

DHR Statute/Rule Crosswalk by Topic				Updated 7/12/16	
Area	Main Topic	Sub-Topic	Idaho Statute	DHR Rule	Related Information (Laws, Executive Orders, Guidance, Etc.)
DHR/State Personnel System		CLASSIFIED	<a href="#">Title 67 State Gov and State Affairs, Chapter 53 Personnel System</a>	<a href="#">Chapter 01 IDAPA 15: 15.04.01 - RULES OF THE DIVISION OF HUMAN RESOURCES AND IDAHO PERSONNEL COMMISSION</a>	
		NON-CLASSIFIED	<a href="#">Title 59 Public Officers in General, Chapter 16 Non-classified State Officers and Employees</a>		
	Idaho Division of Human Resources (DHR)	Establishment of DHR	<a href="#">67-5301</a>		
		Appointment and authority of DHR Administrator	<a href="#">67-5308</a>	Rule 000	
<a href="mailto:idhr@dhr.idaho.gov">idhr@dhr.idaho.gov</a>		DHR and IPC Address, phone number, e-mail address		Rule 004	
		Funding DHR	<a href="#">67-5314</a>		
		Service to Other Political Subdivisions	<a href="#">67-5310</a>		
		DHR Annual Surveys, Reports, and Recommendations	<a href="#">67-5309C</a>		
	Merit System		<a href="#">67-5301</a>	Rule 019	<a href="#">Pendleton Civil Service Reform Act (1883)</a>
			<a href="#">67-5304</a>		
		Applicability of Federal Merit System	<a href="#">67-5306</a>		
	Discrimination Prohibited	Referrals from Federal Agencies will be investigated promptly		Rule 021; 203	<a href="#">Laws Enforced by the EEOC</a>
	State departments and organizational structure		<a href="#">67-2402</a>		
	Classified employees	All positions are classified except if specifically defined as non-classified in Statute	<a href="#">67-5303</a>		
		Classified service is without a definite term except where specified by law, or under conditions of limited-service appointment		Rule 159.02	
		DHR maintains service record of personnel transactions pertinent to employee's employment history		Rule 220.01.a	
		Non-classified subject to classified subsequent to (after) 4/5/85		Rule 40	
		Employees hired prior to Enactment of Personnel System	<a href="#">67-5305</a>		
	Peace Officers		<a href="#">19-5101</a>		

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	Executive		<a href="#">67-5302(12)</a>		
			<a href="#">67-5328</a>		
	Non-classified employees	List of Non-classified positions*	<a href="#">67-5303</a>		
		Designated Non-classified (NRD)	<a href="#">67-5303 (d)</a>		
		Conformity with Classified Positions regarding Pay	<a href="#">59-1603</a>		
		Conformity with Classified Positions regarding Hours of Work and Overtime	<a href="#">59-1607</a>		
	Policy making Authority/Guidance			Rule 272	
	Rulemaking			Rule 270	
	Declaratory Rulings			Rule 271	
	<b>DHR Rules</b>	Title, Scope, and Compliance	<a href="#">67-5309</a>	Rules 000; 001	<a href="#">Idaho Administrative Procedures Act</a>
		Format for Citation of Rules		Rule 003; 001.01	
		Rules apply to Public Health Districts		Rule 008	
		Definitions Used in Rules	<a href="#">67-5302</a>	Rule 010 Definitions A – E	
				Rule 011 Definitions F – J	
				Rule 012 Definitions K – O	
				Rule 013 Definitions P - Z	
		DHR Administrator can adopt, amend, or rescind (waive) Rules as may be necessary	<a href="#">67-5309</a>	Rule 006	
		Written Interpretations	<a href="#">67-5201(19)(b)(iv)</a>	Rule 002	
		Petitions for or comments on proposed rules filed with Administrator or designee		Rule 005	
		Willful violation is a misdemeanor	<a href="#">67-5312</a>		
	Idaho Personnel Commission (IPC)	Organization/Appointment	<a href="#">67-5307</a>	Rule 007	
		Administrative support from IDHR		Rule 009	
		Appeal Procedure	<a href="#">67-5316</a>	Rule 201	
		Filing of documents with hearing officer		Rule 005	
		Written petition for review within 35 days of hearing officer decision	<a href="#">67-5317</a>	Rule 005; Rule 202	
		DHR maintains permanent records of IPC/hearings		Rule 220.02	
		Appeal to District Court	<a href="#">67-5318</a>		
<b>*Please note: There may be agency-specific Statutes which identify other positions as non-classified</b>					
