true whether an employee works at a fixed location or at different job sites. Normal travel from home to work is not work time. Costs of the transportation between home and workplace are not reimbursable.

Exceptions:

Employee is assigned on a temporary basis to report outside the area defined as his/her primary work area for full day of work.

1. Primary work area is defined as the area within a 20-mile radius of the location where the employee reports the most days of the week.
2. When an employee is assigned to work at a location outside of their 20-mile work area, they are authorized to report to the main work location to check out a district vehicle to use for transport to the temporary work location. The employee may also operate their own personal vehicle to complete the transportation to the temporary location according to the district's travel policy. Travel time and mileage will be based on map calculations from the office within the 20-mile work area that is closest to the temporary work location.

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EMPLOYEE CONDUCT

At EIPH, our goal is excellence in public service for our customers and the public. EIPH employees are public employees and therefore are exposed to additional public scrutiny in both their public and personal conduct. Every employee is responsible for both the integrity and consequences of their own actions and is expected to conduct themselves in a professional manner and in accordance with [EIPH's Organizational Values](#) when engaging in any activity concerning our agency.

This policy has been established to aid employees in understanding expected conduct. Violations of the Employee Conduct policy will be grounds for disciplinary action, up to and including termination of employment. This list is illustrative and not all inclusive. Other behaviors and acts of misconduct not specifically detailed here may be grounds for disciplinary action as well. Employees are expected to be aware of standards of conduct and ensure they follow them, using good judgment at all times and in all situations. If employees have questions, they should ask their supervisor, Division Director, Human Resource Specialist, or EIPH Director.

EXPECTED CONDUCT

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

1. Be respectful, courteous, and professional. Work cooperatively and constructively with fellow employees and members of the public.
2. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
3. Comply with EIPH's Employee Conduct policy at all times.
4. Abide by all EIPH rules/policies and direction of a supervisor whether written or oral (failure to do so may constitute insubordination). No employee will be required to follow the directive of a supervisor that violates local, state, or national laws.
5. Maintain the confidential nature of records that are not open to the public in accordance with the direction of the responsible official.
6. Maintain a current appropriate licensure when work for EIPH requires the employee to have licensure to perform their job responsibilities.
7. Follow all workplace safety rules/policies whether established formally by internal or external agencies.
8. Report all accidents that occur or are observed on the job, or that involve EIPH property, and cooperate as requested in the reconstruction of any such accident.
9. Avoid conflicts of interests in appointments and working relationships with other employees, contractors, and potential contractors in EIPH and related agencies.
10. Adhere to any code of ethics in the employee's profession.

PROHIBITED CONDUCT

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

1. Not initiate or participate, or encourage others, in acts or threats of violence, bullying, malicious gossip, spreading of rumors, or any other behavior designed to create discord and lack of harmony, or that willfully interferes with another employee's ability to do their job.
2. Not engage in abusive conduct or language, including profanity and loud, threatening, or harassing speech, toward or in the presence of fellow employees or the public.
3. Not engage in conduct at or away from work that may reflect adversely upon EIPH or otherwise impair the employee's ability to perform their job at EIPH.
4. Not engage in prolonged visiting with coworkers, children, friends or family members, or any client/visitor that interfere with work in the office in which the employee serves.
5. Not use work time for personal business, including the selling of goods or services to coworkers or the general public.
6. Not use phones or computers in the workplace in a manner that violates policy, that disrupts workplace productivity, including time spent on personal phone calls, texts, or social media.
7. Not use work time or public premises to promote religious beliefs to coworkers or the general public.
8. Not have non-EIPH employment, or serve on any board or commission, that conflicts with duties performed for EIPH in any meaningful way.

WORK ETHICS

EIPH's Board, Administration, and the public expects you to be accountable for the work accomplished, which is reported in honest coding of time and work performed. You are expected to be to work on time and do an honest eight (8) hours of work for your eight (8) hours of pay. You are expected to use sick, vacation, and compensatory time properly. Your personal appearance and office is expected to be kept neat and professional. You are expected to be organized so you can carry out the workload assigned you, which means you should plan your day's activities, set goals, and then prioritize the activities in order to accomplish those jobs and tasks

assigned you. It is expected that any written reports be accurate, complete, neat, and understandable. It is not appropriate to have sloppy workmanship and do substandard work.

You should be up-to-date in your specific job knowledge. You are expected to be professional and knowledgeable. You are expected to study your job responsibilities, any applicable laws, rules, regulations, and/or other scientific information necessary to know and do your job as a professional. Your work performed is expected to be of the highest quality.

EIPH employees should be aware of and comply with the “Client Bill of Rights” policy included in this manual, which explains what clients and their families can expect from Health District employees.

PERSONAL CONDUCT

Dress and Personal Hygiene

Health District dress standards for employees are necessary to convey a professional image and inspire feelings of professional confidence in our customers. All employees are expected to present a neat, clean, and professional appearance. Personal cleanliness and appropriate, well-cared-for clothing is required. Employees are also expected to dress in a professional manner, in accordance with his/her job responsibilities. Supervisors have discretionary power and authority to send employees home if personal appearance and dress does not meet Health District standards.

If you have a question about whether or not your clothing is appropriate, check it out with your supervisor BEFORE you wear it to work.

- Lab coats or uniforms are to be worn by Clinical Services staff and Epidemiology staff when functioning in the capacity of clinical activities, e.g. physical assessments or evaluation, administration of medication/immunizations, collection of laboratory specimens or other performance of treatment or general nursing care.
- Closed-toed shoes are required for the following: clinics, septic inspections, food establishment inspections, sewage activities, and landfill inspections. In all other programs, dressier sandal-like shoes are allowed. Flip flops are not allowed at any time.
- Colored denim jeans may be worn. Each Friday is designated as “Casual Dress Day.” On this day, clean denim blue jeans may be worn as long as they are worn with a designated District shirt. Low-rider, holey, and extreme styles of jeans will not be allowed.
- Shorts of any kind are not allowed. Capris that are at or near mid-calf length may be worn.
- Casual T-shirts and sweatshirts or those bearing advertising logos are not appropriate. Tank tops or camisoles of any kind worn alone are not allowed. Special t-shirts, such as immunizations, breast cancer awareness, or EIPH-program related t-shirts are appropriate on Fridays or other days designated by EIPH’s Administration.
- Leggings are only allowed if worn with a top that is at least fingertip-length.
- Excessive piercing of the body that is visual to the public is not allowed. Body art that may be considered vulgar or offensive by clients or coworkers must be covered when working. Determination of excessive or offensive piercings or body art will be made on a case-by-case basis by the employee’s supervisor and EIPH Director.
- Identification name tags provided by the District should be worn at all times. Name tags of staff working in the Idaho Falls office will also be a Prox key, allowing electronic access to the building. If a Prox key is lost, it should be reported immediately to the Human Resource Specialist for disabling of the Prox key. Employees who lose a Prox key will be charged the replacement cost of the key (currently \$5.00).

Work Area

The work areas of each employee should be properly maintained and provide a pleasant, orderly, and professional appearance. Any material considered offensive or discriminatory to other employees or the general public is prohibited. Employees must maintain a clean workspace which includes regular vacuuming and dusting.

Religious Expression

Employees may freely exercise their religious beliefs as long as doing so does not infringe on workplace efficiency and the requirements of the Civil Rights Act of 1964 as amended concerning nondiscrimination on the basis of religion. No employment decision shall be made on the basis of religion.

Employees should respect the individuality of each person, and although they may share their belief that religion is important in a person’s life, they must refrain from attempting to influence the religious beliefs of clients, colleagues, coworkers, or subordinates while acting in any capacity as an employee of the district.

Solicitation

Employee and non-employee solicitations or the distribution of non-state sponsored or for-profit, non-public health/social service/community resource related material is prohibited. Posting of resources must be approved by the agency’s Human Resource Specialist, Division Director, or EIPH Director. Such materials should also be shared with the agency’s Leadership Team.

State-endorsed solicitations and corresponding time for meetings during working hours shall be limited to only those sponsored by the State of Idaho such as: Public Employee Retirement System, State-sponsored insurance programs, United Way campaigns, Red Cross blood drawings, etc. Any other type of solicitations which require employee time or use of facilities must receive prior approval from the EIPH Director.

Solicitation to other district employees for funds to purchase gifts for employee hospitalizations, weddings, etc., are discouraged and should only be requested on a very limited basis through the Human Resource Specialist, Division Director, or EIPH Director.

Family Members at Job Site

Friends and members of employees' family may occasionally visit; however, their stay should be brief and restricted to a minimum so as to prevent interference with the employee's work, and/or cause an adverse effect on other employees and/or the District.

Personal Use of District Resources

Employees shall not use the district facilities, equipment, materials, mail, supplies, and/or electronic communications systems for any personal use or outside employment purposes without the Director's approval. Exceptions to this include photocopies and faxes, the guidelines for which are outlined in the Electronic Resources Usage policy included in this handbook.

Employees or their agents or relatives shall not accept, lease, rent, sell, or purchase any district equipment or material.

Telephone Usage

Brief personal local calls may be made from the district's telephones. Personal long-distance calls, other than emergency calls, are allowed only when charged to personal credit cards or collect. An employee may make a personal emergency long distance call on the district's telephone if it truly is an emergency. If a person must make an emergency call, he/she must report the call to our fiscal staff as soon as possible.

Employees should comply with the following guidelines:

- Keep personal calls to a minimum during work time.
- Personal cell phone usage is prohibited when working with the public.

CONFLICT OF INTEREST

The maintenance of a high standard of honesty, ethics, impartiality, and conduct by district employees is essential to ensure proper performance of district business and strengthen the faith and confidence of the people of Idaho in the integrity of government's role in public health and of our employees.

Employees should not engage in conduct which might reasonably be interpreted by the people of Idaho as tending to influence or adversely affect the performance of their official duties.

Employees should not become involved in activities outside of their hours of employment, on either a paid or voluntary basis, which could represent either actual or a potential conflict of interest with their employment. Employees must use sound judgment in considering outside activities which would be or could be in conflict with their employment of mission of the District.

Disclosure Requirements

Any time a real or potential conflict exists between an employee's public duty and his/her private interest, outside activities, or employment, the employee shall disclose it in writing to the EIPH Director at the earliest opportunity, but prior to acting upon the conflict or potential conflict. Failure to disclose a conflict or potential conflict of interest when an employee knows or could reasonably have known of such conflict may result in disciplinary action, up to and including dismissal.

Limitation of Political Activities

District employees shall follow Idaho Code 67-5311 when engaging in any political activities.

Click here to link to the Idaho Code:

<https://legislature.idaho.gov/statutesrules/idstat/title67/t67ch53/sect67-5311/>

It is the policy of the EIPH to encourage employees to be informed on public issues and on the positions and qualifications of public officials and candidates for public office, to register and vote in elections, and otherwise participate fully in political and public affairs to the extent that participation does not create a conflict of interest, adversely affect their work performance, or disrupt the operation or administration of EIPH. EIPH funds, equipment, supplies and other resources shall not be used to influence or affect the nomination or election of any candidate for political office.

In keeping with this policy, employees are specifically prohibited from:

- a. Using any authority or influence associated with their position to actively support or promote the nomination or election of any candidate for political office or to interfere with or otherwise affect the nomination or election of any such candidate.
- b. Using any EIPH equipment, supplies, facilities, or other resources to promote the nomination or election of any candidate for political office.
- c. Participating in any political activity in work areas during regular business hours or while on duty, including but not limited to the display or distribution of political posters, buttons, stickers or other campaign materials, soliciting of support or contributions, etc.

Private Interests

Any activity performed in the course of employment which might have the appearance of impropriety or preferential treatment of family or relatives, significant others, etc., is prohibited.

Employees shall not profit, directly or indirectly, from public funds under their control. Employees shall not have a private interest in any contract, grant, or other written agreement made by them in their official capacity.

Cohabitation and Romantic Relationships

Supervisor and employee relationship should remain professional. Cohabitation of and/or relationships between employees and their supervisors and others holding a position of authority over them should be conducted in a manner that avoids potential conflicts of interest, exploitation, or personal bias. The district recognizes that it is not uncommon for married couples to be employed by the district; however they should take steps to manage or eliminate any potential conflicts.

Gratuities and Other Benefits

Employees may not accept compensation from outside sources for doing their district job. In accordance with Idaho Code 18-1356, EIPH employees shall not accept personal gratuities or other personal benefits 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.

Personal honorariums shall not be accepted by District employees from Idaho citizens, associations, corporations, or governmental entities for appearances or services given in the course of their official duties.

Nepotism

No employee shall work under the immediate supervision of a supervisor who is a spouse, child, parent, brother, sister or the same relation by marriage.

Serving on Boards and Committees

Assignments to serve on committees and boards are subject to the approval of the Division Administrator or EIPH Director. No employee of the District may accept or serve in any policy-making position or office of an organization, board, or commission in which an opportunity for conflict of interest might arise between the activity and the District employment, except upon written approval of the EIPH Director.

Volunteering

Employees are prohibited under the Fair Labor Standards Act (FLSA) from volunteering (without expectation of compensation) to perform for EIPH **this or other state agencies** the same type of services they are employed by EIPH.

