



## Meeting Notice of the Blaine County Recreation District Board of Directors

Date: Wednesday, March 4, 2026

Public Hearing Time: 10:00AM

Regular Session Time: 10:15AM

Place: BCRD Conference Room

### Agenda of the Regular Session of the Board of Directors

1. Public Hearing
  - a. Review fee increases for BCRD Youth Sports, Adult Leagues, and Aquatic passes and programs. (ACTION ITEM)
2. Public Comment (3-minute time limit)
3. Review of Prior Meeting Minutes
  - a. 02/04/2026 Regular Session (ACTION ITEM)
4. Department Updates
  - a. Finance:
    - o Recommendation from Board President to approve cash disbursements for February 2026 and authorize payment of bills and payroll for March 2026 when they become due. Consideration of approval of February 2026 credit card statement of Executive Director (ACTION ITEM).
    - o Finance Report – Review and approve January 2026 Balance Sheet and Profit & Loss Statement (ACTION ITEM).
  - b. Development and Communications
  - c. Programs
  - d. Trails
  - e. Executive Director
5. Old Business
  - a. Nordic pass sales report (DISCUSSION).
6. New Business:
  - a. Review Records Retention Policy (DISCUSSION ITEM).
  - b. Review Employee Handbook (DISCUSSION ITEM).

Anyone needing special accommodation to participate in this meeting should contact the Blaine County Recreation District at (208) 578-2273

Topic: BCRD Regular Board Meeting

Time: March 4, 2026 10:00AM Mountain Time

**Microsoft Teams**

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**Meeting ID: 278 710 001 831 47**

**Passcode: mF9q8PY3**

To: BCRD Board of Directors  
 From: Mollie Santo, Director of Programs  
 Date: March 4, 2026  
 Re: BCRD Youth Sports, Adult Leagues and Aquatics Proposed Fee Increase



Each year BCRD assesses the fee structure of our offerings to ensure we are appropriately balancing our ability to cover operating expenses to deliver programming and services for the community while maintaining affordability.

The last time BCRD updated its fee structure for these programs was at the August 2, 2023, Board meeting. Since then, operating costs have continued to rise, including expenses related to staffing, facility maintenance (such as pool chemicals), supplies and uniforms costs, increased rent at the Community Campus, and new field rental fees imposed by the Blaine County School District for youth sports.

As a result, staff are proposing a fee increase for the following programs and offerings:

Program	Taxed	Current Fee	Proposed Increase	% Increase
<i><b>Youth Sports</b></i>				
Youth Soccer	Yes	\$85.00	\$90.00	5.88%
Youth Basketball	Yes	\$85.00	\$90.00	5.88%
Youth Baseball	Yes	\$85.00	\$90.00	5.88%
Youth Track and Field	Yes	\$55.00	\$60.00	9.09%
<i><b>Adult Leagues</b></i>				
Pickleball	Yes	\$50.00	\$55.00	10.00%
Futsal	Yes	\$225.00	\$350.00	55.56%
Beach Volleyball	Yes		\$350.00	
Basketball			\$350.00	
<i><b>HUB</b></i>				
Afterschool	No	\$1,525.00	\$1,580.00	3.61%
Monthy Afterschool	No			
Recess From School	No	\$43.00	\$45.00	4.65%

Program	Taxed	Current Fee	Proposed Increase	% Increase
<b><i>Aquatics</i></b>				
<b><i>Season Passes</i></b>				
Family Season Pass	Yes	\$229.00	\$235.00	2.62%
Family Season Pass (Early Bird)	Yes	\$199.00	\$205.00	3.02%
Adult Season Pass	Yes	\$114.00	\$117.00	2.63%
Adult Season Pass (Early Bird)	Yes	\$102.00	\$105.00	2.94%
Child/ Senior Season Pass	Yes	\$94.00	\$97.00	3.19%
Child/ Senior Season Pass (Early Bird)	Yes	\$84.00	\$86.00	2.38%
Aquarobics Season Pass	Yes	\$94.00	\$97.00	3.19%
Aquarobics Season Pass (Early Bird)	Yes	\$84.00	\$86.00	2.38%
Child add-on	Yes	\$25.00	\$50.00	100.00%
Cabana Rentals	Yes	\$30.00	\$35.00	16.67%
<b><i>Aquatics Day Passes</i></b>				
Family	Yes	\$25.00	\$30.00	20.00%
Adult	Yes	\$10.00	\$11.00	10.00%
Senior/ Child	Yes	\$8.00	\$8.00	0.00%
<b><i>Clinics/ Lessons</i></b>				
Swim School Session	No	\$50.00	\$52.00	4.00%
Swim Team	No	\$142.00	\$147.00	3.52%
Adult Lessons	No	\$100.00	\$100.00	0.00%

**Board Action:** Approve the proposed fee increases for BCRD youth sports programs, adult leagues, and Aquatic Center programming as proposed.



## Meeting Notice of the Blaine County Recreation District Board of Directors

Date: Wednesday, February 4, 2026

Regular Session Time: 10:00AM

Place: BCRD Conference Room

Board: Mat Hall, Mary Fauth, Jane Lopez

Staff: Mark Davidson, Diane Renfro, Eric Rector, Morgan Buckert, Mollie Santo, Mary Rose

Public: Morgan Browning

Mat Hall called the meeting to order at 10:02AM.

### Agenda of the Regular Session of the Board of Directors

#### 1. Public Comment (3-minute time limit)

No public comment.

#### 2. Review of Prior Meeting Minutes

##### a. 01/07/2026 Regular Session (ACTION ITEM)

Mary Fauth motioned to approve the January 7, 2026 Regular Session Minutes as presented. Jane Lopez seconded. The motion passed unanimously.

#### 3. Department Updates

##### a. Finance:

- **Recommendation from Board President to approve cash disbursements for January 2026 and authorize payment of bills and payroll for February 2026 when they become due. Consideration of approval of January 2026 credit card statement of Executive Director. (ACTION ITEM)**

Mat Hall motioned to approve cash disbursements for January 2026 and authorize payment of bills and payroll for February 2026 when they become due and approve January 2026 credit card statement of Executive Director. Mary Fauth seconded. The motion passed unanimously.

- **Finance Report – Review and approve December 2025 Balance Sheet and Profit & Loss Statement. (ACTION ITEM)**

Mat Hall motioned to approve December 2025 Balance Sheet and Profit & Loss Statement. Jane Lopez seconded. The motion passed unanimously.

- **Review 1<sup>st</sup> quarter financial report (DISCUSSION)**

Diane Renfro reviewed the 1<sup>st</sup> quarter financial report. There were no questions or comments.

##### b. **Development and Communications**

See Board Packet for written report.

##### c. **Programs**

See Board Packet for written report.

**d. Trails**

See Board Packet for written report.

**e. Executive Director**

See Board Packet for written report.

**4. Old Business**

**a. Nordic pass sales report (DISCUSSION).**

There has not been much change since the last meeting. Pass sales remain flat, however, pass sales slightly down from approved budget.

**5. New Business:**

**a. Review and approve fiscal year 2024-2025 audit as presented by Sorren CPAs. (ACTION ITEM)**

Morgan Browning from Sorren CPAs presented the FY 2024-2025 audit. His report reflected a clean audit. There were no findings with internal controls and no instances of non-compliance.

Mat Hall motioned to approve fiscal year 2024-2025 audit as presented by Sorren CPAs. Jane Lopez seconded. The motion passed unanimously.

**b. Approval of Net Asset Activity as of 9/30/25 & Designation of Unassigned Fund Balance for end of FY24-25 (ACTION ITEM)**

Diane Renfro reviewed the Net Asset Activity as of 9/30/2025. The ending fund balance after the audit is \$4,334,804. Restricted funds are from the Wood River Trail levy. The anticipated depletion date is 3 years from now; assuming maintenance stays at approximately \$75,000 per year on the Wood River Trail.

Mat Hall motioned to approve Net Asset Activity as of 9/30/2025 & Designation of Unassigned fund balance for end of FY 24-25. Mary Fauth seconded. The motion passed unanimously.

**c. Consideration of a rate increase for all Programs Department offerings. (DISCUSSION ITEM)**

The last time the Board approved fee increases for programs and aquatics was August 2023. The rationale for proposing fee increases is due to rising operating costs for running programs, increases in BCRD in the the Community Campus, and new rental fees imposed by the Blaine County School District for use of fields for youth sports. We continue to work toward keeping program fees as low as possible despite rising costs for operations, maintenance, and equipment.

Mat Hall remarked that the Aquatic Center does not generate sufficient profit to operate without other revenue sources; it is a community asset. However, increasing the costs of programs and passes is within reason.

There was consensus that program fees should be revisited every year.

**d. Review and approve rate increase for Summer Camp. (ACTION ITEM)**

Mary Fauth motioned to approve rate increase for Summer Camp. Mat Hall seconded. The motion passed unanimously.

**e. Review and approve Records Retention Policy. (ACTION ITEM)**

Staff worked with the BCRD attorney to develop a Records Retention Policy for Board approval. However, the staff need more time to develop the policy further and recommend more time to develop the policy. Mat Hall motioned to table the Records Retention Policy for a future meeting. Jane Lopez seconded. The motion passed unanimously.

**f. Proposal to create a Recreation Coalition. (DISCUSSION)**

Mark Davidson asked the board members if they are in support of a Recreation Coalition and if they are comfortable with staff dedicating time to this effort. Mat Hall voiced the importance of engaging with other entities in the valley and having open conversations. There needs to be broad representation. There was general agreement from the Board of Directors to move forward with a Recreation Coalition.

Mat Hall motioned to adjourn the Regular Session Meeting of the Board of Directors at 12:03PM. Jane Lopez seconded. The motion passed.

Attest:



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BCRD Board President



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Mark Davidson, BCRD Executive Director

## Blaine County Recreation District

## Balance Sheet

02/24/26

As of January 31, 2026

Accrual Basis

	Jan 31, 26
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
0105 · Mountain West Bank-Checking	288,737.87
0110 · Mountain West-Imprest	558.98
0115 · Petty Cash	100.00
0120 · Cash On Hand	200.00
0140 · Savings-General Fund #980	5,746,109.41
0170 · Diversified Fund	450,620.55
0180 · Mtn West Bank-FLEX Acct	25,809.95
Total Checking/Savings	6,512,136.76
Accounts Receivable	
0205 · Accounts Receivable	65,192.13
0210 · Taxes Receivable	1,861,871.00
Total Accounts Receivable	1,927,063.13
Total Current Assets	8,439,199.89
Fixed Assets	
1110 · Property/Equip-Rec Dist	133,444.39
1120 · Property/Fixtures-Rec Dist	128,621.10
1130 · Aquatic-Property/Equipment	759,587.24
1140 · Aquatic-Furn/Fixtures	83,508.32
1150 · Aquatic-Design	54,951.06
1160 · Aquatic-Engineering	15,137.17
1170 · Aquatic-Construction	2,789,946.65
1180 · Aquatic-Landscape	36,703.72
1190 · Aquatic-Phase I	18,073.00
1220 · Storage Shed	8,207.00
1230 · Parks	128,625.94
1310 · WRT-Maintenance Equipment	2,593,259.25
1320 · WRT-Construction	6,944,496.05
1330 · WRT-Engineering	208,403.43
1340 · WRT-Land	308,258.54
1360 · Quigley Land	75,000.00
1410 · Galena Lodge	1,916,441.84
1420 · Galena Equipment	298,308.97
1510 · Community Campus Construction	666,747.00
1553 · Construction in Progress	363,730.00
1610 · HUB-Construction	183,089.00
1620 · HUB-Equipment	11,251.00
1700 · Accumulated Depreciation	-9,118,592.63
Total Fixed Assets	8,607,198.04
<b>TOTAL ASSETS</b>	<b>17,046,397.93</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	
2011 · Rent Payable	13,216.04
2010 · Accounts Payable - Other	-1,226.96
Total 2010 · Accounts Payable	11,989.08
Total Accounts Payable	11,989.08
Other Current Liabilities	
Accrued Compensation	17,500.00
Accrued Payroll Taxes	3,432.00
2070 · Deferred Tax Revenue	1,859,422.00
2090 · Rental Deposit Holding	134.00
2130 · PERSI Payable	10,818.60
2140 · PERSI Choice-Payable	690.28

9:50 AM

02/24/26

Accrual Basis

# Blaine County Recreation District

## Balance Sheet

As of January 31, 2026

	Jan 31, 26
2160 · Health Insurance Payable	2,337.26
2161 · AFLAC Pre-tax Payable	658.14
2162 · AFLAC (After-tax) Payable	183.50
2165 · Life Flight Network	-1,087.50
2185 · S. V. Co. Combo Pass Payable	
2185.01 · Combo Season Pass	-38,729.16
2185 · S. V. Co. Combo Pass Payable - Other	367.72
<b>Total 2185 · S. V. Co. Combo Pass Payable</b>	<b>-38,361.44</b>
<b>2200 · Sales Tax Payable</b>	<b>7,054.60</b>
2314 · Advanced Rev. Xplor	
2314.01 · Advanced Rev. - Memberships	374,920.93
2314.02 · Advanced Rev. - Events	12,524.54
2314.03 · Advanced Rev.-HUB & Summer Camp	22,158.88
2314.05 · Advanced Rev. - Credit	3,509.68
<b>Total 2314 · Advanced Rev. Xplor</b>	<b>413,114.03</b>
2323 · Advanced Revenue-NVT/Harriman	419,022.17
2329 · Advanced Revenue-Other Programs	
2329.03 · Advanced Rev Quigley Developmnt	53,170.50
<b>Total 2329 · Advanced Revenue-Other Programs</b>	<b>53,170.50</b>
<b>Total Other Current Liabilities</b>	<b>2,748,088.14</b>
<b>Total Current Liabilities</b>	<b>2,760,077.22</b>
<b>Total Liabilities</b>	<b>2,760,077.22</b>
<b>Equity</b>	
3200 · General Fund	3,066,672.04
3204 · E-Cat Fund	412,876.01
3203 · Quigley Fund	53,170.50
3202 · WRT Fund	286,925.54
3201 · GNVF Fund	1,926,465.32
3000 · Investment in Fixed Asset	8,607,197.04
3010 · Fund Balance	-1,416,396.67
3900 · Current Profit or Loss	5,142.62
Net Income	1,344,268.31
<b>Total Equity</b>	<b>14,286,320.71</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>17,046,397.93</b>

## Blaine County Recreation District P&L Budget Performance-All BCRD

January 2026

Accrual Basis

	Jan 26	Budget	Oct '25 - Jan 26	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Property Tax</b>					
4000 · Property Tax & Revenue Sharing	1,025,067.98		1,206,544.02	1,918,395.40	1,918,395.40
<b>Total Property Tax</b>	1,025,067.98		1,206,544.02	1,918,395.40	1,918,395.40
<b>Program Fees, Lessons</b>					
4100 · Program Fees					
4100.08 · Volleyball	0.00		0.00		
4100.01 · Baseball	0.00		96.35		
4100.04 · Soccer	0.00		10,251.64		
4100.05 · Basketball	1,428.14		1,428.14		
4100.06 · Pickleball	502.72		1,890.68		
4100.07 · Futsal	622.13		2,320.21		
4100 · Program Fees - Other	2,145.16		5,867.17	202,000.00	202,000.00
<b>Total 4100 · Program Fees</b>	4,698.15		21,854.19	202,000.00	202,000.00
4101 · Program Fees (non-taxable)	10,307.61		57,438.83	134,000.00	134,000.00
4350 · Lessons	0.00		0.00	34,000.00	34,000.00
4360 · Class Fees	800.00		3,264.00	11,000.00	11,000.00
<b>Total Program Fees, Lessons</b>	15,805.76		82,557.02	381,000.00	381,000.00
<b>Passes</b>					
4305 · Combo Annual Pass	18,646.31		65,757.96	150,000.00	150,000.00
4310 · Annual Passes					
4310.04 · Fat Bike Season Pass (083)	335.21		893.25		
4310.01 · Adult Season Pass (083)	112,854.86		424,144.89	690,000.00	690,000.00
4310.02 · Dog Season Pass (083)	2,500.80		51,070.80	45,000.00	45,000.00
4310.03 · Snowshoe Season Pass (083)	2,835.48		8,237.09	10,000.00	10,000.00
4310 · Annual Passes - Other	2,766.86		9,516.23	106,000.00	106,000.00
<b>Total 4310 · Annual Passes</b>	121,293.21		493,862.26	851,000.00	851,000.00
4320 · Day Passes					
4320.01 · Adult Day Pass (083)	44,398.56		79,224.58	115,000.00	115,000.00
4320.02 · Dog Day Pass (083)	906.39		1,651.71	3,000.00	3,000.00
4320.03 · Quigley Day Pass (086)	0.00		18.87	3,500.00	3,500.00
4320.04 · Snowshoe Day Pass (083)	3,077.34		4,311.84	10,000.00	10,000.00
4320 · Day Passes - Other	631.22		3,181.34	43,000.00	43,000.00
<b>Total 4320 · Day Passes</b>	49,013.51		88,388.34	174,500.00	174,500.00
4330 · Weekly Passes	5,860.51		12,668.19	25,000.00	25,000.00
4335 · Month Pass	12,071.39		44,383.00	105,000.00	105,000.00
<b>Total Passes</b>	206,884.93		705,059.75	1,305,500.00	1,305,500.00
<b>Fundraising</b>					
4700 · Fundrasing - Nordic Pins	1,350.00		39,100.00	40,000.00	40,000.00
4710 · Fundraising-Donations					
4710.01 · Galena Donation	6,900.00		160,525.00	150,000.00	150,000.00
4710.02 · NVT Donation	0.00		0.00	25,000.00	25,000.00
4710 · Fundraising-Donations - Other	21,860.00		222,364.65	305,000.00	305,000.00
<b>Total 4710 · Fundraising-Donations</b>	28,760.00		382,889.65	480,000.00	480,000.00
<b>Total Fundraising</b>	30,110.00		421,989.65	520,000.00	520,000.00
<b>Other Revenue</b>					
4200 · Facility Rental	120.00		500.00	38,900.00	38,900.00
4201 · Facility Rental (non-taxable)	30,000.00		30,000.00	0.00	0.00
4210 · Equipment Rental	0.00		0.00	650.00	650.00
4400 · Merchandise Sales	3.83		7.66		
4410 · Food Sales	0.00		0.00	20,100.00	20,100.00
4415 · Rounding Adjustment Account	0.01		0.04		
4500 · Miscellaneous	1,604.75		1,604.75	205,000.00	205,000.00
4900 · Interest Income	17,102.80		67,695.46	106,555.85	106,555.85
<b>Total Other Revenue</b>	48,831.39		99,807.91	371,205.85	371,205.85
<b>Total Income</b>	1,326,700.06		2,515,958.35	4,496,101.25	4,496,101.25
<b>Cost of Goods Sold</b>					
5010 · COS-Merchandise	2,343.75		3,271.87	12,500.00	12,500.00
5020 · COS-Food	0.00		0.00	10,000.00	10,000.00
<b>Total COGS</b>	2,343.75		3,271.87	22,500.00	22,500.00
<b>Gross Profit</b>	1,324,356.31		2,512,686.48	4,473,601.25	4,473,601.25
<b>Expense</b>					
<b>Payroll &amp; Payroll Related</b>					
<b>Salaries</b>					
6010 · Salaries	82,987.08		257,059.52	783,917.68	783,917.68
6011 · Salary Sick Leave	1,544.18		6,170.01		
6012 · Salary Vacation Leave	5,297.78		15,358.37		
<b>Total Salaries</b>	89,829.04		278,587.90	783,917.68	783,917.68
<b>Hourly</b>					