<b>Recruitment</b>	DHR cooperation with agency and Dept. of Labor in coordinated recruiting program			Rule 080	
	Methods of Recruitment: Open Competitive, Dept. Promotional, and Statewide Promotional Announcements			Rule 082; Rule 109	
		Distribution of Announcements		Rule 084.01	<a href="#">Announcements</a> <a href="#">ATS Manual</a>
		Posting of Promotional Announcements		Rule 084.02	

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		Content of Announcements		Rule 085	
		Limited Service positions must be identified in advance of announcement		Rule 120.01	
		Underfill		Rule 13.12	
	Exams	Purpose of Exams		Rules 081; 090	
		Exam questions must be based on valid job requirements		Rule 022; Rule 091	
		Location of Exams		Rule 089	
		Exam Upon Reclass		Rule 093.07	
		Alternative Exam Process for Persons with Disabilities	<a href="#">67-5309 (e)</a>	Rule 097	
	Preparation of Exams	Content		Rule 092.01	<a href="#">Exams in ATS</a>
		Job Analysis and Confidentiality		Rule 092.02	
		Collaboration with agencies and SMEs		Rule 092.03	
	MQs and Specialties	BFOQ		Rule 023	
	Applications	Application Form		Rule 086.01	<a href="#">Application forms</a>
		Application questions must be based on valid job requirements		Rule 022	
		Filing of Applications		Rule 086.02	
		Application by Military Personnel after closing date	<a href="#">67-5309 (f)</a>	Rules 086.03; 086.04	
		Entry probationary applicants can apply but must have permanent status to be hired from promotional announcements		Rule 086.05	
		DHR Denial of Applications		Rule 087	
		Application is considered authorization to disclose confidential information to state agencies for the purpose of screening, testing, interviewing and hiring		Rule 086.06	
	Rating of Exams	Conducting and rating exams		Rule 093.01	
		Scoring		Rule 093.02	
		Failing Scores		Rule 093.04	
		Use of Alternate Announcement		Rule 093.05	
		Elimination tests		Rule 094	
		Waiver of Exam if 10 or fewer applications (Rule 936) Must interview all		Rule 093.06	
	Notice of Exam Results			Rule 095	
	Review and Appeal	Review		Rule 096.01	
		Appeal within 35 calendar days of notice		Rule 096.02	
<b>Registers/Hiring Lists</b>	Eligibility Registers	Established by DHR		Rule 100	<a href="#">Hiring List Guidance for Managers and Supervisors</a>
	Adequate Registers	At least 5 eligible candidates		Rule 111	
	Number of names on Register	Hiring from the top 25		Rule 110	
	Duration of Eligibility Registers	Re-employment Preference (layoff)		Rule 103.01	
		Other registers		Rule 103.02	

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	Veterans Preference Points	Definitions	<a href="#">65-502 (4) and (17)</a>		
		For initial appointment	<a href="#">Title 65, Chapter 5 67-5313</a>	Rule 020.01; Rule 093.03 a. and b.; Rule 102.02; 102.03 and 102.04	
		Points may not be used to achieve a passing score		Rule 093.03.b.	
	Types: Re-employment Preference; Agency Promotional; Statewide Promotional and Open Competitive			Rule 101; 109	
		Placement order		Rule 102	
		MQ Specialties (Selective Certification)		Rule 112	
	Removal of Names from Register	Reasons		Rule 104.01	
		Duration of removal		Rule 104.02	
		Temporary (15 days or less) unavailability not reason for removal		Rule 105	
	Restoration of name to Register			Rule 106	
<b>Interview</b>	Interviewing				<a href="#">Conducting a Lawful Employment Interview</a>
<b>Reference Checking</b>	Disclosure of Applicant Information for Hiring Purposes			Rule 086.06	<a href="#">Reference Checks</a>
	Examine state evals/personnel file			Rule 220.04	
<b>Hiring</b>		Proper classification and spending authority to fill	<a href="#">67-3519</a>		
	Layoff from your agency	Has appointment preference		Rules 119.01; 124.02; 125.06; 145.01.a. and b.; 169.01.c;	
		At time of reappointment from layoff, salary in current pay grade for class or at same pay rate immediately preceding layoff, whichever is greater; permanent status		Rule 072.05; 145.01.c.	