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EMPLOYEE ILLNESS

DEFINITION

A communicable disease is a disease which may be transmitted from one person or an animal to another person either by direct contact or through an intermediate host, vector, inanimate object, or other means which may result in infection, illness, disability, or death.

POLICY

An employee who has a communicable disease, is exposed to a communicable disease, or who experiences signs or symptoms of illness can put themselves, co-workers, and clients at risk. EIPH wants employees to stay home when they are sick. It is the responsibility of the employee to be aware of their health and to be proactive to ensure the safety of those around them while at work.

~~Furthermore, should an employee contract a communicable disease, the employee may be assigned alternative work duties or be required to excuse themselves until they no longer pose a threat of spreading the disease to co-workers and clients. This determination may be made by the employee's healthcare provider, supervisor, EIPH's Employee Health Nurse (Primary: Amy Gamett; Back up: Nikki Sayer), or EIPH's epidemiologist.~~

Symptoms

The following symptoms could indicate the presence of a communicable disease:

- fever of 100 degrees or more
- sore throat with white patches
- sore throat along with runny nose, fever, etc.
- vomiting
- sudden onset of diarrhea or diarrhea of more than 24 hours duration
- jaundice (yellow skin or eyes)
- productive or unexplained chronic cough
- cold/flu-like illness, including large lymph nodes, body aches, fever, sore throat, weakness
- undiagnosed rashes/skin eruptions

Presence of these symptoms may or may not require an employee to stay home from work. As an employee, if you are uncertain if you should come to work, you can consult with your healthcare provider or **your supervisor (who may consult with EIPH's Employee Health Nurse and/or epidemiologist)**. If you begin experiencing these symptoms while at work, you may consider excusing yourself from work after consultation with your supervisor and/or the Employee Health Nurse.

PROCEDURE

Employee's Responsibility for Reporting Illness

In Idaho, there are over 70 communicable diseases identified in [IDAPA 16.02.10](#). As an EIPH employee, some of these diseases may impact an employee's ability to perform his/her work duties. **If you are exposed to or potentially infected with any of the following diseases, it is your responsibility to report immediately to EIPH's epidemiologist.** Confidentiality will be strictly maintained.

Amebiasis	Listeriosis	SARS
Campylobacteriosis (Campy)	Meningitis, viral or aseptic	Shigellosis
Cholera	Mumps	Smallpox
Cryptosporidiosis (Cryptosporidium)	Norovirus	Staphylococcus aureus, methicillin-resistant (MRSA)
E Coli 0157:H7	Pertussis (Whooping Cough)	Streptococcus pyogenes (group A Strep) invasive
Encephalitis viral or aseptic	Pneumocystis pneumonia	Trichinellosis (Trichinosis)
Foodborne illness/food poisoning	Poliomeyelitis (Polio)	Tuberculosis
Giardiasis (Giardia)	Respiratory syncytial virus (RSV)	Tularemia
Haemophilus influenzae (H influenza)	Rheumatic Fever	Waterborne illness (with swimming, drinking water, watercress)
Hepatitis A	Rubella (German Measles)	Yersiniosis (all species)
Legionellosis/Legionnaire's diseases	Rubeola (Measles)	
Leptosy	Salmonellosis (Salmonella)	

The following diseases are not included in Idaho's Reportable Disease list, but must be reported to the epidemiologist:

- Influenza (A and B)
- Pneumonia (bacterial or viral)
- Varicella (Chicken Pox)
- COVID-19

Epidemiological Evaluation

The employee who reports he/she is infected or potentially infected with a communicable disease (IDAPA 16.02.10) will have his/her work duties evaluated by EIPH's epidemiologist.

The goals for the epidemiological evaluation are:

- to provide confidential counseling to the affected employee and his/her significant other(s) as needed;
- to provide a safe work environment for the affected employee;
- to provide a safe work environment for clients and fellow employees;
- consistent with client safety considerations, to attempt to maintain the employee in his/her work place and position; and
- to make a recommendation to the employee's supervisor as to the appropriate functions the employee may continue to perform

Upon completion of an epidemiological evaluation, the affected employee will be notified in writing of the epidemiological recommendations, including possible work restrictions.

If work restrictions are recommended by the epidemiological evaluation, after seeking medical consultation (if needed) and administrative approval, the epidemiologist will consult with the employee's supervisor to assist with any job modification and/or monitoring of the work environment. If the affected individual is unable to perform his/her duties, alternatives will be discussed with the individual. Such alternatives may include, but are not limited to: changes in job duties or position; disability benefits; retirement benefits, if eligible; or release.

FITNESS FOR DUTY

EIPH may require a fitness for duty certification from a healthcare provider to determine before an employee returns from leave related to injury or illness. The certification must list any restrictions that a healthcare provider has for the employee, if any.

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EMPLOYEE IMMUNIZATIONS

The Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee strongly recommend that all health care workers be vaccinated against (or have documented immunity to) vaccine-preventable diseases. Health care workers are at risk for exposure to and may possibly transmit vaccine-preventable diseases. Maintenance of immunity is an essential part of prevention and infection control for health care workers.

Upon Hire

- A new EIPH employee will have 10 working days to receive the recommendation vaccination and/or screening or provide proof of immunity.
- The Immunization Coordinator will meet with the employee to review their vaccine history and provide the employee with any vaccine recommendations.
- Employees will be required to sign a vaccination declination statement if they refuse immunizations.
- An employee's immunization record, titers, and/or declinations will be kept in an electronic medical record.

Mandatory Vaccines or Immunity

The following vaccines are required and free to the employee (insurance will be billed any and uncovered cost will be waived):

- Influenza (annually by October 31)
- Tdap
- MMR
- Varicella

At-Risk Employees Only:

- **Hepatitis A**
 - At risk employees: any EIPH employee with direct exposure to sewage or fecal matter
- **Hepatitis B**
 - At risk employees: any EIPH employee with direct exposure to blood as outlined in EIPH's Exposure Control Plan Health are required to document immunity to Hepatitis B by a HBs positive titer report (with a negative titer current follow-up guidelines and recommendations will be utilized).

Mandatory Screening

Mandatory screenings will be provided free to the employee.

Non-Mandatory Vaccines

EIPH endorses the ACIP recommendations for all other vaccines and will provide them to employees and their dependents with the administration fee free (insurance will be billed any and uncovered cost will be waived). It is the responsibility of the employee to bring their Explanation of Benefits (EOB) to the billing office to have uncovered administration charges waived. The cost of vaccine is the responsibility of the employee and they will be billed for any remaining amount that insurance does not cover.

- **TB Screening (PPD)**
 - All new employees will be screened for TB upon hire per CDC's current HCW guidelines. The screening process may include a TB risk assessment, TB symptom evaluation and a TB test.
 - Annual TB testing of health care personnel is not recommended unless there is a known exposure. Health care personnel with untreated latent TB infection should receive an annual TB symptom screen.
 - ~~tested with the two-step protocol, which consists of:~~
 - ~~Day 1— Place PPD: If there is a positive reaction at any time between 48 hours and 72 hours after placing the PPD, record (in mm) and do not repeat test.~~
 - ~~Between Days 7-14: If there has been no reaction, or a reaction less than 10 mm, place another PPD test. Read second PPD 48—72 hours after placement and record in mm.~~
 - ~~If both tests are negative, subsequent yearly or every two year tests will be one step only.~~
 - ~~Employees with routine direct client contact will be tested annually in October.~~
 - ~~Employees that do not have routine direct client contact will be tested every two years in October.~~

- ~~○ If employee has a history of a positive PPD, a positive PPD test on either the first or second PPD test of a two-step procedure, or on any subsequent tests, refer employee to EIPH's TB Program Coordinator.~~

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EMPLOYEE USE OF HEALTH DISTRICT SERVICES

PURPOSE

EIPH provides valuable services to the public. District employees are allowed to utilize health district services as long as they meet the qualifications/requirements of the program just like any other individual or client.

This policy outlines the procedure employees must follow when seeking health district services to avoid any perceptions of preferential treatment and to ensure compliance with all local, state, and federal guidelines.

POLICY

Any District employee seeking services provided by our agency must have their initial paperwork/application reviewed and approved by the Division Director where services are requested. Review and approval will take place prior to or at the time of service.

For services within the Clinical Services, Community Health, and Nutrition Divisions (excluding the Immunization Program which has a separate process and policy), the following information will be reviewed for accuracy and to determine if the employee qualifies for the service:

- Income
- Family Size
- Age
- Insurance status

Employees are expected to pay for services rendered. Any non-immunization fee waivers will only be authorized by the Division Director.

IMPORTANT: No employee will review or approve a request for service or application of another employee, family member, or personal friend. Employee requests must be handled as outlined above. Requests for services, applications, and encounters of an employee's family member or friend should be referred to another staff member for processing.

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EXPOSURE CONTROL PLAN

PURPOSE

EIPH's is committed to providing a safe work environment for our entire staff. In pursuit of this endeavor, an Exposure Control Plan (ECP) has been developed to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

DEFINITION

Bloodborne Pathogens: Infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV); hepatitis C virus (HCV); and human immunodeficiency virus (HIV), the virus that causes AIDS. Other potentially infectious materials include the following human body fluids: semen, vaginal fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood. Workers exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses.

POLICY

Employees covered by the bloodborne pathogens standard receive an explanation of the [Exposure Control Plan](#) during their initial orientation. The plan is reviewed annually thereafter as a refresher training for all staff. All employees have an opportunity to review the plan at any time by accessing EIPH's intranet or by contacting EIPH's Reproductive Health Manager.

The Exposure Control Plan is a key document to assist EIPH in implementing and ensuring compliance with the standard, thereby protecting employees. The Exposure Control Plan includes:

1. Program Administration
2. Employee Exposure Determination
3. Methods of Implementation and Control
 - Universal Precautions
 - Engineering Controls and Work Practices
 - Personal Protective Equipment (PPE)
 - Housekeeping
 - Labeling
4. Hepatitis B vaccination
5. Post Exposure Evaluation and Follow-up
6. Employee Training
7. Recordkeeping
8. Forms
 - Appendix A-Clinic Room Checklist
 - Appendix B-Hepatitis B Declination
 - Appendix C-Post-Exposure Incident Checklist
 - Appendix D-Sharps Injury Log

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HUMAN RESOURCE POLICIES

EMPLOYMENT AT-WILL

Employment with EIPH is voluntarily entered into, and an employee may choose to resign at any time. Similarly, EIPH may end your employment at any time, with or without notice or cause, as long as there is no violation of applicable state or federal laws. This is often referred to as “at-will” employment.

Nothing in these policies or any other document or statement shall change the at-will nature of employment. The terms and conditions of all offer letters, promotions, and position changes do not and are not intended to create either express and/or implied contracts of employment with EIPH. No supervisor, manager, administrator, or employee of EIPH has the authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. EIPH’s District Director is the only individual with the authority to make such an agreement, and then only in writing.

Any salary figures provided to you in annual, monthly, or bi-weekly terms are stated for the sake of convenience or discussion purposes and are not intended to and do not create an employment contract for any specific period of time.

Nothing in these HR policies is intended to interfere with, restrain, or prevent concerted activity as protected under the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. You have the right to engage in or refrain from such activities.

EQUAL EMPLOYMENT OPPORTUNITY AND COMMITMENT TO DIVERSITY

EIPH provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 and older), disability, genetic information, military status, and any other legally protected grounds in accordance with applicable federal, state, and local laws.

EIPH’s commitment to equal opportunity and diversity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation, and training.

Supporting diversity, equality, and inclusion is a shared responsibility; therefore, we expect everyone to treat one another with respect and consideration. HR will monitor employment practices to ensure that all qualified applicants have an equal opportunity to compete for jobs. All personnel decisions will be based on characteristics related to valid job requirements and individual performance. Human Resources will issue instruction on equal employment guidelines when needed or requested.

Any employee who feels he/she has been discriminated against, in violation of the above policy, should file a written complaint with EIPH’s HR within five (5) working days. Employees may also file discrimination claims with the Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission. Any employee of EIPH who willfully violates this policy shall be subject to disciplinary action, up to and including dismissal.

JOB CLASSIFICATIONS

EIPH utilizes the job classifications and pay grades established by the State of Idaho for its employees. All of EIPH’s electronic personnel transactions are conducted through the Idaho State Controller’s office. Information on job classifications/pay grades is available at www.dhr.idaho.gov.

RECRUITING & HIRING

For regular full time and part time employment opportunities, EIPH will post each opening through an applicant tracking system and leave it open for at least five days. For position recruitments, EIPH will continue to advertise positions with the minimum qualifications listed on the job description. Minimum qualifications assessments will be structured as yes or no responses and all applicants that meet requirements specified will be provided to the hiring manager for consideration.

Job postings, at the discretion of the hiring manager, can be posted as an internal or external job posting. Internal job postings restrict applicants to existing EIPH employees. External job postings allow for anyone interested to apply. Whenever possible, EIPH encourages promotion from within. All questions on applications and examinations shall be based on valid job requirements. EIPH will follow veterans’ preference policies as prescribed in IDHR Administrative Rules.