## Blaine County Recreation District P&L Budget Performance-All BCRD

January 2026

	Jan 26	Budget	Oct '25 - Jan 26	YTD Budget	Annual Budget
6024 · Hourly Bereavement Leave	465.92		465.92		
6020 · Hourly Wages	71,722.50		203,559.99	644,279.32	644,279.32
6021 · Hourly Sick Leave	2,300.12		12,592.02	42,169.42	42,169.42
6022 · Hourly Vacation Leave	3,812.66		10,833.83		
6030 · Overtime	1,621.16		1,879.95		
<b>Total Hourly</b>	<b>79,922.36</b>		<b>229,331.71</b>	<b>686,448.74</b>	<b>686,448.74</b>
<b>Seasonal</b>					
6040 · Seasonal Payroll	36,533.19		85,575.71	574,100.00	574,100.00
6045 · Seasonal Overtime	0.00		0.00	38,300.00	38,300.00
<b>Total Seasonal</b>	<b>36,533.19</b>		<b>85,575.71</b>	<b>612,400.00</b>	<b>612,400.00</b>
<b>Payroll Expenses</b>					
6080 · Worker's Compensation	0.00		0.00	22,524.85	22,524.85
6110 · FICA	14,891.66		42,411.06	140,724.48	140,724.48
6120 · SUTA	521.25		897.30	25,063.55	25,063.55
6130 · PERSI	20,302.27		60,396.00	147,572.93	147,572.93
6140 · Health Insurance	14,048.10		50,762.35	230,000.02	230,000.02
6141 · HSA Company Contribution	1,985.00		6,917.00		
6145 · Employee Benefits	486.50		1,863.50	7,875.00	7,875.00
<b>Total Payroll Expenses</b>	<b>52,214.78</b>		<b>163,247.21</b>	<b>573,760.83</b>	<b>573,760.83</b>
6050 · Bonuses	0.00		0.00	10,000.00	10,000.00
6070 · Employee Relations	3,930.85		5,196.75	13,335.00	13,335.00
<b>Total Payroll &amp; Payroll Related</b>	<b>262,430.22</b>		<b>761,939.28</b>	<b>2,679,862.25</b>	<b>2,679,862.25</b>
<b>Marketing</b>					
7015 · Advertising-Design	0.00		1,616.00	17,250.00	17,250.00
7020 · Advertising-Production	625.90		3,841.81	21,700.00	21,700.00
7025 · Advertising-Distribution	0.00		0.00	2,609.00	2,609.00
7030 · Advertising-Placement	2,175.52		6,868.12	21,800.00	21,800.00
7040 · Advertising Web Developmen	0.00		0.00	25,000.00	25,000.00
7222 · Fundraising Expense	305.55		7,013.44	40,000.00	40,000.00
7500 · Marketing	0.00		483.75	6,500.00	6,500.00
7520 · Postage	25.30		3,576.45	11,926.00	11,926.00
7535 · Promotion	770.00		920.00	17,350.00	17,350.00
<b>Total Marketing</b>	<b>3,902.27</b>		<b>24,319.57</b>	<b>164,135.00</b>	<b>164,135.00</b>
<b>Repair &amp; Maintenance</b>					
7420 · Automobiles R/M					
7421.27 · Ford F150 - 2019	0.00		0.00	800.00	800.00
7421.26 · Ford E350 Van - 2011	2,062.40		2,062.40	800.00	800.00
7421.25 · KEI TRUCK, DAIHATSU - 2022	119.99		119.99		
7421.16 · Ford F250 - 2008	0.00		1,102.84		
7421.17 · Ford F150 - 2016	0.00		134.23		
7421.18 · Dodge Ram 2500 - 2016	0.00		1,376.60		
7421.20 · Ford F250 - 2019	75.98		1,676.06		
7421.21 · RAM 3500 - 2022	7.73		7.73		
7421.22 · Ford F350 Van - 2012	128.42		128.42	2,500.00	2,500.00
7421.23 · Ford F250 Super Duty XLT- 2023	161.01		280.01		
7420 · Automobiles R/M - Other	0.00		0.00	11,300.00	11,300.00
<b>Total 7420 · Automobiles R/M</b>	<b>2,555.53</b>		<b>6,888.28</b>	<b>15,400.00</b>	<b>15,400.00</b>
7430 · Buildings Repair/Maint	2,303.37		2,934.20	30,160.00	30,160.00
7440 · Equipment R/M					
7441.14 · Tool Cat-2015	0.00		204.58		
7441.15 · 2019 Polaris 500 Ranger	0.00		135.63	1,000.00	1,000.00
7441.16 · 2019 Polaris Sportsman 850SP	0.00		256.83		
7440 · Equipment R/M - Other	250.68		3,424.89	15,290.00	15,290.00
<b>Total 7440 · Equipment R/M</b>	<b>250.68</b>		<b>4,023.93</b>	<b>16,290.00</b>	<b>16,290.00</b>
7450 · Grooming Equipment R/M					
7451.10 · 2012 PB100 WRT-Lake Creek-(083)	15.83		47.37		
7451.11 · 2017 PB100-NVT (083)	0.00		2,282.72		
7451.12 · 2017 PB100-NVT-(083)	284.81		3,694.50		
7451.13 · 2020 PB100-(083)-Quigley	131.58		211.06		
7451.14 · 2022 PB100 - Baker Crk.	142.73		378.81		
7450 · Grooming Equipment R/M - Other	0.00		47.98	90,013.00	90,013.00
<b>Total 7450 · Grooming Equipment R/M</b>	<b>574.95</b>		<b>6,662.44</b>	<b>90,013.00</b>	<b>90,013.00</b>
7460 · Path Field Grounds Repair/Maint	2,895.55		8,003.06	85,300.00	85,300.00
<b>Total Repair &amp; Maintenance</b>	<b>8,580.08</b>		<b>28,511.91</b>	<b>237,163.00</b>	<b>237,163.00</b>
<b>Consulting / Legal</b>					
7530 · Professional & Consulting Fees	4,651.50		15,126.65	165,000.00	165,000.00
<b>Total Consulting / Legal</b>	<b>4,651.50</b>		<b>15,126.65</b>	<b>165,000.00</b>	<b>165,000.00</b>
<b>Rent</b>					
7620 · Property Rent	16,546.04		67,023.16	214,360.00	214,360.00
<b>Total Rent</b>	<b>16,546.04</b>		<b>67,023.16</b>	<b>214,360.00</b>	<b>214,360.00</b>
<b>Supplies</b>					

## Blaine County Recreation District P&L Budget Performance-All BCRD

January 2026

	Jan 26	Budget	Oct '25 - Jan 26	YTD Budget	Annual Budget
7097 · Computer Supplies	135.94		921.88	3,900.00	3,900.00
7510 · Office Supplies	258.49		1,110.68	9,260.00	9,260.00
7511 · Operating Supplies	516.22		2,479.74	6,620.00	6,620.00
7845 · Supplies - other	2,434.24		13,285.79	47,700.00	47,700.00
<b>Total Supplies</b>	<b>3,344.89</b>		<b>17,798.09</b>	<b>67,480.00</b>	<b>67,480.00</b>
<b>Utilities</b>					
7810 · Sanitation	1,623.42		5,630.94	24,000.00	24,000.00
7910 · Electric	825.87		2,536.53	18,000.00	18,000.00
7915 · Natural Gas	15.45		46.35	10,000.00	10,000.00
7920 · Water	49.40		-401.41	26,125.00	26,125.00
7925 · Cable TV	150.89		603.56	2,580.00	2,580.00
7930 · Internet Connection	183.00		1,294.31	4,296.00	4,296.00
<b>Total Utilities</b>	<b>2,848.03</b>		<b>9,710.28</b>	<b>85,001.00</b>	<b>85,001.00</b>
<b>Other Miscellaneous</b>					
7005 · Accounting & Auditing Fees	22,000.00		22,000.00	26,500.00	26,500.00
7055 · Amenities	0.00		931.00		
7060 · Automobile	0.00		0.00	6,000.00	6,000.00
7085 · Cellular & Satellite Phones	832.07		2,496.23	12,370.00	12,370.00
7090 · Chemicals	0.00		0.00	26,000.00	26,000.00
7095 · Computer Services	2,542.37		29,001.35	51,460.00	51,460.00
7096 · Computer Software	1,550.69		13,430.78	41,270.00	41,270.00
7099 · Computer Hardware	1,050.00		1,182.18	12,200.00	12,200.00
7105 · Credit Card Fees	2,338.86		28,815.30	60,000.00	60,000.00
7200 · Dues	0.00		300.00	975.00	975.00
7205 · Entertainment & Meals	218.63		1,082.82	4,300.00	4,300.00
7209 · Equipment Purchase	1,022.39		5,423.07	37,900.00	37,900.00
7223 · Furniture & Fixtures	7,997.82		8,695.82	9,500.00	9,500.00
7225 · Gasoline, Diesel & Motor Oil	6,262.17		13,646.52	123,100.00	123,100.00
7230 · Insurance	0.00		25,261.50	50,523.00	50,523.00
7330 · Equipment Lease	144.59		576.80	3,700.00	3,700.00
7405 · Licenses & Permits	1,000.00		19,851.85	48,750.00	48,750.00
7505 · Miscellaneous Exp	-10.91		1,662.64	200,000.00	200,000.00
7515 · Penalties & Late Fees	5.96		50.88		
7525 · Printing	97.75		3,080.52	300.00	300.00
7610 · Equipment Rent	910.00		2,275.87	15,000.00	15,000.00
7630 · Other Rent	205.50		687.00		
7800 · Sales Tax	0.91		1.76		
7815 · Security	0.00		239.70	1,500.00	1,500.00
7820 · Seeds & Plants	0.00		551.62	5,150.00	5,150.00
7823 · Signs	0.00		203.41	7,500.00	7,500.00
7825 · Small Tools and Parts	687.23		2,603.75	3,000.00	3,000.00
7835 · Storage	87.53		87.53		
7840 · Subscriptions	11.99		208.13	1,164.99	1,164.99
7850 · Telephone	350.95		716.80	805.44	805.44
7855 · Training	32.98		1,911.95	15,100.00	15,100.00
7860 · Travel	0.00		1,084.28	12,600.00	12,600.00
7865 · Uniforms	0.00		3,471.22	44,300.00	44,300.00
7980 · Web Hosting	349.00		1,584.97	7,400.00	7,400.00
<b>Total Other Miscellaneous</b>	<b>49,688.68</b>		<b>193,117.25</b>	<b>828,368.43</b>	<b>828,368.43</b>
<b>Total Expense</b>	<b>351,991.71</b>		<b>1,117,546.19</b>	<b>4,441,369.68</b>	<b>4,441,369.68</b>
<b>Net Ordinary Income</b>	<b>972,364.60</b>		<b>1,395,140.29</b>	<b>32,231.57</b>	<b>32,231.57</b>
<b>Other Income/Expense</b>					
Other Expense					
9010 · Capital Expenditures	0.00		50,871.98	570,000.00	570,000.00
<b>Total Other Expense</b>	<b>0.00</b>		<b>50,871.98</b>	<b>570,000.00</b>	<b>570,000.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-50,871.98</b>	<b>-570,000.00</b>	<b>-570,000.00</b>
<b>Net Income</b>	<b>972,364.60</b>	<b>0.00</b>	<b>1,344,268.31</b>	<b>-537,768.43</b>	<b>-537,768.43</b>



**BLAINE COUNTY RECREATION DISTRICT (BCRD)  
RECORDS RETENTION POLICY**

As adopted \_\_\_\_\_, 2026

The purpose of this policy is to comply with the Idaho Public Records Act, which mandates that any record prepared or used in the conduct of public business must be retained, regardless of physical form. Every employee of the BCRD creates records and has a responsibility to manage them. This policy is meant to establish a systematic approach to the retention of BCRD records in compliance with applicable law and consistent with best practices.

A public record, as defined in the Idaho Public Records Act, Idaho Code §74-101, “includes, but is not limited to, any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.”

As part of this policy, the BCRD has created a records retention schedule in form consistent with the form currently preferred by the state of Idaho. The schedule includes public records commonly found within the BCRD, identifies and describes groups of records, and aligns their disposition with records management best practices and applicable law. It is one of many tools in a robust records management program. Records management and archival best practices deliver efficient and consistent business operations, minimize cost, safeguard vital information and preserve historic records.

**Implementing the Records Retention Schedule**

The records retention schedule, as in existence from time to time, is intended to address records common to the BCRD. Not every type of record listed will occur within the BCRD, and the BCRD may create record types outside those in this records retention schedule. BCRD employees should contact BCRD’s Operations Manager or Executive Director should an employee require additional guidance with respect to any particular record.

The records retention schedule should set forth an established minimum recommended amount of time to keep an original record based on an event trigger. Retention periods must be determined based on records management best practices and applicable law. A records retention schedule should apply to an original record in the office of record. Not every office holding a copy of a record is holding the original record. The office of record is the office or department specifically tasked with maintaining the record in accordance with the records retention schedule. Any copies/duplicates kept in other offices or departments are a short-term record, as are any personal copies in other offices or departments. The office of record is not necessarily the office of origin.

Retention periods should be applied in a media-neutral manner; records must be maintained for the prescribed period regardless of format or storage media (social media posts, emails, electronic memos, etc.). When records are located and examined, employees should consult the retention schedule for such record and then follow the retention recommendation. Employees may find it helpful to label file folders with the corresponding description and retention period on the records retention schedule to more easily identify

when records are eligible for destruction.

### **Managing Historic and Permanent Records**

The Idaho State Archives (ISA) serves as the repository for permanent, inactive records for state agencies, Idaho counties and cities. The Society of American Archivists defines historic value as, “the importance or usefulness of records that justifies their continued preservation because of the enduring administrative, legal, fiscal, or evidential information.” Public records designated as “archival” must not be destroyed and should be assessed for transfer to the state archives. The ISA’s *Government Records Policy* contains additional information and should be consulted in connection with such assessment.

### **Keeping A Record Longer Than Its Retention**

While there is a recommended minimum amount of time to keep a public record, the BCRD may have a business need to retain a record longer than recommended in the schedule. There may also be a time in the records life cycle when a temporary hold on destruction is necessary for a business need, audit requirement or litigation hold. Records (regardless of format or storage media) associated with any subject to ongoing or reasonably anticipated litigation, audit or any other formal legal process should not be destroyed or altered without consultation with the BCRD’s Operations Manager or Executive Director. It will be the responsibility of the Executive Director to notify affected departments when a hold on destruction is determined to be necessary.

### **The Defensible Destruction of Records**

Implementing a retention schedule demonstrates defensible destruction by creating a simple and uniform approach to eliminate records that have met the end of their life cycle. The proper destruction of records is essential to maintain compliance with state law and maintaining public confidence in government programs. Once a retention requirement has been met, the record can be destroyed, unless the record is subject to a hold on destruction.

### **Location of Records**

All records contained in the records retention schedule shall be kept in paper or electronic form at the offices of the BCRD located at 1050 Fox Acres Road, Hailey, ID 83333, unless another location is designated and set forth in the schedule. Certain records related to the operation of the Galena Lodge may be kept at Galena Lodge, 15187 ID-75, Ketchum, ID 83340.

### **Ongoing Review of, and Updates to, the Records Retention Schedule**

BCRD’s Operations Manager, or other person designated by the Executive Director, should periodically review the records retention schedule to help ensure the types of records generated by the BCRD are reflected on the schedule. BCRD employees should inform the Operations Manager if they believe an important record exists or type of record is being generated that is not covered by the records retention schedule or if they become aware a record was inadvertently destroyed prior to the end of its stated retention period. Subject to prior review and approval by the Executive Director, the records retention schedule may be revised from time to time to reflect changes in the form and/or type of records generated by the BCRD, changes in retention period best practices or applicable law, or to better reflect the BCRD’s organizational needs while maintaining compliance with applicable law.



**BLAINE COUNTY RECREATION DISTRICT (BCRD)**  
**RECORDS RETENTION SCHEDULE**

As adopted, 2026

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## INTRODUCTION

Every employee creates records and has a responsibility to manage them. This Records Retention Schedule serves as a resource to establish a systematic approach to the life cycle of a record.

A public record, as defined in the Idaho Public Records Act, Idaho Code §74-101, “includes, but is not limited to, any writing containing information relating to the conduct or administration of the public’s business prepared, owned, used or retained by any state agency, independent public body corporate and politic or local agency regardless of physical form or characteristics.”

This retention schedule is a list of public records commonly found within the BCRD. This Records Retention Schedule identifies and describes groups of records and aligns their disposition with records management best practices and applicable law. A retention schedule is one of many tools in a robust records management program. Records management and archival best practices deliver efficient and consistent business operations, minimize cost, safeguard vital information and preserve historic records.