	Layoff from another agency	Must be offered interview		Rule 145.02	
		Pay is negotiable; can be on a voluntary probation		Rule 145.03; Rule 145.04	
		If employee finds another agency's position unsatisfactory or does not complete a voluntary probation, may be placed back on register for remainder of 12 month period.		Rule 145.04	
	Limited Service	Due to limited duration of funding, nature of position or project		Rule 120.01	
		Written agreement with employee no later than start date; renew every 2 years		Rule 120.03	Limited Service Agreement form

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		Permanent status after completion of probation. Same rights other permanent employees, except layoff		Rule 120.02	
	Seasonal	Intermittent work No layoff rights	<a href="#">67-5302(31)</a>	Rule 121 Rule 121.02	Typically a season is: Spring, Summer, Winter, Fall, Holiday, Harvest
	Temporary (non-classified)	Limited to 1,385 hours of work in 12 month period for any one agency.	<a href="#">67-5302 (33)</a>	Rule 122	
		Salary	<a href="#">59-1603</a>	Rule 073.07	
	Acting Appointment while incumbent on leave or agency is recruiting to fill vacancy	Appointing Authority may appoint employee with permanent status to a position in a higher pay grade when incumbent is on leave; no agency register exists		Rule 129.01	
		Must meet MQs of the higher job class and agency must notify DHR		Rule 129.02 and 03	
		Effective date may be retroactive to the beginning of the pay period during which approval is granted		Rule 129.04	
		Limited to time necessary to fill vacancy but no longer than 1,040 hours; expiration		Rule 130; Rule 132	
		Salary		Rule 131	
	Provisional	With DHR approval in absence of adequate register	<a href="#">67-5309(k)</a>	Rules 111.02; 119.03	
	Project-exempt Appointment (non-classified)	Limited to length of project grant or 24 months (4160 hours), which ever is shorter	<a href="#">67-5303(m)</a>	Rule 123	
		Salary	<a href="#">59-1603</a>	Rule 073.07	
	Reinstatements	Per DHR, current or former employee to a classification in which he held permanent status (or successor job class, if deleted) or to another class in same or lower pay grade.		Rule 124	
		Limited to period equal to probation and permanent employment combined, resigned without prejudice, and meets MQs		Rule 124.01.a - c.	
		DHR may require completion of exam		Rule 124.03	
		Salary is negotiable within the pay grade		Rule 072.07	
	Transfers (Intra-Agency)	Appointing Authority may transfer an employee any time from one position to another in same job class		Rule 125.01	
		Appointing authority may transfer permanent status employee from one job classification to another job class in same pay grade; must meet MQs		Rule 125.02; 125.07	
	Involuntary transfers	A significant change in work location, shift, or org. unit require due process		Rule 125.08	
	Transfers (Inter-Agency)	Permanent status employee eligible to transfer to another agency in same job class or another class in the same or lower pay grade, must meet MQs.		Rule 125.05; 125.07	

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		Between agencies in the same pay grade does not require change in rate but a lower or higher rate may be negotiated		Rule 072.06.a.	
	Voluntary Demotions			Rule 179; 181	
		Salary is negotiable within the lower pay grade (unless from a layoff)		Rule 072.06.b.	
	Promotions	Preference to fill promotional whenever practical; however, appointing authority may request position be filled from statewide promo or open competitive register if in the best interest of the agency	<a href="#">67-5309(g)</a>	Rule 169.01.a and b.	
