

DHR Statute/Rule Crosswalk by Topic				Updated 9/4/2018	
Area	Main Topic	Sub-Topic	Idaho Statute	DHR Rule	Related Information (Laws, Executive Orders, Guidance, Etc.)
DHR/State Personnel System		CLASSIFIED	Title 67 State Gov and State Affairs, Chapter 53 Personnel System	Chapter 01 IDAPA 15: 15.04.01 - RULES OF THE DIVISION OF HUMAN RESOURCES AND IDAHO PERSONNEL COMMISSION	
		NON-CLASSIFIED	Title 59 Public Officers in General, Chapter 16 Non-classified State Officers and Employees		
	Idaho Division of Human Resources (DHR)	Establishment of DHR	67-5301		
		Appointment and authority of DHR Administrator	67-5308	Rule 000	
idhr@dhr.idaho.gov		DHR and IPC Address, phone number, e-mail address		Rule 004	
		Funding DHR	67-5314		
		Service to Other Political Subdivisions	67-5310		
		DHR Annual Surveys, Reports, and Recommendations	67-5309C		
	Merit System		67-5301	Rule 019	Pendleton Civil Service Reform Act (1883)
			67-5304		
		Applicability of Federal Merit System	67-5306		
	Discrimination Prohibited	Referrals from Federal Agencies will be investigated promptly		Rule 021; 203	Laws Enforced by the EEOC
	State departments and organizational structure		67-2402		
	Classified employees	All positions are classified except if specifically defined as non-classified in Statute	67-5303		
		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	

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		Employees hired prior to Enactment of Personnel System	67-5305		
	Peace Officers		19-5101		
	Executive		67-5302(12)		
			67-5328		
	Non-classified employees	List of Non-classified positions*	67-5303		
		Designated Non-classified (NRD)	67-5303 (d)		
		Conformity with Classified Positions regarding Pay	59-1603		
		Conformity with Classified Positions regarding Hours of Work and Overtime	59-1607		
	Policy making Authority/Guidance			Rule 272	
	Rulemaking			Rule 270	
	Declaratory Rulings			Rule 271	
	DHR Rules	Title, Scope, and Compliance	67-5309	Rules 000; 001	Idaho Administrative Procedures Act
		Format for Citation of Rules		Rule 003; 001.01	
		Rules apply to Public Health Districts		Rule 008	
		Definitions Used in Rules	67-5302	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	67-5309	Rule 006	
		Written Interpretations	67-5201(19)(b)(iv)	Rule 002	
		Petitions for or comments on proposed rules filed with Administrator or designee		Rule 005	
		Willful violation is a misdemeanor	67-5312		
	Idaho Personnel Commission (IPC)	Organization/Appointment	67-5307	Rule 007	
		Administrative support from IDHR		Rule 009	
		Appeal Procedure	67-5316	Rule 201	
		Filing of documents with hearing officer		Rule 005	
		Written petition for review within 35 days of hearing officer decision	67-5317	Rule 005; Rule 202	
		DHR maintains permanent records of IPC/hearings		Rule 220.02	
		Appeal to District Court	67-5318		
*Please note: There may be agency-specific Statutes which identify other positions as non-classified					
Recruitment	DHR cooperation with agency and Dept. of Labor in coordinated recruiting program			Rule 080	

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	Methods of Recruitment: Open Competitive, Dept. Promotional, and Statewide Promotional			Rule 082; Rule 109	
	Announcements				Announcements
		Distribution of Announcements		Rule 084.01	ATS Manual
		Posting of Promotional Announcements		Rule 084.02	
		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	67-5309 (e)	Rule 097	
	Preparation of Exams	Content		Rule 092.01	Exams in ATS
		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	Application forms
		Application questions must be based on valid job requirements		Rule 022	
		Filing of Applications		Rule 086.02	
		Application by Military Personnel after closing date	67-5309 (f)	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	