### **Implementing the Records Retention Schedule**

This Records Retention Schedule is intended to address records common to the BCRD. Not every type of record listed will occur within the BCRD, and the BCRD may create record types outside those in this Records Retention Schedule. Please contact the Operations Manager or Executive Director should you require additional guidance with respect to any particular record.

This document groups similar types of record into categories called series groups. There is an established minimum recommended amount of time to keep an original record based on an event trigger. Retention periods are determined based on records management best practices and applicable law. A records retention schedule should apply to an original record in the office of record. Put simply, not every office holding a copy of a record is holding the original record. The office of record is the office or department specifically tasked with maintaining the record in accordance with this schedule. Any copies/duplicates kept in other offices or departments are a short-term record, as are any personal copies in other offices or departments. The office of record is not necessarily the office of origin.

Retention periods should be applied in a media-neutral manner; records must be maintained for the prescribed period regardless of format or storage media (social media posts, emails, electronic memos, etc.). Locate and examine all records, then study the retention schedule, below. Match each record with the series group and accompanying series description then follow the retention recommendation. Employees may find it helpful to label file folders with the corresponding series group and/or description and retention period to more easily identify when records are eligible for destruction.

### **Managing Historic and Permanent Records**

The Idaho State Archives (ISA) serves as the repository for permanent, inactive records for state agencies, Idaho counties and cities. The Society of American Archivists defines historic value as, “the importance or usefulness of records that justifies their continued preservation because of the enduring administrative, legal, fiscal, or evidential information.” Public records designated as “archival” must not be destroyed and should be assessed for transfer to the state archives. Refer to ISA’s *Government Records Policy* for more information.

### **Keeping A Record Longer Than Its Retention**

While there is a recommended minimum amount of time to keep a public record, the BCRD may have a business need to retain a record longer than recommended in the schedule. There may also be a time in the records life cycle when a temporary hold on destruction is necessary for a business need, audit requirement or litigation hold. Records (regardless of format or storage media) associated with any subject to ongoing or reasonably anticipated litigation, audit or any other formal legal process should not be destroyed or altered without consultation with the BCRD's Operations Manager or Executive Director.

### **The Defensible Destruction of Records**

Implementing a retention schedule demonstrates defensible destruction by creating a simple and uniform approach to eliminate records that have met the end of their life cycle. The proper destruction of records is essential to maintain compliance with state law and maintaining public confidence in government programs. Once a retention requirement has been met, the record can be destroyed.

### **Location of Records**

All records contained in the Records Retention Schedule below shall be kept in paper or electronic form at the offices of the BCRD located at 1050 Fox Acres Road, Hailey, ID 83333, unless otherwise noted. Certain records related to the operation of the Galena Lodge may be kept at Galena Lodge, 15187 ID-75, Ketchum, ID 83340.

## Retention Schedule Headings Definitions

**SG#** A series group number is a unique identifier for a record type.

**Series Description** A general description given to a group of similar records that are related as the result of being created, received or used in the same activity.

**Office of Record** Office that is officially designated for the maintenance, preservation and disposition of an original record.

**Retention Period** The length of time records should be kept for fiscal, administrative, legal, long-term historic value or other purposes.

**Disposition Action** Action to be taken once a retention period requirement has been met. Samples of disposition are defensible destruction, permanent retention or review for potential transfer to the state archives.

**Archival Designation** Indicates the record is permanent, open to the public and has enduring legal or historic value. This designation indicates the record type should be reviewed for potential transfer to the state archives; it does not signify an automatic transfer requirement.

**Vital** Record is essential for the BCRD to maintain or resume business continuity and immediate operation.

**Guidance: Authorities** Federal and state laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code §§ 74-101 through 74-126 of the Idaho Public Records Law has been applied.

Retention Codes	
<b>AC</b>	After closed, terminated, completed, expired, settled or last date of contract
<b>AV</b>	Until no longer administratively valuable
<b>CE</b>	Calendar Year End (December 31)
<b>FE</b>	Fiscal Year End (September 30)
<b>LA</b>	Life of Asset
<b>PM</b>	Permanent
<b>US</b>	Until Superseded

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
<b>ADMINISTRATIVE RECORDS</b>						
	<p><b>PROPOSED LEGISLATION RECORDS</b></p> <p>Records created by the BCRD for the purpose of proposing legislation, including a levy. May include:</p> <ul style="list-style-type: none"> <li>• Bill drafts;</li> <li>• Memoranda;</li> <li>• Research;</li> <li>• Fiscal notes;</li> <li>• Summaries;</li> <li>• Estimated cost reports; and</li> <li>• Impact statements and other information documenting the proposed</li> </ul>		PM	A		

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	legislation.					
	<b>POLICY CASE FILES</b> Records related to the development and implementation of BCRD policy.		AV, then destroy			
	<b>PROCEDURE AND DESK MANUALS</b> These records document expected actions to be taken to achieve objectives and implement policies through day-to-day operations. They govern routine daily business activities.		US +3, then destroy			
	<b>POLICY MANUALS</b> Records that document the principles that govern the BCRD's practices.		PM	A		
	<b>AGENCY'S ESTABLISHMENT AND DEVELOPMENT HISTORY</b> Records documenting the creation and significant changes of the BCRD and its major programs. May include, but is not limited to: <ul style="list-style-type: none"> <li>• Summaries/histories of the BCRD and its programs;</li> <li>• Scrapbooks, photographs, articles, recordings, and records documenting significant program events;</li> <li>• Transition documentation prepared for incoming officials;</li> <li>• Organizational charts and other records documenting significant changes/restructures;</li> <li>• Administrative maps that define regional boundaries and headquarters or that show the geographic extent or limits of the BCRD's programs and projects;</li> <li>• Strategic Plans, Master Plans and Annual Reports.</li> </ul>		PM	A		

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>FEASIBILITY STUDIES</b></p> <p>Studies conducted before the acquisition, installation and implementation of any adopted technology, equipment, program, facility, process or procedure. Includes studies and systems analysis for the initial establishment and major changes of the foregoing.</p>		LA+3, then destroy			
	<p><b>DISASTER PLANNING/RECOVERY FILES</b></p> <p>Records related to preparation of BCRD plans for action to address an emergency (fire, flood, earthquake, and other disasters). May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Continuity of Operations Plans;</li> <li>• Recovery reports; and</li> <li>• Damage survey and analysis.</li> </ul>		PM	A		
	<p><b>INTERNAL COMMITTEE AND CONFERENCE FILES</b></p> <p>Records created by an internal BCRD committee or conference, including advisory committees. Includes:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting packets;</li> <li>• Meeting minutes; and</li> <li>• Final reports.</li> </ul>		AC+4, then destroy			
	<p><b>DAILY ACTIVITY SCHEDULES</b></p> <p>Records regarding employees, who are not executives, containing substantive information relating to official daily activities, the substance of which has not been incorporated into official files. May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Calendars;</li> <li>• Appointment books;</li> <li>• Schedules;</li> <li>• Logs; and</li> <li>• Other records documenting meetings, appointments, telephone calls, trips, visits and other activities of employees.</li> </ul>		AV, then destroy			Typically keep one year

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>EXECUTIVE DIRECTOR AND ELECTED OFFICIAL RECORDS</b></p> <p>Records that document how the BCRD's executive office is organized and how it functions, its pattern of action, its policies, daily activities, procedures and achievements. These records document executive decisions made regarding BCRD interests. Executive decision makers may include the Executive Director, Chief Administrative Officer, Fiscal Officer or other internal administrators as identified by executive office.</p> <ul style="list-style-type: none"> <li>• Calendars, appointment books, schedules;</li> <li>• Enduring long-term value correspondence (non-transitory);</li> <li>• Subject files;</li> <li>• Speeches, interviews;</li> <li>• Memorandum, directive, orders; and</li> <li>• Reports.</li> </ul>		PM	A		
	<p><b>MANAGEMENT IMPROVEMENT RECORDS (ROUTINE)</b></p> <p>Records capturing the analysis and implementation of routine changes to programs and operations within the BCRD. May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Progress or performance reviews/audits;</li> <li>• Monitoring, project evaluation reports;</li> <li>• Biennial, annual, or monthly reports;</li> <li>• Statistical reports;</li> <li>• Needs assessment studies;</li> <li>• Project outlines and schedules; and</li> <li>• Surveys.</li> </ul>		AC + 4, then destroy			
	<p><b>MANAGEMENT IMPROVEMENT RECORDS (SIGNIFICANT)</b></p> <p>Records capturing the analysis and implementation of significant changes to programs and operations within the BCRD. May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Progress or performance reviews/audits;</li> <li>• Monitoring, project evaluation reports;</li> <li>• Biennial, annual, or monthly reports;</li> <li>• Statistical reports;</li> <li>• Needs assessment studies;</li> <li>• Project outlines and schedules; and</li> <li>• Surveys.</li> </ul>		PM	A		

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>ROUTINE PROGRAM REPORTS</b></p> <p>Records relating to routine statistical and narrative reports to document program work and track progress activity while administering BCRD functions and programs. May include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Periodic project updates (quarterly or monthly reports);</li> <li>• Statistical summaries, including graphs and diagrams;</li> <li>• Productivity tracking; and</li> <li>• Governing routine business activities.</li> </ul>		AC+4, then destroy			
	<p><b>TECHNICAL REFERENCE AND READING FILES</b></p> <p>These are documents retained strictly for reference and informational purposes, which are not part of any other official files. Records of all memoranda and correspondence generated by another agency for general reference by all agency employees. May include:</p> <ul style="list-style-type: none"> <li>• Reports, studies, special compilations of data;</li> <li>• Drawings, periodicals, books, clippings; and</li> <li>• Extra (non-record) copies of policy and procedure files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.</li> </ul>		AV, then destroy			
	<p><b>WORKING PAPERS</b></p> <p>Papers of short-term use and interest, which have no documentary or evidential value, that comprise the background records. May include:</p> <ul style="list-style-type: none"> <li>• Preliminary studies and reports;</li> <li>• Drafts; and</li> <li>• Notes.</li> </ul>		AV, then destroy			
<b>BOARD RECORDS</b>						
	<p><b>BOARD MEETING AND HEARING RECORDS</b></p> <p>Records documenting the actions, meetings, hearings and membership of the BCRD's Board of Directors. May include:</p> <ul style="list-style-type: none"> <li>• Agendas, meeting/agenda packets, meeting notices;</li> <li>• Proof of publications;</li> <li>• Meeting minutes;</li> <li>• Motions, action items, appeals;</li> <li>• Narrative history or description of issue;</li> <li>• Speaker sign-up, written testimony;</li> <li>• Reports and findings of fact; and</li> <li>• Final orders, opinions, conclusions or decisions reached.</li> </ul>		PM	A		

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>BOARD MEMBER RECORDS</b></p> <p>Records documenting activities of BCRD's Board of Directors that serve as a reference source for board members. May include:</p> <ul style="list-style-type: none"> <li>• Plans, statements of goals and objectives;</li> <li>• Committee reports;</li> <li>• Budgets; and</li> <li>• Financial statements.</li> </ul> <p>Records are often compiled in a notebook for each member.</p>		AV, then destroy			
	<p><b>BOARD MEMBER PERSONNEL RECORDS</b></p> <p>Records documenting the appointment or election and subsequent personnel actions of board members. May include:</p> <ul style="list-style-type: none"> <li>• Resumes and applications;</li> <li>• Letters of appointment and resignation;</li> <li>• Election records;</li> <li>• Job descriptions;</li> <li>• Employee data sheets; and</li> <li>• Training, awards and commendations.</li> </ul>		AC + 5, then destroy			AC = Separation from Board
	<p><b>BOARD ESTABLISHMENT AND DEVELOPMENT HISTORY</b></p> <p>Records documenting the creation and significant changes of the BCRD's Board of Directors. May include:</p> <ul style="list-style-type: none"> <li>• Summaries/histories of the board;</li> <li>• By-laws;</li> <li>• Mission, vision, goal statements;</li> <li>• Position and policy statements;</li> <li>• Enduring long-term value correspondence;</li> <li>• Scrapbooks, photographs, articles, recordings, and records documenting significant program events;</li> <li>• Work plans; and</li> <li>• Related documentation.</li> </ul>		PM	A		

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>BOARD REPORTS AND STUDIES</b></p> <p>Records documenting findings, assessments, recommendations, research activities, studies, accomplishments, goals, and other activities of the board. May include:</p> <ul style="list-style-type: none"> <li>• Project evaluation reports;</li> <li>• Public surveys;</li> <li>• Program or plan summaries;</li> <li>• Progress or performance reports;</li> <li>• Biennial, annual, or monthly reports;</li> <li>• Workload studies;</li> <li>• Photographs;</li> <li>• Monitoring reports;</li> <li>• Needs assessment studies;</li> <li>• Project outlines and schedules;</li> <li>• Administrative histories; and</li> <li>• Statistics.</li> </ul>		PM	A		
<b>BUDGET RECORDS</b>						
	<p><b>ANNUAL BUDGET REPORTS</b></p> <p>BCRD reports at the end of the fiscal year on the status of appropriation accounts and apportionment.</p>		PM	A		
	<p><b>PERIODIC BUDGET REPORTS</b></p> <p>Monthly or routine reports on the status of appropriation accounts and apportionment, excluding annual budget reports.</p>		FE+3, then destroy			
	<p><b>ROUTINE BUDGET RECORDS</b></p> <p>Records used to assist in the preparation of BCRD's budget, annual or periodic reports, and to justify budget requests. May include:</p> <ul style="list-style-type: none"> <li>• Appropriation language sheets;</li> <li>• Narrative statements;</li> <li>• Workload/expansion plans and related schedules and data;</li> <li>• Allocation and re-allocation schedules;</li> <li>• Monthly obligation proposals; and</li> <li>• Monthly or routine reports.</li> </ul>		AC+4, then destroy			

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>BUDGET POLICY FILES</b></p> <p>Records related to formally organized budget offices which document BCRD policy governing budget administration and reflecting policy decisions affecting expenditures for BCRD programs.</p>		PM	A		
	<p><b>GRANT RECORDS (FEDERAL)</b></p> <p>Records documenting grants received or awarded by federal governmental entities. May include:</p> <ul style="list-style-type: none"> <li>• Accepted proposals and applications;</li> <li>• Contracts, agreements, certificates;</li> <li>• Allocation of funds and project budgets;</li> <li>• Annual, monthly and project reports;</li> <li>• Studies;</li> <li>• Control files including indices, registers and logs; and</li> <li>• Memoranda and other records relating to receipt, review, award, evaluation, status and monitoring of grants.</li> </ul>		AC+3, then destroy			
	<p><b>GRANT RECORDS (NON-FEDERAL)</b></p> <p>Records documenting grants received or awarded by non-federal governmental entities. May include:</p> <ul style="list-style-type: none"> <li>• Accepted proposals and applications;</li> <li>• Contracts, agreements, certificates;</li> <li>• Allocation of funds and project budgets;</li> <li>• Annual, monthly and project reports;</li> <li>• Studies;</li> <li>• Control files including indices, registers and logs; and</li> <li>• Memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants.</li> </ul>		AC+3, then destroy			
	<p><b>UNSUCCESSFUL GRANT APPLICATION FILES</b></p> <p>Rejected and withdrawn grant applications, memoranda and other records relating to the decision to reject the grant proposal.</p>		AC+1, then destroy			

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	<p><b>DEVELOPMENT PROGRAM RECORDS</b></p> <p>Records related to the administration of the BCRD's development program. The development program raises funds and other resources for support of the BCRD and its programs through cultivation of individual, corporate, government and foundation support and special events. May include:</p> <ul style="list-style-type: none"> <li>• Fundraising event and project records; and</li> <li>• Gifts in-kind and financial donations.</li> </ul>		AC+6, then destroy			
<b>COMMUNICATIONS RECORDS</b>						
	<p><b>CORRESPONDENCE (ROUTINE)</b></p> <p>Internal or external transitory correspondence related to general BCRD business. Records created while administering BCRD functions and programs. May include:</p> <ul style="list-style-type: none"> <li>• Orders, requests, inquiries;</li> <li>• Replies;</li> <li>• Acknowledgments; and</li> <li>• Announcements.</li> </ul> <p>Does not include policy decisions or directives, how the office is organized, how it functions, its pattern of action, procedures or achievements.</p>		AV, then destroy			
	<p><b>MAILING LISTS</b></p> <p>Lists of contact information for individuals, companies, vendors, donors or other entities or persons with which the BCRD corresponds.</p>		US, then destroy			
	<p><b>MAIL CONTROL RECORDS</b></p> <p>Records of receipt and routing of incoming and outgoing mail and items handled by state mail system and private delivery companies such as UPS or FedEx. May include:</p> <ul style="list-style-type: none"> <li>• Postage meter logs/reports;</li> <li>• Logs and return receipts (special delivery, foreign, registered, certified and parcel post mail); and</li> <li>• Signed pickup and delivery forms.</li> </ul>		AC+4, then destroy			

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	<p><b>PUBLICATIONS</b></p> <p>Records of enduring value, regardless of format or platform, that are disseminated by the BCRD for public distribution. May include:</p> <ul style="list-style-type: none"> <li>• Newsletters;</li> <li>• Significant or official reports;</li> <li>• Pamphlets, brochures, posters;</li> <li>• Manuals; and</li> <li>• Other published or processed documents relating to BCRD projects, programs or initiatives.</li> </ul>		PM	A		
	<p><b>PRESS RELEASES</b></p> <p>Official prepared statements or announcements issued for distribution to the media.</p>		PM	A		
	<p><b>CARTOGRAPHIC RECORDS</b></p> <p>Records documenting the cartographic information about the state of Idaho and BCRD trails and facilities. May include:</p> <ul style="list-style-type: none"> <li>• Maps (printed, automated, and microfilmed);</li> <li>• Aerial photography;</li> <li>• Models;</li> <li>• Raised relief maps;</li> <li>• Remote sensing imagery;</li> <li>• Geographic Information System data.</li> </ul>		PM	A		
<b>FACILITY AND PROPERTY MANAGEMENT RECORDS</b>						
	<p><b>EQUIPMENT APPRAISAL RECORDS</b></p> <p>Records related to the assessment of BCRD equipment and property, excluding real property. May include:</p> <ul style="list-style-type: none"> <li>• Location;</li> <li>• Legal description;</li> <li>• Value; and</li> <li>• Photographs of property or equipment.</li> </ul>		US, then destroy			

