

IDAHO DEPARTMENT OF PARKS & RECREATION

“To improve the quality of life in Idaho through outdoor recreation and resource stewardship”

Board Teleconference

IDPR Headquarters

April 6, 2021

Boise, Idaho

▪ AGENDA

▪ Tuesday, April 6, 2021

- 10 a.m. Call to Order – Board Member Eastwood
 - Roll Call
- Non-Resident Fee Proposal (including Bear Lake Fee Proposal) – **Action Item** – Anna Canning
- FY2022 Change in Employee Compensation – **Action Item** – Susan Buxton
- Discussion of Quarterly Board Meeting in May – Location or Zoom Teleconference? – **Action Item** – Susan Buxton
- **Executive Session***
- **ADJOURN**

*Under authority of Idaho Code 74-206. Executive sessions – When authorized. (1) An executive session at which members of the public are excluded may be held, but only for the purposes and only in the manner set forth in this section. The motion to go into executive session shall identify the specific subsections of this section that authorize the executive session. There shall be a roll call vote on the motion and the vote shall be recorded in the minutes. An executive session shall be authorized by a two-thirds (2/3) vote of the governing body. An executive session may be held:

(b) *“To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.”*

(c) *“To acquire an interest in real property not owned by a public agency.”*

This agenda is subject to change in accordance with the provisions of the Idaho Open Meeting Law. Items may be addressed in a different order than appears on this agenda. Individual items may be moved from one place on the agenda to another by the Board. Time frames designated on this agenda are approximate only. The Board will continue its business in the event that an agenda item is resolved in less than the allotted time.

8. *There should be a strong and visible links between the fees and charges paid by visitors and users and the quality of services and benefits received in return. High quality facilities and their continued reliability are more important than price alone.*
9. *Fees and charges should be based, at least partially, on a consideration of private sector fees and charges and impacts on local communities.*
10. *Program managers should be authorized and encouraged to administer user fees and charges with sensitivity to local opportunities, constraints, and issues of social equity.*
11. *Management of use to protect park and recreation resources and enhance the quality of the visitor and user experience is a legitimate goal of fee programs and a legitimate use of fee revenue.*
12. *The Department should conduct a continuing evaluation program to monitor and analyze the cost effectiveness of user fees and charges.”*

STAFF RECOMMENDATIONS:

The recommendations below are based on the following objectives:

- Meet the intent of HB 93 in setting increased camping and park entry fees for non-residents.
- Implement a reservation system for attendance at the Bear Lake State Park North Beach facility as a pilot project for other day use areas facing overcrowding.
- Devise an implementation strategy that is operationally feasible and that does not overwhelm our customer base or our staff.
- Leave other possible fee increases for later discussions based on the results of these measures. Given that implementation of this legislation was neither anticipated nor budgeted for in FY2021 or FY2022, the operational concerns are considerable (e.g., some parks may need additional kiosks and staff at those kiosks to ensure compliance). For that reason, staff has recommended a phased implementation. This agenda item documents the first phase.
- Address the impact of increased credit card use and associated processing fees on IDPR spending authority.
- Comply with the guidance provided in *Policy #4010 Fees*.

Many thanks to Director Buxton, Operations Administrator Troy Elmore, South Region Manager Garth Taylor, North Region Manager David White, Bear Lake State Park Manager Kirk Rich, Bear Lake State Park Ranger Andy Stokes, Reservations and Registrations (R&R) Manager Seth Hobbs, and R&R Assistant Manager Joel Taylor, in evaluating and developing this recommendation.

Campsite Fee Changes

Staff recommends that the Board double the camping fees for non-residents at the Tier A camping parks which include Farragut, Priest Lake, Round Lake, Ponderosa, and Henrys Lake. These are the highest occupancy camping parks with an overall high percentage of non-resident campers. The new fees would be implemented beginning January 1, 2022 with the collection of these new fees beginning in September 2021 in correlation with the nine-month reservation window.