		Interagency promotions must be made from statewide promotional registers		Rule 169.02	
		Applicant must have permanent status and meet MQs to be promoted		Rule 169.03	
		Promotion of Entrance Probationary Employee		Rule 086.05	
		In-grade promotion		Rule 169.04	Guidance
	Independent Contractors/ Consultants			Rule 050	<a href="#">U.S. Department of Labor</a>
	Unpaid vs. paid Interns				<a href="#">U.S. Department of Labor</a>
	Volunteers	Public sector employees cannot volunteer, without compensation, to do the same work for which they are employed			<a href="#">U.S. Department of Labor</a>
<b>Moving Expenses</b>	Reimbursement	current or newly hired	<a href="#">67-5337</a>	Rule 083	State Board of Examiners' State Moving Policy and Procedure
<b>Probationary Periods</b>	Requirement	Probationary period required for classified positions	<a href="#">67-5309(j)</a>	Rule 150.01; 119.02; Rule 040	
		Duration is 1,040 hours except for peace officers	<a href="#">67-5309(j)</a>	Rule 150.02.a and b	
		Peace officers must serve 2,080 hours of probation	<a href="#">19-5101(d)</a>	Rule 150.02.a and b	
	Voluntary Probation	Voluntary probation for <b>interagency</b> reinstatement, transfer, or voluntary demotion (not for use within an agency). Negotiable up to 1,040 hours and 2,080 for peace officers		Rule 150.02.c; 125.03	
	Interruption	Probation must be completed within a single agency uninterrupted by termination or dismissal.		Rule 150.04	
	Temp and Acting Time Can Count	Temp time and Acting time can count toward entry probation with DHR Administrator approval	<a href="#">67-5309(j), (x) and (y)</a>	Rule 150.05 and 06	
	Extension of probation	Upon written request showing good cause, DHR may approve extension of probationary period not to exceed 1,040 hours. Must be approved prior to employee's completion of the required hours	<a href="#">67-5309(j)</a>	Rule 150.03	
	Satisfactory service	Supervisor has 30 calendar days to submit completed eval after employee completes probation hours		Rule 151	

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		If agency fails to provide evaluation and/or the probation is not extended, employee is considered to have successfully passed probation		Rule 154	
		Permanent status is effective upon completing 1,040 hours (or 2,080 if peace officer).		Rule 151	
	Separation - fail to complete entry/voluntary probation	15 days calendar notice with opportunity to resign (no right to problem solve or appeal)		Rule 152.02	
		Must provide DNA eval no later than 30 calendar days		Rule 152.01	
	Promotional probation	Maintains permanent status in the job class from which promoted until completed promo probation.		Rule 159.01	
		Regardless of promotional probation status, a Rule 190 disciplinary action may occur		Rule 153.01	
	Intra-agency fail to complete promotional probation	(Give 15 days' calendar notice) Employee shall be returned to a position in job class in which holds permanent status or another class in same paygrade if meets MQs. If employee refuses, it will be a voluntary resignation		Rule 153.02	
	Inter-agency fail to complete promotional probation	(Give 15 days calendar notice) Employee may voluntarily demote to a vacant position in job class held permanent status. Must meet current MQs. Employee should be placed in higher paid position if more than one option. If no vacant position is available, employee is laid off with re-employment preference rights for 1 year.		Rule 153.03	
<b>Hiring from layoff register</b>	Layoff from your agency	Has appointment preference		Rules 119.01; 124.02; 125.06; 145.01.a. and b.; 169.01.c;	
		At time of reappointment from layoff, salary in current pay grade for class or at same pay rate immediately preceding layoff, whichever is greater; permanent status		Rule 072.05; 145.01.c.	