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	<p><b>BUILDING AND EQUIPMENT SERVICE RECORDS</b></p> <p>Records documenting building and BCRD-owned or leased equipment (computers, telephones, printers, etc.) maintenance services, excluding fiscal records. May include:</p> <ul style="list-style-type: none"> <li>• Requests;</li> <li>• Work orders;</li> <li>• Authorizations;</li> <li>• Work logs; and</li> <li>• Verification of work done, and related records.</li> </ul>		AC+4, then destroy			
	<p><b>CONSTRUCTION PLANS IN-REVIEW</b></p> <p>Preliminary designs and specifications prepared by architectural firms.</p>		AV, then destroy			
	<p><b>CONSTRUCTION PROJECT CASE FILES</b></p> <p>Records documenting the construction and/or renovation of BCRD-owned facilities, trails, fields and other property. May include:</p> <ul style="list-style-type: none"> <li>• As-built construction plans and specifications;</li> <li>• Under-construction plans and specifications;</li> <li>• Concept drawings, preliminary drawings, working drawings;</li> <li>• Project meeting minutes, approval, program review and/or comments; and</li> <li>• Selected images/photographs showing major/significant stages of the project.</li> </ul>		PM	A		
	<p><b>NATURAL DISASTER AND DAMAGE SURVEY OF PUBLIC BUILDINGS</b></p> <p>Survey and analysis of damage done to public buildings during natural disasters or acts of vandalism.</p>		PM	A		
	<p><b>SPACE UTILIZATION REPORTS</b></p> <p>Reports on the amount of floor space in BCRD buildings, including number of rooms and the capacity.</p>		AV, then destroy			
<b>FINANCIAL RECORDS</b>						
	<p><b>ACCOUNTING ADMINISTRATIVE RECORDS</b></p> <p>Documents relating to voucher preparation, administrative audit and other accounting and disbursing operations.</p>		AC+4, then destroy			

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	<p><b>ACCOUNTS PAYABLE AND RECEIVABLE RECORDS</b></p> <p>Records documenting monies collected or paid in the conduct of business. May include:</p> <ul style="list-style-type: none"> <li>• Invoices;</li> <li>• Purchase/field orders, bills of sale, receipts, petty cash, cash books, remittance advices, vouchers, vendor rebates, fiscal purchasing/receiving documents, etc.;</li> <li>• Billing statements, billing summaries (registers/ledgers), adjustments to accounts (error corrections, overpayment refunds, conservation rebates, etc.), delinquent account lists;</li> <li>• Refund requests;</li> <li>• Financial statements and reports;</li> <li>• Registers and journals (general and subsidiary) for all funds and functions;</li> <li>• Electronic funds transfer authorization;</li> <li>• Reconciliations;</li> <li>• Check/warrant registers and requests; and</li> <li>• Appropriation adjustment forms.</li> </ul>		AC+4, then destroy			
	<p><b>AUDITOR'S FINANCIAL REPORT</b></p> <p>Report prepared by internal or external auditors because of a financial audit.</p>		PM	A		
	<p><b>BANKING</b></p> <p>Records documenting the BCRD's banking activities and documenting its banking transactions. May include:</p> <ul style="list-style-type: none"> <li>• Bank statements;</li> <li>• Debit/credit memoranda;</li> <li>• Transfer Confirmations</li> <li>• Debit/credit adjustments; and</li> <li>• Deposit slips and monthly reconciliations.</li> </ul>		AC+4, then destroy			
	<p><b>FINANCIAL REPORTS AND DATA FILES</b></p> <p>Reports and records maintained by financial offices. May include:</p> <ul style="list-style-type: none"> <li>• Ledgers and forms used to accumulate data; and</li> <li>• Cost report on services provided and fees charged.</li> <li>• Leases and Promissory Notes</li> </ul>		AC+4, then destroy			
	<p><b>EMPLOYEE TRAVEL REIMBURSEMENT RECORDS</b></p> <p>Records relating to reimbursing individuals for expenses incurred during</p>		AC+4, then destroy			

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	travel for business purposes. May include: <ul style="list-style-type: none"> <li>• Travel orders;</li> <li>• Travel authorizations;</li> <li>• Per diem vouchers;</li> <li>• Transportation requests, hotel reservations; and</li> <li>• All supporting records documenting official travel by officers, employees or others authorized by law to travel.</li> </ul>					

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	<b>ACCOUNTING POSTING AND CONTROL FILES</b> Records used as posting and control media, subsidiary to the general and allotment ledgers, and not elsewhere covered in this schedule.		AC+4, then destroy			
	<b>VENDOR FILES</b> Records related to payment of vendors for services and goods. May include: <ul style="list-style-type: none"> <li>• IRS Form W-9;</li> <li>• Vendor registration forms.</li> </ul>		AV, then destroy			
	<b>WARRANT REQUESTS USED IN THE PURCHASE OF REAL PROPERTY</b> Documentation of the purchase of real estate by the BCRD.		PM	A		
	<b>INSURANCE POLICY FILES</b> Records documenting insurance policies obtained by the BCRD. May include: <ul style="list-style-type: none"> <li>• Contracts/agreements, policies and binders;</li> <li>• Security bonds;</li> <li>• Indemnity bonds;</li> <li>• Liability and other insurance;</li> <li>• Claims reports.</li> </ul>		AC+6, then destroy			AC = end of contract
<b>HUMAN RESOURCES RECORDS</b>						
	<b>EMPLOYMENT ELIGIBILITY VERIFICATION</b> Records documenting verification of employment eligibility. The retention period applies to forms completed for all new hires, as well as superseded or previous forms completed on rehires. May include: <ul style="list-style-type: none"> <li>• Federal I-9 forms;</li> <li>• H-1B labor condition applications and approvals;</li> <li>• Copies of valid driver's license, passports, or another photo identification; and</li> <li>• Copies of certificate of naturalization and supporting documentation.</li> </ul>		AC+5, then destroy			AC = Date of Separation

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	<p><b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) AND OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAM (OFCCP) RECORDS</b></p> <p>Records generated out of compliance, reporting or complaints filed with the two agencies. May include:</p> <ul style="list-style-type: none"> <li>• Reports of OFCCP violations; and</li> <li>• EEOC reports, investigations, case files, complaints, etc.</li> </ul>		AC+10, then destroy			
	<p><b>EMPLOYEE PAY HISTORY FILE</b></p> <p>Records documenting the pay history of individual employees. May include:</p> <ul style="list-style-type: none"> <li>• Documentation of employee pay status;</li> <li>• Payroll deductions (taxes, insurance, garnishments, or other liens/attachments); and</li> <li>• Authorizations for deductions/direct deposit.</li> </ul>		AC+5, then destroy			AC = Date of Separation
	<p><b>EMPLOYEE HEALTH AND MEDICAL FILES</b></p> <p>Records documenting the health and medical history of an employee. Created when an employee has a medical condition (injury or illness - work or non-work related) affecting their ability to work. May include:</p> <ul style="list-style-type: none"> <li>• Information about the situation;</li> <li>• Incident reports;</li> <li>• Physical assessment forms;</li> <li>• Information from physicians and other medical providers;</li> <li>• Return to work documentation; and</li> <li>• Workers compensation, FMLA and ADA cases.</li> </ul>		AC+5, then destroy			AC = Date of Separation
	<p><b>PERSONNEL FILES</b></p> <p>Records documenting the employment history of BCRD personnel. May include:</p> <ul style="list-style-type: none"> <li>• Documentation of training;</li> <li>• Annual evaluations;</li> <li>• Awards and commendations;</li> <li>• Emergency contact information;</li> <li>• Other items required to be in an employee's personnel file in accordance with BCRD policy;</li> <li>• Personnel actions; and</li> <li>• Driver's license enhancements/restrictions.</li> </ul>		AC+5, then destroy			AC = Date of Separation

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	<p><b>EMPLOYEE COMPLAINT AND GRIEVANCE FILES</b></p> <p>Records documenting complaints and grievances submitted by employees regarding workplace issues (except EEOC and reasonable accommodation complaints covered elsewhere). May include:</p> <ul style="list-style-type: none"> <li>• Employees grievance reports;</li> <li>• Investigations;</li> <li>• Interviews; and</li> <li>• Responses, etc.</li> </ul>		AC+5, then destroy			AC = Date of Separation
	<p><b>RECRUITMENT FILES</b></p> <p>Records documenting the process of recruiting and hiring new employees. May include:</p> <ul style="list-style-type: none"> <li>• Employment applications, resumes, etc.;</li> <li>• Advertisements, vacancy announcements;</li> <li>• Registers;</li> <li>• Interview questions, applicant answers; and</li> <li>• Reference checks.</li> </ul>		AC +4, then destroy			
	<p><b>AGENCY TRAINING AND OUTREACH FILES</b></p> <p>Records documenting agency development and facilitation of training and outreach courses involved with arranging, facilitating, and coordinating training classes. May include:</p> <ul style="list-style-type: none"> <li>• Course and trainer information;</li> <li>• Handouts;</li> <li>• Training dates;</li> <li>• Accommodations;</li> <li>• Participation and evaluation material; and</li> <li>• Materials, billing information, etc.</li> </ul>		AC+4, then destroy			
<b>INFORMATION MANAGEMENT RECORDS</b>						

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	<p><b>COPYRIGHT AND REPRODUCTION RECORDS</b></p> <p>Records related to copyright ownership and reproduction of BCRD owned objects and publications, and of the BCRD's use of items owned by other organizations. Also documents agreements with other parties for private or commercial use, reproduction, publication and sale of written materials and photographs of BCRD owned objects and publications. May include:</p> <ul style="list-style-type: none"> <li>• Reproduction, resale, and publication policies;</li> <li>• Contracts and agreements;</li> <li>• Use restriction forms;</li> <li>• Photograph release forms;</li> <li>• Photographic service request forms;</li> <li>• Requests for permission to reproduce or publish photographs or documents;</li> <li>• Fee schedules; and</li> <li>• Work orders for purchase of printed materials.</li> </ul>		AC+6, then destroy			
	<p><b>EDUCATIONAL/OUTREACH PROGRAM RECORDS</b></p> <p>Records documenting the administration of the BCRD's education and public outreach programs. Suchy programs may include tours, lectures, workshops, webinars, and other adult and children's events and activities. May include:</p> <ul style="list-style-type: none"> <li>• Publicity;</li> <li>• Orientation and training teaching packets;</li> <li>• Class schedules; and</li> <li>• Attendance rosters.</li> </ul>		AC+4, then destroy			
	<p><b>PUBLIC RECORDS REQUEST FILES (DENIED)</b></p> <p>Records related to requests from members of the public for access to public records which have been partially or denied in full. May include:</p> <ul style="list-style-type: none"> <li>• Logs and registers of requests;</li> <li>• Notice of denial; and</li> <li>• Supporting documentation for denial.</li> </ul> <p>Requested records must be kept through end of required retention period for denied requests regardless of individual retention requirements.</p>		AC+1, then destroy			
	<p><b>PUBLIC RECORDS REQUEST FILES (APPROVED)</b></p> <p>Records related to requests from members of the public for access to public records which have been fulfilled.</p>		AV, then destroy			

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	<p><b>RECORDS DISPOSITION AND CONTROL FILES</b></p> <p>Records relating to the physical and intellectual control of the BCRD's public records. May include:</p> <ul style="list-style-type: none"> <li>• Transfer sheets;</li> <li>• Destruction logs; and</li> <li>• Indices, container lists, catalogues and finding aids.</li> </ul>		PM			
	<p><b>RECORDS MANAGEMENT PROGRAM FILES</b></p> <p>Records used in creating and establishing records management practices. May include:</p> <ul style="list-style-type: none"> <li>• Classification designations;</li> <li>• Records control best practices; and</li> <li>• Retention schedules.</li> </ul>		PM			
	<p><b>APPLICATIONS/SYSTEM ACTIVITY MONITORING RECORDS</b></p> <p>Records that monitor the activities of an application or system. May include:</p> <ul style="list-style-type: none"> <li>• Event logs;</li> <li>• Audit trails;</li> <li>• Log-in records, security logs, and system usage files;</li> <li>• Batch or data entry reports; and</li> <li>• Job or task schedules.</li> </ul>		AV, then destroy			

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	<p><b>SYSTEM AND DATA DOCUMENTATION FOR NON-PERMANENT APPLICATIONS/SYSTEMS</b></p> <p>Records created during development or modification of a system, which are necessary to access, retrieve, manipulate, and interpret data in that system. May include:</p> <ul style="list-style-type: none"> <li>• Planning/development documentation;</li> <li>• Modification log, maintenance log, system change notices;</li> <li>• Data element dictionary;</li> <li>• File layout;</li> <li>• Code book or table; and</li> <li>• Other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.</li> </ul> <p>Records also include user and operational documentation describing how a system operates. May include:</p> <ul style="list-style-type: none"> <li>• Data entry, manipulation, output, and retrieval;</li> <li>• User guides;</li> <li>• System or sub-system definitions;</li> <li>• System flowcharts;</li> <li>• Program descriptions and documentation;</li> <li>• Job control or workflow records; and</li> <li>• System specifications, and input and output specifications.</li> </ul>		LA, then destroy			

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>SYSTEM AND DATA DOCUMENTATION FOR PRIMARY OPERATIONS APPLICATIONS/SYSTEMS</b></p> <p>Records created during development or modification of a system, which are necessary to access, retrieve, manipulate, and interpret data in that system. May include:</p> <ul style="list-style-type: none"> <li>• Planning/development documentation;</li> <li>• Modification log, maintenance log, system change notices;</li> <li>• Data element dictionary;</li> <li>• File layout;</li> <li>• Code book or table; and</li> <li>• Other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.</li> </ul> <p>Records also include user and operational documentation describing how a system operates. May include:</p> <ul style="list-style-type: none"> <li>• Data entry, manipulation, output, and retrieval;</li> <li>• User guides;</li> <li>• System or sub-system definitions;</li> <li>• System flowcharts;</li> <li>• Program descriptions and documentation;</li> <li>• Job control or workflow records; and</li> <li>• System specifications, and input and output specifications.</li> </ul>		PM			
	<p><b>PROGRAM SOURCE CODE (STATE/BCRD OWNED)</b></p> <p>Records related to computer commands written in a computer programming language that is meant to be read by people. Generally, source code is higher-level representation of computer commands as they are written by people and, therefore, must be assembled or compiled before a computer can execute the code as a program.</p> <p>These records are maintained for reference, as backup, to ensure adequacy of change documentation, or to rectify errors in program implementation after related programs are replaced, modified, or cease to be used.</p>		PM			
<b>LEGAL RECORDS</b>						
	<p><b>LEGAL GUIDANCE</b></p> <p>Formal legal interpretations or opinions written at the request of the BCRD asking for guidance in enforcing, obeying, and/or interpreting the law.</p>		PM	A		

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	<p><b>ROUTINE LITIGATION CASE FILES</b></p> <p>BCRD records related to litigation involving the BCRD which does not have profound influence on BCRD administration or policies. May include:</p> <ul style="list-style-type: none"> <li>• Case background information;</li> <li>• Court documents; and</li> <li>• Legal research.</li> </ul>		AV, then destroy			
	<p><b>SIGNIFICANT LITIGATION CASE FILES</b></p> <p>BCRD records related to litigation involving the BCRD which has a profound influence on BCRD administration or policies. May include:</p> <ul style="list-style-type: none"> <li>• Case background information;</li> <li>• Court documents; and</li> <li>• Legal research.</li> </ul>		PM	A		
	<p><b>CONTRACTS AND AGREEMENTS</b></p> <p>Instruments signed by the BCRD and/or one or more parties that set out terms and conditions for programs, activities or services rendered or obtained. May include:</p> <ul style="list-style-type: none"> <li>• Interagency, intra-agency and inter-governmental agreements;</li> <li>• Liability waivers (Indemnity, hold harmless);</li> <li>• Documents related to the purchase of Nordic passes, gym memberships, aquatic center passes, and/or participation in sporting activities;</li> <li>• Loan agreements;</li> <li>• Purchase and sales agreements;</li> <li>• Concession and lease agreements;</li> <li>• Use permits; and</li> <li>• Memorandums of agreement or letters of intent.</li> </ul>		AC+6, then destroy			For liability waivers, they should be held for 6 years after a participant in a program or activity no longer participates. For minors, they should be held until 2 years after the minor reaches the age of 18. Upon reaching 18, a participant should be asked to sign their own waiver.
<b>MOTOR VEHICLE RECORDS</b>						
	<p><b>MOTOR VEHICLE OWNERSHIP RECORDS</b></p> <p>Records documenting the ownership, registration, and operation of BCRD vehicles. May include:</p> <ul style="list-style-type: none"> <li>• Titles;</li> <li>• Certificates of mileage;</li> <li>• Registration; and</li> <li>• Maintenance documentation.</li> </ul>		LA, then destroy			

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	<p><b>ACCIDENT FILES</b></p> <p>Records relating to accidents involving BCRD vehicles and mobile equipment and any subsequent inquiries/investigations. May include:</p> <ul style="list-style-type: none"> <li>• Police reports;</li> <li>• Accident reporting forms;</li> <li>• Photographic evidence; and</li> <li>• Insurance adjuster's report.</li> </ul>		AC+4, then destroy			
	<p><b>MOTOR VEHICLE EMPLOYEE OPERATION FILES</b></p> <p>Records relating to individual employee operations of BCRD-owned vehicles. May include:</p> <ul style="list-style-type: none"> <li>• Driver tests;</li> <li>• Certifications.</li> </ul>		AC+5, then destroy			AC = Date of Separation
	<p><b>MOTOR VEHICLE RELEASE FILES</b></p> <p>Records relating to the transfer, sale, donation, or exchange of BCRD vehicles.</p>		AC+4, then destroy			
<b>PAYROLL RECORDS</b>						
	<p><b>PAYROLL PROCESSING, DISTRIBUTION, AND REPORTING</b></p> <p>Records related to workload and personnel management, payroll operations and administration.</p>		AC+4, then destroy			
	<p><b>EMPLOYEE BENEFITS FILES</b></p> <p>Records related to employee benefits which are used to assist retiring employees or beneficiaries May include:</p> <ul style="list-style-type: none"> <li>• Eligibility worksheets;</li> <li>• Annuity Estimates;</li> <li>• Position/Pay Information; and</li> <li>• Retirement assistance documents.</li> </ul>		AC+5, then destroy			AC = Date of Separation