This will provide adequate time to promote the fee changes so that the public is aware in advance, and it will give adequate time for parks to prepare additional signs and modify self-pay fee envelopes. This will reduce conflicts between staff and visitors as they try to address the changes with campers who will not be aware of them nor be happy with them. This is extremely important as these parks expect to experience as busy of a summer as they did in 2020. This will also minimize social conflicts between neighboring, non-resident campers who otherwise might pay disparate fees if implemented mid-season.

Currently, at the discretion of the Director, IDPR offers discounted campsite fees for senior citizens on stays Monday through Thursday (excluding holidays) at the following state parks: Dworshak, Heyburn, Winchester, Lake Cascade (excluding Poison Creek and Ridgeview Campgrounds), Three Island Crossing, Bruneau Dunes, Bear Lake, Lake Walcott, Massacre Rocks. This discount is not

based on residency and is inconsistent with the intent of HB 93. Staff recommends discontinuing the senior discount at this time.

The specific changes required for individual campsite fees are:

IDAPA Approved Maximum Fee	Board Approved Fees		Board Policy Fee Table
	In State Fees	Out of State Fees	<i>Individual Campsite or Facility</i>
			Tier A
\$34.00/night	\$24.00/night	\$27.00 <u>\$48.00</u> /night	Basic
\$34.00/night	\$24.00/night	\$27.00 <u>\$48.00</u> /night	Equestrian Basic
\$42.00/night	\$30.00/night	\$33.00 <u>\$60.00</u> /night	Electric
\$46.00/night	\$32.00/night	\$35.00 <u>\$64.00</u> /night	Full Hook-Up
\$84.00/night	\$48.00/night	\$51.00 <u>\$96.00</u> /night	Companion Basic
\$84.00/night	\$60.00/night	\$63.00 <u>\$120.00</u> /night	Companion Electric
\$84.00/night	\$64.00/night	\$67.00 <u>\$128.00</u> /night	Companion Full Hook-Up
\$12.00/night	\$12.00/night	\$12.00 <u>\$24.00</u> /night	Hike/Bike In
			Discounts per Policy #4010 Fees
NA	Maximum 50% of RV camping fee		Discount applied to Campsite fees for Senior Citizens: This discount is valid mid-week on stays Monday-Thursday (excluding holidays). Dworshak, Heyburn, Winchester, Lake Cascade (excluding Poison Creek and Ridgeview Campgrounds), Three Island Crossing, Bruneau Dunes, Bear Lake, Lake Walcott, Massacre Rocks.

Source: IDAPA 26.01.20.250

Daily Motor Vehicle Entrance Fee (MVEF) Changes

Staff recommends doubling the daily MVEF for non-residents to \$14 beginning June 1, 2021 for Bear Lake State Park North Beach and East Beach facilities and beginning January 1, 2022 at Hells Gate, Farragut, Priest Lake, and Round Lake state parks. The later implementation at the North Region parks will provide time for the agency to promote the fee changes, and give parks time to prepare new signs, adjust staffing, and any other implementation changes needed. This will reduce conflicts between staff and visitors as they try to address the changes with visitors and will minimize social conflicts between visitors who otherwise might pay disparate fees if implemented mid-season. This is important as these parks staff expect to experience as busy of a summer as they did in 2020.