AMERICANS WITH DISABILITIES ACT (ADA) & REASONABLE ACCOMMODATIONS

Individuals may have a disability and may be protected under the ADA if they:

- Have a physical or mental impairment that substantially limits one or more of their major life activities;
- Have a record of such impairment; or
- Are regarded as having such an impairment.

A qualified person with a disability means an individual with a disability who, with or without a reasonable accommodation, can perform the essential functions of the position that the individual holds or has applied for. Reasonable accommodations are modifications to an applicants' or employees' work environment that allow them to perform the essential functions of the job they seek or hold, unless accommodations create undue hardship for EIPH.

Once an applicant or employee divulges they have a disability, or EIPH has a reasonable belief that the employee has a medical condition that is affecting their ability to perform the essential functions of their job, the supervisor shall contact human resources to initiate an interactive process with the employee. The employee should complete the [Request for Reasonable Accommodation Form \(Appendix D\)](#) to assist in the interactive process is to determine what, if any, job-related functional limitations the condition poses and what reasonable accommodations, if any, are available to assist the employee or applicant. As part of the interactive process, it may be necessary for human resources to seek the assistance of the individual's health care provider. Supervisors shall not communicate directly with an individual's health care provider.

The determination of "qualified individual with a disability" is a case-by-case process, depending on the circumstances of the particular employment situation. When a qualified individual with a disability requests an accommodation, the employee's supervisor, Division Director, Human Resources Specialist, and EIPH Director will meet and determine what accommodations can reasonable be provided that is effective for that individual.

FAIR LABOR STANDARDS ACT (FLSA) & OVERTIME

The FLSA prescribes labor laws for child labor, overtime pay, defined workweeks, etc. For purposes of the FLSA, EIPH will continue to utilize the FLSA designations as assigned to each job classification by Idaho Division of Human Resources (IDHR). EIPH's workweek is Sunday through Saturday.

All EIPH positions are designated as either non-exempt or exempt under state and federal wage and hour laws.

- **Non-Exempt (Hourly):** If a position is non-exempt (hourly), the employee is eligible to receive overtime pay under the provisions of the FLSA. Overtime is based upon actual hours worked over 40 in any given workweek. Time recorded, but not worked, such as holiday, vacation, and sick is not included in overtime calculations.

It is EIPH policy to provide compensatory time off unless previous approval for paid compensation has been granted. In either case, non-exempt employees will earn one and one-half (1-1/2) hours for each overtime hour worked.

Although it is EIPH's policy that advanced approval be given before you work overtime, any overtime that is worked by a non-exempt employee will be compensated.

- **Exempt:** If a position is exempt, the employee is exempt from receiving overtime pay under the provisions of the FLSA. An exempt employee will be compensated with compensatory time at the straight rate. If compensatory time is not taken by an exempt employee and they leave EIPH, regardless of the reason, the employee will forfeit the balance of compensatory time off that had been accrued. In certain situations, the District Director may authorize cash compensation in place of accruing compensatory time off for exempt employees.
- **Executive:** Executive employees (District Director and Division Administrators) are expected to work whatever hours are necessary to accomplish the goals and deliverables of your position, typically a minimum of 40 hours a week. Sometimes additional hours are necessary, including occasional evenings, weekends, or holidays.

Executive employees do not earn compensatory time off, and do not need to record time away from work in less than four-(4) hour increments (unless on FMLA). While there is more flexibility for executive employees in how they work, they are expected to use most of our business hours to fulfill the expectations of the position, and still need to coordinate time away from work with their supervisor.

Overtime/Compensatory (Comp) Time

The Division Director or EIPH Director will determine the necessity for overtime work. All overtime must be approved in advance. All overtime worked will be documented on the employee's time sheet and approved by the supervisor before being compensated in cash or by compensatory time off.

No employee will accrue more than forty (40) hours of compensatory time without the prior written approval of their supervisor and Division Director. Supervisors will be held accountable for managing these accruals. Division Directors, Administrators, and employees should work cooperatively to select dates to discharge accrued compensatory time which will least interfere with normal District services. Employee preference should be supported if possible.

Reporting Concerns

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 or Division Director as soon as possible. The Division Director 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.

STATUS OF EMPLOYEES

In addition to being either non-exempt or exempt, each employee will be assigned one of the following employment statuses:

- **Regular Full-time:** Regularly scheduled to work 30 to 40 hours per week. Full-time employees are eligible for EIPH's benefits, subject to the terms, conditions, and limitations of each benefit program.
- **Regular Part-time:** Regularly scheduled to work less than full time, but at least 20 hours per week. Part-time employees are eligible for EIPH's benefits, subject to the terms, conditions, and limitations of each benefit program.
- **Temporary:** Hired through EIPH as interim employees, to temporarily supplement the workforce, or to assist in the completion of a specific project. These assignments are limited in duration. While temporary workers receive all legally mandated benefits (such as Social Security and workers' compensation insurance), temporary workers generally are not eligible for EIPH's benefits.

These employment definitions and statuses do not guarantee employment for any specified period, nor do they change the at-will nature of employment.

JOB RECLASSIFICATIONS

EIPH works to ensure that employees are in the appropriate job classification and performing duties within the scope of that classification. When organizational needs necessitate a reclassification or establishment of a new position, the Division Administrator over the position will submit a position set-up or change form to EIPH HR. The form will include the existing classification, the requested change, and a job description that aligns with the new classification. For a position set-up or reclassification to take effect, it must be signed by the Division Administrator and approved by EIPH's Human Resources and Director.

ON-CALL TIME

On-call time will be granted to employees who are designated by their supervisor or the EIPH Director to be on-call according to specific criteria for full or partial on-call shifts. The rate at which time off with pay will accumulate is one hour of On Call Time Earned (OCE) will be earned for each weekday during which an individual is required to be on-call; for each weekend day or holiday, two hours OCE will be earned, up to a total of no more than 10 hours per week. Any time actually worked while in on-call status will be coded as actual time and will be added to the time earned for being in on-call status.

PERFORMANCE EVALUATIONS

Supervisors are expected to actively manage performance of their employees by regularly providing constructive feedback to the employees on their performance. This also includes informal and formal performance evaluations. Upon hire, a new employee should receive an informal evaluation at their three-month employment anniversary and a formal evaluation at their six-month employment anniversary. Thereafter, performance evaluations should be conducted annually. Employees must have a current evaluation on file with an "Achieves" rating or better prior to the implementation of any Change in Employee Compensation. Supervisors are required to complete an annual evaluation utilizing the EIPH evaluation template. Evaluation training is done with new supervisors. Furthermore, ongoing training and refreshers are provided for all supervisory staff in EIPH Leadership Team meetings.

EMPLOYEE DISCIPLINE

Framework

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

Disciplinary Actions Available

The following actions are among the disciplinary actions that may be taken in response to personnel policy violations or performance deficiencies:

1. Verbal warning
2. Written warning or reprimand
3. Suspension without pay
4. Demotion (with or without a reduction in pay)
5. Dismissal

Opportunity To Be Heard—Name-Clearing Hearing

All employees are at-will. However, an at-will public employee who is being terminated, or demoted with a reduction in pay, based upon allegations of *dishonesty, immorality, or criminal misconduct* is constitutionally entitled to a name-clearing hearing when one is requested. Failure by the employee to pursue this hearing procedure constitutes a waiver of this opportunity. Issues involving dishonesty, immorality, or criminal misconduct are the only issues that will be heard in this procedure.

The procedure for the hearing is as follows:

1. Within 14 days of the employee's termination or demotion, the employee may submit to the District Director a written request for a name-clearing hearing and state the basis for it.
2. A request for hearing will be denied if the employee misses the deadline for submittal of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
3. An employee granted a hearing will meet with the District Director. The hearing will not exceed 1 hour in duration.
4. An audio recording of the hearing will be made and maintained as part of the personnel record.
5. The employee's supervisor may provide a brief written statement at least 24 hours prior to the hearing. The District Director may require the supervisor to participate in the hearing.
6. The employee will be provided an opportunity to present evidence upon which the claims are based.
7. The District Director may ask questions during this process.
8. The Idaho Rules of Evidence do not apply to this hearing.

After the hearing, the District Director will consider the information submitted, and other information as might be in EIPH's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

PERSONAL INFORMATION

EIPH is committed to protecting employees' personal information while balancing our need to provide employee benefits, payroll services, manage employees, and comply with public record laws. EIPH is an "independent body corporate and politic" operating as a Public Health District. We are subject to public record laws that may require information such as your hire date, compensation, and position title to become public record.

EIPH shares some of employees' personal information such as birth date, Social Security number, and address with third-party benefit vendors such as PERSI, insurance benefit providers, and the State Controller's Office.

Personal Information Changes: It is each employee's responsibility to keep your physical and e-mail addresses, phone number(s), and emergency contact information current with HR. Contact HR if you need to update your beneficiaries or make a name change.

PERSONNEL FILES

Each employee will have a personnel file and a medical file. The personnel file contains administrative employment documents and performance documents. These files can be reviewed by the individual employee, their supervisor, the Division Administrator, the Director, or Human Resources when required by law or when necessary for business operations. Personnel files will be retained for five years following the date of an employee's separation.

Medical files contain administrative documentation that supports an individual's rights for federal and state employment laws based on medical or health-related needs. Medical files are not reviewable by supervisors and are intended exclusively for human resource administration. Medical files will be retained for the same period of time as personnel files.

REDUCTION IN FORCE

When layoffs are necessary, EIPH evaluates the positions needed to conduct the ongoing or future work of a program, division, and/or the organization, as well as the relative value of work performed by individual employees. Length of service and other factors may be considered but receive less weight in the determination. If length of service is considered, the seniority date used would be the employee's current hire date. When determining the order of layoffs, EIPH will comply with its obligations under Idaho's Veterans Preference statute.

Division leadership is expected to abide by the following guidelines when determining the order of layoffs:

- Employees in temporary positions performing the same work as regular employees should be considered for termination before any regular employees, provided a regular employee can perform the temporary employee's tasks.
- Layoffs of regular employees will be based on the following factors:
 - Positions most critical to the program, division, or organization in the delivery of services;
 - Relative skills, knowledge, and productivity of individual employees;
 - Protected class status.
- Length of employment, or other relevant factors.

Prior to finalizing the list of employees to be laid off, Human Resources shall evaluate equal employment factors to ensure employees in protected classes are not disparately impacted by the layoffs. Employees being laid off will be given a minimum of fifteen calendar days advance written notice of the layoff.

RESIGNATION

Resignations are generally done in writing. Written resignations are effective upon receipt by a supervisor, Division Administrator, District Director, or Human Resources.

Employees who have unexcused or unauthorized absences of three (3) or more working days in a row may be considered to have resigned through abandonment of their position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of 3 or more working days in a row, the District will consider the employee as having resigned and immediately notify them of such.

SEPARATION OF SERVICE

Upon separation of employment, it is the policy of EIPH that an employee's existing vacation balance will be paid out on their final paycheck unless they are eligible to transfer their leave balances to another Public Health District. Sick leave does not pay out; however, employees hired prior to July 1, 2009 may be eligible to use a portion of their sick leave balance for insurance-related payments. Please contact HR for specific details. EIPH does not provide any severance pay.

WORKING "OFF THE CLOCK" PROHIBITED

Great care must be taken to ensure employees do not eat lunch at their desks and continue to work or be interrupted by work requests, phone calls, etc. If such work is expected or permitted by the supervisor, the entire lunch or break must be considered work time. Employees and their supervisors who permit or engage in working without reporting such time may be subject to discipline, up to and including dismissal.

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IDAHO WHISTLEBLOWER PROTECTION

Scope

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

Reporting

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

Protection

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

Enforcement of Rights

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

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LEAVE (TIME AWAY FROM WORK)

Since EIPH uses the Idaho State Controller's Office for our payroll system, we must provide sick and vacation leave accruals in accordance with Idaho Code and IDHR's Administrative Rules, which are reflected in these policies.

EIPH will accept a transfer of vacation and sick leaves balances for employees transferring to EIPH from another Idaho Public Health District without a break in service (Saturday and Sunday are not considered to be a break). Leave balances **WILL NOT** transfer to other state agencies or organizations.

SICK LEAVE

Sick leave is for illness and should not be abused.

Eligibility

Employees must meet the criteria to qualify as eligible for benefits in order to accrue sick leave. Some employees are ineligible for sick leave, such as:

- Employees who regularly work less than 20 hours per week; or
- Employees who are in non-pay status (i.e. on unpaid leave of absence); or
- Temporary employees who are hired to work less than five months, regardless of number of hours worked per week.

An employee who is originally not expected to work five months but who does so is entitled to receive sick leave benefits retroactively in accordance with the above accrual rates.

Accrual

Sick leave shall accrue at the rate of .04615 hours per hour worked or paid (with the exception of paid compensatory leave). To calculate your sick leave accrual in any one pay period, take the number of hours paid to you (excluding compensatory time taken) and multiply it by 0.04615. For example, an employee who works 80 hours (ACT) in a pay period earns 3.7 hours of sick leave (calculated by multiplying 80 by 0.04615).

Employees earn sick leave while on paid leave except with compensatory time off. Sick leave accrues without limit.