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>TIME AND ATTENDANCE FILES/RECORDS</b></p> <p>Records documenting BCRD employee attendance and leave. May include:</p> <ul style="list-style-type: none"> <li>• Time sheets, flextime attendance reports;</li> <li>• Timecard, sign-in/sign-out sheets;</li> <li>• Leave requests, adjustments; and</li> <li>• Leave summary report.</li> <li>• State and Federal tax filing reports</li> <li>• W2 and 1099 information</li> </ul>		AC+4, then destroy			
<b>PROPERTY RECORDS</b>						
	<p><b>REAL PROPERTY FILES</b></p> <p>Records documenting the transfer of ownership of real property to or from the BCRD. May include:</p> <ul style="list-style-type: none"> <li>• Title papers;</li> <li>• Contracts/agreements;</li> <li>• Conveyance documentation; and</li> <li>• Appraisal files.</li> </ul>		PM	A		
	<p><b>ANNUAL INVENTORY (REAL PROPERTY/CAPITAL ASSETS)</b></p> <p>Records related to inventory of land, buildings, furniture, equipment, and other BCRD-owned property. May include:</p> <ul style="list-style-type: none"> <li>• Location, description, value, and photographs of property; and</li> <li>• Annual inventory control documents that describe each piece of BCRD-owned or leased equipment and furniture.</li> </ul>		AC+4, then destroy			
<b>PUBLIC AFFIARS RECORDS</b>						
	<p><b>COMPLAINT/INFORMANT FILES</b></p> <p>Whistleblower, fraud and criminal complaints submitted by members of the public. May include:</p> <ul style="list-style-type: none"> <li>• Anonymous letters;</li> <li>• Complaints, criticisms, suggestions; and</li> <li>• Agency replies.</li> </ul>		AV, then destroy			

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>PARTICIPANT AND PROGRAM RECORDS</b></p> <p>Records documenting the administration of the BCRD's programs and participants in such programs, including scheduling and reservations related to participants in and use of various BCRD activities, events, classes, programs and meeting rooms. May include:</p> <ul style="list-style-type: none"> <li>• Individual participant records; and</li> <li>• Participant rosters.</li> </ul>		AC+3, then destroy			AC = discontinuation of participation
	<p><b>VOLUNTEER RECORDS</b></p> <p>Records documenting the administration of the BCRD's volunteer and intern programs. May include:</p> <ul style="list-style-type: none"> <li>• Recruitment and selection records;</li> <li>• Volunteer personnel and intern personnel information forms;</li> <li>• Volunteer time records;</li> <li>• Emergency notification forms;</li> <li>• Publicity records; and</li> <li>• Insurance documentation.</li> </ul>		AC+3, then destroy			AC = discontinuation of volunteer work
<b>PURCHASING RECORDS</b>						
	<p><b>LEASING CONTRACT FILES</b></p> <p>Building or equipment leases and related records documenting agreements, services, and payments.</p>		AC + 6, then destroy			AC = End of Contract
	<p><b>PURCHASE REQUISITION FILES</b></p> <p>Records related to requisitions submitted for supplies and equipment.</p>		AC+4, then destroy			
	<p><b>BIDS AND PROPOSALS FILES</b></p> <p>Records documenting bids and proposals to provide products or services to the BCRD by a private contractor. May include:</p> <ul style="list-style-type: none"> <li>• Pre-solicitation documentation;</li> <li>• Invitation for bids;</li> <li>• Requests for proposals;</li> <li>• Requests for quotes;</li> <li>• Solicited and unsolicited successful bids;</li> <li>• Solicited and unsolicited unsuccessful bids;</li> <li>• Unopened bids and proposals; and</li> <li>• Canceled solicitations.</li> </ul>		AC+4, then destroy			
<b>SAFETY AND SECURITY RECORDS</b>						

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>LOSS CONTROL INSPECTION REPORTS</b></p> <p>Report used to identify potential hazards within BCRD facilities or on BCRD owned or maintained property.</p>		AC+4, then destroy			
	<p><b>VISITOR LOGS</b></p> <p>Records documenting names of outside contractors, service personnel, visitors, and employees admitted to non-public areas.</p>		AC+4, then destroy			
	<p><b>SECURITY AND SAFETY EQUIPMENT RECORDS</b></p> <p>Records documenting equipment issued to BCRD personnel. May include:</p> <ul style="list-style-type: none"> <li>• Keys, uniforms, name tags, access cards;</li> <li>• Personal protective equipment;</li> <li>• Lockers;</li> <li>• Optional equipment lists;</li> <li>• Data sheets;</li> <li>• Date, employee name, number, and section; and</li> <li>• Description of equipment.</li> </ul>		US, then destroy			
	<p><b>INCIDENT REPORTS</b></p> <p>Informational reports written by BCRD or other personnel or law enforcement related to incidents involving individuals, events, or vehicles. May include:</p> <ul style="list-style-type: none"> <li>• Name and address of person contacted;</li> <li>• Physical description of person or vehicle;</li> <li>• Officer's name;</li> <li>• Location of contact, date, and time;</li> <li>• Witnesses; and</li> <li>• Reason for contact.</li> </ul>		AC+4, then destroy			

Series Group #	Series Description	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A)	Vital (X)	Guidance
	<p><b>INTERNAL INVESTIGATIONS CASE FILES</b></p> <p>Records documenting investigations of BCRD personnel for violations of laws, rules or policies and may include findings and dispositions of investigations. May include:</p> <ul style="list-style-type: none"> <li>• Complaints, correspondence;</li> <li>• Investigatory reports;</li> <li>• Interviews;</li> <li>• Hearing summaries and testimony;</li> <li>• Name of employee investigated;</li> <li>• Reason, location of violation, date;</li> <li>• Accomplices' names and addresses;</li> <li>• Witnesses' names and addresses; and</li> <li>• Action taken.</li> </ul>		AC+5, then destroy			AC = Date of Separation
	<p><b>LOST AND FOUND PROPERTY RECORDS</b></p> <p>Records documenting agency receipt and maintenance of lost and found or abandoned property such as money, bicycles, clothing, and other items. May include:</p> <ul style="list-style-type: none"> <li>• Receipts;</li> <li>• Inventory lists;</li> <li>• Destruction logs; and</li> <li>• Property reports.</li> </ul>		AC+4, then destroy			



# Blaine County Recreation District Employee Handbook

Dated \_\_\_\_\_, 2026

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**Attachments:**

**Appendix A – BCRD Employee Benefits – Programs and Facilities**

## WELCOME

It is our privilege to welcome you to the Blaine County Recreation District (“**BCRD**” or we, our or us). We wish you every success in your new job, and we hope that you quickly feel at home. We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

## INTRODUCTION TO EMPLOYEE HANDBOOK

This Employee Handbook (“**Handbook**”) was developed to provide you with guidelines to certain personnel policies, practices, and procedures of the BCRD and to outline certain programs and benefits that may be available to you.

You should familiarize yourself with the contents of this Handbook as soon as possible so you will know what is expected of you and what you can expect from the BCRD. Failure to follow any of the policies in this Handbook may result in disciplinary action, up to and including termination of employment.

This Handbook is not a complete list or description of all policies that may apply. It is an overview. It cannot cover every matter that may arise in the workplace or during the course of your employment. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed with your supervisor or Human Resources directly.

We may change, revoke or supplement any of our policies, practices or procedures, including those set forth in this Handbook, at any time. The policies, practices and procedures set forth in this Handbook are based on the laws of the state of Idaho. In all cases, the BCRD intends to comply with applicable law notwithstanding anything otherwise set forth in this Handbook. In the event of any inconsistency between the terms of this Handbook and then existing applicable law, the applicable law will control.

The terms and conditions set forth in this Handbook, any other terms of any employee’s employment with the BCRD, or other policies and procedures established from time to time for employees or the operation of the various departments within the BCRD, cannot be superseded, modified or waived by any person without the express written agreement of the BCRD’s Board of Directors or, in certain cases, the Executive Director. This is particularly true for terms or conditions that would establish a current or future financial obligation for the BCRD.

## ABOUT THE BCRD

The BCRD is a political subdivision of the state of Idaho, though it is not a part of state government. We are a separate taxing district serving all of Blaine County with an elected Board of Directors (“**Board**”). The Board serves as the governing body of the BCRD. The Board sets general policy for the BCRD and as such, has primary authority to establish terms and conditions of employment with the BCRD. The Board appoints personnel to help carry out its administrative responsibilities.

At the BCRD, we are dedicated to the people we serve. We are dedicated to excellence in the projects and programs we provide. We are committed to continuous improvement in our services, projects, and programs.

For our team of employees and volunteers, we are dedicated to providing training, knowledge, pride of service and a sense of achievement. We are dedicated to building partnerships, operating as a business and setting an example in the community.

## **Purpose**

BCRD strives to enrich our community by creating exceptional recreational opportunities for all.

## **Mission**

BCRD seeks to provide healthy, active, and diverse recreational opportunities for our community.

## **Core Values**

- Inclusion: BCRD believes in recreational programs and facilities that are accessible and affordable to, and inclusive of, everyone in our community.
- Health: BCRD believes that the benefits of recreation lead to a fulfilling life.
- Impact: BCRD believes that recreation can positively impact everyone in our community.
- Growth: BCRD believes that recreation provides personal growth to build a thriving community.

# **GENERAL EMPLOYMENT PRACTICES AND POLICIES**

## **At-Will Employment**

Your employment with the BCRD is at-will, which means you or the BCRD may terminate your employment at any time for any reason or no reason, unless unlawful and unless a written employment agreement exists with the BCRD, approved by the Board, that specifically provides otherwise.

This Handbook is not a contract nor does it create a contract, express or implied, guaranteeing you any specific term of employment. Nothing in this Handbook creates or is intended to create a promise or representation of continued employment. This Handbook replaces any and all prior handbooks, written documents (with the exception of authorized employment or similar agreements signed by you and the BCRD), and any oral or implied representations that might otherwise contradict the at-will nature of your employment. Only a written contract expressly authorized by the Board can alter the at-will nature of your employment.

## **Equal Employment Opportunity**

The BCRD is an equal opportunity employer. BCRD provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, conditions related to cancer or HIV/AIDS), genetic information, or sexual orientation in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## Hiring Policies

Hiring from Within. Qualified BCRD employees may be given preference over outside applicants to fill job vacancies without following any notice and selection procedures normally required for hiring new employees. If the internal preference process is used, it should be completed prior to seeking outside applicants for the position.

Veterans. The BCRD will grant a preference in connection with hiring to fill a vacancy to eligible, qualified veterans, or certain of their family members, in accordance with the provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed. The BCRD must give notice in all announcements and advertisements of vacancies that preference in appointment will be given to preference applicants. Application forms must inquire whether the applicant is claiming veterans' preference and whether the applicant has previously claimed such a preference.

Employees who are qualified veterans returning to employment with the BCRD following qualified military leave shall have the rights and responsibilities provided by Idaho Code §65-508 and the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301, et seq. The returning veteran will be restored to their position (or a comparable one) with the same seniority status and pay that the veteran would have had if there had been no military leave. In addition, in accordance with the provisions of applicable law, the veteran will not be discharged from their position without cause for a period of up to one (1) year (depending on length of military service) after the restoration of their employment with the BCRD.

Nepotism; Hiring of Relative. No person will be employed by the BCRD when the employment would result in a violation of applicable law, including, but not limited to, Idaho Code Title 74, Chapter 4 (Ethics in Government Act), and Idaho Code §18-1359 (Bribery and Corruption; Using Public Position for Personal Gain). If an employee is aware that a family member is applying for a position, the employee must disclose the nature of the relationship to Human Resources. The foregoing generally applies to any applicant for a compensated position related to a BCRD employee or Board member by blood or marriage within the second degree. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process. An employee whose relative is subsequently elected to the Board may be eligible to retain their position and receive pay increases as allowed by relevant provisions of applicable law.

## **Accommodation of Disabilities; Supplemental Accommodations**

The BCRD is committed to making every reasonable effort to accommodate an employee's disability in accordance with applicable law. An accommodation may be provided as long as the employee can perform the essential duties of the job and it does not create an undue hardship for the BCRD. A reasonable accommodation may include changes in the work environment or in the way a job is performed so that a person with a disability may enjoy equal employment opportunities. Accommodations will depend on the specific facts and circumstances of each individual situation. Please inform your supervisor if you believe you require an accommodation. BCRD will work with you in an interactive process to determine if there is a need for an adjustment or change at work to accommodate your disability.

The BCRD will also endeavor to support and reasonably accommodate employees in their religious beliefs and practices, including those related to appearance and observance of holidays, and employees who are pregnant (or related medical conditions) or breast feeding (within the first year of birth) in accordance with applicable law. An employee should advise either the employee's supervisor or Human Resources if the employee requires accommodation for any of the foregoing reasons.

## **Idaho Protection of Public Employees**

Idaho passed the Idaho Protection of Public Employees Act, commonly referred to as the "whistle blower act", to protect public employees from retaliation for reporting, in good faith, waste, violations of law, rules or regulations, participating in or giving information in informal or formal investigations, or objecting or refusing to carry out a directive an employee believes violates the law. Employees may not be terminated, threatened or discriminated against for reporting such acts or violations or participating in such investigations. Any report must be made, however, at a time and in a manner so as to give the BCRD a reasonable opportunity to correct the waste or violation. If you believe you have experienced an adverse employment action protected by the whistle blower act, you may bring a civil action within 180 days of the occurrence of the violation of such act. (Please refer to Idaho Code §§ 6-2101 – 6-2109 for more information.)

## **Public Records Requests**

The Idaho Public Records Act sets the ground rules for the release of government information, including BCRD information, to the public. Persons may request copies of public records without specifying their purpose. In fact, to inquire about their purpose is a violation of the Idaho Public Records Act. If you receive a public records request, you should immediately contact your supervisor or Human Resources. Your supervisor or Human Resources will determine whether it is appropriate to refer the request to the Executive Director or BCRD's legal counsel.

## **Personnel Files**

Personnel files will generally be maintained by Human Resources and may be in paper form or stored electronically. Personnel files should contain all information related to an employee's employment with the BCRD, including, without limitation: applications for employment and resumes; background/credit reports; I-9 documentation (Employment Eligibility Verification); payroll authorizations and withholdings; signed acknowledgements of receipt of BCRD policies, including this Handbook; performance reviews; any disciplinary actions and/or warnings; information and

enrollments concerning benefits and compensation; time records; areas of concern raised by an employee; information related to termination, resignation or leaves of absence; and all other information relevant to an employee's employment with the BCRD.

To ensure that your personnel file is up-to-date at all times, please notify Human Resources of any changes in your name, telephone number, home address, withholding instructions, number of dependents, or the individuals to notify in case of an emergency.

No one other than an employee's supervisors or Human Resources (or in the case of the Executive Director, members of the Board) may access an employee's personnel file without prior approval from Human Resources and only when necessary under the circumstances. The BCRD reserves the right to disclose the contents of an employee's personnel file to outside state or federal agencies, its insurance carrier, or its carrier's agents for risk management purposes, when necessary to defend itself against allegations of unlawful conduct, or in response to a subpoena or court order. Employees may review, in the presence of their supervisor or Human Resources, and request a copy of their personnel file without charge, subject to certain exceptions under applicable law.

An employee may contest the contents of the employee's personnel file at any time by filing a written objection and explanation that will be included in the file, along with the objectionable material. In the sole judgment of Human Resources, which may include consultation with the Executive Director and/or BCRD's legal counsel, any material may be removed upon a finding by the BCRD that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

## **Employment References**

You should refer all requests for employment verification, on current or former employees, to Human Resources.

## **Media Requests**

All requests for information from representatives of the media should be routed through your supervisor to the Director of Development and Communications. Employees who receive such requests should ask for the name of the person making the request, what entity they represent, their telephone number, the general nature of the request, and whether they have a deadline. Employees need to indicate that someone who can respond to their questions will get back to them as soon as possible. The Director of Development and Communications will determine the best source within BCRD to respond to the request.

## **Performance Reviews**

BCRD will typically review your performance on an annual basis and may review your performance from time to time as it deems necessary. A performance review will generally take into consideration your performance, behavior and all of the elements involved in your presence in the workplace, including your compliance with the policies set forth in this Handbook. The frequency of performance evaluations may vary depending on length of service, job position, changes in job duties,

past performance and/or recurring performance problems. In between any performance evaluations, BCRD will seek to regularly and openly communicate productivity and any performance issues with the employee.

### **Separation from Employment (Termination or Resignation)**

While not required, the BCRD requests employees provide advance written notice of their voluntary resignation. Written and oral resignations are effective upon receipt by the Executive Director, supervisor, Human Resources or the Board unless a later date is specified in the resignation notice. Oral resignations should be immediately documented by the person receiving the resignation. Evidence of the written or oral resignation should be placed in the employee's personnel file.

Each employee who is terminated or voluntarily resigns from employment is encouraged to participate in an exit interview with their supervisor or Human Resources. In such interview, the BCRD should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits to the extent applicable. The employee should be invited to inform the interviewer about their impressions of employment. An employee exit form may be completed and will be retained in the employee's personnel file.

### **Return of BCRD Property**

All employees must take proper care of all BCRD property with which they are entrusted. Upon termination or otherwise upon request, an employee must return all BCRD property in the employee's possession or control including, without limitation, all keys, access cards, name tags, laptops, cell phones, and uniforms. The value of unreturned items will be deducted from the employee's last paycheck unless otherwise prohibited by applicable law. An employee's acknowledgement of this Handbook shall be such employee's authorization for BCRD to make such deduction. Access to BCRD email and other technology will be terminated upon termination and BCRD will retain ownership of all emails and other information contained in an employee's accounts or otherwise stored in BCRD's system or on any BCRD equipment.