The specific changes required in the fee table are:

IDAPA Maximum Fee	Board-approved Fee	Board Policy Fee Table
<u>\$ 7.00/day/vehicle</u>	<u>\$ 7.00/day/vehicle—Idaho resident</u> <u>\$14.00/day/vehicle—non-resident</u>	<u>Daily MVEF for Bear Lake State Park North Beach, and East Beach day use facilities effective June 1, 2021.</u>
<u>\$ 7.00/day/vehicle</u>	<u>\$ 7.00/day/vehicle-- Idaho resident</u> <u>\$14.00/day/vehicle—non-resident</u>	<u>Daily MVEF at Hells Gate, Farragut, Priest Lake and Round Lake state parks effective January 1, 2022.</u>

Source: IDAPA 26.01.20.245 and IDAPA 26.01.20.247

Annual Motor Vehicle Entrance Fee Changes

Staff recommends raising the cost of the annual motor vehicle entrance fee (AMVEF) to \$80 as will be allowed by IDPR Rule upon sine die of the 2021 Legislative Session. Staff also recommends creating an annual motor vehicle entrance fee specifically for off-highway vehicles (OHVs). Until recently, OHV owners were able to buy Idaho State Parks Passports for their vehicles. This replaces that option. Staff proposes that the Board set the fee for the sticker to follow the Passport fee (currently \$10). Currently, only IDPR sells annual motor vehicle entrance fees because there is no vendor fee available for other sales agents.

The specific changes required in the fee table are:

IDAPA Maximum Fee	Board-approved Fee	Board Policy Fee Table
\$40.00 <u>\$80.00</u>	\$40.00 <u>\$80.00</u>	Annual Motor Vehicle Entrance Fee (AMVEF)
<u>\$80.00</u>	<u>\$10.00</u>	<u>Off Highway Vehicle Annual Motor Vehicle Entrance Fee (OHV AMVEF)</u>

Source: IDAPA 26.01.20.245 and IDAPA 26.01.20.247

Advanced Reservation Fee for Bear Lake State Park

Staff recommends that the Board establish an advanced reservation option for Bear Lake North Beach facility. The advanced reservation will allow visitors to reserve day use access in advance through the IDPR reservation system ensuring them a parking area for the day and allowing them the ability to know availability in advance. The plan is to limit sales to 500 reservations per day initially to ensure that the park personnel can manage the associated parking issues and can address any other issues that arise. The reservation fee will be \$6 for non-residents and \$3 for Idaho residents. The table below illustrates the expected fee under three scenarios.

Manner of Entry	Idaho Resident Fee	Non-resident Fee
No Reservation—Kiosk Closed (staff not at facility typically in early morning or later evening)	\$0 (with Passport) or \$7 (without Passport) Paid in self-pay fee envelope Limited availability	\$0 (with AMVEF) or \$14 (without AMVEF) Paid in self-pay fee envelope Limited availability
No Reservation—Kiosk Open (staff at facility typically during peak visitation times)	\$0 (with Passport) or \$7 (without Passport) Paid at kiosk on first-come, first-served basis Limited availability	\$0 (with AMVEF) or \$14 (without AMVEF) Paid at kiosk on first-come, first-served basis Limited availability
Advance Reservation	\$3 (with Passport) or \$10 (without Passport) Paid in advance; show receipt at kiosk Guaranteed availability	\$6 (with AMVEF) or \$20 (without AMVEF) Paid in advance; show receipt at kiosk Guaranteed availability

The specific changes required in the fee table are:

IDAPA Maximum Fee	Board-approved Fee	Board Policy Fee Table
		<u>Bear Lake State Park Day Use Facilities</u>
<u>\$10.00</u>	<u>\$3.00/day/vehicle—Idaho resident</u> <u>\$6.00/day/vehicle—non-resident</u>	<u>Advance Reservation. Advance reservation fee is non-transferable and non-refundable. Advance reservation may not be modified.</u>

Sources: IDAPA 26.01.20.254 and IDAPA 26.01.20.276

Credit Card Processing Fees

Credit card processing fees associated with reservations and registrations have increased tremendously over the last few years. For example, in FY2019 IDPR paid \$131,835 in credit card fees associated with reservations. In FY2020 that amount increased to \$161,372. By the end of February FY2021, IDPR has already paid \$160,074.

Staff recommends that the Board direct staff to work with state purchasing to amend our current service provider contract to allow the vendor to charge credit card processing fees directly to the customer for both reservation and registration services.