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		Appeal within 35 calendar days of notice		Rule 096.02	
Registers/Hiring Lists	Eligibility Registers	Established by DHR		Rule 100	Hiring List Guidance for Managers and Supervisors
	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	
	Veterans Preference Points	Definitions	65-502 (4) and (17)		
		For initial appointment initial appointment defined	Title 65, Chapter 5 65-502(6)	Rule 020.01; Rule 093.03 a. and b.; Rule 102.02; 102.03 and 102.04	
			65-504		
			67-5313		
		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	
Interview	Interviewing				Conducting a Lawful Employment Interview
Reference Checking	Disclosure of Applicant Information for Hiring Purposes			Rule 086.06	Reference Checks
	Examine state evals/personnel file			Rule 220.04	
Hiring		Proper classification and spending authority to fill	67-3519		
	Layoff from your agency	Has appointment preference		Rules 119.01; 124.02; 125.06; 145.01.a. and b.; 169.01.c;	

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		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
		Permanent status after completion of probation. Same rights other permanent employees, except layoff		Rule 120.02	
	Seasonal	Intermittent work	67-5302(32)	Rule 121	Typically a season is: Spring, Summer, Winter, Fall, Holiday, Harvest
		No layoff rights		Rule 121.02	
	Temporary (non-classified)	Limited to 1,385 hours of work in 12 month period for any one agency.	67-5302 (35)	Rule 122	
		Salary	59-1603	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	67-5309(k)	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	67-5303(m)	Rule 123	
		Salary	59-1603	Rule 073.07	

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	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	
		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	67-5309(g)	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	U.S. Department of Labor
	Unpaid vs. paid Interns				U.S. Department of Labor
	Volunteers	Public sector employees cannot volunteer, without compensation, to do the same work for which they are employed			U.S. Department of Labor

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Moving Expenses	Reimbursement	current or newly hired	67-5337	Rule 083	State Board of Examiners' State Moving Policy and Procedure
Probationary Periods	Requirement	Probationary period required for classified positions	67-5309(j)	Rule 150.01; 119.02; Rule 040	
		Duration is 1,040 hours except for peace officers	67-5309(j)	Rule 150.02.a and b	
		Peace officers must serve 2,080 hours of probation	19-5101(d)	Rule 150.02.a and b	
	Voluntary Probation	Voluntary probation for interagency 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	67-5309(j), (x) and (y)	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	67-5309(j)	Rule 150.03	
	Satisfactory service	Supervisor has 30 calendar days to submit completed eval after employee completes probation hours		Rule 151	
		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	

Area	Main Topic	Sub-Topic	Idaho Statute	DHR Rule	Related Information (Laws, Executive Orders, Guidance, Etc.)
	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	
Hiring from layoff register	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	
Compensation	State Employee Compensation Philosophy		67-5309A		State Budget: Title 67, Chapter 35
		DHR Annual Surveys, Reports, and Recommendations	67-5309C		
	Idaho Compensation Plan (Compensation Schedule)	Significant changes to components require public meeting	67-5309B	Rule 070.05	
		Each agency must develop a compensation plan		Rule 073.06	
	Bonus/Other Pay Delivery Options		67-5309D	Rule 075	
	Merit increase matrix approved by DHR			Rule 071	
	Compensation	Assignment to a pay grade	67-5309B	Rule 070.01	
		DHR will conduct/approve salary surveys and have rule describing relevant labor markets and benchmark job classes	67-5309	Rules 070.03; 070.04	
		Payline exceptions	67-5309D (5)	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	