	Layoff from another agency	Must be offered interview		Rule 145.02	
		Pay is negotiable; can be on a voluntary probation		Rule 145.03; Rule 145.04	
		If employee finds another agency's position unsatisfactory or does not complete a voluntary probation, may be placed back on register for remainder of 12 month period.		Rule 145.04	
<b>Compensation</b>	State Employee Compensation Philosophy		<a href="#">67-5309A</a>		<a href="#">State Budget: Title 67, Chapter 35</a>
		DHR Annual Surveys, Reports, and Recommendations	<a href="#">67-5309C</a>		
	Idaho Compensation Plan (Compensation Schedule)	Significant changes to components require public meeting	<a href="#">67-5309B</a>	Rule 070.05	
		Each agency must develop a compensation plan		Rule 073.06	

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	Bonus/Other Pay Delivery Options		<a href="#">67-5309D</a>	Rule 075	
	Merit increase matrix approved by DHR			Rule 071	
	Compensation	Assignment to a pay grade	<a href="#">67-5309B</a>	Rule 070.01	
		DHR will conduct/approve salary surveys and have rule describing relevant labor markets and benchmark job classes	<a href="#">67-5309</a>	Rules 070.03; 070.04	
		Payline exceptions	<a href="#">67-5309D (5)</a>	Rule 072.03	
		Must be paid within assigned pay grade		Rule 072.01	
		Starting pay anywhere within assigned paygrade considering budget, market and existing staff		Rule 072.02	
	Calculation of Pay	Other than police, COs, or fire, pay calculated in this order: holiday, holiday worked, hours over 40, leaves, remaining hours worked		Rule 073.01	
	Calculation of Pay (Police, CO, Fire)	Overtime calculated based on 160 hours in a 28-day period		Rule 073.03	
	Equity increases	With DHR approval based on market demand, compression... performance must be consideration.	<a href="#">67-5309B</a>	Rule 072.04	Guidance
	Return from Military Duty		<a href="#">65-508</a>	Rule 072.09; Rule 124.05	USERRA
	Shift differential		<a href="#">67-5328</a>	Rule 073.02	
	Loan repayment	For eligible physicians, psychologists, and mid-level practitioners at state hospital north and south	<a href="#">67-5339</a>		
	Accruing Credited State Service (CSS)	<b>Classified</b>	<a href="#">67-5332</a>		
		<b>Non-classified</b>	<a href="#">59-1604</a>		
<b>Leaves</b>	Sick		<a href="#">67-5333</a>	Rule 240	
		If sick leave is exhausted, will default to comp time, vacation before LWOP		Rule 250.02	
		Sick leave abuse		Rule 240.07	
		Transferred --Community Colleges	<a href="#">67-5333A</a>		
		Transferred -- Former Employees of Seland College	<a href="#">67-5333B</a>		
		Non-classified	<a href="#">59-1605</a>		
	Donated Leave		<a href="#">67-5334 2(g)</a>	Rule 240.06	
	FMLA			Rule 242	<a href="#">Family Medical Leave Act</a>
	Maternity and Paternity Leave			Rule 243	
	Vacation	Classified	<a href="#">67-5334</a>	Rule 230	
		Non-classified	<a href="#">59-1606</a>		
	Special leaves	Leave without Pay		Rule 250.01	
		Felony charges (LWOP)		Rule 190.04	
		Military Leave with Pay	<a href="#">46-216</a>	Rule 250.03	
		Military Leave without Pay		Rule 250.04; Rule 124.05	<a href="#">USERRA</a>
		Admin Leave WITH Pay (ADT)		Rule 250.05; 251; 190.02	

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		Court and Jury Service		Rule 250.06 a - c, e	
		Problem-solving or due process mediator or witness		Rule 250.06 d	
		Religious Leave		Rule 250.07	<a href="#">EEOC</a>
		Facility Closure or Inaccessibility		Rule 250.08	
		Red Cross Disaster	<a href="#">67-5338</a>	Rule 250.09	
		EAP		Rule 250.10	
		Bone Marrow/Organ Donation	<a href="#">67-5343</a>	Rule 250.11	
			<a href="#">59-1608</a>		
	Holidays	Pay calculation		Rule 073.04	
		Appointing authorities may suspend flex schedules during holiday weeks		Rule 073.04.f.	
		Employee must receive some paid leave, wage or salary for the pay period in which the holiday occurs to receive the holiday benefit. Employee on unpaid FMLA during holiday week, no hours are coded for holiday.		Rule 073.04.b. and d.	