## **EMPLOYEE CONDUCT**

Employees are expected to conduct themselves in a professional manner that is both civil and cooperative. BCRD employees are public employees and therefore are exposed to additional public scrutiny in both their public and personal conduct. The policies set forth below have been established to aid employees in understanding both expected and prohibited conduct. Your failure to follow any of the policies below or elsewhere in this Handbook may result in disciplinary action up to and including termination of employment. It is not possible to list all forms of appropriate or inappropriate behavior and conduct. The following policies and guidelines are illustrative and not all inclusive. Other behaviors and acts of misconduct not specifically detailed below or elsewhere in this Handbook may also be grounds for disciplinary action.

### **Guidelines for Appropriate Conduct**

Each employee is expected to act in a professional manner at all times. To accomplish this, each employee must:

- Be respectful, courteous, and professional. Work cooperatively and constructively with fellow workers and members of the public.
- Be prompt and regular in attendance at work for defined work schedules or other required BCRD functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
- Follow any rules or directions regarding breaks and lunch periods as communicated by your supervisor from time to time. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work and to ensure appropriate staffing levels of areas and/or functions, among other reasons.
- Comply with dress standards established in your department. In the absence of any departmental dress standards, clothing must be appropriate for the functions performed and present a suitable appearance to the public.
- Abide by all departmental rules and direction of your supervisor whether written or oral. No employee, however, is required to follow the directive of a supervisor that violates any applicable laws.
- Follow all rules for care and use of public property to assure that the public investment in equipment is protected and that the safety of the public and other workers is maintained.
- Maintain the confidential nature of records that are not open to the public in accordance with the direction of your supervisor or department policy.
- Maintain a current appropriate driver's license when work for the BCRD requires you to drive a vehicle as part of your responsibilities, report any state-imposed driving restrictions to your immediate supervisor, and notify your supervisor if your driving abilities are impaired. When driving as part of your responsibilities, follow all applicable driving laws, including prohibitions on cell phone use while driving.
- Follow all workplace safety rules whether established formally by the department or by outside agencies.
- Report all accidents that occur or are observed on the job, or that involve BCRD property, and cooperate as requested in the reconstruction of any such accident.
- Avoid conflicts of interests in appointments and working relationships with other employees, contractors, and potential contractors of the BCRD and related agencies.
- Adhere to any code of ethics in your profession.

### **Examples of Prohibited Conduct**

Employees are expected to refrain from behaviors that reflect adversely upon the BCRD. The following are examples that are considered inappropriate conduct and may result in disciplinary action up to and including termination of employment:

- Falsifying employment or other BCRD records.
- Violating the Anti-Harassment and Non-Discrimination policy.

- Violating the Violence in the Workplace policy.
- Violating the Drug-Free Workplace policy.
- Violating the Smoke-Free Workplace policy.
- Violating the Fraternalization policy.
- Violating state, federal or local laws and regulations, including, without limitation, engaging in criminal conduct at any time.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Engaging in abusive conduct or language, including profanity and loud, threatening or harassing speech, toward or in the presence of fellow employees or the public.
- Engaging in conduct at or away from work that may reflect adversely upon the BCRD or its officials or otherwise may impair an employee's ability to perform.
- Displaying excessive or unexcused absenteeism or tardiness.
- Engaging in prolonged visits with co-workers, children, friends, or family members that interfere with routine workflow in the workplace.
- Using work time for personal business, including the selling of goods or services to the general public.
- Using phones, computers or other BCRD property or supplies in a manner that violates policy, disrupts workplace productivity, including time spent on social media, or for other personal purposes or in an excessive, unnecessary or unauthorized way.
- Damaging BCRD property.
- Sleeping when on duty. Employees shall be attentive to their work at all times.
- Using work time or public premises to promote religious or political beliefs to members of the public or fellow employees.
- Engaging in outside employment, or service on a board or commission, that conflicts with duties performed for the BCRD in any meaningful way. Individual departments may determine permissible examples of outside employment.
- Knowingly making any false report or complaint regarding behavior of others or participating in such report or complaint.
- Releasing any public records, including personnel records, without the express authority of the BCRD staff responsible for custody of the record.
- Committing theft or unauthorized possession of BCRD property or the property of fellow employees or members of the public; possessing or removing any BCRD property, including documents, from the premises without prior permission or authorization.

- Destroying, altering, falsifying, or stealing the whole or any part of a police report or any record kept as part of the official governmental records of the BCRD (I.C. §§ 18-3201 and 18-3202).
- Engaging in political activities while on duty unless such activities are on behalf of the BCRD.
- Soliciting gratuities or gifts from vendors, contractors or members of the public.
- Engaging in conduct that violates the laws of the state of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §74-401 et seq. (Ethics in Government Act), I.C. §74-501 et seq. (Prohibitions Against Personal Interests in Contracts) and I.C. §18-1359 (Using Position for Personal Gain).
- Accepting gifts or gratuities in any personal or professional capacity that, although it may be legal, could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
- Violating the terms of any other policy set forth in this Handbook.

### **Attendance and Punctuality**

It is important for you to report to work on time and to avoid unnecessary absences. The BCRD recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including termination.

Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on morale and the success of the BCRD. You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent or late, you should notify your immediate supervisor. If your absence or tardiness is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but, to the extent possible, no later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you should notify Human Resources. If you must leave a voicemail, you must provide a number where your supervisor or Human Resources may reach you if needed.

Failure to properly report your absences may be considered a voluntary resignation of your position. Employees who fail to report to work for three (3) consecutive workdays without notifying their supervisor or Human Resources or without authorization may be deemed to have voluntarily resigned their position with the BCRD.

### **Violence in the Workplace**

The BCRD is committed to providing a safe workplace for employees, vendors, members of the public and others with whom the BCRD engages. The BCRD has zero tolerance for violent acts or threats of violence. You are expected to conduct yourself in a non-threatening, non-abusive manner at all times. Any direct, conditional or veiled threat of harm to any employee, vendor, member of the public or other third party or to BCRD property will be considered unacceptable behavior. Acts of violence, intimidation or bullying of others, including, but not limited to, abusive language, hitting or shoving, threats of bodily harm, threats or acts of violence, brandishing of an object which may be

used as a weapon, sending threatening, harassing or abusive e-mails, texts, social media comments or messages, or other communications, using the workplace to violate protective orders and stalking, will not be tolerated.

All employees share the responsibility in identifying and alleviating threatening or violent behaviors. Anyone who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, is to immediately report this information to their supervisor or Human Resources. Employees should also report situations that they believe could lead to workplace violence, including but not limited to, protective orders or other no-contact orders issued with respect to an employee. You must assume that any threat is serious. BCRD will carefully investigate reports and maintain employee confidentiality to the fullest extent possible.

The BCRD may take disciplinary action, up to and including termination, and/or legal action as appropriate, against any employee who commits or threatens to commit a violent act against any person while on BCRD premises or while engaged in BCRD business off the premises.

### **Anti-Harassment and Non-Discrimination**

The BCRD is committed to a work environment in which all individuals are treated with respect and dignity and are free from all forms of harassment and discrimination. Any form of harassment, even when not unlawful or directed at a protected category, is prohibited and will not be tolerated. All employees, vendors, contractors, or other third parties, are expected to adhere to this policy.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, the BCRD will promptly take any appropriate disciplinary action. The BCRD will not permit or condone any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

The term “harassment” includes, but is not limited to, harassment based on any category protected by federal, state or local law, which may include, but is not limited to, unwelcome slurs, jokes, or verbal, graphic or physical conduct relating to an individual’s race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation. However, harassment directed at anyone, whether in a protected category or not, will not be tolerated.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: (i) submission to such conduct is an explicit or implicit term or condition of employment; (ii) employment decisions are based on an employee’s submission to or rejection of such conduct; or (iii) such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment may include, among others, (i) leering, making sexual gestures, or displaying derogatory and/or sexually suggestive objects, pictures, cartoons, posters or drawings; (ii) sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or

comments; (iii) verbal or non-verbal unwanted sexual advances or propositions; (iv) threatening or making reprisals after a negative response to sexual advances; (v) offering employment benefits such as raises, promotions and job retention in exchange for sexual favors; (vi) unwanted physical conduct such as touching, massaging, pinching, patting, hugging; and (vii) physical interference with normal work or movement including impeding or blocking movement.

Discrimination occurs when there is a violation of the Equal Employment Opportunity policy set forth at the beginning of this Handbook and when those in a protected class listed in such policy are subject to adverse employment actions based on such class. Adverse employment actions usually involve decisions made by supervisors, department heads, or the Board that affect the workplace status and benefits of employees. Unlawful adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to their age, not promoting an employee due to their religious beliefs, denying an employee a raise due to their race, disciplining an employee more harshly than others due to their sex, and terminating an employee due to their national origin.

Discrimination or harassment in the workplace may also give rise to a hostile work environment in which comments or conduct interfere with an employee's participation in the workplace and create an intimidating or offensive work environment.

Examples of inappropriate conduct cited in this policy are illustrative and not all inclusive. Any conduct which might reasonably be deemed offensive by another employee should be avoided.

### Complaint Procedure

The BCRD seeks to provide you with a convenient and reliable method for reporting incidents of alleged harassment, including sexual harassment, and discrimination. Any employee who feels harassed or discriminated against is encouraged to immediately inform the alleged offender that the behavior is unwelcome. In many instances, the person may be unaware the conduct is offensive, and this action alone may often resolve the problem. If the informal discussion with the alleged offender is unsuccessful in remedying the problem, or if you do not feel comfortable with such an approach, you should immediately report the conduct to your supervisor or Human Resources. If the offender is your supervisor, you should report the matter to Human Resources. If either your supervisor or Human Resources is unavailable, you should report the matter to the Executive Director. If the Executive Director is the offender, you should report the matter to the Board. The BCRD cannot resolve a harassment or discrimination problem unless it knows about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so we can take the necessary steps to correct any problems. The report should include all facts available to you regarding the alleged harassment, sexual harassment, or discrimination. Once the complaint is documented and reviewed, your supervisor and/or Human Resources will review the matter and determine any appropriate follow-up and action.

BCRD recognizes that whether harassment or discrimination has occurred requires a factual determination based upon all evidence bearing upon the issue. False accusations of harassment or discrimination can have serious effects upon those accused and others in the workplace and may result in disciplinary action.

Once a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.

If the alleged harassment, sexual harassment, or discrimination is from a vendor, contractor, member of the public or other third party, BCRD will take appropriate action to try to stop the conduct.

If you have made a complaint but feel that the action taken in response has not remedied the situation, you should make an additional complaint following the complaint procedure outlined in this policy.

### Investigation Procedures

All complaints made under this policy will be taken seriously and will be promptly reviewed by Human Resources. Human Resources may determine to also review the complaint with the Executive Director and/or BCRD's legal counsel. In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.

During the course of the investigation, the complainant, the person alleged to have committed the offenses, and any relevant witnesses will typically be interviewed to determine whether or how the alleged conduct occurred. No one involved in or a witness to the alleged conduct may participate in the investigation to help ensure the independence of the investigation. At the conclusion of the investigation, a written report of the findings of the investigation will be prepared and reviewed by Human Resources, who will then route it as appropriate. Human Resources and, as appropriate, the Executive Director, and/or the appropriate supervisors and/or legal counsel for the BCRD, will meet separately with both the complainant and the person alleged to have committed the offenses to notify each of them in person of the findings of the investigation. The complainant and the person alleged to have committed the offenses may submit written statements to Human Resources and/or the appropriate supervisors and Executive Director challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.

After Human Resources and, as applicable, the Executive Director and/or the appropriate supervisors have met with both parties and reviewed the documentation, a decision will be made as to what action, if any, should be taken. At the conclusion of this investigation procedure, the complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant.

### Disciplinary Action

Disciplinary action will be taken if the investigation reveals that an employee has acted in a manner that is not in alignment with the goals of these policies. BCRD may address any workplace issue discovered during an investigation. This may include some or all of the following steps: (i) restore any lost terms, conditions, or benefits of employment to the complaining employee; and/or (ii) discipline the alleged offender. This discipline may include written disciplinary warnings, demotion, suspension and/or termination of employment and may take into account, among others, (i) the severity, frequency and pervasiveness of the conduct; (ii) the conduct of the respective employees; (iii) prior complaints made against the person alleged to have committed the offenses; and (iv) the quality of the evidence (first-hand knowledge, credible corroboration etc.).

If problematic conduct is revealed in the investigation, corrective action may be taken even if the investigation is inconclusive or if it is determined that there has been no unlawful discrimination, harassment, or retaliation.

### Confidentiality

All reports of alleged harassment, sexual harassment, or discrimination will be treated seriously. Confidentiality will be maintained to the extent possible and allowed by law. However, to conduct a thorough investigation, certain information may need to be disclosed to other individuals, including the alleged offender. Consequently, absolute confidentiality cannot be promised and cannot be guaranteed. The BCRD's insurer may also be engaged to assist in all phases of any proceeding or investigation.

### Duties of employees

All employees of the BCRD, both management and non-management, are responsible for assuring that a workplace free of harassment, sexual harassment, and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The BCRD strives to maintain a pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

Without limiting the generality of the paragraph above, all supervisors are expected to ensure that the work environment is free from unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment. They are responsible for the application and communication of this policy within their work areas. Supervisors should:

- Encourage employees to report any violations of this policy immediately.
- Report any complaint of discrimination, harassment, including sexual harassment, retaliation, or hostile work environment made by an employee or any inappropriate behavior of which the supervisor is aware to Human Resources or, if Human Resources is the subject of the complaint to the Executive Director, or if the Executive Director is the subject of the complaint, to the Board.
- Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.
- Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment, or hostile work environment.

The Executive Director, or the Executive Director's designee, has been designated as the person responsible for directing the procedures of this policy.

### Retaliation

Workplace retaliation is when an employee is punished or negatively treated because the employee engaged in legally protected activity, including initiating a complaint of discrimination or harassment, providing information for, or assisting in, an investigation or refusing to follow orders

that would result in discrimination or harassment. Retaliation can result from employment action taken by a supervisor, department head or the Board or from the acts of other employees.

Examples of conduct that might be considered retaliation for engaging in protected activity include assigning the employee to less desirable tasks or shifts in the office, denying an employee a promotion or raise, socially isolating an employee, playing practical jokes on the employee, and allowing other employees to be critical of an employee for participating in a workplace investigation into alleged discrimination or harassment.

Acts of retaliation against an employee are prohibited and may result in disciplinary action.

### **Alcohol-Free and Drug-Free Workplace**

The BCRD is committed to protecting the safety, health and well-being of all employees, members of the public, and vendors in our workplace. “Workplace” includes BCRD property, the location of any BCRD-sponsored activity or any other site where you are performing work or representing BCRD.

The term “drug” as used in this policy includes prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines.

All employees are expected to contribute to maintaining an alcohol-free and drug-free workplace. Prohibited activities under this policy include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer or cultivation of drugs in the workplace. No employee will work, or report for work, impaired by any controlled substance, drug, or alcohol. Impairment will be determined strictly on an assessment of the employee’s ability to perform the employee’s regular and other assigned duties, safely and efficiently and without disruption to other employees, members of the public and/or BCRD’s operations. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription under federal law, is not a violation of this policy subject to below.

As a condition of continued employment, all employees must comply with this policy. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may ask your immediate supervisor or Human Resources for assistance in seeking help, including possible coverage under the BCRD’s medical insurance plan, to address substance abuse.

Use of any substances, lawful or unlawful, that impair an employee's ability to competently perform the employee’s work or threatens the safety and well-being of other employees or members of the public, whether or not prescribed as part of a treatment or other program, does not preclude appropriate action by the BCRD under this policy. If an employee is prescribed a medication that may impair the employee’s ability to competently and safely do their job, the employee must provide a physician’s note explaining the possible effects of the medication on the employee’s ability to do their job and the length of time that the employee will be required to take the medication. The employee

may be required to take leave while taking the medication if other reasonable accommodations are not available.

## **Fraternization Policy**

BCRD holds its employees to the highest ethical and professional standards. As such, we have created a fraternization policy that outlines our guidelines regarding employees forming personal relationships with each other. Our goal is to protect the well-being of our employees and retain a professional and equitable working environment, while ensuring personal relationships do not interfere with performance or the quality of services we provided to members of the public.

Employees are encouraged to develop and maintain professional relationships in the workplace, so long as these relationships do not interfere with the effective functioning of the workplace and core values of the BCRD. This policy does not prevent the development of friendships or even romantic relationships between certain coworkers, but it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Relationships in the workplace can create the potential for workplace gossip, conflicts of interest, sexual harassment allegations, claims of favoritism, and work distraction leading to poor performance and complaints from members of the public and other employees.

Employees who engage in consensual relationships must conduct themselves in an appropriate professional manner while at the workplace. They should not engage in any inappropriate behaviors that may cause their coworkers or members of the public to feel embarrassed, awkward or uncomfortable or that create a distraction or poor quality of service for the public. This includes, but is not limited to, intimate contact.

Any supervisor involved in a romantic relationship with a subordinate must immediately notify their superior of the existence of any such relationship. This situation can be unhealthy for workplace morale and may create a conflict of interest, plus the chance for coercion and/or preferential treatment and could subject the BCRD to legal claims. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to the BCRD to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such a relationship may result in a change of employment duties and other appropriate action for the protection of BCRD and to avoid potential conflicts of interest.

## **Smoke-Free Workplace**

The BCRD is committed to providing all employees with a safe and healthy work environment. All BCRD buildings, facilities, premises and vehicles are smoke-free in accordance with applicable law. Smoking a cigarette, cigar, or pipe or any other form of tobacco, as well as the chewing of tobacco or use of e-cigarettes, is not allowed within BCRD's buildings, facilities and premises or in BCRD vehicles. Smoking is only permitted outside of BCRD buildings, facilities, premises and vehicles at least 50 feet away from entrances.

## **Safety and Workplace Accidents**

Safety is everyone's responsibility and is a regular, ongoing part of everyone's job. The BCRD is committed to maintaining a safe and productive workplace. Every employee is required to report to work fit to perform their job in a safe, appropriate, and effective manner. You should receive more specific, detailed information and training on safety issues as an ongoing part of your employment and with respect to any hazards you may encounter in the course of performing your job, including the use and operation of any vehicles, tools or machinery. Please refer to the BCRD's Safety Policy provided separately from this Handbook, for more information on safety procedures. You are responsible for familiarizing yourself with such procedures.

