

**CONSENT
DECEMBER 21, 2022**

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4	BAHR – UNIVERSITY OF IDAHO – LICENSE AGREEMENT FOR SPRING/T-MOBILE COMMUNICATION EQUIPMENT ON “I” TANK	Action Item
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TAB	DESCRIPTION	ACTION
10	IRSA – MATH COMMON COURSE INDEX UPDATE	Action Item
11	PPGA – STATE REHABILITATION COUNCIL APPOINTMENTS	Action Item
12	SDE – EMERGENCY PROVISIONAL CERTIFICATES	Action Item
13	SDE – PROFESSIONAL STANDARDS COMMISSION – PRAXIS ASSESSMENTS AND QUALIFYING SCORES	Action Item

BOARD ACTION

I move to approve the consent agenda.

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BOISE STATE UNIVERSITY

SUBJECT

Four (4) Online Program Fees

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.G. and Section V.R.

BACKGROUND/DISCUSSION

Boise State University proposes to offer four (4) new online undergraduate certificates, utilizing an online program fee consistent with Board Policy V.R, Establishment of Fees. These certificates will operate under the guidelines of Board Policy V.R. as it pertains to wholly online programs. Descriptions of the certificates are included below.

Applied Computing, Systems, and Network is a recently created fully online certificate for the Cyber Operations and Resilience major. The major requires overview of various topics that are not being covered in existing courses. Cyber Operations deals with resilience of systems. To learn the foundations of resiliency, graduates need to understand the basics of secure design, computational thinking, system, and network. The certificate is a standalone certificate available to all majors, however, the certificate especially targets students majoring in Cyber Operations and Resilience.

The certificate will be offered by the College of Engineering within the Program of Cyber Operations and Resilience. The courses taught as part of the certificate are foundational for what upper-level Cyber Operations is built upon.

Computed Tomography, Diagnostic Medical Sonography, and Magnetic Resonance Imaging are existing certificates adding an online program fee. The proposed programs will permit the current program at Boise State to grow. Student acceptance is currently limited by the number of available clinical sites within the Treasure Valley. Despite having multiple healthcare facilities, each site can only support the experiential needs of one student at a time. Having the ability to open the programs to students outside of the Treasure Valley will help Boise State better meet student, patient and healthcare facility needs across Idaho and the nation.

These programs will provide students the opportunity to remain in their local area for clinical experience placement and also attend a nationally recognized institution to meet their educational goals.

Graduates of the Computed Tomography and Magnetic Resonance Imaging programs will be able to sit for the national American Registry for Radiologic

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Technologists (AART) credentialing exam. The credential will then satisfy employment eligibility requirements.

Graduates of Diagnostic Medical Sonography program will be able to sit for the national American Registry for Diagnostic Medical Sonography (ARDMS) credentialing exam. The credential will then satisfy employment eligibility requirements.

IMPACT

Applied Computing, Systems, and Network: No additional resources are required for the certificate. The Cyber Operations and Resilience program has the financial resources to fund the certificate. Adjunct or existing faculty will be identified to teach the courses. The projected enrollment is 20 students.

The student fee will be in accordance with the Online Program Fee as defined in the Board Policy V.R., 3.a.x. The price-point of \$350 per credit and \$4,200 (for 12 credits) for the proposed online certificate aligns with the majority of Boise State University's undergraduate online programs and current department online degree completion program fees.

Computed Tomography, Diagnostic Medical Sonography, and Magnetic Resonance Imaging: The programs' overall size will be scaled to demand, with new instructional costs at the 31-student threshold. Certificates are currently available online, and no new instructional costs are expected to be incurred until FY 2025.