<b>Hours Worked</b>				Rule 261	
		With the exception of holiday leave, no leave may be used if it results in pay in excess of the employee's regularly scheduled work week.		Rule 260.01	
<b>Overtime</b>		Classified	<a href="#">67-5328</a>	Rule 262	<a href="#">Fair Labor Standards Act</a>
		Non-classified	<a href="#">59-1607</a>		
<b>Breaks</b>		Nursing Mothers			<a href="#">FLSA</a>
<b>Medical layoff</b>		Disabled and unable to fully return to work after 12 weeks during year or when accrued sick leave has been exhausted, whichever is longer.		Rule 241.02	
<b>Workers' Comp</b>		Incidents, accidents, exposures		Rule 241	
		Leave in lieu of Workers' Comp prohibited	<a href="#">67-5340</a>		
<b>PERSI</b>			<a href="#">Title 59, Chapter 13</a>		<a href="#">PERSI</a>
<b>Employee Benefits</b>					<a href="#">Employee Portal</a>
<b>Employee Relations</b>					
	Evaluations			Rule 210	
		Use of I-Perform or another system approved in advance by DHR Administrator		Rule 210.01 - 02	
		Overall rating must be entered in the DHR Perf. Evaluation summary		Rule 210.01	
		Evaluation - no changes once signed unless a result of a problem solving dispute resolution		Rule 141.01.b	
	Employee Conduct			Rule 024	<a href="#">Attorney General's Ethics in Government Manual</a>
		Conflict of Interest		Rule 024	Agency shall establish policies and standards necessary to prevent conflicts of interest

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		Nepotism: no employee shall work under the immediate supervision of a supervisor who is a spouse, child, parent, bother, sister or same relation by marriage		Rule 025	
		Dual employment (working at more than 1 state agency): No conflicting hours of work and approval necessary by all appointing authorities before beginning work		Rule 026	
		Limitation of Political Activity	<a href="#">67-5311</a>		
		Discrimination Prohibited		Rule 021	<a href="#">Laws Enforced by the EEOC</a>
<b>Problem-Solving</b>		For all matters not reserved for due process procedure. Not appealable to IPC except as authorized in 67-5316. Cannot problem solve failure to complete entry or voluntary probation and compensation (except alleged inequities within a department).	<a href="#">67-5315</a>	Rule 200.01.b.; Rule 200.03; Rule 200.04 Rule 200.05	
		Agency must maintain written problem-solving procedures approved by the DHR Administrator and in compliance with Rule 200. A copy of the procedure must be furnished and explained to each employee.		Rule 200.02; Rule 200.04; Rule 200.07	
		May use mediation		Rule 200.04	
		Retaliation for filing prohibited		Rule 200.04	
<b>Allegation of misconduct under Rule 190</b>		Cause for disciplinary action (dismissal, suspension, demotion, or reduction in pay)		Rule 190	
		Regardless of promotional probation status, a Rule 190 disciplinary action may occur		Rule 153.01	
		ADT: Administrative leave <b>with pay</b> for investigation (or during due process); Must notify DHR Administrator; See approval for more than 30 calendar days of ADT from DHR Administrator		Rule 190.02; Rule 190.05	
		LWOP: Leave <b>without pay on Complaint, Information or Indictment for felony charge</b> ; full reinstatement of pay/benefits if found not guilty. Withheld judgment considered conviction		Rule 190.04	
<b>Due Process</b>		Dismissals, suspensions without pay, demotions and all <b>involuntary transfers</b>	<a href="#">67-5315</a>	Rule 200.01; Rule 125.08; 182	Definition of Involuntary Transfer: Rule 11.07 "A significant change in work location, shift and/or organizational unit made as a result of a management decision as opposed to an employee's request or agreement to transfer.