Reservation Fees

Customers booking through the IDPR reservations service provider pay a \$10 fee for reservations, cancellations, and modifications. In turn the service provider bills IDPR \$9 for performing the transaction. The more successful we are in filling our campgrounds, the larger our service provider bill. Although IDPR benefits from increased revenue, the transaction costs strain our spending authority. Staff recommends that the Board direct staff to work with state purchasing to amend our current service provider contract to allow the vendor to retain their transaction portion of the reservation, cancellation, and modification fees.

RECOMMENDED MOTION #1:

I move the Board approve the new fees and fee changes of Policy # 4015 Fee Table as detailed in this agenda item related to non-resident camping fees, annual motor vehicle entrance fee, OHV annual motor vehicle entrance fee, advance reservation fee for Bear Lake State Park, and suspension of the senior citizen discount at this time.

RECOMMENDED MOTION #2:

I move the Board direct staff to work with state purchasing to modify the service provider contract to provide for collection of credit card processing fees from the customer.

RECOMMENDED MOTION #3:

I move the Board direct staff to work with state purchasing to modify the service provider contract to all the vendor to retain their contracted portion of reservation, cancellation, and modification fees rather than billing IDPR for that same amount.



IDAHO DEPARTMENT OF PARKS AND RECREATION

FY 2022 CEC Distribution Plan

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FY 2022 CEC Implementation

Each year the Governor and the legislature determines, an amount of funding to be allocated for change in employee compensation (CEC). This year the Legislature and the Governor appropriated funding for a 2% change in employee compensation.

The Guidance for FY 2022 CEC Memorandum (Guidance Memo) from the Division of Financial Management (DFM) and Division of Human Resource (DHR) governs the preparation of the agency distribution plans. Additionally, DHR and DFM requested that agency distribution plans also incorporate existing compa-ratio factoring

This fiscal year, the Division of Human Resources is again adjusting the pay line upward by 2%. As a result, the combination of a 2% pay line adjustment with the counter balancing average increase in salary of 2% will result in no increase in IDPR's overall employee percentage of policy or compa-ratio.

The Idaho Department of Parks and Recreation (IDPR) hereby requests approval to implement the legislatively authorized CEC for FY 2022.

- Ongoing wage increases structured on merit and compa-ratio as noted in the following matrix. The matrix emphasizes merit by providing a meaningful distinction between increases for performance ratings. It also distinguishes between three tiers of compa-ratios, ranging from 78% to 108%. (These ranges encompass all IDPR employees.)

	Performance			
	Does not meet expectations	Meets expectations	Solid sustained performance	Exemplary performance
	>89%	0%	1.0%	1.6%
	79% to 89%	0%	1.0%	2.0%
Market (Compa-Ratio)	<78%	0%	1.0%	2.2%
				3.0%

- Eligible employees will include all permanent employees hired by April 21, 2021. Those on entrance, promotion or voluntary probation are eligible at the satisfactory completion of probation *but will not be retroactive to their date of hire.*
- The effective date will be April 18, 2021, (pay date May 14, 2021) for those FTPs with a current performance evaluation on file, or immediately after satisfactory completion of probation as applicable. Vacancies in FY 2021 have generated enough salary savings to implement this plan four pay periods early.

Compensation Policy

As required by the Guidance Memo, we have included IDPR's Salary Administration Policy as Attachment A. The FY202 department policy will be to hire staff at 78% of policy. Any existing employees who fail to realize the 78% of compa-ratio after the CEC increase will be moved to the 78% threshold of the **FY2022 pay schedule** on May 14, 2021.

Comprehensive Employee Salary Spreadsheet Summary

As directed by the CEC Implementation Plan and the CEC Guidance Memo, IDPR has included a spreadsheet summary, detailing the salary increases for IDPR employees.