Approval of the student fees for the certificates will allow Boise State to charge an online program fee in lieu of resident or non-resident tuition in accordance with Board Policy V.R., 3.a.x. The proposed online certificates would cost \$395 per credit, which aligns with other Boise State University undergraduate online programs. For students who need 18 credits to earn the Computed Tomography certificate, the cost of the program would be \$7,110. For students who need 36 credits to earn the Diagnostic Medical Sonography certificate, the cost of the program would be \$14,220. For students who need 26 credits to earn the Magnetic Resonance Imaging certificate, the cost of the program would be \$10,270.

ATTACHMENTS

Attachment 1 – Notification Letter – Applied Computing, Systems and Network Undergraduate Certificate

STAFF COMMENTS AND RECOMMENDATIONS

Board Policy III.G does not require approval of a new undergraduate or graduate certificate consisting of fewer than 30 credit requirements. The requests before the Board are to approve online program fees for each certificate.

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Boise State's request to assess an online program fee of \$350 per credit for the new program and \$395 each of the existing undergraduate certificates listed above aligns with criteria as defined in Board Policy V.R.

Staff recommends approval.

BOARD ACTION

I move to approve the request by Boise State University to charge an online program fee of \$350 per credit for an undergraduate certificate in Applied Computing and \$395 per credit for undergraduate certificates in Systems and Network, Computed Tomography, Diagnostic Medical Sonography, and Magnetic Resonance Imaging.

Moved by _____ Seconded by _____ Carried Yes _____ No _____



BOISE STATE UNIVERSITY
OFFICE OF THE PROVOST

November 7, 2022

TJ Bliss
Chief Academic Officer
Office of the Idaho State Board of Education
Boise, ID

Dear TJ,

The purpose of this this Notification Letter is to notify you (as per Board Policy Section III.G.3.c.) of our intent to create an *Applied Computing, Systems, and Network Certificate* in the College of Engineering.

The new undergraduate certificate will go into effect in Fall 2023.

The certificate in Applied Computing, Systems, and Network is a standalone certificate available to all majors, however, the certificate especially targets students majoring in Cyber Operations and Resilience. Cyber Operations deals with resilience of systems. To learn the foundations of resiliency, graduates need to understand the basics of secure design, computational thinking, system, and network. The courses taught as part of the certificate are foundational for what upper-level Cyber Operations is built upon.

The 12-credit fully online certificate requires no additional resources. The Cyber Operations and Resilience program has the financial resources to fund the certificate. The projected enrollment is 20 students.

Please do not hesitate to contact me should you need additional information.

Sincerely,

Zeynep Hansen, PhD
Vice Provost for Academic Planning
Office of the Provost

Cc: Patty Sanchez
John Buckwalter
Mark Damm
JoAnn Lighty

Applied Computing, Systems, and Network Certificate	
Course Number and Title	Credits
<i>Take the following</i>	
CORE 100 - Secure Design and Computational Thinking	3
CORE 101 – Blue Team U	3
CORE 200 – Operating Systems and Cloud Operations	3
CORE 201 – Cyber Operations Networking	3
Total Credits	12

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BOISE STATE UNIVERSITY

SUBJECT

ACHD Permanent Easement - Joyce Avenue

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.I.5.(b)(ii) and Section 33-107 (2), Idaho Code

BACKGROUND/DISCUSSION

A multi-family housing developer is constructing a 500+ bed student-housing facility on the corner of Protest Hill and Boise Avenue. The site is immediately adjacent (south) to Boise State University's (BSU's) campus and creates a number of concerns for pedestrian safety. During the entitlement process, Boise State requested that the developer provide pedestrian improvements along Boise Avenue, specifically on the western end of the building (the furthest point from the existing signalized crossing). The developer agreed to install a Rectangular Rapid-Flashing Beacon (RRFB) crossing at Boise Avenue and Joyce Street. This improvement provides a safe means of crossing for pedestrians; however, it requires a permanent easement to the Ada County Highway District (ACHD), on Boise State's property, for the installation of the required infrastructure.