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	Equity increases	With DHR approval based on market demand, compression... performance must be consideration.	67-5309B	Rule 072.04	Guidance
	Return from Military Duty		65-508	Rule 072.09; Rule 124.05	USERRA
	Shift differential		67-5328	Rule 073.02	
	Loan repayment	For eligible physicians, psychologists, and mid-level practitioners at state hospital north and south	67-5339		
	Accruing Credited State Service (CSS)	Classified	67-5332		
		Non-classified	59-1604		
Leaves	Sick		67-5333	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	67-5333A		
		Transferred -- Former Employees of Seland College	67-5333B		
		Non-classified	59-1605		
	Donated Leave		67-5334 2(g)	Rule 240.06	
	FMLA			Rule 242	Family Medical Leave Act
	Maternity and Paternity Leave			Rule 243	
	Vacation	Classified	67-5334	Rule 230	
		Non-classified	59-1606		
	Special leaves	Leave without Pay		Rule 250.01	
		Felony charges (LWOP)		Rule 190.04	
		Military Leave with Pay	46-216	Rule 250.03	
		Military Leave without Pay		Rule 250.04; Rule 124.05	USERRA
		Admin Leave WITH Pay (ADT)		Rule 250.05; 251; 190.02	
		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	EEOC
		Facility Closure or Inaccessibility		Rule 250.08	
		Red Cross Disaster	67-5338	Rule 250.09	
		EAP		Rule 250.10	
		Bone Marrow/Organ Donation	67-5343	Rule 250.11	
			59-1608		
	Holidays	Pay calculation		Rule 073.04	
		Appointing authorities may suspend flex schedules during holiday weeks		Rule 073.04.f.	

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		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.	
Hours Worked				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	
Overtime		Classified	67-5328	Rule 262	Fair Labor Standards Act
		Non-classified	59-1607		
Breaks		Nursing Mothers			FLSA
Medical layoff		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	
Workers' Comp		Incidents, accidents, exposures		Rule 241	
		Leave in lieu of Workers' Comp prohibited	67-5340		
PERSI			Title 59, Chapter 13		PERSI
Employee Benefits					Employee Portal
Employee Relations					
	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	Attorney General's Ethics in Government Manual
		Conflict of Interest		Rule 024	Agency shall establish policies and standards necessary to prevent conflicts of interest
		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	67-5311		
		Discrimination Prohibited		Rule 021	Laws Enforced by the EEOC

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Problem-Solving		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).	67-5315	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	
Allegation of misconduct under Rule 190		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 with pay 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 without pay on Complaint, Information or Indictment for felony charge ; full reinstatement of pay/benefits if found not guilty. Withheld judgment considered conviction		Rule 190.04	
Due Process		Dismissals, suspensions without pay, demotions and all involuntary transfers	67-5315	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	
		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	

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		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	
Appeal to IPC				Rule 201	
		Petition for Review Procedure		Rule 202	
Separations					
	Severance Pay Prohibited		67-5342		
		Purchase of Membership Service Prohibited	67-5342A		
Resignation		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	
During Probation	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	
Failure to Return to Work from Leave	Absent without Leave (AWOL)	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	

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Medical Layoff		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	
Layoffs/Reduction in Force				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.	
Calculation of Retention Points	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)	67-5332	Rule 142; Rule 040	

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			59-1604		
		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	
Job Classifications		All positions are classified except if specifically defined (in Statute) as non-classified	67-5303		

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	67-5309	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	67-5309B	Rule 070.02	
		Assignment to pay grade	67-5309B	Rule 074.01	FY2017 Pay Schedule
			67-5309C		
		Guide Charts, Factoring Benchmarks, Factoring Process, Approval		Rule 074.02-05	
		Factoring Process		Rule 074.04	
		Appeal	67-5316	Rule 074.05	
	FLSA	FLSA Codes for classified positions determined by DHR Administrator in accordance with FLSA	67-5302		FLSA
		Executive Exempt	67-5302 (12)	Rule 260.02	
			67-5328		
Idaho Public Records Act					
Employee Service Records		DHR maintains a service record including all personnel transactions pertinent to the employee's employment history		Rule 220.01.a	

Area	Main Topic	Sub-Topic	Idaho Statute	DHR Rule	Related Information (Laws, Executive Orders, Guidance, Etc.)
	Personnel file	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				Human Resource Records Retention Schedule