

EMPLOYEE POLICY HANDBOOK
Section A: Master Operations Manual
TABLE OF CONTENTS

1.00 – City Government

Introduction and Disclaimer– <i>Policy</i>	1.01
Policy and Regulation Development – <i>Policy</i>	1.02
Policy and Regulation Approval Process – Regulation	1.02a
Equal Employment Opportunity – <i>Policy</i>	1.03
Equal Employment Opportunity – Regulation	1.03a
Gender Harassment – Regulation	1.03b
Gender Identity, Expression & Transition – Regulation	1.03c
ADA Accommodations/Fitness for Work Exams – Regulation.....	1.03d
Equal Employment Opportunity Complaint Form – Exhibit	1.03e
Equal Employment Opportunity Appeal Form – Exhibit	1.03f
Code of Ethics – <i>Policy</i>	1.04
Business Meals – Regulation	1.04c
Whistle Blower Protection – <i>Policy</i>	1.05
Whistle Blower Federal Grants - Regulation	1.05a
Office of Police Accountability - <i>Policy</i>	1.06
Office of Police Accountability – Regulation.....	1.06a
Advisory Committees, Teams and Workgroups - <i>Policy</i>	1.07

2.00 – Employee Selection, Classification and Status Change

Hiring – <i>Policy</i>	2.01
Hiring Process - Regulation	2.01a
Application Evaluation Form - Exhibit.....	2.01aa
Reference Check Worksheet - Exhibit.....	2.01aaa
Probationary Period – Regulation	2.01c
At-Will Employment – Regulation.....	2.01d
Interim Director – Regulation	2.01e
Emergency Hire – 90 Day – Regulation	2.01f
Temporary Employment – Regulation.....	2.01g
Temporary Employment – Exhibit	2.01gg
Temporary Employee Handbook – Exhibit.....	2.01ggg
Promotions, Transfers, Demotions & Temp Reassignments–Reg	2.01h
Rehiring Former Employees – Regulation.....	2.01i

EMPLOYEE POLICY HANDBOOK
Section A: Master Operations Manual
TABLE OF CONTENTS

2.00 – Employee Selection, Classification and Status Change *Continued*

Veteran’s Preference – Regulation	2.01j
Volunteers – Regulation	2.01p
Individual Volunteer Waiver – Exhibit	2.01q
Group Volunteer Waiver – Exhibit.....	2.01r
Tier II Volunteer Fingerprinting Notification – Exhibit.....	2.01s
Volunteer Handbook – Exhibit	2.01t
Background Investigations – <i>Policy</i>	2.02
Background Investigations – Regulation	2.02a
Legal Authorization to Work – <i>Policy</i>	2.10
Employment of Relatives – <i>Policy</i>	2.20
Employment of Relatives – Regulation	2.20a

3.00 – Compensation, Benefits, and Work Schedules

Benefits Program – <i>Policy</i>	3.01
Employee Assistance Program EAP – Regulation	3.01a
HRA - VEBA – Regulation.....	3.01b
Fringe Benefits Program – Regulation	3.01c
Fringe Benefits Program – Exhibit.....	3.01d
Relocation and Moving Expense – Regulation.....	3.01e
Compensation and Wage Administration – <i>Policy</i>	3.02
Compensation and Wage Administration – Regulation	3.02a
Range, Market, and Living Wage Analysis – Regulation.....	3.02b
Excellence Awards – <i>Policy</i>	3.05
Excellence Awards – Regulation	3.05a
Excellence Awards Authorization – Exhibit	3.05b
Employee of the Year Nomination – Exhibit	3.05c
Sample Memorandum to Employee.....	3.05d
Health Trustees – <i>Policy</i>	3.08
Hours of Work and Break Periods – <i>Policy</i>	3.10
Hours of Work and Break Periods – Regulation	3.10a
Flexible Schedules and Workweeks – Regulation	3.10b
Hybrid Work - Regulation.....	3.01c

EMPLOYEE POLICY HANDBOOK
Section A: Master Operations Manual
TABLE OF CONTENTS

3.00 – Compensation, Benefits, and Work Schedules *Continued*

Time Off and Leaves of Absence – <i>Policy</i>	3.15
Compassionate Leave – Regulation	3.15a
Compassionate Leave Donation Form – Exhibit	3.15aa
Compassionate Leave Request Form – Exhibit	3.15aaa
Bereavement Leave – Regulation	3.15b
Family and Medical Leave (FMLA) – Regulation	3.15c
Family and Medical Leave-Military Related – Regulation	3.15cc
Holidays – Regulation	3.15d
Jury and Witness Duty – Regulation	3.15e
Leave of Absence – Regulation	3.15f
Leave of Absence Request – Exhibit	3.15g
Military Leave – Regulation	3.15i
Sick Leave – Regulation	3.15j
Vacation – Regulation	3.15k
Tuition Reimbursement – <i>Policy</i>	3.17
Tuition Reimbursement – Regulation	3.17a
Pre-Course Tuition Reimbursement Request – Exhibit	3.17b
Post-Course Tuition Reimbursement Request – Exhibit	3.17c
Wage Payment and Overtime – <i>Policy</i>	3.25
Wage Payment and Overtime – Regulation	3.25a
On-Call and Call-In - Regulation	3.25b
On-Call Calculation Spreadsheet – Exhibit	3.25bb
Shift Differential – Regulation	3.25c

