



C. L. "Butch" Otter
governor

Nancy C. Merrill
director

David M. Ricks
deputy director

.....
IDAHO PARK AND
RECREATION BOARD
.....

Tom Crimmins
region one

Randy Doman
region two

Ernest J. Lombard
region three

Charles H. Correll
region four

Jean S. McDevitt
region five

Robert Hansen
region six

.....
IDAHO DEPARTMENT OF
PARKS AND RECREATION
.....

p.o. box 83720
boise, idaho 83720-0065

(208) 334-4199

fax (208) 334-3741

tdd 1-800-377-3529

street address
5657 warm springs avenue
boise, idaho 83716

www.parksandrecreation.idaho.gov

IDPR
FORM PER 50.2
(Rev. 5/07)

M E M O R A N D U M

DATE: May 2, 2012

TO: All Employees

FROM: Betsy Johnson Human Resource Officer

SUBJECT: Discrimination and Sexual Harassment Notice and
Drug-Free Workplace Policy Notice and Sign-off

Idaho Department of Parks & Recreation is committed to maintaining a workplace free from harassment and discrimination. In addition, we work very hard to provide a safe drug-free workplace.

The attached information explains what we consider harassment to be and the procedures for dealing with harassment in the workplace. The second attachment explains our policy on maintaining a drug-free workplace.

Please read the attached two documents and keep them for your reference. If you have any questions regarding these, do not hesitate to discuss them with your supervisor or me. You can reach me at (208) 514-2257 or email at bjohnson@idpr.idaho.gov.

Please sign the following statement and return it to your supervisor within the first week of your job.

I have received a copy of and have read the information on Discrimination and Sexual Harassment and the Drug-Free Workplace policy.

Signed _____

Date _____