Use of Sick Leave

When possible, employees are expected to plan time away from work by notifying their supervisor in advance prior to the absence. For example, when scheduling a routine doctor's appointment or planned surgery an employee's supervisor should be consulted. Employees must use some type of paid leave for these circumstances (i.e. sick, vacation, or compensatory time).

Sick leave may only be used in cases of the employee's actual illness or disability or other health reasons necessitating the employee's absence from work or Employee Assistance Program (EAP) appointments. In addition, an employee may also use sick leave when needed to attend to a family member's medical appointments, serious illness, disability, or death and funeral in the family. Eligibility to use sick leave includes self, spouse, child, foster child, parent, brother, sister, grandparent, grandchild, or the same relation by marriage or legal guardian. ([IDAPA 15.04.01.240.03](#)).

If you are ill, you must notify your supervisor as soon as you can. You are also required to notify your supervisor each additional day of illness thereafter. If your term of illness is three (3) days or more, a written statement may be required from your doctor explaining the nature of the illness and when you will be able to return to work. Returning to work too early from a communicable disease or serious injury may jeopardize the health of our clients or yourself.

In the event an employee becomes ill while on vacation leave, it is the employee's responsibility to notify their supervisor as soon as possible and periodically thereafter so the supervisor will know when the employee will return to work.

Limitations on Sick Leave Use

- Employees may not use sick leave for time off due to adoption or foster care placement unless the child has a medical condition requiring care.
- Sick leave cannot be used in lieu of vacation leave. If an employee exhausts accrued sick leave, the employee must use other accrued leave balances prior to the employee receiving leave without pay (unless the employee is on approved Family and Medical Leave or absent due to a work-related illness or injury).
- Sick leave cannot be taken in the same pay period in which it is earned.

- Sick leave may not be utilized if it will result in pay in excess of the employee's normally scheduled workweek. For example, if a full-time employee calls in sick on Monday, then works 9 hours per day on Tuesday through Friday, that employee's timesheet would reflect:

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
ACT			9	9	9	9		36
SIC		4						4
								40

Use Parameters for Executive Employees Only. Employees designated as Executive shall not use accrued sick leave in less than half day increments. For example, if an Executive employee works for 6 hours, and takes the remainder of that day off due to a qualifying illness, no accrued sick leave is used. Conversely, if an Executive employee works for 2 hours, and takes the remainder of the day off due to a qualifying illness, then 6 hours of accrued sick leave is used.

Managing Sick Leave. Patterns or excessive absences can negatively impact individual performance and EIPH's services. Therefore, a supervisor who suspects an employee is abusing sick leave may ~~(IDAPA 15.04.01.240.07):~~

- Require the employee to provide a doctor's note justifying the absence; or
- Investigate an employee's suspected sick leave abuse and address any misuse or abuse as necessary.

Any employee who is on approved sick leave and is found to be working at another job, or is otherwise misusing sick leave, shall be subject to disciplinary action up to and including dismissal.

Inability to Return from Medical Leave

Employees off work due to their own or a family member's illness or injury are required to keep EIPH informed as to their health status and intent to return. During that time period, sick leave or other accrued leaves may be used.

Required Physician Notes. During the employee's medical leave, EIPH may require updated physicians' statements regarding the employee's expected date of return to work.

Employee Unable to Return to Work. If an employee is unable to return to his regular work duties (with or without accommodation) after twelve (12) weeks ~~or after exhausting accrued sick leave, whichever is longer,~~ the employee **may** ~~will~~ be **terminated** medically laid off. ~~(IDAPA 15.04.01.240.02). Employees may not use leave without pay or time spent in a light or alternate duty position, to extend the medical layoff date.~~

Effect of Transfers on Accrued Sick Leave

Accrued sick leave **may** transfer with employees when they transfer from ~~one State agency to another~~ **EIPH to another Idaho Public Health District without a break in service (Saturday and Sunday are not considered to be a break). Sick leave does NOT transfer to other state agencies.**

Effect of Separation on Accrued Sick Leave

When an employee **ends their employment with EIPH (unless transferring employment to another Idaho Public Health District) leave State service,** all accrued and unused sick leave will be forfeited, except as provided in Idaho Code [§ 67-5333\(2\)](#) for separation due to retirement.

Reinstatement of Sick Leave. If an employee returns to credited **EIPH state** service within three (3) years of separation, all sick leave forfeited at time of separation will be reinstated. ~~[Ref. Idaho Code § 67-5333(1c)]~~

VACATION LEAVE

General Information

Vacation is a period of exemption from hours worked. Vacation leave may be used only when requested by the employee and approved by their supervisor. It is necessary to schedule vacation when it will least interfere with the efficiency of the department. Employees should submit vacation requests as far in advance as possible to aid the supervisor in planning the schedule.

Eligibility

Employees must meet the criteria to qualify as eligible for benefits in order to accrue vacation time. Some employees are ineligible for vacation, such as:

- Employees who regularly work less than 20 hours per week; or
- Employees who are in non-pay status (i.e. on unpaid leave of absence); or
- Temporary employees who are hired to work less than five (5) months, regardless of number of hours worked per week.

An employee who is originally not expected to work five (5) months but who does so is entitled to receive vacation leave benefits retroactively in accordance with the accrual rates within this policy and Idaho Code.

Accrual

Employees earn vacation leave for every hour worked or paid (with the exception of paid compensatory leave). For example, employees earn vacation leave while on paid vacation or paid sick leave.

Since EIPH utilizes the Idaho Division of Human Resources’ job classifications, we also use their Fair Labor Standards Act (FLSA) designation for Non-Exempt (Covered), Exempt, or Executive (see Status of Employees). The amount of vacation an eligible employee accrues per qualifying paid hour depends on their FLSA designation. **If you are unsure of your FLSA designation, contact Human Resources.**

	HOURS OF SERVICE	VACATION ACCRUAL RATE PER HOUR	ACCRUAL RATE/ PAY PERIOD (FT EMPLOYEE)	MAXIMUM ACCRUAL LIMIT (HOURS)
FLSA Non-Exempt (Hourly)	0-10,400	0.04615	3.7 hours	192
	10,401-20,800	0.05769	4.6 hours	240
	20,801-31,200	0.06923	5.5 hours	288
	31,201 or more	0.08077	6.5 hours	336
FLSA Exempt	0-10,400	0.05769	4.6 hours	192
	10,401-20,800	0.06923	5.5 hours	240
	20,801-31,200	0.08077	6.5 hours	288
	31,201 or more	0.08077	6.5 hours	336
Executive	0-10,400	0.09615	7.7 hours	200
	10,401-20,800	0.09615	7.7 hours	240
	20,801-31,200	0.09615	7.7 hours	288
	31,201 or more	0.09615	7.7 hours	336

Use of Vacation Leave

Employees are required to obtain approval from their supervisor prior to the use of vacation leave. Supervisors should approve vacation leave with reasonable consideration for the employee's needs and desires, on the basis of work requirements, and when it will least interfere with the efficient operation of the agency.

Use Prohibited for Accrual. Vacation leave cannot be taken in the same pay period in which it is earned. For example, an employee cannot use the 3.7 hours earned during the current pay period until a subsequent pay period.

Use Limitations. Vacation leave may not be utilized if it will result in pay in excess of the employee’s normally scheduled workweek. For example, if a full-time employee plans Friday off, but works 9 hours per day on Monday through Thursday of that week, the employee’s timesheet would reflect:

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
ACT		9	9	9	9			36
VAC						4		4
								40

Use When Ill. Employees may elect to charge time off work due to illness to accrued vacation leave rather than to accrued sick leave. However, in the event an employee is ill and has no accrued sick leave, other accrued leave balances, including vacation leave, must be used prior to the employee receiving leave without pay (unless the employee is on approved Family and Medical Leave or is absent from work due to a work-related illness or injury).

Use for Emergency Conditions. If an employee is unable to report to work because of severe weather, road, or other related emergency conditions, and the work facility has not been declared closed or inaccessible by the **Governor**, EIPH Director or designee, the employee shall be permitted to use accrued vacation leave to cover the period of absence from work.

If an employee on approved vacation leave becomes ill, sick leave cannot be substituted. Employee may substitute sick leave if they provide a doctor's note.

Use in Conjunction with Other Leave Types. The sequence in which various leaves will be taken is (1) Compensatory Leave, (2) On-Call Leave, and (3) Vacation Leave. Supervisors may grant exceptions to this standard order if necessary to keep the employee from reaching maximum vacation accrual limits.

Use Parameters for Executive Employees Only. Employees designated as executive are not required to use accrued vacation in less than half day increments. For example, based on an eight-hour day, if an Executive employee works for 6 hours, and takes the remainder of that day off, the decision to use vacation leave is at the employee's discretion. Conversely, if that executive employee works for 2 hours, and takes 6 hours of vacation that day, then 6 hours of accrued vacation leave is used.

Executive employees who work 40 hours in a workweek should record no leave taken, even if they take more than a half day off on a particular day. For example, an executive employee who works 10 hours per day Monday thru Thursday and then takes Friday off would record no leave taken, as 40 hours had been worked for that week.

Effect of Transfers on Accrued Vacation

An **EIPH** employee's accrued vacation leave **may** transfer with the employee when transferring from **EIPH one State agency** to another **Idaho Public Health District** with no break in service. (Saturday and Sunday are not considered to be a break.)

Effect of Separation on Accrued Vacation

When an employee leaves **EIPH and does not transfer to another Idaho Public Health District State service**, all accrued and unused vacation leave will be paid to the employee in their final paycheck. Vacation payout is calculated based on the employee's permanent hourly rate of pay on the effective date of separation.

ADMINISTRATIVE LEAVE

EIPH may provide paid administrative leave at the discretion of the District Director and/or Board of Health. Some examples could include office closures due to extreme weather, natural disasters, or during employee disciplinary investigations or actions.

COURT AND JURY SERVICE

Connected with Official EIPH State Duty. When an employee is subpoenaed or required to appear as a witness in any judicial or administrative proceeding in any capacity connected with official ~~state~~ **EIPH** duty, they shall not be considered absent from duty. The employee shall not be entitled to receive compensation from the court. Expenses (mileage, lodging, meals, and miscellaneous expenses) incurred by the employee shall be reimbursed by **EIPH his or her respective department** in accordance with **the agency's Travel policy.** ~~department travel regulations.~~

Private Proceedings. When an employee is required to appear as a witness or a party in any proceeding not connected with official ~~state~~ **EIPH** duty, the employee shall be permitted to attend. The employee may use accrued leave or leave without pay.

Jury Duty. **EIPH supports its employees in their civic duty to serve on a jury. Employees should provide their jury summons with their supervisor and HR as soon as possible after it is received to allow for planning to cover the employee's work responsibilities. An employee's time spent on Jury Duty is considered a paid leave of absence (JUR) for the hours in which the employee would have otherwise been scheduled to work. The employee shall be entitled to keep fees and mileage**

reimbursement paid by the court in addition to salary. Expenses in connection with this duty are not subject to reimbursement by EIPH ~~the state~~.

ELECTION LEAVE

Appointing authorities shall make reasonable accommodations to an employee's need for leave to vote. Such leave shall be charged to the employee's accrued vacation leave, compensatory time, or leave without pay.

FAMILY & MEDICAL LEAVE ACT (FMLA)

An employee who works for EIPH must meet two criteria in order to be eligible for FMLA leave. The employee must:

1. Have worked for the agency for at least 12 months;
2. Have at least 1,250 hours of service in the 12 months before taking leave.

An eligible employee can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- Birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, sibling, parent, grandparent, or other close relative who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employer's spouse, child, or parent.

Employees may be placed on FMLA leave either at the employee's request or at the employer's discretion. The employee is required to use all eligible sick leave, vacation, and comp time concurrent with FMLA leave time.

Employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify human resources as soon as possible. EIPH may require a certification or periodic recertification supporting the need for leave. The employee must provide the requested certification within fifteen working days following the request for certification. While on FMLA leave, EIPH will continue health insurance coverage as if the employee were not on leave. Employees must pay their portion of the premiums in order to keep the benefits in effect during any unpaid leave.

EIPH may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave.

The FMLA also provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member, a person who is a spouse, son, daughter, parent, or next of kin of the employee and has a serious injury or illness incurred in the line of duty which renders that person unfit to perform his or her duties in the armed forces.

The National Defense Authorization Act also provides 12 weeks of FMLA leave to an eligible employee their spouse, son, daughter, or parent has been called to active duty with the armed forces.

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 a single policy. EIPH employees should contact the Human Resource Specialist to discuss their situation, which will determine the appropriate FMLA form(s) that need to be completed.

Each agency must notify employees of their rights under the FMLA. To meet this requirement, each agency must post in a prominent place in the workplace the [Family and Medical Leave Act Poster](#) (posted in the Employee Lounge in the Idaho Falls office). In addition, each agency must either: (1) include the information contained in the Family and Medical Leave Act Poster in its employee handbook; or (2) provide a copy of the information contained in the Family and Medical Leave Act Poster to each new hire.

LEAVE OF ABSENCE WITHOUT PAY (LWOP)

A leave without pay may be one day, or a fraction thereof, or an extended absence during which an employee is not paid. This policy includes applicable restrictions to use of LWOP.