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor.

All employees are covered by workers' compensation insurance. This insurance covers injuries or illness arising out of or in the course of employment. Except in the case of an emergency (in which case emergency medical responders should be called), employees are required to notify their supervisor immediately of any injury which occurs during or as a result of working for the BCRD, no matter how insignificant an injury may seem at the time, to ensure an employee's physical well-being and the correct processing of claims. Failure on the part of an employee to notify BCRD, or failure to complete the processing forms upon personal injury, may result in a denial of insurance coverage. BCRD and/or its insurance carrier may not be liable for the payment of workers' compensation benefits in certain instances, including in the case of any injury that arises out of an employee's voluntary participation in an off-duty, recreational, social, or athletic activity which is not part of the employee's work-related duties. A determination of compensation and any award of benefits shall be made in accordance with applicable law. Return to employment after an injury will be authorized on a case-by-case basis in consultation with the employee's supervisor and the insurer and may require a fitness for duty evaluation.

Questions or concerns regarding any safety policy, injury or injured worker status should be directed to your supervisor or Human Resources.

### Fitness for Duty Evaluation

The BCRD may require a fitness for duty evaluation as part of a physical exam of the employee to determine the employee's physical, mental and emotional readiness to perform the essential functions of their job with efficiency and safety for the employee and others and otherwise in accordance with applicable law. Fitness for duty evaluations may be done in the following circumstances, among others:

- Following a conditional offer of employment;
- Prior to return to work following a leave related to injury or illness;
- When an employee expresses concern about their ability to perform the functions of their job; or
- When there is reasonable belief that the employee cannot safely perform the functions of their job.

### **Vehicle Policy**

It is the policy of BCRD to provide a safe working environment that protects our employees and our citizens from injury and property loss. Employees who operate BCRD owned or leased motor vehicles (BCRD vehicles) must always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both BCRD owned property and public trust, and must follow all applicable driving laws, including prohibitions on cell phone use while driving and requirements that all drivers and passengers use seatbelts.

### Vehicle Use

BCRD vehicles are to be used only for BCRD related business or activities and only by employees authorized by their supervisor or the Executive Director to operate a BCRD vehicle. Any other use or situation, other than de minimis personal use, requires the approval of the Executive Director.

Each employee assigned or permitted to operate a BCRD vehicle shall be responsible for the proper and safe operation of the vehicle. You should check any BCRD vehicle you operate at the end of each day. Any maintenance, mechanical, safety or other issues with a BCRD vehicle should be reported immediately to the employee's supervisor. Employees who operate BCRD vehicles assume the responsibility of all fines and violations. If you fail to check your vehicle at the end of each day and note all problems correctly, you assume the risk of violation (example: no brake lights or turn signals, safety chain off trailer, etc.).

Rubbish and litter must be removed from all vehicles daily. Trash on the floor, dash, or seat of a vehicle could impair the driver. Keep all trash in the beds of trucks under a tarp and secured. Blowing litter is not acceptable. Recycling is encouraged when possible.

All employees are required to ride inside of the vehicle cab. Overloading is not allowed. If all crew members cannot fit inside of the vehicle cab legally, then arrangements will be made to transport extra people in other vehicles. Riding in a truck bed or trailer is not allowed.

### Licenses

Employees who operate BCRD vehicles must maintain a current, valid and appropriate driver's license, report any state-imposed driving restrictions to their immediate supervisor, and immediately notify their supervisor if their driving abilities are impaired or their license is expired, revoked or suspended. Vehicles over 26,000 gross vehicle weight, buses, and vans over 15 passengers require a commercial driver's license (CDL). Special equipment like ski groomers or snowmobiles may require a special license and required training.

### Smoking Prohibited

Smoking is expressly prohibited in all BCRD vehicles.

### Impaired Driving

An employee must not operate a BCRD vehicle when the employee's ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-

counter medication, or illness, fatigue or injury. The employee must report to the employee's supervisor any reason that may affect the employee's ability to drive safely.

### Proof of Insurance

Employees must make sure that the current insurance card is kept in the vehicle at all times.

### Accident Reporting

In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.

Drivers shall always have a police officer investigate any accident that involves a BCRD vehicle. This will help ensure BCRD is protected from unwarranted claims. Do not discuss fault with, or sign anything, from anyone except for a police officer, a representative from ICRMP (BCRD's insurer) or an authorized representative of BCRD. Drivers should notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved.

### Fines and Penalties

All fines and other penalties incurred due to violations of the law by a driver of a BCRD vehicle are the personal responsibility of the driver and must be reported immediately to the employee's supervisor. These costs are not reimbursable by BCRD and must be paid promptly by the driver. All employees using BCRD vehicles are required to be in compliance with all applicable state, local, and federal law. The BCRD's insurance company may revoke your privilege to drive BCRD vehicles for minor traffic violations received both while driving BCRD vehicles and/or in your own vehicle.

### Gasoline Usage

Employee drivers must use either a BCRD approved credit card with the approval of their supervisor or a gas card that may be placed in the glove box of a vehicle. Gas cards are to be used for BCRD vehicles only.

### Use of Personal Vehicles

Employees may request compensation for mileage/fuel used on personal vehicles in connection with BCRD related business activities (i.e. business travel) with prior approval of their supervisor or the Executive Director. Employees are encouraged to use BCRD vehicles when available and practical for business related travel or BCRD related driving needs.

### **Work Area**

Each employee is expected to keep their work area clean and neat. BCRD is not responsible for any loss or theft of personal items left within BCRD's premises or at other locations while performing work for BCRD, and employees are discouraged from leaving items of value within BCRD's premises or at other locations while performing work for BCRD.

## Internet Code of Conduct

Access to the Internet may be provided to employees for the benefit of the BCRD and its operations. It is your responsibility to use the Internet in a safe, productive, ethical and lawful manner. Use of the Internet for personal purposes while on BCRD time must not interfere with your productivity or that of other employees or disrupt the operation of BCRD's network or the network of other users.

You are responsible for the content of all text, audio or images that you place or send over the Internet including, but not limited to, any Web-based sites, email services, or programs utilized through BCRD. Employees may not engage in any online conduct, including through social media or email, in the name of BCRD, or using a BCRD email address or similar as a contact or login credential, or otherwise, that is illegal or would otherwise damage BCRD, its interests, its reputation or that of management, other employees, vendors, patrons or members of the public that use BCRD's services. Employees are prohibited from posting statements, photographs, video or audio or sending email content that reasonably could be viewed as malicious, obscene, threatening or intimidating or that might constitute harassment or bullying. Examples of this conduct might include offensive posts or emails meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or BCRD policy.

No messages regarding or relating to BCRD are to be transmitted under an assumed name. Employees may not transmit messages or other communication by means that either mask or hide their identity or indicate that they are sent by someone else if it contains information regarding the BCRD.

### Email

If you are provided with a BCRD email address or otherwise have access to BCRD's email system, all email communications are and shall remain the property of the BCRD and may be monitored at any time and from time to time by the BCRD and/or its email service provider. You should have no expectation of privacy with respect to any correspondence or communication sent or received via BCRD email accounts.

Your email account is a BCRD-provided privilege. Please remember that when you send an email from the BCRD domain, you represent BCRD whether your message is business related or personal.

### Software and Copyright Issues

The BCRD intends to prevent the unauthorized use of copyrighted materials belonging to others and to respect the intellectual property rights of others at all times. You should obtain prior approval before downloading or copying any software or materials, information, or photos found online. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to others unless given express permission to do so. When using web-based sources, you must provide appropriate attribution and citation of information. Any use of or access to BCRD's website(s) shall at all times be subject to the terms of use set forth on such website(s). Failure to observe copyright or license agreements may result in disciplinary action from BCRD or legal action by the copyright owner.

## Confidentiality and Passwords

While BCRD systems may accommodate the use of passwords for security purposes, you should not expect confidentiality of information on BCRD devices. BCRD reserves the right to access and/or monitor your Internet use and information on BCRD devices at any time, without notice.

You should never disclose personal or system passwords or access codes to anyone other than authorized BCRD representatives. You may not attempt to gain unauthorized access to another employee's system, including email.

## Anti-Virus

To prevent computer viruses, you should not open or download any suspicious files, especially from sources unknown to you, or any spam or junk emails, and you may not disable any anti-virus or similar software on BCRD devices.

## Harassment

Harassment of any kind is prohibited. Messages with derogatory or inflammatory remarks about an individual or group's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information or sexual orientation are not permitted.

## Violations

Violations of any guidelines listed in this policy may result in disciplinary action, up to and including immediate termination. If necessary, BCRD will advise appropriate legal officials of any illegal violations. All communications, including text and images, can be disclosed to law enforcement or other third parties without the prior consent of the sender or the receiver.

## **Personal Phone Use**

We ask that all employees use common sense and their best judgment when making or receiving personal calls during work hours.

## **Employee Discipline**

The following framework provides discipline options that may be taken when an employee fails to adequately perform their duties or violates any of BCRD's policies, including those set forth in this Handbook. Nothing contained herein is intended to change the at-will nature of your employment or limit the reasons for which an employee may be disciplined, including termination of employment. Progressive steps may be implemented to encourage improved performance or attitude but are not required. The BCRD may take any of the following disciplinary actions, or any other action, in any order when a supervisor, Human Resources or the Executive Director determines the conduct or performance of an employee is serious enough to warrant discipline.

The following are among the disciplinary actions that may be taken in response to employee policy violations or performance deficiencies: oral warning; written warning or reprimand; suspension without pay; demotion or change in duties and responsibilities; and termination. Conditions of maintaining employment that relate to particular performance/behavior issues may be established in conjunction with any of these actions.

### Opportunity To Be Heard

All BCRD employees are at-will. However, an at-will public employee who is terminated or demoted with a reduction in pay, (i) based upon stigmatizing allegations, such as allegations based on dishonesty, immorality or criminal misconduct, and (ii) only where those allegations are publicly disclosed by the BCRD, are entitled to a name-clearing hearing when one is requested. Failure by the employee to pursue this hearing procedure constitutes a waiver of this opportunity.

Within 14 days of an employee's termination or demotion, the employee may submit to the Board a written request for a name-clearing hearing and state the basis for it. A request for hearing will be denied if the employee misses the deadline for submittal of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.

An employee granted a hearing will meet with the Board. The hearing will not exceed 1 hour in duration. An audio recording of the hearing will be made and maintained as part of the employee's personnel record. The employee's supervisor may provide a brief written statement at least 24 hours prior to the hearing. The Board may require the supervisor to participate in the hearing. The employee will be provided an opportunity to present evidence upon which the employee's claims are based. The Board may ask questions during this process. The Idaho Rules of Evidence do not apply to this hearing.

After the hearing, the Board will consider the information submitted, and other information available in the BCRD's records, to arrive at a decision. The Board will issue a written statement setting forth the reasons for its decision.

## **COMPENSATION POLICIES**

### **Employee Classification**

For various reasons, employee status must be organized by classes to administer employee policies, benefits or otherwise address certain employment issues. It is generally the responsibility of the employee to assure that the employee is properly categorized for the purposes of each issue or benefit type. The BCRD will endeavor to assist with such matters, but the employee is ultimately responsible for ensuring that their service is properly classified.

The classification of the position an employee holds with the BCRD may affect the status of obligations or benefits associated with the employee's employment. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time regular employee. The primary classes of employees are:

1. Elected Officials: Elected Officials are not considered regular employees and generally only include BCRD Board members.

2. Full-Time Regular Employees: Employees whose employment is sustained and continuing and whose typical work week consists of at least 30 hours are considered full-time regular employees.

3. Part-Time Regular Employees: Employees whose employment is sustained and continuing and whose typical work week consists of less than 30 hours on a regular basis are considered part-time regular employees.

4. Temporary Employees: Employees who work on an irregular, seasonal or temporary basis are temporary employees.

In addition to the employee classifications set forth above, all employees are classified as exempt (not eligible for overtime) or non-exempt (eligible for overtime) based on compensation and specific job duties. Exempt employees generally must meet certain compensation thresholds and perform specific professional, executive, or administrative tasks. Employees should contact their supervisor or Human Resources for further clarification of the employee's status.

### **Employee Compensation**

Employees are compensated in accordance with, and subject to, decisions of the Board as annual budgets are set. The Executive Director and department heads may make suggestions about compensation levels and other compensation related matters, but the final decision regarding compensation policy rests with the Executive Director and/or the Board.

The BCRD reserves the right to change an employee's compensation for any lawful reason deemed appropriate by the Board. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent BCRD budget and the effective functioning of BCRD services. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as work needs change.

Any concerns about your compensation, rate of pay, payroll status, deductions, etc., should be communicated to your supervisor or Human Resources as soon as any such concern arises.

### **Overtime (Non-Exempt Employees Only)**

The workweek for all non-exempt employees begins at 12:00 a.m. on Monday of each week and concludes at 11:59 p.m. on the succeeding Sunday.

Overtime for non-exempt employees will be allowed only when authorized by the employee's supervisor or when absolutely necessary in an emergency. Non-exempt employees may not work any hours outside of their scheduled workday unless their supervisor has given advanced authorization for the unscheduled work. Non-exempt employees may not start work early, finish work late, work during meal breaks or perform any other extra or overtime work unless they are authorized to do so, and it is reported on the employee's timesheet. Any employee who fails to report, or inaccurately reports, any hours worked will be subject to disciplinary action, up to and including termination.

Non-exempt employees entitled to overtime compensation will either accrue compensatory time or overtime pay, as established from time to time by the Board; provided, however, no employee

is required to accept compensatory time in lieu of overtime pay. If you wish to receive overtime pay in lieu of compensatory time, you must notify your supervisor and Human Resources. Compensatory time or overtime pay for work in excess of 40 hours per week, or in excess of the work period interval established, will be computed at 1½ hours for each additional hour worked. The Board has set a maximum accumulation of 40 hours of compensatory time. Any compensatory time over that amount will be paid in the next pay period unless otherwise approved by the Board or the Executive Director.

Compensatory time may be used whenever required by a supervisor or when requested by an employee with the prior approval of a supervisor, which approval will depend upon the needs of the BCRD, including the number of other employees requesting time off at the same time. Compensatory time that has been earned during any one-half (1/2) fiscal year but not taken by the end of the succeeding one-half (1/2) fiscal year shall be paid in cash on the first payroll following the close of such succeeding one-half (1/2) fiscal year. Compensatory time not taken prior to separation from employment with the BCRD shall be paid in cash.

Questions about overtime and compensatory time should be directed to your supervisor or Human Resources.

### **Time Records**

Each non-exempt employee is responsible for timely and accurately recording time worked, and any vacation or other time or benefits used, in accordance with the procedures authorized by the Board and Human Resources. Each time report must be approved by the employee's supervisor. If the employee has changes or edits to the employee's time records, such changes must be submitted to the employee's supervisor for review and approval prior to the end of the applicable pay period. Employees are responsible for reviewing their time records to make sure they are accurate.

Exempt employees may be required to document time worked or benefits used for accountability purposes.

Employees may not falsify their own time records or alter another employee's times record in any way. Employees must not under- or over-report hours worked by themselves or other employees, or conceal any falsification of time records, even if instructed to do so by a supervisor, a member of the Board or another person. If instructed to do so, the employee must immediately report the matter to Human Resources or if Human Resources provided the instruction, to the Executive Director. Any violation of this policy may result in discipline, up to and including termination.

### **Payroll and Errors in Pay**

Employees are paid every other Friday throughout the year. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued. If a scheduled payday falls on a holiday, you will be paid on the preceding business day.

BCRD makes every effort to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday. BCRD reserves the right to change scheduled paydays from time to time in its discretion. You should review your paycheck when received and, if you believe an error has been made, whether to your benefit or not, contact Human Resources immediately. All necessary steps will be taken to research the problem and to assure that any necessary

correction is promptly made. All amounts paid will be less required and voluntary deductions. In the event of an inconsistency between the amounts reflected on your pay stub and BCRD policy, BCRD policy will prevail.

**Expense Reimbursements**

All business expenses must be approved in writing and in advance by an employee’s supervisor and in accordance with policies established from time to time by the Board and/or the Executive Director. Any approved business expense paid by an employee and not paid directly by the BCRD will be reimbursed to the employee subject to the employee submitting a reimbursement form (in form satisfactory to BCRD) and providing any receipts or other information as BCRD may reasonably request to verify any business and/or reimbursable expenses.

**EMPLOYEE BENEFITS**

The BCRD offers a number of employee benefits for full-time and part-time regular employees. These benefits are subject to change or termination at the sole discretion of the Executive Director and the Board. Each benefit is subject to the specific terms of its respective policy and/or its terms as approved by the Board.

Temporary employees will receive benefits as required by law, including worker’s compensation insurance. All other benefits will be determined from time to time in the discretion of the Executive Director and/or the Board.

**Vacation**

Vacation leave is available to full-time employees who have completed the equivalent of 6-months of full-time employment. Vacation leave accrues at the rates in the chart below for employees who work between 38 and 40 hours per week. Full-time employees who work less than 38 hours per week accrue vacation leave in proportion to the number of hours worked. The Executive Director and/or the Board have flexibility regarding vacation accrual when hiring new employees.

<b><u>Length of Service</u></b>	<b><u>Vacation Accrual</u></b>	<b><u>Pay Period Accrual</u></b>	<b><u>Maximum Accrual</u></b>
<b>0 through 5 years</b>	80 hours per year	3.08 hrs./pay period	120 hours per year
<b>6 through 10 years</b>	120 hours per year	4.62 hrs./pay period	160 hours per year
<b>Over 10 years</b>	160 hours per year	6.16 hrs./pay period	200 hours per year

In the pay period following the employee’s anniversary date and upon completing 5 and 10 years of service, the employee will start accruing vacation leave at the increased incremental rate per pay period set forth above or proportionately if the employee typically works less than 38 hours per week.

Vacation leave can only be accrued up to the maximum accrual shown above. Once an employee reaches the maximum accrual amount, no additional vacation leave will accrue until the employee's accrued hours are reduced below the maximum.