		Due process does not apply to failure to complete entry or promotional probation		Rule 200.06	

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		Each agency must maintain written due process procedures which have been approved by the DHR Administrator and comply with Rule 200. A copy of the procedure must be furnished and explained to each employee.		Rule 200.02; Rule 200.07	
		Notice of Contemplated Action (NOCA) within 10 working days unless both parties waive in writing. Copy to DHR Administrator.		Rule 200.06	
		Employee can be represented by person of employee's own choosing during response. (May mediate if both parties agree)		Rule 200.06	
		Letter of Disciplinary Action (LODA) within 10 working days of employee deadline or response. Copy to DHR Administrator.		Rule 200.06	
		Regarding reduction in pay: Employee's rate must be within pay grade		Rule 072.01; 073.05	
<b>Appeal to IPC</b>				Rule 201	
		Petition for Review Procedure		Rule 202	
<b>Separations</b>					
	Severance Pay Prohibited		<a href="#">67-5342</a>		
		Purchase of Membership Service Prohibited	<a href="#">67-5342A</a>		
<b>Resignation</b>		Employee may resign at any time (even in lieu of being dismissed) and resignation is effective at the time designated by the employee without need for written or advance notice. Once employee has submitted resignation, reinstatement is at the discretion of appointing authority.		Rule 126	
<b>During Probation</b>	Separation - fail to complete entry/voluntary probation	15 days calendar notice with opportunity to resign (no right to problem solve or appeal)		Rule 152.02	
		Must provide DNA eval no later than 30 calendar days		Rule 152.01	
	Promotional probation	Maintains permanent status in the job class from which promoted until completed promo probation.		Rule 159.01	
		Regardless of promotional probation status, a Rule 190 disciplinary action may occur		Rule 153.01	
	Intra-agency fail to complete promotional probation	Employee shall be returned to a position in job class in which holds permanent status or another class in same paygrade if meets MQs. If employee refuses, it will be a voluntary resignation		Rule 153.02	
	Inter-agency fail to complete promotional probation	Employee may voluntarily demote to a vacant position in job class held permanent status. Must meet current MQs. Employee should be placed in higher paid position if more than one option. If no vacant position is available, employee is laid off with re-employment preference rights.		Rule 153.03	

Area	Main Topic	Sub-Topic	Idaho Statute	DHR Rule	Related Information (Laws, Executive Orders, Guidance, Etc.)
<b>Failure to Return to Work from Leave</b>		Agency must provide written notice to employee that he/she has not returned to work within 5 days of leave ending and will be voluntarily separated. Employee may provide objection.		Rule 244	
<b>Medical Layoff</b>		After 12 weeks of cumulative disability in 52 weeks or when accrued sick leave has been exhausted, whichever is longer, and inability to return to work. Employee placed on layoff list for 1 year.		Rule 241.02	
<b>Layoffs/Reduction in Force</b>				Rules 140 - 147	
		Layoff units must be approved by DHR before the effective date of the layoff and organizational layoff unit designations must be reviewed with a change in appointing authority or DHR Administrator		Rule 140.05	
	Abolishment of positions	Appointing authority may abolish position(s) for reasons of administrative efficiency		Rule 066	
	Assessment of Adverse Impact	In planning and conducting RIF, appointing authority must consider effect of any adverse impact on protected classes.		Rule 140.03	
		Layoff is by classification of position. May include or exclude MQ Specialties.		Rule 140.04; Rule 143.01	
	Limited service	No re-employment preference or "bumping" rights. Can voluntarily demote to vacant position with approval of appointing authority.		Rule 120.02; Rule 147.01.b.	
	Layoff includes:	Layoff conditions (shortage of funds or work, reorganization, end of limited service appointment, employee's failure to complete interagency promo probation when demotion options are not available, or abolishment of one or more positions)		Rule 140.01	
	Layoff includes:	An involuntary reduction of hours worked constitutes a layoff unless it is a furlough of all positions in the job class		Rule 140.06	
	Layoff includes:	A downward reclass of more than one pay grade is considered a layoff unless the change is disciplinary		Rule 140.07	
		Layoffs must be accomplished in a systematic manner and must not be based on race, color, national origin, gender, age, religion, disability, or political affiliation. Must not do away with right to problem solve or appeal if the layoff is in fact a dismissal.		Rule 140.02	
		Limited service appointments have no re-employment preference or "bumping" rights		Rule 140.04.c.	
<b>Calculation of Retention Points</b>	Credited State Service (CSS) hours	CSS hours are classified service (plus CSS prior to establishment of Title 67, Chapter 53 or CSS transferred per Rule 040)	<a href="#">67-5332</a>	Rule 142; Rule 040	

Area	Main Topic	Sub-Topic	Idaho Statute	DHR Rule	Related Information (Laws, Executive Orders, Guidance, Etc.)