Use and Approval of LWOP. All LWOP must be approved by a Division Director. In addition, any LWOP in excess of one week must be approved by EIPH's director. ~~Unless prohibited by workers compensation, family medical leave, disability, or other statewide leave policies, EIPH's director has discretion on whether.~~ The employee is required to exhaust all other applicable types of accrued leave before commencing leave without pay.

~~LWOP and Worker's Compensation Absences. Division Director and/or EIPH Director approval are not required for employees absent from work due to a work-related illness or injury to be unpaid. The decision to use accrued sick and/or vacation balances in this situation is the employee's.~~

Credited State Service Hours. Employees on LWOP do not earn credited state service hours.

LWOP and Medical Insurance Coverage. Contact the Department of Administration, Group Insurance for further information

MILITARY LEAVE - (FEDERAL ACTIVE DUTY)

EIPH appreciates our employees' military commitments and supports Military Leave for uniformed service in accordance with applicable federal and state laws. Employees who are members of the U.S. Armed Forces or the National Guard that receive federal military orders requiring them to be absent from work, shall be entitled each calendar year to one hundred twenty (120) hours of paid military leave in accordance with IDHR policies. Upon return from Military Leave, an employee will be granted the same seniority, pay, and benefits as if the employee had worked continuously.

MILITARY LEAVE - (STATE ACTIVE DUTY)

Any ~~regular~~ ~~probationary~~, ~~provisional~~, or ~~permanent~~ employee who voluntarily, or upon demand, leaves a position to enter state active duty with the Military Division will be granted military leave without pay, and will be returned to their same or similar position upon their return such leave. A copy of the orders is required to take military leave, and a copy of the discharge papers is required upon returning from said leave.

RELIGIOUS LEAVE

~~EIPH~~ ~~Appointing authorities~~ shall make reasonable accommodations to an employee's need for leave for religious observances. Such leave shall be charged to the employee's accrued vacation leave, compensatory time, **or leave without pay.**

LEAVE DONATIONS

General Information

~~EIPH employees~~ ~~With appointing authority approval, state employees~~ may donate accrued vacation **or sick** leave to an eligible ~~EIPH~~ State employee for use as paid sick leave. ~~[Ref. Idaho Code § 67-5334(g)]~~ All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating vacation leave. Misuse of donated leave will be grounds for disciplinary action.

Receiving Donated Leave

EIPH employees who need to request leave donation should contact EIPH's Human Resource Specialist for assistance. To receive donated leave, an employee must:

- be eligible to accrue sick and vacation leave; and
- have exhausted all of their accrued compensatory time, sick, and vacation leave; and
- be suffering from a serious illness or disability; or have a family member with a serious illness, disability or death; or funeral in the family necessitating the employee's absence from work. **(Qualifying family is the same as outlined in the Sick Leave policy).** ~~Ref. [Statewide Policies Section 3D](#) for definition of family member~~; and
- not exceed the maximum of one-hundred and sixty (160) hours of donated leave per fiscal year.

Donating Leave

To donate leave, an employee must:

- donate a minimum of four (4) hours;
- have at least a one normal pay period number of hours of accrued vacation or sick leave **(whichever leave is being donated)** after the donated leave is deducted; (example: if you are set up as 80 hours for a normal pay period and **are donating vacation leave**, you would need to have 80 hours of accrued vacation; if you are set up as 60 hours for a normal pay period **and are donating sick leave**, you would need to have 60 hours of accrued **sick leave**).
- Not exceed the maximum of eighty (80) hours accrued vacation leave per fiscal year.

Conversion Details

Donated vacation leave will be converted to sick leave on a one-hour to one-hour basis and will be paid out at the receiving employee's current salary. Any unused leave that has been donated to an employee will remain in their sick leave accrual balance until used. Any unused leave cannot be returned to the employee who made the donation.

Confidentiality

The names of employees' donating time will be kept private and in most cases, will not be provided to the employee who receives the donated leave. This confidentiality is intended to preclude any repercussions for employees who do not donate leave as well as for those who do donate.

The nature of the "serious illness or injury" causing the employee to request and receive donated leave will also be kept private; this information will not be shared with other employees who are being asked to donate leave without the express written permission of the employee requesting donating leave.

Leave Transfer/Receipt Form

Forms for Leave Transfer/Receipt are required. EIPH employees requesting a leave transfer should contact EIPH's Human Resource Specialist for assistance.

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LIMITED ENGLISH PROFICIENCY

BACKGROUND

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin by any entity that receives federal financial assistance. Under Title VI of the law, entities that receive federal financial assistance from Health and Human Services are required to take the steps necessary to ensure that individuals with limited English proficiency (LEP) can meaningfully access the programs and services. LEP persons are entitled to receive free interpreter services. Services to LEP persons are to be provided as effectively as those provided to persons proficient in English. LEP persons should not be subjected to unreasonable delays, nor should they be limited to participating in a program or activity on the basis of English proficiency.

POLICY

It is the policy of the EIPH to provide LEP persons with interpreters as needed. Client language needs are met through "on-staff" translators. A list of EIPH's "on-staff" translators is maintained on the District's intranet site. Whenever the need arises for a translator, EIPH's bilingual staff will be the first resource utilized by district personnel.

If EIPH employees are not available for interpretation services, utilize World Wide Interpreters by dialing 1-866-278-8643. State of Idaho/EIPH PIN: 52200. Press 1 for Spanish and press 2 for all other languages. World Wide Interpreters provides access to interpreters who speak more than 150 languages. Demographic studies indicate non-Spanish speaking LEP individuals constitute less than 1% of all individuals served by the EIPH.

Any employee who uses the World Wide Interpreters service is required to notify the Fiscal office of:

1. the date the service was used,
2. the language translated, and
3. the district program (PCA) using the translation service.

Printed Materials

EIPH's essential printed forms are also made available in Spanish for those clientele utilizing the District's services and programs.

PROCEDURES

Language Identification

On-site: A chart of various languages is located at the front desk of each office to enable LEP persons to point to their language.

1. If the client is able to read, identify the language using the chart.
2. If the client is unable to read and the language cannot be identified, use the World Wide Interpreters service to help identify the language. Once the language is identified, use in-house bilingual staff, if available, to assist with the client request.
3. If there is no bilingual staff for the identified language, a staff member will use the World Wide Interpreters service to determine needs and schedule an appointment for service if necessary.
4. Inform the client that arrangements will be made to have an interpreter present at no cost to him/her.
5. Schedule an appointment and secure an interpreter.

Telephone Calls

1. If an individual calls seeking services and he/she speaks little or no English or Spanish, the World Wide Interpreters service may be used to determine the client needs.
2. Determine the client's need, gather necessary information, and convey to the client what the next step will be.

Interpreter Services

- Whenever possible, prior scheduling will be made to use bilingual staff so that their other duties may be adequately covered.
- Bilingual staff will charge their time spent interpreting directly to the program for which they are providing the service.
- When a client is scheduled, it is the responsibility of the program providing the service to schedule an interpreter and provide the client a written reminder (in person or via mail) of the appointment.
- Whenever possible, trained interpreters will be used.
- If the client has a Medicaid card, non-staff interpretive services will be charged against the card.
- If a client refuses interpreter services or prefers to use family or friends to interpret, documentation must be made in the client record that interpreter services were offered at no cost to the client and they refused.

Translation

- When possible, EIPH will use trained translators. Since there is no professional organization and very few trained translators in the area, bilingual staff and trained interpreters may also be used to translate documents. Any EIPH employee who will be translating (verbal or written) must complete a training provided by EIPH before any translation occurs. A list of employees able to translate is available on EIPH's intranet.
- EIPH will request that vital documents provided by the State or other sources also be provided in Spanish.
- Reputable Internet sites (CDC, etc.) are used for specific disease and health information in Spanish and other languages.

Filing a Complaint

Despite the best intentions of EIPH, if an individual believes she/he has been discriminated against, she/he should contact the EIPH's Director at (208) 522-3163, or the Idaho Human Rights Commission at (208) 334-2873.

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MEDIA RELATIONSHIPS

Media Relationships

The media is an important means of maintaining a strong public image related to EIPH's mission, role, programs, services, and staff. EIPH will respond professionally, accurately, and quickly to media requests.

Media requests will be coordinated by the Public Information Officer (PIO) or designee. In the absence of the PIO, media requests will be directed to the appropriate Division Director or District Director.

In the event of a public health emergency, refer to the Annex B (Risk Communication) of the District's Public Health Preparedness Plan for media response protocol.

District employees have the right as private citizens to voice their opinions. It is important, however, for employees to point out to the media whether they are representing EIPH or they are simply sharing their personal opinions.

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NICOTINE-FREE ENVIRONMENT

EIPH is a Nicotine-Free Workplace.

The health hazards of nicotine use, including being subjected to secondary passive smoke, are well recognized. As a courtesy to our employees and customers, and in order to act as a role model for promoting a healthy lifestyle, use of any nicotine-containing product (cigarettes, cigars, chewing tobacco, electronic nicotine delivery devices) is not permitted inside EIPH facilities, in EIPH vehicles, nor any place on EIPH grounds, in EIPH vehicles.

As a reminder, “Tobacco-Free Zone” signs are visibly posted. Enforcement of this policy is the shared responsibility of all EIPH personnel. EIPH’s nicotine-free policy applies to all employees, volunteers, clients, visitors, contractors, and vendors.

Violation of this policy by any employee will result in corrective action. Depending on the circumstances, this action may include disciplinary action, up to and including termination of employment.

PAYROLL

EIPH’s payroll is processed through the Idaho State Controller’s Office, and therefore is subject to state policies and procedures.

For payroll purposes, a workweek is defined as Sunday through Saturday. There is a lag time of two (2) weeks between submittal of timesheets and actual payment for those hours. Employees are paid every other Friday for services rendered in the previous pay period.

Direct deposit of an employee’s pay is mandatory. Paychecks bear the date of the Friday pay date - checks are deposited into an employee’s account at the financial institution of their choosing, in time to be available at the opening of business that day. The only exception to this rule is if the regular payday falls on a paid holiday, the paychecks will be deposited on the date of the preceding Thursday and be available to employees on that day. The state will not issue advance payment for wages for any reason.

Employees’ Responsibility

- Each employee is responsible for entering his/her own time and corresponding coding into the designated time coding program by the end of the day on the last day worked in the pay period (typically payday Friday), but in all cases, no later than 12:00 p.m. on the Monday following payday. If an employee is going to be out of the office at the time it is due, the time entry should be completed prior to leaving. Employees who do not submit a time sheet in the appropriate time frame will not receive a paycheck for that pay period. Their unpaid time will be added to the next payroll period.
- Supervisors and Division Directors will have until Tuesday at 12:00 p.m. to review and approval all employee time sheets. Prior to approving the time sheet, the supervisor will check for errors and return the time sheet to the employee for corrections. If an error is found, and the employee is unavailable to make corrections, a supervisor may change incorrect time codes or coding, but may not change an employee’s actual time.

If a correction needs to be made to the actual time and the employee is not available, the supervisor should contact the Human Resources Specialist who will make the correction as appropriate. Written documentation of correction will be kept in Human Resources, with the employee signing the corrected time sheet as soon as they are available.

- The Human Resources Specialist (the Chief Payroll Officer or CPO) will review the time sheets and make appropriate corrections before submitting the final payroll at 11:00 a.m. on Wednesday.

On occasion, due to holidays or other extenuating circumstances, the above schedule may require adjustment. When this occurs, the Human Resource Specialist will be responsible for notifying all employees and supervisors of the revised payroll processing schedule.

Termination Pay

Any vacation balances will be paid off in a lump sum with the last pay check, along with any remaining comp time (for eligible employees).

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RECORDS DISCLOSURE (IDAHO PUBLIC RECORDS LAW)

PUBLIC RECORDS GUIDELINES

EIPH employees will comply with [Chapter 1, Title 74 Idaho Code](#) dealing with Public Records and the right of citizens to examine our records. Specifically, employees will comply with section [74-103](#) on timeliness of information request replies. EIPH's record custodians are the Division Administrators and District Director. Records are primarily stored in the main office at 1250 Hollipark Drive, Idaho Falls, ID 83401. Other offices in our eight-county coverage area may store some records however all public records requests must be originated through the main office.

Records maintained by EIPH are related to the district's operations. "Public record" includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.

RECORD REQUESTS

Every person has a right to examine and take a copy of any public record of EIPH and there is a presumption that all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.

Any employee who receives Public Records Request will accept the request from the requesting individual and forward it immediately to the Division Director (Custodian) or District Director who will determine the course of action to be taken in compliance with applicable laws.

An employee shall make no inquiry of any person who applies for a public record, except to verify the identity of a person requesting a record in accordance with section 74-102, Idaho Code, to ensure that the requested record or information will not be used for purposes of a mailing or telephone list prohibited by section 74-120, Idaho Code, or as otherwise provided by law. The person may be required to make a written request and provide their name, e-mail address, a mailing address and telephone number.