IDPR will continue to use our allocated resources wisely, ensure employees act as responsible stewards of our natural resources, and provide outstanding customer service to the citizens of Idaho.

All employees eligible for CEC increase will have completed the mandatory state cyber security training prior to implementation of FY2022 CEC Pay Plan.



Salary Administration

Effective date: 1/4/2018

Policy #: 3060

1. Purpose:

The purpose of this policy is to establish and maintain a compensation plan that is fair, is equitable in application, and reflects the State of Idaho Pay Schedule. [IDAPA 15.04.01.06](#) requires that each agency develop a compensations plan designed to consider recruitment and retention and ensure pay equity within the organization.

The Department's goal is to recognize and reward employees on a pay-for-performance basis that provides faster salary advancement for higher performers, enhances recruitment efforts for specific challenges, and increases retention of high-achieving employees.

2. Scope:

All Department classified and non-classified employees are expected to comply with—and will be held accountable to—the standards in this policy. This policy does not apply to seasonal employees and volunteers.

3. Responsibility:

The human resources officer is the owner of this policy and is responsible for implementing the policy. The owner is also responsible for reviewing and updating the policy to reflect current laws, needs, and strategic initiatives. The Director must approve any amendment to this policy.

4. Standards and Procedures:

4.1. Definitions

Board: *The Idaho Park and Recreation Board.*

CEC: *Change in employee compensation.*

Classified Employee: *Any person appointed to or holding a position in any department of the State of Idaho and subject to the provisions of the merit examination, selection, retention, promotion and dismissal requirements of [Idaho Code, Title 67, Chapter 53](#).*

Compa-ratio: *The relationship between an employee's salary and the policy pay rate (market) of their job. For example: If an employee in pay grade K earns \$21.22 per hour, and the policy pay rate (market) for pay grade K is \$24.65, their compa-ratio is 86% (hourly rate divided by policy rate equals compa-ratio).*

Department: *The Idaho Department of Parks and Recreation.*

Director: The Idaho Department of Parks and Recreation Director or designee.

DFM: State of Idaho Division of Financial Management.

DHR: State of Idaho Division of Human Resources.

Employee: A person employed by the Department. For the purposes of this policy, the term does not include volunteers.

IDAPA: Idaho Administrative Procedures Act

Non-classified Employee: Any person appointed to or holding a position in any department of the State of Idaho and is exempt from [Idaho Code, Title 67, Chapter 53](#) (merit examination, selection, retention, promotion and dismissal requirements) but subject to [Idaho Code, Title 59, Chapter 16](#).

Program Manager: The Idaho Department of Parks and Recreation employee that has approval authority for specific programs, including but not limited to the financial officer, reservations program manager, information technology resource manager, development bureau chief, human resource officer, registration program manager, recreation bureau chief, natural resource program manager, state and federal grants manager, park manager, region managers, operations administrator, management services administrator, communications manager, public information officer, and Director.

Seasonal Employee: A non-classified employee limited to working no more than one thousand three hundred eighty-five (1,385) hours during a twelve month period for any one agency (Ref. [Idaho Code §67-5302\(33\)](#)).

Supervisor: The Department employee responsible for supervising an employee as shown in the Department organization chart. Also known as the immediate supervisor. In instances where the supervisor is not available, the term may also include any one within the chain of command including but not limited to, a park manager, region manager, program manager, bureau chief, administrator, or the Director.

Volunteer: Any person who contributes services to a program or service conducted or sponsored by any agency, department, or unit of state government for which the person receives no financial remuneration, except for reasonable and necessary expenses actually incurred in the course of participation in the program. Additionally, the Department defines a volunteer as anyone who performs work for the Department under a current, signed volunteer agreement.

