

**IDAHO DEPARTMENT OF PARKS AND RECREATION  
POLICIES AND PROCEDURES**

Number	Effective	Title	Owner
I-86	Rev. 4-12	Workplace Expectations	Director

Approval: \_\_\_\_\_

*Nancy L. Merrill*

It takes all employees working together to maintain a level of service and professionalism of which each of us can be proud. To achieve and maintain our workplace to be one that promotes mutual respect, we have established specific expectations of all employees. It is important for employees to be aware of and fully understand these *required* expectations.

1. **Professionalism:** Each employee contributes to the overall agency mission and is therefore required to conduct themselves in a professional manner that reflects personal pride as well as pride in IDPR. This includes the employee's appearance, behavior and interaction with coworkers and the public.
2. **External Communications:** IDPR employees need to make every effort to give accurate and clear information to the public and our partners. If an employee does not know the information requested, they either need to research it themselves or provide references or resources to obtain the information. Be well informed, helpful and courteous. Avoid public criticisms of the Department, personnel, and its policies. If you do not agree with internal policy or decision, first research the facts and background to fully understand the position, then discuss with your supervisor or the appropriate agency member and provide your input. Diversity of opinion is expected and encouraged to help improve the quality of decisions. However, employees are expected to publically support Department decisions and positions once they have been made. This includes decisions made by the IDPR Board, Director, Bureau Chiefs, Executive Staff and Program Managers.

Any communication dealing with outside agencies and/or the media will be referred to the Communications Manager. (See News Release policy: [http://parksandrecreation.idaho.gov/procedures\\_manual.aspx](http://parksandrecreation.idaho.gov/procedures_manual.aspx)).

Part of serving the public responsively is to encourage citizen involvement. Agency managers have a responsibility to involve citizens as far as practical to secure citizen support and understanding of the agency. IDPR employees shall respect the right of the public to request information regarding agency programs.

3. **Internal Communications and Workplace Behavior:** Internal communications include interactions in person, interactions through written notes, memos, and letters, and interactions using any electronic device such as telephone, email, text messages, social media, internet websites, blogs, U-Tube, internet forums, etc. Every employee deserves respect, even if you don't agree with them. Praise in public, correct or criticize in private. Disagreements are to be expected and better decisions may grow from discussion and debate. Personal attacks (verbal or physical), gossip, jokes, foul or offensive remarks and disparaging comments, even in the guise of humor or as an expression of irritability are destructive to the morale of the agency and damage trusting relationships. Behavior of this nature will not be tolerated by the agency. Interactions among employees shall be directed at issues and solutions. Employees are instructed to present concerns or problems to their supervisor. Meetings or

conversations may not be taped without the prior written consent of all attending and a copy of the recording provided to all participants. We all share the expectation and the responsibility to contribute to a work environment that is free from harassment and intimidation. (See IDPR Policy II-40 Discrimination and Sexual Harassment, [http://parksandrecreation.idaho.gov/procedures\\_manual.aspx](http://parksandrecreation.idaho.gov/procedures_manual.aspx)).

4. **Legal Infractions, Violence and Weapons in the Workplace:**

Employees are expected to notify their supervisor immediately if they have been charged with any type of misdemeanor or felony, on duty or off duty.

IDPR is committed to providing a work environment free from violence. Any form of violence in the workplace including verbal, written and/or physical threats of harm or intimidation will not be tolerated.. All employees share the responsibility to make and keep the workplace safe and ensure the high standards of professional behavior and responsible use of state equipment and property.

5. **Confidential Information:** Employees may become aware of certain information that is confidential and should not be discussed outside the organization. Confidential information includes, but is not limited to such things as personal health information, crime and incident reports, accident reports, internal investigations, disciplinary actions, employee grievances, budget proposals, issues under litigation, and proposed policy changes.

6. **Law, Rule and Policies:** Adherence to federal and state laws, rules and policies is important. Violations that adversely affect the Department, its credibility or its image cannot be overlooked. Disciplinary action, including termination may result depending on the individual circumstances.

All IDPR employees shall support the efforts of authorized investigative agencies. We support the concept of independent auditors reporting to committees independent of management. Internal audits also shall be welcomed by all employees. Good fiscal and management controls and inspections are important protections for supervisors, staff and the public interest, and often result in more efficient processes.

7. **Conflicts of Interest** Employees are expected to use good judgment at all times. Employees shall not profit, directly or indirectly from public funds under their control; shall not have a private interest in any contract made by them in their official capacity; and must avoid self-dealing in any purchase or sale made in their official capacity. Any state employee having a private interest in any discretionary matter coming before them in the course of official duties, whether the matter is regulatory, adjudicative, contractual, or the formation of public policy, shall not act but shall notify their supervisor.

As recreationists ourselves, some IDPR employees utilize public recreation facilities during their private time. Many times these facilities are funded through programs in which the employee(s) are involved. Employees shall not make professional decisions regarding funding which may be construed to be self-serving. "Self-serving" would include granting or otherwise providing public funds or other assistance while acting in an official capacity to an agency, organization or group with the intent of improving a facility or acquiring equipment to benefit the employee's personal use.

If it is unclear that a conflict of interest exists, employees shall seek clarification from their immediate supervisor. (Ethics in Government: <http://www.ag.idaho.gov/publications/manuals.html> )

8. **Political Activity:** IDPR employees are encouraged to participate in the political process, but to adhere to the restrictions and guidelines found in Idaho Code Section 67-5311: <http://legislature.idaho.gov/idstat/Title67/T67CH53SECT67-5311.htm>.