CLIENT RECORDS

~~Confidentiality of services and records maintained for clients of the District are protected by Idaho Code. (Examples: 9-203; 37-2743; 37-3102; 39-606; 39-1392.e; 39-3801; 66-348). In addition, programs augmented by federal funds have specific rules and regulations to ensure patient confidentiality that must be observed.~~

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RETENTION AND DISPOSAL OF RECORDS

Retention

- The District's various divisions have division-specific retention schedules that will be followed and updated as needed.
- All records should be reviewed to assure that disposition is carried out in accordance with EIPH's Record Retention schedule.
- Confidential records shall be safeguarded against unauthorized use and exposure during storage and use.
- **Division Administrators are responsible for the overall** ~~One person in each department shall be responsible for management of records.~~
- Any financial records in the Satellite offices that are not sent to Idaho Falls must be retained until an audit has been performed and finalized on that fiscal year.

Destruction of Records

- Division Directors shall give final approval prior to the destruction of records.
- Confidential records shall be destroyed by methods that shall safeguard records against unauthorized use and exposure during their destruction.

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SERVICE ANIMALS

PURPOSE

EIPH provides reasonable accommodations and auxiliary aids to ensure that clients and staff members with disabilities have access to EIPH and its programs.

POLICY

The American's with Disabilities Act (ADA) defines a service animal as "any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability." The ADA authorizes places of public accommodation to impose restrictions if it is a safety requirement. **Therapy or Companion Animals are not permitted in EIPH's facilities.**

The ADA contains no blanket policy mandating the places of public accommodation permitting service animals under all circumstances. With regard to the health department, there may be possible restrictions of service animals in clinical practices or laboratories that can pose a safety risk. These exceptions would need to be considered individually to determine whether the service animal poses a possible danger, and if other reasonable accommodations can be provided.

It is the handler's responsibility to ensure the safety of the animal, the individual, and other people participating. While legal access rights are afforded to users of assistance animals, with that comes the responsibility of ensuring that the animal behaves and responds appropriately at all times in public and that the partner/handler, as a team, are to adhere to the same socially acceptable standards as any individual in the community.

DEFINITIONS

- **Therapy or Companion Animal** – An animal who provides a sense of wellbeing, comfort, affection and/or motivation. They are not trained and not afforded the legal protections of service animals. These animals are not trained to assist an individual with a disability in the activities of daily living and are not specifically covered by this policy or under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.
- **Service Animal** – Any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself. "Seeing eye dogs" are one type of service animal, used by some individuals who are blind. This is the type of service animal with which most people are familiar. But there are service animals that assist persons with other kinds of disabilities in their day-to-day activities. Some examples are:
 - Alerting persons with hearing impairments to sounds.
 - Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.
 - Assisting persons with mobility impairments with balance.

PROCEDURES

Documentation Requirement

A client/staff with a disability may be required to provide EIPH with documentation from the client/staff member's service provider (e.g. Specialist, Psychologists, or Medical) that verifies the need for a service animal. A staff member with a disability shall provide the Human Resources office with documentation for the staff member's appropriate service provider. This documentation need not disclose the details of the disability, nor provide a detailed medical history, if the sole purpose for the request is for use of a service animal.

The client or staff member is responsible for maintaining the following:

- **Service animal health:** The animal must be up to date on all required vaccinations and evidence of such shall be provided by the client/staff member if requested. The animal shall be well groomed including appropriate flea and odor control.
- **Service animal licensing:** All service animals must wear tags appropriate to the municipality in which the client/staff member holds a permanent address.
- **Training requirement:** Written confirmation may be requested to demonstrate that the animal has been trained to work or perform tasks for the benefit of a person with a disability.

Responsibilities

The individual with a disability, the handler, is responsible for the care and supervision of his or her service animal and must maintain full control of the animal at all times. This may include controlling the animals grooming, feeding, and toilet behavior within appropriate and healthy guidelines. Service animals are trained to remain in close proximity to their handler and not to display disruptive behaviors or noises (barking, growling, or whining) and should remain on a harness or leash at all times. The handler is financially responsible for property damage caused by his or her service animal.

SERVICE ANIMALS FREQUENTLY ASKED QUESTIONS

What is a service animal?

No matter whether they are called “Service Animals,” “Assistance Animals,” or by another name, these are animals that have been individually trained to do work or perform tasks for the benefit of an individual with a disability. Under the ADA it is the training that distinguishes a service animal from other animals.

Starting March 15, 2011, only dogs will be considered service animals under the ADA. Business and state and local government entities may also allow miniature horses as a reasonable modification, subject to certain limitations.

What is the difference between a service animal and a comfort/emotional/therapy support animal?

Service animals are individually trained to do work or perform tasks for an individual with a disability who, if asked, must be able to describe the specific tasks performed or work done. The work done or tasks performed by a service animal must be directly related to the handler’s disability.

Some service animals may be owned by individuals who have a non-apparent disability, such as a seizure disorder. Their disability may not be visible.

A “comfort,” “emotional support,” or “therapy animal” that provides support simply by being itself does not meet the definition of service animal. If the animal is not individually trained to do work or perform a task, it is a pet under the ADA. Obedience training, by itself, is not a sufficient qualification.

Regardless of the term used to describe the animal, it is the training to do work or perform a specific task that makes it a service animal. Thus someone might mistakenly call their dog a “comfort animal” but if it actually functions as a service dog, it is protected under the ADA.

Does the animal need to have any certification or documentation, or wear a vest or tag, to identify it as a service animal?

No, there is no ADA requirement that the owner carry any certification papers showing that the animal is a service animal.

If the service animal doesn’t need to have a special tag, certification papers, or other identification, how can we determine if it is a legitimate service animal?

There are two questions that may be asked:

1. Is the animal required because of a disability?
2. What task or service has this animal been trained to do?

One *cannot* ask: What *is* your disability? This is confidential information.

Even if the service animal will not perform its task or service on the premises, it is entitled to enter.

When can a service animal owner be asked to remove their animal from the premises?

A service animal’s professional behavior and good grooming are necessary for it to be protected under the ADA. An individual may be asked to remove his or her service animal if it:

- Makes a mess on the floor
- Bites or jumps on another client/staff member
- Wanders around, away from its owner

A service animal may be removed if it continuously disturbs patrons; for example, if it is repeatedly barking. However, it should first be made clear that the service animal is not just doing its job. Barking may be how the dog performs its job. Find out first!

A service animal may also be excluded from certain areas of a building, though access to the building itself should be allowed. Example: A service animal should be allowed access to a trendy downtown restaurant, but shouldn't be allowed into a kitchen.

Do service animals have to obey leash laws?

Yes, service animals must obey local leash laws. The exceptions are when the service animal cannot perform its task while on leash, or if the handler cannot use a leash, harness, or tether due to disability.

In any case, the service animal must be under control at all times; if not by leash, then by voice control, signals, or other effective means.

ETIQUETTE FOR INTERACTING WITH PEOPLE USING SERVICE ANIMALS

- Speak to the person, not the animal.
- Do not touch the service animal without asking for, and receiving, permission.
- Do not offer food to the service animal.
- Do not ask questions about the handler's disability, or otherwise intrude on his or her privacy.
- Do not be offended if the owner does not wish to chat about the service animal.

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SERVICE REQUEST POLICY

PURPOSE

In order to more efficiently and effectively coordinate all requests for service, EIPH has implemented a centralized service request procedure for use by employees. This will ensure that requests for service are routed to the appropriate individual for follow-up.

POLICY

- When any type of service (building/office maintenance, vehicle maintenance or repair, computer/phone issue, etc.) is needed by an employee, a [Service Request Form \(Appendix H\)](#) should be completed.
- The form is available on the district's intranet or from the Human Resource Specialist in the Idaho Falls office.
- Completed forms should be submitted to the Human Resource Specialist.
- Completed forms will be routed to the appropriate party for follow-up.

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SEXUAL HARASSMENT AND OTHER PROHIBITED DISCRIMINATION PRACTICES

General Information/Affirmative Action

EIPH is committed to providing a safe and congenial work environment for its employees. The definition of work environment shall include anywhere that employees are performing work duties such as the office, any work site, or travel time to and from a work site. Sexual harassment or discrimination of an employee based on race, sex, national origin, age, color, religion, or disability is forbidden in any manner. These types of behaviors are destructive in nature and will not be tolerated.

Any form of sexual harassment or other illegal or discriminatory practice of any employee is strictly prohibited by law and by this policy. Employees are expected to refrain from conduct that may be reasonably considered offensive to others. Offensive conduct may be written or verbal. Offensive conduct includes, but is not limited to, the use of profanity, sexual comments or images, racial slurs, gender specific comments, or any comments that would reasonable offend someone on the basis of his or her age, race, religious beliefs, national origin, or disability. All employees are expected to treat their co-workers with courtesy, respect and dignity. No employee shall use the authority of their position or the circumstances of work place to sexually harass others.

Any employee, supervisor, or Director who is made aware of an alleged incident shall bring the matter to proper resolution by taking action in accordance with the procedures in this policy. Retaliating or discriminating against an employee for complaining about sexual harassment or other illegal discrimination is prohibited.

Filing, Investigation and Resolution

Employees who believe they are being subjected to illegal, prohibited sexual harassment or any other forms of discrimination based on race, color, sex, national origin, age, religion, or disability are encouraged to file a complaint with their immediate supervisor, Division Director, or the District's Human Resource Specialist. If they so desire, they may file a claim of illegal sexual harassment directly with Idaho Human Rights Commission and/or the Equal Employment Opportunity Commission (EEOC).

Any employee aware of or suspecting the occurrence of sexual harassment is expected to report the matter through the most confidential and direct means possible to preserve morale and discipline in the work unit. The employee will not discuss the matter with co-workers and persons not directly responsible for investigating the matter.

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SOCIAL MEDIA

EIPH recognizes the growing importance of technologically based platforms and online social media networks as communication tools. Examples are: Facebook, Twitter, Snapchat, Instagram, You Tube, Tumblr, Pinterest, LinkedIn, Google+, online group discussions, message boards, chat rooms, etc.

Employment-Related Use of Social Media

Some employees must access, review, create, publish, and/or disseminate information via social media outlets—primarily Facebook and Twitter—as a function of their jobs. Employees with such work-related requirements shall:

- Be granted authority for their specified access by their supervisor and the EIPH Director.
- Refrain from using an employee’s personal social media account (i.e., an employee’s personal Facebook page) when conducting official District business, unless otherwise authorized by EIPH’s director or PIO.
- Comply with all electronic and social media policies set forth. Failure to do so could result in loss of privileges and/or disciplinary action.

Social Media Guidelines

- All online communication must be consistent with EIPH’s agency values, mission, and policies.
- All online communication must be in accordance with all state and federal laws, including HIPAA and other privacy laws.
- All online communication must NOT contain EIPH confidential information or information that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or humiliating to another person or entity.
- Practice common sense and use your best judgment. Always keep in mind that anything you post that can potentially tarnish the reputation of our agency will ultimately be your responsibility. Think before you act.
- Once information is out there, there is NO taking it back. Even if you delete it, it is still there. Be conscientious about what you post.
- When communicating online about EIPH, disclose your relationship with EIPH.
- Be clear in all communication that your views are your own and not those of EIPH.
- If you see any negative content about EIPH, our programs, our employees, or online activity that could create problems for the agency, please report to the EIPH Director or PIO immediately (even during the weekend or a holiday) so corrective action, if determined necessary, may be taken.
- Employees are encouraged to post and share information from EIPH’s official FB page or website.
- Engage in factual and respectful dialogue when answering questions about EIPH, our programs, or public health issues.

What NOT to do:

- Do not answer questions on social media that are out of your scope of work or expertise. Please refer to our website or talk to the EIPH director or PIO about a response.
- Other than your personal sites, do not **initiate** posts about EIPH without first speaking to the EIPH Director or PIO.
- Do not take it upon yourself to correct the problem or engage in negative, back and forth communication. Report any issues to the EIPH Director or PIO.
- Engage in personal social media use on health district time, even if you are using personal equipment (e.g. cell phone, tablet, laptop, etc.).
- Represent yourself as a spokesperson for the health district or post comments as a representative of the health district.
- Post information which could place the health district at a legal compliance risk.
- Discuss or display information which is confidential or proprietary to the health district, its clients, partners or suppliers.
- Discuss or display information that violates HIPAA.
- Post information or photos that show employee violating state and federal laws.
- Disseminate personal information (address, email, phone number) of clients and/or co-workers.
- Use their EIPH e-mail address when signing up for social media sites.
- If your job is direct patient care, it is strongly suggested that you be wary of accepting or initiating friend requests with clients except in unusual circumstances where an in person friendship pre-dates the treatment relationship. If you do interact with patients online, always maintain the appropriate boundaries of the patient-provider relationship in accordance with professional ethical guidelines.

Personal Use of Social Media

EIPH takes no position on an employee's decision to participate in the use of social media networks for personal purposes. However, employees who elect to identify themselves on their profile as health district employees must state in clear and conspicuous terms that the views expressed are the employee's alone and do not reflect the views of EIPH when posting or responding to any public health-related topic.

Social Media Logo

EIPH has developed a specific logo (shown at right) for use on social media. This logo is NOT to be used for any other purposes without written permission of EIPH Director or PIO.