4.2. Salary Structure

The State of Idaho Division of Human Resources (DHR) assigns positions to pay grades by classification. DHR assigns an hourly minimum, policy, and maximum rate of pay to each pay grade based on the comparison of similar positions within the relevant labor markets. The policy rate, or midpoint, of the pay range is intended to represent the market average, per [Idaho Code](#)

[§67-5309\(B\)](#) (Idaho Compensation Plan). This statute further requires merit increases to consider an employee's proximity to the policy rate. DHR updates and publishes the [Compensation Schedule](#) each fiscal year. An employee may not appeal a position's allocation to a pay grade to the Personnel Commission.

4.3. Entrance Salary for New Employees

The Department's starting salary is 78% of policy rate.

4.4. Deviation from Starting Salary

Any deviation from the starting salary noted above must be submitted in writing, with justification, to the division administrator and Director for approval prior to any offer of employment. Any request to deviate from the starting salary will be evaluated against the following criteria:

1. The salary must fall within the current pay range of the position as set by DHR.
2. There is (or will be) sufficient appropriation and funds allocated to the program to cover the wage.
3. The salary is defensible as shown by current market data for the position, if available.
4. The salary is further justified by one or more of the following:
 - a. Experience Level of Candidate: Does this candidate have skill and experience in all aspects of the position? What and how much training will this candidate need to be able to fully function in this position and achieve expectations? How much supervision will this candidate need to be able to operate independently in this position?
 - b. Unique Skills or Experience This Candidate brings to the Position That Have a Significant Related Business Need: Does this candidate bring skills that fill a gap for this particular unit? Is this the only candidate with these skills?
 - c. Salary Level of Other Employees Performing Similar Duties: At what level have other similar candidates started? Currently, at what salary level are the more experienced employees being paid? Particular attention must be given to equal pay for equal work and salary equity with similarly situated existing employees.
 - d. The Point in the Pay Range the New Salary Would Be Compared to Policy (Compa Ratio): How far into the pay range would this starting salary be and how does that compare to others already in the same position?
 - e. The Candidate Pool and Labor Market Conditions: How many qualified candidates with similar skills are available and willing to take the position?

4.5. Documented Performance

An on at least an annual basis, state employees receive an evaluation of overall performance. The employee is rated on four statewide expectations established by the Governor: Promoting Responsible Government, Professionalism, Customer Focus, and Leadership (the latter is applicable to supervisory positions only). The State uses four levels of performance ratings within these expectations: *Exemplary*, *Solid Sustained*, *Achieves*, and *Does Not Achieve*.

4.6. Annual Change in Employee Compensation

State employee compensation is defined by statute ([Idaho Code Title 67 Chapter 53](#)), rule ([IDAPA 15.04.01](#)) and policy ([DHR policy section 1](#)). The State of Idaho compensation philosophy calls for performance based increases and adjustments to address market compensation. As noted earlier, per [Idaho Code §67-5309\(B\)](#) (Idaho Compensation Plan), DHR updates and publishes the [Compensation Schedule](#) each fiscal year. DHR also recommends an annual change in employee compensation (CEC), which is then considered by the Governor and Legislature during the annual legislative session. The CEC is typically expressed in an average percentage. For example, if a 3% CEC is approved, the Department must develop an implementation plan—the salary plan—that provides an average wage increase of 3%.

4.7. Salary Plan

Each year the Director will develop a salary plan based on the specific guidance issued by the Legislature (e.g., the CEC), the Division of Human Resources, the Division of Financial Management, and available funds.

The salary plan is primarily a distribution matrix based on documented performance and the compa-ratio. This correlates to the State of Idaho compensation philosophy based on performance and adjustments to address market compensation. Employees who exhibit higher levels of performance as indicated on their performance evaluation and whose salaries are farthest from the policy rate will be considered a higher priority for increases. The salary plan also includes a recommended start date for implementation based on available funds.

Per [Idaho Code §67-4222](#), the Board will consider the salary plan at a public hearing and forward a recommend salary plan to DFM and DHR for approval. Once approved, the Director administers the salary plan.