Vacation leave is to be scheduled in advance with the approval of the employee's supervisor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of the affected office/departments and the needs of the BCRD. Upon separation from employment, unused vacation leave, up to the maximum allowed accrual, will be paid by lump-sum payment at the employee's then-current hourly rate and will be subject to normal payroll withholdings and deductions.

Employees may not take vacation above the amount they have accrued without the approval of their supervisor and the Executive Director. Should an employee's employment with the BCRD terminate for any reason after taking vacation leave without sufficient accrual, the time taken above the employee's accrued amount will be deducted from the employee's final paycheck at the employee's then-current hourly rate unless otherwise required by law. An employee's acknowledgement of this Handbook shall be such employee's authorization for BCRD to make such deduction. Unpaid leave when vacation accruals have been exhausted may be granted with the Executive Director's approval, in the Executive Director's sole discretion.

## Holidays

Paid holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Executive Director.

Full-time regular employees who work on holidays will be scheduled to receive a substitute holiday with pay. The substitute holiday is to be used within the fiscal year of the holiday they worked. When using substitute holidays, employees must receive supervisor approval.

The BCRD observes the following holidays:

New Year's Day	Martin Luther King, Jr./Human Rights Day
Presidents' Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Columbus Day
Veterans Day	Thanksgiving Day
Christmas Day	

## Sick Leave

Sick leave is provided to regular full-time employees, working 38 hours or more per week, at the rate of 3.69 hours per pay period. Full-time regular employees who work less than 38 hours per week accrue sick leave in proportion to the number of hours worked per week. Sick leave is to encourage staff to stay home when sick to safeguard other employees and to provide relief to the employee when an illness or injury prevents the employee from working productively or safely, or when an immediate family member's (spouse, child, parent) illness presents no practical alternative for necessary care. Sick leave must be requested at least within two

hours of the time the scheduled work period is to begin unless circumstances outside the control of the employee prevent such notice. The employee may be required to provide a doctor's note to return to work. Sick leave will accrue without any cap or maximum.

## **Sick Leave Donation Policy**

The BCRD recognizes that employees may have a personal or family medical event or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick leave. To address this need, all eligible employees will be allowed to donate accrued paid sick leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

### Eligibility

An employee must be a regular full-time employee to receive donated sick leave.

### Guidelines

Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets one of the following criteria:

- A medical event, defined as a medical condition of the employee or an immediate family member that requires the prolonged/extended absence of the employee from the BCRD that would result in a substantial loss of income to the employee due to the exhaustion of all sick leave available. An immediate family member is defined as a spouse, child, or parent.
- A major disaster, defined as a disaster declared by the President under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, or any other significant event that causes severe hardship to an employee or their immediate family member, as determined by the Executive Director and Human Resources.

### Donation of Accrued Sick Leave Hours

- The donation of sick time by an employee is strictly voluntary.
- The identity of the recipient will not be disclosed to donating employees.
- The donation of sick time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The maximum number of hours that an employee may donate is 80 hours or no more than 50 percent of the employee's then-current accrued balance.
- Employees cannot borrow against future sick time to donate.
- Employees who are currently on an approved leave of absence cannot donate sick time.

### Requesting Donated Sick Time

Employees who would like to request donated sick time are required to complete a Donation of Sick Time Request Form and submit it to Human Resources. Requests for donations of sick time must be approved

by Human Resources and the Executive Director. If the recipient employee has available sick time in the employee's accrued sick leave balance, this time must be used prior to any donated sick time. Donated sick time may only be used for time off related to the approved request. Employees who receive donated sick time may receive no more than 480 hours (12 weeks) within a rolling 12-month period. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

## **Parental and Medical Leaves and the FMLA**

As a public agency, the BCRD is required to comply with the Family Medical Leave Act (FMLA). The FMLA provides eligible employees with up to 12 weeks of unpaid, job-protected leave during a twelve (12) month period (up to 26 weeks for military caregiver leave). It also requires that any group health benefits an employee receives be maintained during the leave. The FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. With respect to certain aspects of the FMLA, such as parental leave, the BCRD has adopted policies more favorable to the employee than required by the FMLA. The information below provides a summary of certain of BCRD's leave policies and those required by the FMLA. It is not intended to be a complete statement of all issues that may arise. Please contact Human Resources if you have any questions. For more information on the FMLA, please go to [www.dol.gov/whd/fmla/employeeguide.pdf](http://www.dol.gov/whd/fmla/employeeguide.pdf).

References to weeks in the policies below refer to an employee's regular work week whether the employee's work week is five (5) days, four (4) days or something else.

### Eligibility Requirements and Information of General Applicability

To be eligible for any of the policies described below, an employee must have (i) worked for the BCRD for at least 12 months as of the date a leave is to begin, which in some cases may include separate or nonconsecutive periods of employment with the BCRD, and (ii) worked at least 1,250 hours for the BCRD during the 12 months immediately prior to the date the leave is to begin. In addition, to qualify for any FMLA leave, the employee must also work at a BCRD location where the BCRD employs at least 50 employees (based on number of employees on payroll regardless of the employees' classification) within 75 miles as of the date when the employee gives notice of the need for a leave. Employees who are not eligible for an FMLA leave, or would like to request a leave not otherwise covered by FMLA, should contact Human Resources about the possibility of taking a personal leave as described elsewhere in this Handbook or using accrued vacation and/or sick time.

Employees should notify their supervisor and Human Resources of their intent to take any leave under any of the policies below as early as possible, ideally at least 30 days prior to the expected start date of leave. The employee should indicate the reason for the leave and the expected duration of the leave. The BCRD may require periodic notices of the employee's FMLA status and their intent to return to work during any leave.

Employees are required to use any accrued paid vacation, sick leave and compensatory time off concurrently with any FMLA leave. If the employee does not have sufficient accrued vacation, sick leave and compensatory time to cover the time out on FMLA leave, the employee may take the remainder of FMLA leave as unpaid leave. If an employee is on worker's compensation leave, such leave will also run concurrently with any FMLA leave. Employees eligible for FMLA protected leave may decline the use of such leave but will then be subject to the attendance and leave policies of the BCRD.

During the period of any authorized paid or unpaid leave, vacation and sick leave will cease to accrue during the time an employee is on leave. Vacation and sick leave will continue to accrue, however, during any time an employee uses accrued vacation or sick time in lieu of a paid or unpaid leave.

FMLA leave may be taken intermittently or on a reduced leave schedule with prior written approval from the employee's supervisor and Human Resources or when medically necessary, as determined in accordance with the provisions of the FMLA. Intermittent leave may not be used for the birth or placement of a child for adoption or foster care without the prior approval of Human Resources.

Eligible employees returning from authorized paid parental leave or qualifying FMLA leave will be reinstated to their original position or an equivalent position with the same pay, benefits, and working conditions, in accordance with applicable laws. Notwithstanding the foregoing, the BCRD may deny reinstatement of an employee considered a "key employee" if reinstating such employee would cause substantial and grievous economic injury in accordance with the provisions of the FMLA.

If an employee fails to return to work at the end of an FMLA leave, for reasons other than the continued serious health condition of the employee or eligible family member, the BCRD may recover from the employee the premiums that were paid for the employee's medical coverage during the FMLA leave period.

For questions regarding any of the policies below, to initiate a leave request, or to discuss an employee's rights and obligations for continuation of any current benefits the employee is receiving during leave, please contact Human Resources. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.

### Parental Leave

The BCRD recognizes the importance of providing time for new parents to recover physically and emotionally from childbirth and to bond with their new child. This policy provides a total of up to 14 weeks of paid parental leave for full-time regular eligible employees in accordance with the policies below. Eligible employees who are not full-time will receive up to 12 weeks of unpaid leave to the extent required by the FMLA. To receive parental leave, an eligible employee must:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

In no case will an eligible employee receive more than 14 weeks of paid parental leave, or 12 weeks of unpaid leave, as applicable, in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame. A multiple birth, adoption or placement (e.g., the birth of twins or adoption of siblings) does not increase the total amount of parental leave granted for that event.

Eligible full-time regular employees are entitled to:

- 6 weeks of paid maternal medical recovery leave following childbirth, beginning on the date of delivery of the child or as medically necessary prior to delivery. This leave only applies to employees who have given birth and not to spouses or partners and must be taken continuously beginning at the time of birth (or earlier if medically necessary) .
- 8 weeks of paid bonding leave, to be used for the purpose of bonding with the newborn, adoption or placement of a child. This leave may begin immediately after the medical recovery leave period or be scheduled flexibly, in full week increments, within six (6) months of the child's birth, adoption

or placement, with prior approval from Human Resources. This policy will run concurrently with FMLA leave, as applicable. Any unused parental leave will be forfeited at the end of the 6-month time frame.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time hourly or weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. Upon termination of an employee's employment with the BCRD, the employee will not be paid for any unused parental leave for which the employee was eligible.

Paid parental leave will run concurrently with any applicable state or federal family and medical leave entitlements (e.g., FMLA), where applicable. Employees may also use accrued vacation time in addition to parental leave, if desired.

### Medical and Health Related Leaves

Under the FMLA, eligible employees may receive up to a total of 12 weeks of unpaid, job-protected leave in a rolling 12 month period for one or more of the following reasons:

- To care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

Examples of a serious health condition that qualifies for FMLA leave include:

- conditions requiring an overnight stay in a hospital or other medical care facility;
- conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication);
- chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
- pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

The employee may be required to provide medical certification by their physician or medical practitioner indicating the need for leave for a serious health condition and the estimated length of the required leave. The BCRD may also require a second or third medical opinion at the BCRD's expense.

Employees on FMLA leave for their own serious health condition may also be required to provide a medical practitioner's fitness for duty report prior to returning to work. The employee must provide their medical practitioner with a job description so that the practitioner can evaluate whether the employee will be able to perform all of their essential duties on their return to work. FMLA leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely the BCRD's in compliance with the provisions of FMLA. If a doctor finds that the employee not fit to return to work, the employee will not be allowed to return to work.

In cases where both parents or partners work for the BCRD, the maximum amount of leave is up to a combined 12 weeks if the leave is for reasons other than the employee's own personal serious health condition.

## FMLA Military Related Leave

Under the FMLA, eligible employees may receive up to a total of 12 weeks of unpaid, job-protected leave in a single 12 month period for any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on covered active duty. If this type of leave is requested, the BCRD may require certification that the service member has actually been called to active duty.

In addition, eligible employees may receive up to a total of 26 weeks of unpaid, job-protected leave during in a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave). If this type of leave is requested, the BCRD may require medical certification that the service member being cared for has a serious health condition and that it was incurred in the line of duty.

The allowed length of FMLA military leave is measured from the first day of leave taken. FMLA time already taken during the 12-month period may be deducted from the 26 weeks of leave. Regulations provide that an eligible employee is entitled to a combined total of 26 weeks of military caregiver leave and leave for any other FMLA-qualifying reason in a single 12-month period, provided that the employee may not take more than 12 weeks of leave for any other FMLA-qualifying reason during this period. For example, in a single 12-month period an employee could take 12 weeks of FMLA leave to care for a newborn child and 14 weeks of military caregiver leave, but could not take 16 weeks of leave to care for a newborn child and 10 weeks of military caregiver leave.

## **Other Leaves of Absence**

### Personal Leave

Up to 30 days of paid or unpaid leave of absence can be granted by the Executive Director for any justifiable purpose in the sole discretion of the Executive Director. Paid leave in any amount or unpaid leave in excess of 30 days will require prior written approval of the Executive Director. Approval may be contingent upon first using accrued paid time off such as vacation, sick leave, or compensatory time.

### Bereavement Leave

Up to three (5) days of paid leave of absence will be provided for a death in the employee's immediate family (spouse, parents, grandparents, children, grandchildren, brothers, and sisters, including in-laws) or other family members in the discretion of Human Resources. Employees have the right to use accrued vacation leave beyond the leave of absence allowed by this section.

### Jury Duty; Witness for BCRD Matters

The BCRD encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Leave will be granted, and full pay provided, to employees called to serve on jury duty or called as a court witness in matters specifically related to BCRD operations. Employees must show the jury duty summons or notice to their supervisor as soon as possible so that the supervisor can make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

### Military Leave

A military leave of absence will be granted to an employee to participate in ordered and authorized military duty (training or active) in accordance with applicable state and federal law.

### **Medical and Dental Insurance**

BCRD provides comprehensive health and dental insurance to eligible employees and offers family coverage only at the expense of the employee. Insurance coverage begins on the first day of the month following the employee's start date. All coverage is subject to policy terms and benefits are subject to change at any time. Claims procedures are administered by the individual employee. Contact Human Resources for further details.

Upon termination, an employee may elect to transfer to an individual policy at their own cost. In addition, employees who currently receive medical benefits and who resign or are terminated from their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Employees with questions regarding the right to continue health coverage after termination of their employment should contact Human Resources.

### **Life Insurance**

Limited life insurance coverage and limited disability programs are available to full-time regular employees for a fee. The terms of these programs are contained in booklets and administrative policies available for inspection upon request to Human Resources.

### **Retirement Program**

The BCRD participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI). PERSI requires the BCRD to withhold a percentage of an eligible employee's gross salary for pension purposes, and to contribute an additional amount on behalf of the employee. Contact Human Resources for further information.

### **Transfer of Benefits with Employee Transfer**

Accrued benefits continue when an employee transfers from one department to another within the BCRD. However, upon such transfer, the employee is only eligible for those benefits authorized for the particular position and employment status.

### **BCRD Employee Benefits – Programs and Facilities**

All BCRD Board members, full-time, part-time, and temporary employees and volunteers, including immediate family members, are eligible to receive free use of certain BCRD programs and facilities. The specific programs, facilities and use vary based on an employee's or person's classification. Please refer to Appendix A attached to this Handbook for more information. To take advantage of this benefit, employees and volunteers must be actively employed with the BCRD or actively providing volunteer services.

### **Miscellaneous Benefits**

In addition to the other benefits set forth in this Handbook, the BCRD offers various other miscellaneous benefits, subject to change at the sole discretion of the Board and Executive Director, that may be available to employees including, for example:

- Deferred compensation plans handled by payroll deduction.
- Credit union participation.
- Employee-requested deduction programs.
- Allowance for uniforms, tools, equipment, *etc.*
- Parking privileges.
- Training and higher education reimbursement or tuition refund.

For more information on the terms, availability and eligibility for such benefits, please contact Human Resources.

## ACKNOWLEDGMENT

I acknowledge that I have received a copy of the BCRD Employee Handbook effective as of March     , 2026, as may be amended from time to time, either in paper form or electronically. I represent that I have read and understand the policies contained in it, and that I may, at any time during my employment at BCRD, ask questions of my supervisor or Human Resources about the policies contained in the Handbook. I understand that these policies govern my employment at BCRD, and I agree to abide by these policies.

I also understand that my employment is at-will and not for a definite period of time, and that nothing in the Handbook creates or implies an express or implied contract of employment for any definite period of time or in any way guarantees any benefits described herein. I agree that BCRD or I can terminate my employment at any time, with or without cause or notice.

I further understand that BCRD reserves the right to modify the Handbook or amend or terminate any policy, procedure or employee benefit program at any time. I understand I am responsible for monitoring any updates or amendments to the Handbook that may be distributed or posted by BCRD from time to time. If I remain with BCRD following any such updates or amendments, I hereby accept and agree to such updates or amendments.

Printed name of employee: \_\_\_\_\_

Signature \_\_\_\_\_ of \_\_\_\_\_ employee:

Date: \_\_\_\_\_

## APPENDIX A

### BCRD Employee Benefits – Programs and Facilities

CATEGORY	EXAMPLE POSITIONS	BENEFIT(S)
<b>Year-round employees- 10 hours or more</b> (working throughout full year at average of 10 hours/week or more)	Department Directors Department Managers/Supervisors Department Technician/Mechanics Department Assistants Department Coordinators Front Desk Assistant	<b>Free access for employee and immediate family to all of the following:</b> Nordic Season Pass Aquatic Season Pass FitWorks PLUS Membership HUB After School Program & Summer Day Camp Aquatic swim school, swim team, other offerings Sports and Leagues programs
<b>Year-round employees- Less than 10 hours</b> (working throughout full year at average of less than 10 hours/week) <b>OR</b> <b>Seasonal Employees- 5 hours or more</b> (working 5 hours/week or more during a specific season)	Front Desk Assistant Aquatic Front Desk Assistant Lifeguard Snack Bar Attendant Seasonal Trails/Facility Technician HUB After School Counselor Summer Camp Counselor Trail Groomers Seasonal Sports Coordinator	<b>While actively employed at BCRD or during period of seasonal employment:</b> Free access for either employee OR (1) dependent child to the program area in which they are actively working. <b>AND:</b> An additional choice of one of the following each year for the employee (or child as noted): Nordic Season Pass Aquatic Adult Season Pass FitWorks PLUS Membership (1) Aquatic program entry (for employee or dependent child) (1) Sports and Leagues program (for dependent child)
<b>Seasonal employee- Less than 5 hours</b> (working less than 5 hours/week during a specific season)	Aquarobics Instructor Track coach Referees Swim coach	During period of seasonal employment: Free access for either employee OR (1) dependent child to the amenity or program area in which they are actively working.
<b>Seasonal Volunteer</b> (working for a complete program period or season)	Nordic Courtesy Patrol Youth Sports Coaches	<b>During period of seasonal employment:</b> <b>Youth Sports Coaches:</b> Free access for either volunteer OR dependent children to the amenity or program area in which they are actively working. <b>Nordic Courtesy Patrol:</b> Free access for volunteer to the amenity or program area in which they are actively working. *(Nordic Courtesy Patrol who have been originally offered an additional (1) Nordic pass for spouse or domestic partner will continue to receive that benefit until volunteer activity concludes)
<b>FitWorks Instructors</b>	FitWorks Instructors FitWorks Substitute Instructors	<b>Free access for the employee to FitWorks and all fitness classes.</b> <b>AND for FitWorks Instructors who teach 5-12 months a year and have been employed for more than 1 year:</b> <b>An additional choice of one of the following each year for the employee (or child as noted):</b> Nordic Season Pass Aquatic Adult Season Pass FitWorks PLUS Membership (1) Aquatic program entry (for employee or dependent child) Sports and Leagues program (for dependent child)