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TORT CLAIMS, SUMMONS, OR COMPLAINTS

As a governmental entity, EIPH is subject to the Idaho Tort Claim Act as outlined in [Chapter 9, Title 6 Idaho Code](#).

Accepting a Claim

The law requires all claims be filed **only** with the EIPH Director in his/her capacity as Secretary to the District Board of Health. Should any claim, summons, or legal complaint be presented to any of the staff, it is to be **refused** and the person referred to the Director immediately. If the Director is unavailable, EIPH's Human Resource Specialist is the only one authorized to accept a claim on his/her behalf.

Time Frame for Filing a Claim

In accordance with Idaho Code 6-906, any claim against EIPH arising under the provisions of this act requires that a notice be filed with EIPH within 180 days from the day of the accident or damages. A [Notice of Claim Form \(Appendix E\)](#) must be used when filing a claim. The claim is to be filed with the EIPH Director in their capacity as Secretary of the District Board of Health. Copies of estimates, bids, or other information which an individual feels may be useful in the processing of a claim may be attached to the Notice of Claim Form.

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TRAVEL

EIPH has adopted Idaho State Board of Examiner's travel policy (SBEX Policy No. #442-50, last amended 01-18-2022). The complete policy can be accessed through the Idaho State Controller's Office: <https://www.sco.idaho.gov/LivePages/State-Travel-Policy-and-Procedures.aspx>

Table of Contents:

1. Approval and Authorization
2. Office Travel Status, Payment Methods, Forms, Documentation
3. Mode and Route of Travel
4. Duration of Travel Status
5. Lodging
6. Per Diem Allowance
7. Incidental Expenses
8. Travel Premiums
9. Third Party Funded Travel
10. Other Items
11. Definitions
12. Idaho Code References to Travel

THE FOLLOWING ARE POLICY ADDITIONS OR MODIFICATIONS TO THE IDAHO STATE BOARD OF EXAMINER'S TRAVEL POLICY THAT HAVE BEEN ADOPTED BY EIPH'S BOARD OF HEALTH.

Declared Emergencies

Should there be a Federal, State or County declared emergency and should there be a need for public health involvement, this travel policy or parts of this travel policy may be modified depending on action taken by EIPH's Board of Health.

Travel Authorization

Out-of-District travel that requires an overnight stay must be authorized in writing by the Division Director. In the event the Division Director is unavailable to authorize the travel, he/she can designate an individual to authorize the travel. An electronic Travel Requisition must be completed **prior** to expenses being incurred.

Travel Vouchers

All travel expenses (mileage, meals, etc.) for reimbursement should be recorded electronically on the District's [Travel Expense Form \(Appendix F\)](#) along with the purchase order number approving out-of-district travel. The Travel Expense Form should be submitted to

the employee's supervisor for approval and processing for payment as soon as possible following the travel, but in all situations, within two months of travel completion. Failure to comply with this expectation could result in disciplinary action.

When submitting travel vouchers for mileage reimbursement, do not record fractions of miles. Round mileage up to the nearest mile when .5 and over, and down when less than .5. Mileage is figured from employee's home office and until return to that home office. Travel reimbursement vouchers must be turned in as soon as possible, but in all instances, within one month of the travel.

Compensatory Time for Travel

Compensatory time is allowed for travel outside of normal working hours of the employee. Travel time is defined as: from the time the employee leaves their home station (office) until they arrive at their destination (hotel), and from the time an employee leaves their destination (hotel) until they arrive back at their home station.

Meals While Traveling

There is no reimbursement for meals while traveling unless an overnight stay is involved or when the traveler is physically away from their official primary workstation (location where the employee regularly performs his or her duties) by a distance of 200 miles or more. Actual cost of each meal need not be broken down on the travel expense voucher for each full day of an authorized trip.

Meal Expense Allowed

The Board of EIPH hereby allows home station meal reimbursement to be made when attendance is required for employees as part of their job duties to promote trade or commerce. An example is an assignment made by a Division Director or EIPH Director to attend a luncheon meeting such as the Chamber of Commerce which would promote commerce between the district and other business organizations.

Meals for Off-Site Extended Clinic Operations

EIPH's Board of Health has also approved the following policy for Meals for Offsite Extended Clinic Operations. All of the following criteria must be met:

1. The clinic is offsite and preplanned with approval of the EIPH Director.
2. Location or scheduling conflicts do not lend themselves to a meal break.
3. The District's mission is furthered by specialty clinic activities that would not normally occur on a daily basis.
4. The clinic has an intended duration of 6 hours or more and interrupts a meal time.
5. There is not adequate staff available to operate a continuous clinic with direct public contact and allow staff to leave for a meal break.
6. The per-attendee cost of the meal does not exceed the allowable partial day per diem reimbursement, pursuant to Appendix B of State Travel Policy.
7. Food and drink must be provided on-site.

Meetings Dealing with Non-Employees and Employees

Unless otherwise prohibited by state or federal subgrant language, this policy covers reimbursement for District sponsored meeting and trainings for official District business where attendees are both District employees and non-employees. Examples include medical review boards, public health preparedness training, meetings with elected officials, or other parties with which the District meets for official business. The meeting does not need to meet the mandatory attendance, duration, and requirement for number of attendees as required per section 11 of the state's Travel Policy and Procedures manual. For meals and or refreshments, the per-person cost should not exceed the State's policy for partial day meal rates. Understanding that the number of attendees can be affected by no-shows the purchaser should strive to keep the per person expectation as reasonable as possible.

Registration Fees

Registration fees which are required for conferences require a receipt for reimbursement on your travel voucher. These should be paid ahead of time if at all possible. Your supervisor or Fiscal Office staff can instruct you on how to accomplish this.

Third-Party Reimbursement

When a third party is expected to reimburse a District employee for travel expenses, that information, along with the name and billing address of the third party must be included on the travel request. Travel expenses will be submitted to the District as usual on a travel voucher. The third-party reimbursement will then be made to the District, or endorsed in the District's favor. For instance, if the Department of Education intends to reimburse your travel expenses for attending a conference in Boise, you would complete the District travel expense voucher as you normally would. Then when the reimbursement check arrives from the Department of Education, it will be signed over to the District.

Board of Health Meeting Meals and Refreshments

Meals and/or refreshments are allowed for Board of Health meetings regardless of number of attendees or length of meeting.

UNATTENDED CHILD/INFANT

POLICY

The purpose of this policy is to ensure the safety of children and infants whose caregivers are participating in services offered at EIPH; specifically, those who are in attendance with EIPH patrons. Leaving children and infants unattended inside or outside is unsafe and could be considered neglectful. Risks include drastic temperatures, unpredictable behavior of children, and others intending to cause harm to children and infants. It is the policy of EIPH to ensure children and infants are not left unattended on our premises.

PROCEDURE

If a staff member becomes aware of a child/children or infant left unattended, the staff member should take the following steps.

Unattended in Car

1. If the situation is dire, take whatever steps are necessary to remove the child/infant from danger. Once the child/infant is safe, call 911. Notify a supervisor.
2. If the situation is not dire and the child/infant is not in immediate danger, notify a supervisor of the situation.
3. In Idaho Falls, the supervisor will attempt to locate the caregiver. In Satellite Offices, the staff member finding the child/infant will attempt to locate the caregiver. Once located, the caregiver will be encouraged to bring the child/infant into the building where he/she can be attended to by the caregiver.
4. If the adult is not agreeable to bringing the child/infant into the building with them, offer to provide what services you can while the caregiver stays in the car. For example, take WIC checks to the car then reschedule appointments using a cell phone. Reschedule any appointment that requires the caregiver to be in the building.
5. If the caregiver is not agreeable to any of the above, please notify them of this policy, which is to call 911 when children/infants are left unattended in a car.
6. If the situation is not remedied call 911.
7. If unable to locate the caregiver the supervisor or staff member will immediately call 911.

Unattended on Premises

1. Remove child/infant from immediate danger then notify a supervisor.
2. In Idaho Falls, the supervisor will attempt to locate the caregiver and inform them of this policy. In Satellite Offices, the staff member finding the child/infant will attempt to locate the caregiver and inform them of this policy.
3. If the caregiver is not agreeable and children/infants remain unattended, call 911.
4. Remain with the children/infant until they are safely with the caregiver or authorities.

DEFINITIONS

Neglect ([Idaho Code § 16-1602](#))

'Neglected' means a child:

- Who is without proper parental care and control, subsistence, medical, or other care necessary for his or her well-being because of the conduct or omission of his or her parents, guardian, or other custodian, or their neglect or refusal to provide them
- Whose parents, guardian, or other custodian is unable to discharge his or her responsibilities to and for the child and, as a result of such inability, the child lacks the parental care necessary for his or her health, safety, or well-being
- Who has been placed for care or adoption in violation of the law
- Who is without proper education because of the failure to comply with §33-202

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WORKPLACE VIOLENCE

EIPH is committed to providing a work environment that is safe, secure, and free from harassment, threats, intimidation, and violence for its employees.

POLICY

EIPH will not tolerate any form of violence in the workplace, whether it's implied or direct, including intimidation, coercion, harassment, and verbal, written, or physical threats. All property of EIPH, including vehicles, are weapon-free zones. It is the duty and responsibility of all EIPH employees to report any threat or act of violence an employee or non-employee makes toward them or another person to their immediate supervisor, Division Director, or EIPH Director. Violent threats or actions by a non-employee may be reported to law enforcement authorities.

If an employee has filed a restraining order, temporary or permanent, against an individual due to a potential act of violence and the order applies to the worksite, the employee shall immediately inform his or her supervisor and provide a copy of the signed order to the EIPH Director.

DEFINITIONS

Violence in the workplace may include, but is not limited to the following examples of prohibited conduct:

- Physically aggressive acts (assault, battery, hitting, shoving, fighting, etc.)
- A serious, communicated or implied intent to harm another, or endanger their own safety, or destroy property (physical restraint, confinement, etc.)
- Actions that have a potential for violence (throwing objects, waving fists, destroying property, etc.)
- Obsessively directed behavior (harassing phone calls, stalking, intensely focusing on a grudge or aggravation, bullying, dangerous or threatening horseplay, etc.)
- Possession, use, or display of firearms, fireworks, explosives, knives, or similar objects with blades over four inches in length, and weapons or their replicas are prohibited in an EIPH facility and district vehicles and while engaged in EIPH-related activities or sponsored events unless approved in writing by the EIPH Director. Pocket knives or knives used solely for eating or food preparation are not considered weapons for purposes of this policy unless used to inflict bodily injury or damage to property.

EXCEPTIONS

Peace officers as defined in Idaho Code 19-5101 and law enforcement officials authorized to carry a firearm under state or federal statute are exempt from this weapons restriction.

RETALIATION

Retaliation against an employee who reports workplace violence or threats of violence in good faith or who participates in an investigation is strictly prohibited.

PROCEDURE

Any violence or threat of violence must be reported immediately to any supervisor, division director, Human Resources Specialist, or EIPH Director.

After reporting the situation, employees shall not discuss the matter with co-workers or persons not directly responsible for investigating the matter, except in cases when there is risk of imminent physical danger. Care must be taken to keep the situation contained to prevent escalation of the violence or threat and prevent damage to the reputation of someone falsely accused.

Action

The Administrative Team will promptly convene to investigate any complaints filed and will also investigate any possible violation of this policy of which they are made aware. If evidence exists to support the allegation of violence or threats of violence, or the possession of a weapon in violation of this policy 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 by Administration.

In all situations, if the violence appears to be imminent, take the precautions necessary to assure your own safety and the safety of others and then call 911.

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FORMS

The forms included in this handbook are for reference purposes only. All of the following forms are located on the District's intranet and can be printed for use. To access the forms, go to the intranet, click on Forms and Files and then click on Employee Handbook and Handbook Forms. Open the form you need and print it. The only exception is the Incident Report Form and the Medication Incident Report Form, which are triplicate forms. They can be obtained from your supervisor.

Appendix A:	Incident Report Form
Appendix B:	Medication Incident Report Form
Appendix C:	Travel/Education Request Form
Appendix D:	Request for Reasonable Accommodation Form
Appendix E:	Notice of Claim Form
Appendix F:	Travel Expense Form
Appendix G:	Abuse-Neglect Police Report Form
Appendix H:	Service Request Form
Appendix I:	Conference Room Set-up Form
Appendix J:	AED Incident Use Report Form
Appendix K:	Community Service

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APPENDIX A: INCIDENT REPORT FORM

PERSONAL INFORMATION

<input type="checkbox"/> Client		<input type="checkbox"/> Employee		In addition to this form the Workers Compensation – First Report of Injury or Illness form needs to be completed for an employee incident.			
Last Name		First Name		Middle Initial		Guardian Name (if Minor)	
Address				City		State	Zip
Phone						Date of Birth (mm/dd/yyyy)	

INCIDENT DESCRIPTION

Time of Incident (AM/PM)		Date of Incident		Location of Incident (Include the County or Office)			
Description of Incident (List body part affected, events leading up to incident and other contributing factors):							
MEDICAL SERVICES			DISPOSITION				
<input type="checkbox"/>	Bandaged	<i>No Care Given</i>	<input type="checkbox"/>	Not Needed	<i>Referral</i>	<input type="checkbox"/>	To Doctor
<input type="checkbox"/>	Ice Pack		<input type="checkbox"/>	Client Refusal		<input type="checkbox"/>	To Hospital / Clinic
<input type="checkbox"/>	Rest	<i>Released</i>	<input type="checkbox"/>	To Parent	<i>EMS / Ambulance</i>	<input type="checkbox"/>	Notified by EIPH Staff
<input type="checkbox"/>	Exam		<input type="checkbox"/>	To Self		<input type="checkbox"/>	Notified per Client Request
<input type="checkbox"/>	CPR		<input type="checkbox"/>			<input type="checkbox"/>	Transported Via Ambulance
<input type="checkbox"/>	None						
Other:		Other:					
Treated by:							
Corrective Action							

SIGNATURES

	Printed Name	Signature	Phone
Client/Guardian			
Witness			
Witness			

EASTERN IDAHO PUBLIC HEALTH STAFF

	Printed Name	Signature	Date
Employee Completing Form			
Supervisor			
Division Director			
Director			

Completed forms are kept in Human Resources.