To be eligible for an increase, an employee must:

1. Have a current signed performance evaluation on file.
2. Have an overall rating of *Exemplary*, *Solid Sustained* or *Achieves*, and
3. Have successfully completed entrance probation.

Employees do not have a vested right to an annual pay increase.

4.8. Other Changes to Employee Compensation

Salary upon Promotion. A promotion occurs when a Department employee competes for and is selected for a position that is in a higher pay grade. Upon promotion, the employee's salary will be increased to the starting salary of the new pay range or 5% above the employee's current wage, whichever is greater. Any additional increase must be approved as set forth in section 4.4.

Salary upon Transfer. A transfer, sometimes called a lateral or lateral transfer, occurs when an employee is transferred from one position to another position in the same pay grade and for which they meet the minimum qualifications. An employee may transfer within a State agency (internal transfer) or from one State agency to another (external transfer). Transfer appointments generally do not include a salary increase, but a lower or higher rate may be negotiated between the employee and the Department. If an employee transfers to a

classification of lower pay grade (demotion), the employee's salary is negotiable between the employee and Department within the lower pay grade. Any deviation from the starting salary for the position must be approved as set forth in section 4.4.

Payline Exceptions. Temporary assignments to a new pay grade may be made by the DHR administrator. These temporary increases may be awarded in recognition of additional short-term assignments or limited acting appointments. In that event, the employee and the supervisor will sign an agreement specifying the amount of the increase, the time it applies and the additional duties expected. A copy of the agreement will be given to the employee and the original will be placed in the employee's personnel file. If the employee separates from the Department during this time, the temporary increase will end before the final pay period and any accrued leave will be paid off at the normal rate of pay. To be eligible for any type of conditional increase, the employee must have a current performance evaluation on file with a performance rating of *Exemplary*, *Solid Sustained*, or *Achieves*.

Salary Equity Increases. The Director may, with approval by the DHR administrator, advance an employee's salary within a pay grade based upon factors such as market demand, to address compression within an agency or classification, or inequities.

Salary after Reappointment from Layoff. Employees laid off by the Department and then re-hired will be paid the starting salary for the position to which reappointed or at the same pay rate the employee received immediately preceding layoff, whichever is greater, but not to exceed the maximum of the current pay grade.

Salary upon Reinstatement. A reinstatement is the selection and reappointment of a former or current employee to a position in which they have held permanent status. The salary of a reinstated employee is negotiated between the employee and the supervisor in charge of hiring. Any pay rate above the starting salary for the position requires approval as set forth in section 4.4.

Salary upon Downward Reassignment. When a classification is reassigned downward the employee's salary will be protected to the maximum within the new pay grade.

Salary upon Return from Military Duty. An employee who returns to state service from active military duty in accordance with the provisions of [Idaho Code §65-508](#), will be paid at the comparable rate in the current pay grade for the classification to which the employee was assigned prior to leaving for military service.

Reclassifications and Allocations.

Reclassifications. A reclassification occurs when a position is changed from the current classification to a new classification. The change can be to a higher classification (upward reclassification) or to a lower classification (downward reclassification). Salaries are maintained at the current rate unless the amount is not within the pay range of the reclassified position. In that case, the salary would be set at either the maximum for the lower pay range (for a

downward reclassification) or at the beginning rate for the higher pay range (for an upward reclassification).

Allocations. Allocations occur when an entire classification is moved to a different pay grade. This usually occurs when the classification is reviewed and the point factoring changes. Salaries are maintained at the current rate unless the amount is not within the pay range of the allocated position. In that case, the salary would be set at either the maximum for the lower pay range (for a downward allocation) or at the beginning rate for the higher pay range (for an upward allocation).

Salaries for reclassifications and allocations. Salaries are maintained at the current rate unless the amount is not within the pay range of the reclassified position. In that case, the salary would be set at either the maximum for the lower pay range (for a downward reclassification or allocation) or at the beginning rate for the higher pay range (for an upward reclassification or allocation).