4.00 – General Provisions

Child Abuse Reporting – <i>Policy</i>	4.05
Child Abuse Reporting - Regulation	4.05a
Sexual Abuse Reporting – Regulation.....	4.05b
Child / Sexual Abuse Report Form – Exhibit	4.05c
Commercial Drivers (CDL) – <i>Policy</i>	4.10
Commercial Drivers (CDL) – Regulation	4.10a
Substance Abuse Information Exhibit	4.10b
Reasonable Suspicion Worksheet Exhibit.....	4.10c

EMPLOYEE POLICY HANDBOOK
Section A: Master Operations Manual
TABLE OF CONTENTS

4.00 – General Provisions Continued

Post-Accident Test Request – Exhibit	4.10d
Reasonable Suspicion Test Request - Exhibit	4.10e
Dating in the Workplace – <i>Policy</i>	4.15
Drug-Free Workplace – <i>Policy</i>	4.20
Drug-Free Workplace – Regulation	4.20a
Post-Accident Test Request – Exhibit	4.20b
Reasonable Workplace Reasonable Suspicion Test Request - Exhibit	4.20c
Drug-Free Workplace Reasonable Suspicion Worksheet - Exhibit	4.20d
Tobacco Use – Regulation	4.20t
Grooming – <i>Policy</i>	4.25
Information Technology Acceptable Use – <i>Policy</i>	4.30
IT Acceptable Use – Regulation	4.30a
IT Acceptable Use Password Standards – Exhibit	4.30aa
Cellular Phone Usage and Reimbursement – Regulation	4.30b
Cellular Phone Usage and Reimbursement Justification – Exhibit	4.30c
PDA and Mass Storage Device – Regulation	4.30d
Posting of Promotional Materials – Regulation	4.30e
Mobile Device Technical Support – Regulation	4.30k
Social Media Administration – Regulation	4.30m
Social Media Terms of Use – Exhibit	4.30mm
Social Media Personal Use – Regulation	4.30n
Outside Employment – <i>Policy</i>	4.35
Outside Employment – Regulation	4.35a
Parking – <i>Policy</i>	4.40
Parking – Regulation	4.40a
Parking Payroll Deduction Form – Exhibit	4.40b
Parking Short Term Change Form – Exhibit	4.40c
Parking – Compassionate Donor Form - Exhibit	4.40d
Personnel Files – <i>Policy</i>	4.45
Personnel Files – Regulation	4.45a
Political Activities – <i>Policy</i>	4.50
Political Activities – Regulation	4.50a
Political Activities – Exhibit	4.50b

EMPLOYEE POLICY HANDBOOK
Section A: Master Operations Manual
TABLE OF CONTENTS

4.00 – General Provisions *Continued*

Proprietary Rights to Staff Materials – <i>Policy</i>	4.55
Subpoenas, Summons or Complaints – <i>Policy</i>	4.65
Travel – <i>Policy</i>	4.75
Travel – Regulation	4.75a
Vehicle Usage – <i>Policy</i>	4.80
Vehicle Usage – Regulation	4.80a
Vehicle Surcharge Electronic Reimbursement Request – Exhibit	4.80b
Vehicle Surcharge Hard Copy Reimbursement Request – Exhibit	4.80bb
Take Home Vehicle Contract – Exhibit.....	4.80c

5.00 – Conduct, Discipline and Performance Management

Standards of Conduct – <i>Policy</i>	5.01
Standards of Conduct – Regulation	5.01a
Corrective Action – <i>Policy</i>	5.05
Corrective Action – Regulation	5.05a
Notice of Appeal/Request for Hearing - Exhibit	5.05b
Performance Management – <i>Policy</i>	5.10
Connect Boise – Regulation.....	5.10a
Flex Rewards Designee Authorization - Exhibit	5.10aa
<i>Reserved for future use</i>	5.15

