

REFERENCE (ID Code, Rule, EO, Policy)	DOCUMENT (Letter, etc.)	TIMEFRAME	DHR Approval	DHR Notification	DFM	Comments
Rule 15.04.01.064.02	PAF (Personnel Action Form)	Prior to effective date	X		X	Agencies send to info@dfm.idaho.gov
Rule 15.04.01.104	Letter - Removal of Name on Hiring List	As needed	X			Send to idhr@dhr.idaho.gov
Rule 15.04.01.119.04.b	Application - Provisional Appt					Rule Waived, see waiver letter http://dhr.idaho.gov/HRresources.html
Rule 15.04.01.120.03	Limited Service Agreement					Rule Waived, see waiver letter http://dhr.idaho.gov/HRresources.html
Rule 15.04.01.125.08 - 15.04.01.200.06	Letter - Involuntary Transfer	Notify the employee and DHR concurrently		X		Send to idhr@dhr.idaho.gov
Rule 15.04.01.129.03	Letter - Acting Appointment					Rule Waived, see waiver letter http://dhr.idaho.gov/HRresources.html
Rule 15.04.01.130	Letter - Extension of Acting Appointment					Rule Waived, see waiver letter http://dhr.idaho.gov/HRresources.html
Rule 15.04.01.140.04.a Rule 15.04.01.140.04.b	Letter - Inclusions/Exclusions (MQs or Mission Critical) from Layoff	Before notice of layoff	X			Address letter to DHR Administrator. Send to idhr@dhr.idaho.gov
Rule 15.04.01.140.05	Letter - Layoff Unit Designations	Within 5 days of notice of layoff	X			Address letter to DHR Administrator. Send to idhr@dhr.idaho.gov. Must be renewed with a change in appointing authority or DHR administrator
Rule 15.04.01.141.05	Letter - Audit of Retention Points	After employee makes request of appointing authority	X			Send to idhr@dhr.idaho.gov
Rule 15.04.01.143.05	Letter - Layoff	Notify the employee and DHR concurrently - at least 15 calendar days prior to the effective date of the layoff		X		Send to idhr@dhr.idaho.gov
Rule 15.04.01.150.03	Letter - Extension of Probationary Period	Must occur before employee reaches 1040 hours or 2080 hours (peace officer)				Agency needs to notify employee in writing that the probation has been extended. Rule Waived - Agency submits "EP" IPOPS action to extend probation
Rule 15.04.01.151; Rule 15.04.01.152 Idaho Code 67-5309(j)	Performance Evaluation - Probationary Period - Satisfactory or Unsatisfactory	No later than 30 days after expiration of probationary period		X		Enter online through DHR web application. If agency fails to provide a evaluation within the noted timeframe, the employee is considered permanent by default. However, the system will not generate completion of probation until a performance evaluation is entered online.
Rule 15.04.01.152.02.b	Letter - failure to complete entrance or voluntary probation	15 calendar days prior to the effective date of termination				Agency maintains documentation, does not need to be sent to DHR

REFERENCE (ID Code, Rule, EO, Policy)	DOCUMENT (Letter, etc.)	TIMEFRAME	DHR Approval	DHR Notification	DFM	Comments
Rule 15.04.01.169.04	Letter - request for in-grade promotion	Prior to announcing the vacancy	X			Send to idhr@dhr.idaho.gov
Rule 15.04.01.190.02	Letter - suspension for investigation	Notify the employee and DHR concurrently		X		Send to idhr@dhr.idaho.gov
Rule 15.04.01.190.02	Letter - extension of suspension for investigation	A week prior to the end of initial 30 days	X			Send to idhr@dhr.idaho.gov
Rule 15.04.01.190.05 Idaho Code 67-5309(n)	Notice of Contemplated Action and Letter of Disciplinary Action (NOCA/LODA)	Notify the employee and DHR concurrently		X		Send to idhr@dhr.idaho.gov
Rule 15.04.01.200.02 Idaho Code 67-5315	Problem Solving and Due Process Procedures	Prior to implementation or if changes are made	X			If policies are different from DHR rules
Rule 15.04.01.210.06 Idaho Code 67-5309(j)	Performance Evaluation	Annually		X		Enter online through DHR web application
Rule 15.04.01.241.02	Letter - Medical Layoff	Notify the employee and DHR concurrently		X		Send notification to idhr@dhr.idaho.gov
Governor's Compensation Policy 1C. Performance Bonus	Letter requesting approval for any bonus beyond 20%	Before Bonus is given	X		X	Send to idhr@dhr.idaho.gov
Governor's Compensation Policy 1E. Retention Award Pay	DFM approval is required prior to granting retention awards in excess of \$5,000	Before Bonus is given			X	DFM
Governor's Telecommuting Policy 7D. 4. Resident Taxing State other than Idaho	Letter - request approval for an employee to work outside of the State of Idaho	Before hiring or allowing an existing employee to regularly perform their assigned duties outside of the state.	X		X	Send to idhr@dhr.idaho.gov. After approved, agency must notify SCO 180 days in advance of paying the out of state employee.
Executive Order 2007-08. Idaho Alcohol & Drug-Free Workplace Policy	Report on any violations of the Idaho Alcohol and Drug-Free Workplace Policy and the corrective actions taken.	Quarterly (Jan 1, Apr 1, Jul 1, Oct 1)		X		Send to idhr@dhr.idaho.gov
Idaho Code 67-5309D(1). Employee Bonuses	Report on all employee bonuses to DFM and LSO.	Annually, and by October 1			X	See DFM Budget Development Manual, page 26
Idaho Code 67-5309D(2). Employee Suggestion Awards	Report on all employee suggestion awards to DFM and LSO.	Annually, and by October 1			X	See DFM Budget Development Manual, page 26
Idaho Code 67-5309D(3). Recruitment or Retention Awards	Report on all recruitment or retention awards to DFM and LSO.	Annually, and by October 1			X	See DFM Budget Development Manual, page 26

REFERENCE (ID Code, Rule, EO, Policy)	DOCUMENT (Letter, etc.)	TIMEFRAME	DHR Approval	DHR Notification	DFM	Comments
Idaho Code 67-5309D(4). Shift Differential and Geographic Differential Awards	Report on all shift and/or geographic differential awards to DFM and LSO.	Annually, and by October 1			X	See DFM Budget Development Manual, page 26
Idaho Code 67-5309D(5). Payline Exceptions	Letter to the administrator requesting a payline exception for a given classification or series of classifications.	As needed	X			Send to idhr@dhr.idaho.gov
Idaho Code 67-5309D(6). Nonperformance Related Pay	Letter requesting the nonperformance related pay to the administrators of both DHR & DFM, plus a report to DFM & LSO annually on all nonperformance related pay.	As needed for the request. Annually, and by October 1 for the report.	X		X	See DFM Budget Development Manual, page 26
Idaho Code 67-5337. Moving Expense Reimbursement	Report on all moving expense reimbursements granted in the preceding fiscal year to DFM & LSO.	Annually, and by October 1			X	See DFM Budget Development Manual, page 26