Failure to Complete Promotional Probation. If an employee fails to complete the promotional probationary period and is returned to the class in which they hold permanent status, the employee's salary will be reduced to the same amount it was immediately prior to promotion. This is not considered a demotion or a downward reclassification.

4.9. Awards and Bonuses

The following awards and bonuses are all subject to having available funds.

Recruitment Award. To effectively recruit qualified employees, particularly to positions designated as highly technical or mission critical, it may be necessary to offer additional recruitment compensation. Such compensation is paid in the form of a one-time lump sum bonus after six months of satisfactory performance. The Department must meet all the following criteria to grant a recruitment award:

- Any recruitment incentive must be approved in writing by the Director prior to any employment offer.
- Details of the recruitment award must be negotiated with and agreed upon with the job applicant prior to that individual beginning work.
- The job applicant must sign a memorandum of agreement prior to their first day of work.
- The applicant/new hire must be a new appointment to the State (transfers, demotions, promotions, reinstatements, and rehires are ineligible).

Retention Award. Retention awards are lump sum bonuses paid in order to retain highly qualified employees. The need for retention incentives will be determined on a case-by-case basis. Retention incentive payments will typically be lump sum, but other options would be considered, depending on availability of budget. The Department may grant a retention award:

1. When an employee has completed at least six months of work that achieves performance standards, regardless of probationary status.
2. Only once per employee per fiscal year.
3. To a maximum of \$5,000. By DHR policy, DFM approval is required prior to granting retention awards in excess of \$5,000. Currently DFM also requires approval prior to granting retention awards up to \$5,000.

All retention awards require the following documentation:

- The region manager or bureau chief must document in writing, justification for the retention award.
- Such documentation must be reviewed and approved by the Director prior to being provided to DFM for review, and prior to granting the award.
- A copy must be maintained in the employee's personnel file.
- Employees receiving a retention award must sign a memorandum of agreement outlining the terms of the agreement. A copy of the agreement must be placed in the employee's personnel file.

Performance Bonuses. The Department may approve performance bonuses throughout the year to recognize and reward exemplary performance. All performance bonuses will be based on the availability of funds. Performance bonuses up to a cumulative total of \$2,000 may be awarded to individuals each fiscal year, in recognition of excellent performance. A memo documenting such performance will be provided to the employee and placed in their personnel file. Exceptions above the \$2,000 may be granted under extraordinary circumstances if approved in advance by the Board of Examiners. See [IDAPA 15.04.01.75](#). To request a performance bonus, the employee or supervisor must submit a memo through the chain of command to the Director with the requested amount and a description of the reason for the request.

Employee Suggestion Award. The Department may also award up to a total of 25% of the savings realized from an employee's idea to save taxpayer dollars, not to exceed \$2,000. This award is intended to increase productivity, conserve state resources, reduce state costs, or improve the morale of state employees. Suggestions that may deserve an award larger than \$2,000 and suggestions aimed at saving money outside the employee's state agency should be submitted through the Department first for screening and support, and then routed to the Division of Human Resources for centralized coordination and tracking. Awards greater than \$2,000 must be approved in advance by the State Board of Examiners. Employee suggestion awards may be funded from the expense category (personnel, operating, or capital) from which the savings were realized.

5. Revision History:

1. Supersedes portions of administrative policy *II-10 Salary Administration*.

2. Revised by PS on 8/18/2017. Split off the information on pay for seasonal employees, moved to new format and edited for detail and clarity.
3. Approved by Director on 1/4/2018.

6. **References:**

1. [IDAPA 15.04.01](#)
2. [Idaho Code, Title 59, Chapter 16](#)
3. [Idaho Code §67-53](#)
4. [DHR Compensation Schedule \(aka Pay Schedule\)](#)
5. [DHR policy section 1](#)
6. [Idaho Code §67-4222](#)

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