6.00 – Safety and Security

Safety – <i>Policy</i>	6.01
Safety Administration – Regulation	6.01a
Asbestos – Regulation	6.01b
Asbestos Management Program – Exhibit.....	6.01bb
Chemical Hazard Communication – Regulation.....	6.01c
Hazardous Chemicals Inventory/SDS Table of Contents – Exhibit	6.01cc
Communicable Disease Exposure Control – Regulation.....	6.01d
Hepatitis B Vaccination Declination or Acceptance – Exhibit	6.01dd
Vaccination Voucher – Exhibit	6.01ddd
Compressed Gas – Regulation.....	6.01e
Confined Space – Regulation	6.01f

EMPLOYEE POLICY HANDBOOK
Section A: Master Operations Manual
TABLE OF CONTENTS

6.00 – Safety and Security Continued

Confined Space Entry Permit – Exhibit	6.0ff
Confined Space Evaluation Form – Exhibit.....	6.01fff
Emergency Preparedness – Regulation.....	6.01g
Emergency Evacuation Information – Exhibit	6.01gg
Bomb Threat Checklist – Exhibit	6.0ggg
Fall Protection – Regulation	6.01h
Fire Prevention – Regulation	6.01i
Hot Work Permit – Exhibit	6.01ii
Red Tag Permit for Fire Protection System Impairments – Exhibit.....	6.01iii
First Aid and AED – Regulation	6.01j
Recommended First Aid Kit Contents – Exhibit.....	6.01jj
AED Maintenance Checklist – Exhibit	6.01jjj
AED Deployment Event Summary – Exhibit	6.01jjjj
Hazardous Energy Control – Regulation	6.01k
Energy Source Determination Worksheet – Exhibit	6.01kk
Group Lock Box Lockout Tagout Sign In – Exhibit.....	6.01kk1
Electrical Safe Practices/Procedures – Regulation.....	6.01kkk
ARC Flash and Shock Hazard – Regulation	6.01kkkk
Hearing Conservation – Regulation	6.01l
Excessive Noise Levels – Exhibit.....	6.01ll
Machine Guarding and Tool Safety – Regulation	6.01m
Machine Guards and Portable Tool Safety – Exhibit	6.0mm
Personal Protective Equipment (PPE) – Regulation	6.01n
Job Hazards Analysis – Exhibit	6.01nn
Powered Material-Lifting Equipment – Regulation	6.01o
Skills Assessment for Forklift Operators – Exhibit	6.01oo
Operator’s Pre-Use Checklist, Fuel – Exhibit	6.01ooo
Operator’s Pre-Use Checklist, Electric – Exhibit	6.01oooo
Crane Inspection and Maintenance – Exhibit	6.01ooooo
Respiratory Protection – Regulation.....	6.01p
Respiratory Medical Evaluation Questionnaire – Exhibit	6.01pp
Worksite and Construction Safety – Regulation.....	6.01q
Soil Analysis, Testing, and Protective Systems– Exhibit	6.01qq
Trenching/Excavation Daily Inspection Checklist – Exhibit	6.01qqq
Workplace Hygiene and Management – Regulation.....	6.01r
Internal Hazardous Waste Management Procedure – Exhibit.....	6.01rr
Lead Safety – Regulation	6.01s
Lead Safe Housing Rule – Exhibit	6.01ss
Lead Based Paint Flowchart – Exhibit	6.01sss
Silica Exposure Control Program – Regulation	6.01t
Commercial Diving Operations – Regulation.....	6.01u

EMPLOYEE POLICY HANDBOOK
Section A: Master Operations Manual
TABLE OF CONTENTS

6.00 – Safety and Security *Continued*

Divers Medical Questionnaire – Exhibit A	6.01uu
Methamphetamine Clean Up – Exhibit	6.01v
Workers' Compensation & Injury/Illness on the Job – <i>Policy</i>	6.02
Workers' Compensation & Illness/Injury on the Job – Regulation	6.02a
Online Injury & Exposure Reporting Form – Exhibit.....	6.02aa
Incident/Injury Flow Chart – Exhibit	6.02aaa
Employee Injury and Exposure – Exhibit	6.02aaaa
Photo Identification and Access Cards – <i>Policy</i>	6.05
Photo Identification and Access Cards – Regulation	6.05a
Violence-Free Workplace – <i>Policy</i>	6.10
Violence-Free Workplace – Regulation	6.10a

7.00 – Separation and Post Employment

Separation from Employment – <i>Policy</i>	7.01
Separation for Employment – Regulation	7.01a
Separation Checklist – Exhibit	7.01b
Health Care Continuation (COBRA) – <i>Policy</i>	7.05
Health Care Continuation (COBRA) – Regulation	7.05a
Layoff – <i>Policy</i>	7.10
Layoff – Regulation	7.10a
Employment References - <i>Policy</i>	7.15