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**IDAHO DEPARTMENT OF PARKS AND RECREATION  
POLICY AND PROCEDURES MANUAL**

**PROCEDURE TITLE: Resignations and Reductions in Force**

**APPROVALS:**

  
Director

**HUMAN RESOURCES**  
Policy Owner

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**1.0 RESIGNATIONS**

**1.1 Notification**

1. The employee shall submit a written letter of resignation to the immediate supervisor notifying them of the resignation and the effective date. An email is acceptable.
2. The supervisor shall notify their up-line supervisor of the resignation and the effective date and shall send the resignation letter, along with the resigning employee's forwarding address if applicable to Human Resources.

**1.2 Processing**

1. The Payroll Unit will:
  1. Send the employee information on options for their PERSI (retirement) funds: cash out, roll over or maintain it as is.
  2. Notify Group Insurance of the resignation. Group Insurance will send the employee information on COBRA. COBRA is an option which enables the employee to continue their health insurance for eighteen (18) months at a combined cost of the employee and employer's premium.
2. The supervisor will:

Meet with the employee to gather all Department items. The CHECKLIST FOR EMPLOYEES LEAVING THE AGENCY (see Appendix A) outlines the items and identifies who the supervisor needs to notify.
3. Human Resources Unit will:

Contact the employee to schedule an Exit Interview.

**2.0 REDUCTIONS IN FORCE (Layoff)**

**2.1** This policy will be used in conjunction with IDAPA 15.04.140-147.

**2.2** Conditions for Reduction in Force (Layoff)

An appointing authority may lay off an employee whenever necessary due to:

1. Shortage of funds or work;
2. Reorganization;
3. The end of a limited service appointment;
4. An employee's failure to complete interagency promotional probation when demotion options are not available, or
5. The abolishment of one (1) or more positions.

### 2.3 Organizational Layoff Units

Layoffs are by classification of position and confined within designated and approved organization units. IDPR's organization units are:

1. North Unit, to include North Region Office staff, North Region construction crew staff, and North Region park staff.
2. South/Administration Unit, to include Operations Division staff, including the Natural Resource Program Manager, the South Region Office staff, South Region construction crew staff, South Region parks staff, Recreation Bureau staff including all Trails staff and all Boating Program staff, Development Bureau staff, MIS, Fiscal and Registration staff, Director's Office staff, Public Information program staff, Reservation System staff and Human Resources staff.

### 2.4 Calculation and Use of Retention Points

1. IDPR's Human Resource Unit will oversee the calculation of retention points for employees in the classification and layoff unit(s) affected by the reduction in force.
2. Retention points are derived from experience (as described in annual performance evaluations) and classified state service.
3. Affected classifications.
  1. Employees in the affected classification and layoff unit(s) will be placed on a layoff list beginning with the person with the highest number of retention points.
  2. Those employees on entrance probation at the time of the layoff will be affected first.
  3. Additional employee layoffs will be made from the layoff list in inverse order (those with the least number of retention points).
  4. Veterans as defined in Title 65, Chapter 5, Idaho Code, will receive preference by the addition of retention points equivalent to three (3) years of service at a level that achieves performance standards.

### 2.5 Exclusions

1. Layoffs may be limited to or specifically exclude employees appointed under selective certification (DHR Rule 112) for bona fide occupational qualifications, or appointed to a classification with minimum qualification specialties.
2. Inclusions or exclusions must include or exclude all incumbents of the classification appointed under similar selective certification or the same option or minimum qualification specialty, and must be approved in advance by the Administrator of the Division of Human Resources.
3. An appointing authority may petition the Administrator of the Division of Human Resources to exclude an individual or individuals from a layoff whose retention may be required to meet the Department's mission-critical needs. Requests must provide a documented rationale and exclusions must be

approved by the Division of Human Resources.

4. Limited-service appointments are defined by the project, program or function for which the appointments were made. When a limited-service project is completed or funding concluded, the limited-service appointee is separated from state service as a layoff. However, limited-service appointees have no reemployment preference and shall not displace other regular permanent or limited service staff via voluntary demotion in lieu of layoff.

## 2.6 Reduction in Force Determination and Notification

1. The appointing authority will identify the classification of positions to be reduced or eliminated.
2. All employees being affected by the reduction in force will be notified in writing of the layoff and the rationale for the decision at least fifteen (15) calendar days prior to the effective date.