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APPENDIX B: MEDICATION ERROR REPORT FORM

CLIENT INFORMATION

Last Name	First Name	Middle Initial	Guardian Name (if Minor)
Address		City	State Zip
Phone		Date of Birth (mm/dd/yyyy)	

INCIDENT DESCRIPTION

Time of Incident (AM/PM)	Date	Location of Incident (Include County or Office)	
Description of Incident (List events leading up to incident and other contributing factors)			
TYPE OF MEDICATION ERROR INVOLVED			
<input type="checkbox"/>	Incorrect Client	<input type="checkbox"/>	Incorrect Medication
<input type="checkbox"/>	Incorrect Dose	<input type="checkbox"/>	Incorrect Time / Timing / Spacing
<input type="checkbox"/>	Incorrect Route	<input type="checkbox"/>	Gave Expired Medication
<input type="checkbox"/>	Other		
Corrective Action:			

SIGNATURES

	Printed Name	Signature/Relationship	Phone
Client/Guardian, if Available			
Witness			
Witness			

EASTERN IDAHO PUBLIC HEALTH STAFF

	Printed Name	Signature	Date
Employee Completing Form			
Supervisor			
Division Director			
Director			

- Copies: Original – Human Resources
 Yellow – Nurse Manager
 Pink – Division Director

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APPENDIX C: TRAVEL/EDUCATION REQUEST FORM

Eastern Idaho Public Health TRAVEL/EDUCATION REQUEST

PURCHASE ORDER NO.#

Requisition must be approved before incurring travel expenses

EMPLOYEE NAME:		DATE OF REQUEST:	
CLASS OR SEMINAR TITLE:			
EXPECTED VALUE TO DISTRICT:			
COVERAGE:			
PLAN FOR ADJUSTING TIME:			
LOCATION:		DATE OF DEPARTURE:	
DATE(S) OF EVENT:		DATE OF RETURN:	
PROGRAM(S) CHARGED:			
		TRANSPORTATION:	AMOUNT
		DISTRICT CAR	0.00
		PRIVATE CAR	0.00
		AIRPLANE	
		OTHER	
*no tax in Idaho on lodging	LODGING: (GSA Rate/State)	\$ 94.00	0.00
		REGISTRATION:	
		MEALS:	
	\$ 49.00	Full Day	0.00
	\$ 12.25	Breakfast	0.00
	\$ 17.15	Lunch	0.00
	\$ 26.95	Dinner	0.00
OTHER:			
TOTAL ESTIMATED EXPENSES:		\$0.00	
P-Card Reserved:			
District Car Reserved:			
EMPLOYEE'S SIGNATURE:			
SUPERVISOR'S SIGNATURE:			
DIVISION DIRECTOR/DISTRICT DIRECTOR SIGNATURE:			

IN ORDER TO GET REGISTRATION PAID ON TIME, SUBMIT YOUR REQUEST AT LEAST TWO (2) WEEKS IN ADVANCE OF REGISTRATION DEADLINE

APPENDIX D: REQUEST FOR REASONABLE ACCOMMODATION FORM

(Confidential)
Page 1 of 2

Date: _____

1. Name of Individual Requesting Accommodation: _____

2. Title: _____

3. Work Location: _____

4. Immediate Supervisor: _____

5. Nature of the **qualifying disability** (attach medical verification, if appropriate):

6. Requested or suggested accommodation to enable you to perform the essential functions of the job (please attach a job description, etc.):

Signature: _____ Date: _____

* * * * *

7. Supervisor's recommendation and comments:

Approximate cost of the requested accommodation: _____

_____ Recommend Approval

_____ Recommend Disapproval

Comments: _____

Signature: _____ Date: _____

APPENDIX D: REQUEST FOR REASONABLE ACCOMODATION FORM (continued)

(Confidential)
Page 2 of 2

8. Division Director's approval or referral:

_____ Approved

_____ Referred

(Any requested accommodation for which disapproval is contemplated or which involves structural change, or any other unusual accommodation request, will be submitted to the EIPH Director for review before a decision is acted upon.)

Division Director's Signature: _____ Date: _____

Comments: _____

9. Reasonable Accommodation Review (only if required; see Step 8):

_____ Concur

_____ Deny

_____ Modify

Comments: _____

Authorized Signature: _____

Date recommendation communicated to Director: _____

10. Appeal or Problem Solving Requested:

_____ Yes

_____ No

11. Final Disposition:

Director's Decision

_____ Concur

_____ Deny

_____ Modify

This form, when completed, is to be retained in a confidential file in Human Resources.

[Return to Reasonable Accommodations Policy](#)

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APPENDIX E: NOTICE OF CLAIM FORM

In compliance with Title 6, Chapter 9, Idaho Code, the undersigned hereby presents a claim against the State of Idaho for damages arising out of an occurrence which happened as follows:

Date and time of Claim: _____

Place or location: _____

Cause of damages (describe the details and circumstances of the accident or occurrence):

Witnesses:

Name

Address

Phone #

Amount of claim: \$_____ (Attach all bills or other substantiating information as to the amount of the claim.)

Personal Injury (please describe the extent of your injury, your attending physician, the place of emergency treatment, etc.):

Property damage (describe the property damaged):

Dated this _____ day of _____, 20_____.

Name of Claimant: _____

Street Address: _____

City and State: _____

Phone Number: _____

[Return to Tort Claims, Summons, or Complaint Policy](#)

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APPENDIX G: ABUSE/NEGLECT/POLICE/EMS REPORT FORM

Abuse/Neglect/Police/EMS Report Form

PERSONAL INFORMATION

<input type="checkbox"/> Client				<input type="checkbox"/> Other:			
Last Name		First Name		Middle Initial		Guardian Name (if Minor)	
Address				City		State Zip	
Phone				Date of Birth (mm/dd/yyyy)			

EMPLOYEE REPORTING CHECKLIST

Employee:			
	Yes/When (include date & time)	No/Why	N/A
<input type="checkbox"/> Reported to Supervisor?			
<input type="checkbox"/> Copy Filed in Clients Chart?			

INCIDENT DESCRIPTION

Time of Incident (AM/PM)		Date of Incident		Location of Incident (Include the County or Office)	
Description of Incident (circumstances resulting in report):					
Agency Notified: (list all agencies notified i.e. CPS, police)		Person(s) Spoke With:		Agency Response/Action:	
Client Notified Yes <input type="checkbox"/> No <input type="checkbox"/>					
Follow-Up:					

EASTERN IDHAO PUBLIC HEALTH STAFF

	Printed Name	Signature	Date
Employee Completing Form			
Supervisor			
Division Director			
Director			

Copies: Original – Human Resources Yellow – Client Chart (if applicable) Pink – Division Director

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APPENDIX H: SERVICE REQUEST FORM

SERVICE REQUEST FORM

CLEANING MAINTENANCE SUPPLY

Office Location: _____ Date: _____

Person Making Request: _____

_____ Routine _____ Urgent

Request: _____

Additional Information: _____

Please send the request to Human Resources. Keep a copy for the Division.

+++++

Office Use

Date completed: _____

Completed by: _____

Supplies needed: _____

Time required: _____

Additional Information: _____

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APPENDIX I: CONFERENCE ROOM SET-UP FORM

EASTERN IDAHO PUBLIC HEALTH CONFERENCE ROOM SET-UP FORM

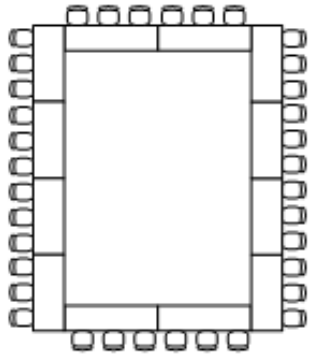
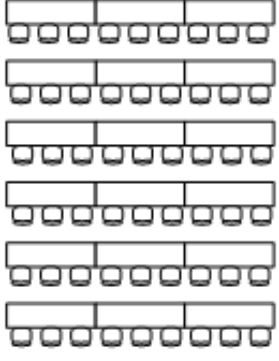
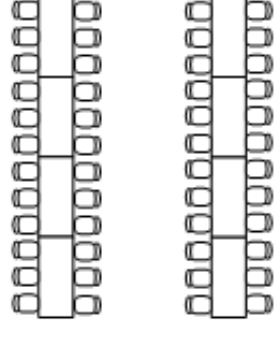
Name of Meeting: _____ Meeting Date(s): _____

Requested by: _____ Phone: _____ Today's Date: _____

Set-Up Time: _____ Start Time: _____ End Time: _____ # of Attendees: _____

Room Needed: Conference Room CH Classroom CS Classroom
 Board Room WIC Classroom EH Classroom

Set Up: Chairs Only Tables & Chairs (mark layout below) Head Table for Presenter
 Podium Table(s) for handouts # _____ Refreshment Tables # _____
 Circle: (Hot / Cold)

A: Rectangle or U-Shape	B: Classroom	C: Rows	D: Other
			Please draw how you would like the room <u>set up</u>

A/V Equipment Needed (mark all that apply):

- | | | | |
|---|------------------------------------|---|---|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Projector | <input type="checkbox"/> Hand-held microphone | <input type="checkbox"/> DVD Player |
| <input type="checkbox"/> Audio System | <input type="checkbox"/> Screen | <input type="checkbox"/> Lapel Microphone | <input type="checkbox"/> Extension Cord |
| <input type="checkbox"/> Conference Phone | | | |

Other Needs/Special Requests:

Agency Information: Invoice mailed on _____ Invoice given to organizer _____

Agency Name: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

For Office Use Only:

Fee: \$100 per day regardless of the number of hours used. Monday through Friday 8:00 am-5:00 pm.
 After Hours/Weekend Use: # Hours _____ x \$40 per hour (must be pre-approved and is based on staff availability).
Total Cost: _____

Approved by: _____ Room Usage/Fee Information Provided:

Notifications: Maintenance IT **IT Equipment Checked in:** _____

Developed: 11/07; Revised: 2/2022

APPENDIX J: AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) INCIDENT USE REPORT FORM

Date: _____ Time: _____

PATIENT INFORMATION

Name: _____

Address: _____

Age: _____

Gender: Male

Female

Witnessed Arrest:

Yes

No

Breathing upon arrival of designated responders:

Yes

No

Pulse upon arrival of designated responders:

Yes

No

Bystander CPR:

Yes

No

Cardiac arrest after arrival:

Yes

No

Number of defibrillation shocks: _____

Comments: _____

Rescuer Name: _____

Rescuer Signature: _____

Once this form is completed, give it to EIPH's AED Coordinator, Tammy Cox.

[Return to AED Policy](#)

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EIPH Employee Community Service Request Form



To be filled out by employee

Employee Name: _____ Date: _____

Name of organization where you will be providing service: _____

Date of Service: _____ Time of Service: _____ Total Hrs. of Service Provided: _____

How will this service further public health's mission? _____

Work Coverage: Please describe below your plan for coverage of your work duties during your absence.

Date Submitted to Division Director: _____ # of Hours Already Completed in Current FY: _____

To be filled out by Division Director

Division Director Approval: Yes or No Date: _____ If no, briefly explain: _____

Supervisor: Please fill out, detach, and return to employee

_____, an Employee of Eastern Idaho Public Health, has been approved
(Name of Employee)

for community service at _____
(Name of Community Organization)

on _____ from _____
(Date) (Time)

Employee: Please get signature of community service coordinator and return to your supervisor within the pay period the service was provided.

Community Service Coordinator: By signing below, I attest that the above-named employee performed the community service hours as outlined.

Printed Name _____ Signature _____

Date: _____ Time: _____ Phone #: _____

Thank you for allowing me this service opportunity!

Media Consent

I hereby give consent for the reproduction of quotes, photographs, and/or videos (with identification if deemed essential by EIPH) of me and/or my children by EIPH representatives for use in presentations, newspaper articles, reports, posts, tweets, or other publications online, with the news media, and on social media. I hereby release EIPH from any claim for such public use.

Printed Name _____ Signature _____

Date: _____ Phone #: _____

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