			<a href="#">59-1604</a>		
		Calculate retention points for all employees in the job class including underfills		Rule 143.02	
		Evaluation ratings, classified CSS hours, and veterans preference are factored into the calculation		Rule 141	There is an Excel calculation form available from DHR
		Veterans receive additional 3 years of service at APS level		Rule 141.03; Rule 20.02	
		No evaluation on file receives Solid Sustained rating points		Rule 141.01	
		No changes allowed to evaluation after it has been signed except through problem solving resolution		Rule 141.01.b	
		No points will be calculated for 60 days prior to effective date of layoff		Rule 141.04	
	Order of RIF			Rule 143.03	
	Notification to DHR Administrator	At least 15 calendar days prior to effective date including list of affected employees and their retention point calculations		Rule 143.05	
	Notification of Affected Employees	In writing at least 15 calendar days prior to effective date. Include copy of layoff procedure and computation of retention points		Rule 143.04	
	Voluntary demotion in lieu of layoff	Within layoff unit may vol demote to job class which held permanent status in the agency. Must meet MQs. Must have greater retention points and notify the agency within 3 working days of written notification of the layoff.		Rule 147	
	Placement on layoff register	Whether laid off or voluntarily demoted, will be placed on layoff list for job class for one year or until declines 3 job offers without good cause. Employee can request to be removed at any time.		Rule 144	
		Begin with highest # of retention points. Ties are highest # in past 36 months or by random selection		Rule 143.03	
	Audit of Retention Points	Request must be filed with agency within 5 calendar days of employee notification. Independent auditor designated by the DHR Administrator and decision is binding unless appeal is filed within 35 calendar days from notification of auditor decision		Rule 141.05	
	Priority given to Re-employment Preference hiring lists			Rule 145	
<b>Job Classifications</b>		All positions are classified except if specifically defined (in Statute) as non-classified	<a href="#">67-5303</a>		

Area	Main Topic	Sub-Topic	Idaho Statute	DHR Rule	Related Information (Laws, Executive Orders, Guidance, Etc.)
		Accurate position classification is the foundation for providing equal pay for equal work... Upon Administrator's determination that classification rules have been violated, appointing authority will be informed and provided 30 days to take corrective action.		Rule 068	
	Classification Schedule	Adoption		Rule 060	
		DHR will assist agencies in analysis of positions to determine proper classification	<a href="#">67-5309</a>	Rule 061	DHR has position review forms available
		DHR has responsibility and authority to classify positions in the classification schedule		Rule 062	
		DHR in cooperation with agencies will ensure appropriate and accurate class specs		Rule 063	
		Amendments submitted to DHR for establishing, deleting or revising a classification; DHR (and DFM if fiscal impact) approval is required		Rules 064 and 065	
		When class spec revised, applicants on existing register shall be placed on register for revised class		Rule 107	
	Reclassification of positions			Rule 067	
	Downward reclass of a position	A downward reclass of more than one pay grade is considered a layoff unless the change is disciplinary		Rule 140.07	
	Downward reassignment of a job classification			Rule 072.08	
	Hay Point-factoring	DHR will use Hay method	<a href="#">67-5309B</a>	Rule 070.02	
		Assignment to pay grade	<a href="#">67-5309B</a>	Rule 074.01	FY2017 Pay Schedule
			<a href="#">67-5309C</a>		
		Guide Charts, Factoring Benchmarks, Factoring Process, Approval		Rule 074.02-05	
		Factoring Process		Rule 074.04	
		Appeal	<a href="#">67-5316</a>	Rule 074.05	
	FLSA	FLSA Codes for classified positions determined by DHR Administrator in accordance with FLSA	<a href="#">67-5302</a>		<a href="#">FLSA</a>
		Executive Exempt	<a href="#">67-5302 (12)</a>	Rule 260.02	
			<a href="#">67-5328</a>		
<a href="#">Idaho Public Records Act</a>					
<b>Employee Service Records</b>		DHR maintains a service record including all personnel transactions pertinent to the employee's employment history		Rule 220.01.a	
		Employee may at reasonable times during business hours review his/her service record at DHR or maintained in any agency, except material used to screen and test for employment.		Rule 220.01.b.	
	HR Records Retention				<a href="#">Human Resource Records Retention Schedule</a>