## 2.7 Transfers and Demotions

1. Within the layoff unit, an employee with permanent status may choose to accept a voluntary demotion rather than be laid off.
  1. Demotion options are limited to a classification in which the employee has held permanent status in the agency.
  2. Such demotion will not be permitted if it causes the layoff of an employee with greater retention points.
2. To be eligible for such a demotion, the employee must meet the classification's current minimum qualifications.
3. Limited service employees are not eligible to take any voluntary demotion that would result in the displacement of other employees.

## 2.8 Moving Expenses

Moving expenses must be approved by the Director for those employees displaced by the lay off.

## 2.9 Disability Layoff

1. If an employee becomes disabled and is unable to return to work after twelve (12) weeks' absence or when accrued sick leave has been exhausted, whichever is longer, the employee's position shall be declared vacant and the employee laid off.
2. The individual's name shall be placed on a reemployment preference register when the Division of Human Resources' Administrator has been notified by the physician that the employee is able to return to work. (Ref. IDAPA 15.04.01.241.02)

APPENDIX A  
EXIT CHECKLIST

Check List for Employees Leaving IDPR

<b>Name:</b> _____ <b>Information:</b>	<b>Employee's Forwarding</b>
<b>Title:</b> _____ _____	<b>Street:</b>
_____	<b>City:</b>
<b>Separation Date:</b> ____ / ____ / ____	<b>State and Zip Code:</b>
_____	<b>Phone #:</b>
_____	<b>Phone</b>
<b>#:</b> _____	
<b>SUPERVISOR COMPLETES THE FORM AND FORWARDS TO HUMAN RESOURCES</b>	

<u>GENERAL CHECKLIST ITEMS</u>	<u>Initials</u>	<u>Date Supervisor Completed</u>
<b>Notify HR, Payroll, P-Card Administrator, and MIS of separation.</b>	_____	_____
Receive resignation letter/email and forward to Human Resources along with the following information:	_____	_____
<ul style="list-style-type: none"> <li>• Identify/confirm final day of work</li> <li>• Identify employee's forwarding address/phone number</li> </ul>		
If a supervisor, ensure they have completed performance evaluations for staff and forward up-line for signatures and processing.	_____	_____
If employee is transferring to another state agency, ensure a current Performance Evaluation is on file. If not, have supervisor complete one before employee leaves.	_____	_____
Obtain keys to building, gate, shop, etc. <u>For Headquarters only: provide building keys to Facilities Manager and sign their inventory form.</u>	_____	_____
Notify Fiscal Officer to delete employee from Headquarters security system	_____	_____
Obtain keys to vehicles.	_____	_____

- Obtain phone card and forward to P-Card Administrator \_\_\_\_\_
- Obtain fuel card PIN# and forward to P-Card Administrator \_\_\_\_\_
- Obtain P-Card and forward to P-Card Administrator \_\_\_\_\_
  - Have employee identify any outstanding charges.
- Notify MIS to remove from computer network, email, etc. \_\_\_\_\_
- Notify MIS to save any documents from employee's G drive \_\_\_\_\_
- Obtain I-Key/RSA tokens for Network Access and forward to MIS \_\_\_\_\_
- Notify Receptionist at Headquarters for Phone List update (208-514-2402) \_\_\_\_\_
- Obtain State ID card and forward to Human Resources \_\_\_\_\_
  
- Retrieve all phone messages and forward phone until position is filled \_\_\_\_\_
  - Have employee identify password for phone messages
  
- Identify and settle any outstanding travel advances, P-card bills, etc. \_\_\_\_\_
  - Turn in all receipts to supervisor
- Arrange for employee to clean out office and retrieve any personal belongings \_\_\_\_\_

**ITEMS SPECIFIC TO OPERATIONS**

- Obtain Law Enforcement Card and badge(s) \_\_\_\_\_
- Obtain uniform including: \_\_\_\_\_
  - All shirts issued with patches, 1 3-season coat with vest, jacket and shell
- Obtain Law Enforcement Tools, including: \_\_\_\_\_
  - Collapsible Baton and Holder, Belt, Velcro Belt, OC Spray, Gas Canister and Holder, Flashlight Ring, Flashlight, and Citation Book
- Misc. (List here) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES:** I certify that all items for which I am accountable for have been returned.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Employee Comments \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

**Please complete and forward to Human Resources**