These restrictions are not intended to deprive state employees of political activity, but rather to preserve the political neutrality of state agencies and seek to ensure that the interests of all Idaho residents are served.

9. **Public Presentation:** Our public and partners form an opinion about our agency by the way we present ourselves, both in appearance and in preparedness for meetings, discussions and presentations. The Department's uniform policy is designed in part to help ensure those employees who are required to wear the uniform present a professional image. All employees need to be conscious of how they look and the image they present. (See Department policy II-52, Professional Appearance and Department policy IV-80 Personnel Uniform Code [http://parksandrecreation.idaho.gov/procedures\\_manual.aspx](http://parksandrecreation.idaho.gov/procedures_manual.aspx).)

You may be in a position to serve as an official or unofficial spokesperson for your park or program, or for the agency. In such a situation remember you are not speaking for yourself but for the Department. This is not an opportunity to express your personal opinions. You have a responsibility to notify your supervisor and the Communications Manager to determine the sensitivity of any issue and if there is a Department position already in place for the topic.

10. **Punctuality/Attendance:** Coming to work when scheduled is a fundamental expectation for all IDPR positions. Be on time for work and meetings. If you will be late, notify the appropriate person immediately that you will be late and then don't endanger yourself or others to get there. Your safety and the public safety are primary concerns as well as punctuality.

11. **Use of State Property and Equipment:** State owned equipment, materials, supplies, and facilities are to be used by employees only in the performance of official assigned duties and responsibilities<sup>1</sup>. Further, no employee may request another employee during on-duty time to perform a personal service. Employees shall not allow their agents or relatives to use, accept, borrow, lease, rent, sell or purchase any Department equipment or materials.

12. **Nepotism** No employee shall work under the immediate supervision of a supervisor who is a spouse, child, parent, brother, sister or the same relationship by marriage to that supervisor. Immediate supervision includes direct supervisor as well as any potential employee who would act as a supervisor in the absence of the direct supervisor. This provision shall include any relationship, not specifically defined in law that by its nature can be construed to be nepotism. Please consult with the Human Resource Officer if you have any questions. (See Division of Human

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<sup>1</sup> Under certain circumstances approved by the Governor and/or Director, employees may be allowed to use agency equipment, such as computers for personal use while on personal time. Check with your immediate supervisor for information and guidelines.

- 13. Gratuities and Other Benefits** State employees shall never solicit in their official capacity any gratuity or other benefit from any person under any circumstances. Employees shall not accept transportation or lodging from any person who is or is likely to become interested in any contract or transaction over which they exercise any discretionary function. Employees shall not accept employment or favors (in excess of state acceptable limits) from any person, entity or corporation with which they have had or reasonably may expect to have official relations which primarily benefit them personally and not the agency.

All State employees exercising any discretionary function shall make a conscious effort to be open to contact by all segments of Idaho society that have an interest in the exercise of that discretionary function.

Honorariums shall not be accepted by State employees from Idaho citizens, associations, corporations, or governmental entities for appearance or services given in the course of their official duties. (For specifics see Idaho Ethics in Government manual, <http://www.ag.idaho.gov/publications/manuals.html>.)

- 14. Outside Employment (non-State):** Employees of the Department may not engage in any outside employment, business, professional practice or interest if such will:
- A. Conflict with the interests of the Department.
  - B. Interfere in any way with the full performance of official duties and responsibilities.
  - C. Result in financial gain as a consequence of information obtained through employment which has not been made available to the general public.
  - D. Reasonably be regarded as officially related employment.

If employees either have, or desire to accept outside employment, they are required to request review by their immediate supervisor in writing. The supervisor will elevate the written request to the Director or Deputy Director for approval. Approval, or non-approval will be provided in writing and a copy sent to Payroll for the employee's file.

- 15. Dual State Employment:** To prevent conflicts of interest and conflicting hours of work, any employee interested in accepting additional employment with another State entity must first obtain approval from the IDPR Director or Deputy Director. (See Division of Human Resource Rule 26 <http://adm.idaho.gov/adminrules/rules/idapa15/0401.pdf>).

- 16. Whistle Blowers:** The 1994 Idaho Legislature enacted a law known as the "Idaho Protection of Public Employees Act" (Whistleblowers Act) to protect public employees from retaliation for reporting waste or violations of the law, rules, or regulations. The Act applies to employees of all three branches of Idaho government, local governments and bodies created by state or local governments.

The "Whistle Blowers" Act protects public employees from adverse actions for:

- Reporting in good faith, the employee's belief that there is waste of public funds.
- Reporting in good faith, the violation or suspected violation of a law, rule, or regulation.

- Participating in or giving information in an investigation, hearing, court proceeding, legislative or other inquiry, or other administrative review.
- Objecting to or refusing to carry out a directive that the employee believes in good faith to violate a law, rule, or regulation.

Public employers are prohibited from taking the following adverse actions against an employee for exercising the employee's rights listed above:

- Discharging the employee
- Threatening the employee
- Discriminating against the employee's employment, Discrimination against employment includes compensation, terms, conditions, location, rights, immunities, promotions or privileges.

Supervisors shall inform their staff that constructive input may be brought to them without reprisal or may be carried to the Human Resource Officer or other designated official. (See Idaho Code 6-2101:

<http://legislature.idaho.gov/idstat/Title6/T6CH21.htm>.)

- 17. Responsibilities:** Each supervisor shall hold his or her staff accountable for their conduct in general and adherence to these guidelines in specific. Any employee violating these Workplace Expectations shall be subject to corrective action. All employees are required to review this policy and acknowledge their review in writing in the appropriate area on the annual performance evaluation form.