IMPACT

The permanent easement will allow ACHD to make pedestrian safety improvements. Where this type of improvement does not exist, jaywalking is prevalent and the risk of injury is high. The RRFB crossing at Boise Avenue and Joyce Street is strategically located and will allow students to safely walk and/or bike to campus.

ATTACHMENTS

Attachment 1 - Permanent Easement Agreement with Exhibits A and B (Legal Description)

Attachment 2 - Map of crosswalk location

BOARD STAFF COMMENTS AND RECOMMENDATIONS

This request complies with Board Policy V.I., which states that easements to make a permanent use of real property under the control of an institution, school, or agency require prior Board approval unless the easements are to public entities for utilities.

Staff recommends approval.

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BOARD ACTION

I move to approve the request by Boise State University to enter into a permanent easement agreement with the Ada County Highway District for the Boise Avenue area property identified by the attachments.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Verve
COM21-0240
T 3N R 2E Sec 15

(Reserved for Ada County Recorder)

PERMANENT EASEMENT

THIS PERMANENT EASEMENT (the "Easement"), is made and entered into this _____ day of _____, 2022, by and between the State of Idaho by and through the State Board of Education, by and through Boise State University, hereinafter referred to as "GRANTOR," and ADA COUNTY HIGHWAY DISTRICT, a body politic and corporate of the State of Idaho, hereinafter referred to as "ACHD."

WITNESSETH:

FOR GOOD AND SUFFICIENT CONSIDERATION, IT IS AGREED:

SECTION 1. Recitals.

1.1 GRANTOR owns the real property located in Ada County, Idaho more particularly described on Exhibit "A" attached hereto and by this reference incorporated herein (hereinafter "Servient Estate").

1.2 ACHD has jurisdiction over the public highways, including sidewalks, and public rights-of-way which adjoin and are adjacent to the Servient Estate (hereinafter the "Dominant Estate").

1.3 ACHD desires to obtain an easement on, over and across the Servient Estate for the purposes hereinafter described, and, for the consideration and on the terms and conditions hereinafter set forth, GRANTOR is willing to grant such easement to ACHD.

SECTION 2. Grant of Easement and Authorized Uses.

GRANTOR hereby grants to ACHD a permanent exclusive easement over and across the Servient Estate for use by the public, including motorists, pedestrians and bicyclists, and the following uses and purposes:

- (a) placement of a Public Rights-of-Way as (as defined in Idaho Code, section 40-117);

Permanent Easement - 1
(2/11/14)

(b) construction, reconstruction, operation, maintenance and placement of a Highway (as defined in Idaho Code, section 40-109) and any other facilities or structures incidental to the preservation or improvement of the Highway;

(c) statutory rights of ACHD, utilities and irrigation districts to use the Highway and/or Public Right-of-Way.

SECTION 3. Permanent Easement; Covenants Run with the Land.

This is a permanent easement. This Easement, and the covenants shall be a burden upon the Servient Estate and shall run with the land. The Easement and the covenants and agreements made herein shall inure to the benefit of and be binding upon, ACHD and GRANTOR, and Grantor's successors and assigns to the Servient Estate.

SECTION 4. Appurtenant.

The Easement herein granted is appurtenant to the Dominant Estate and a burden on the Servient Estate.

SECTION 5. Maintenance.

Upon acceptance of the Highway, ACHD shall maintain the physical integrity of this easement in good condition and repair and as required to satisfy all requirements of applicable laws, the policies of ACHD and sound engineering practices. The repair and maintenance of the physical integrity of the Easement shall be at the sole cost and expense of ACHD; provided if the damage to the physical integrity of the Easement is as a result of the activities of GRANTOR, GRANTOR'S guests, invitees, contractors or agents, the repair shall be at the sole cost and expense of GRANTOR. This Section shall not release GRANTOR'S obligation to provide routine maintenance required under any applicable state or local law, ordinance or regulation as to the pedestrian facilities that may be placed on the Servient Estate.

SECTION 6. Indemnification.

ACHD shall, subject to the limitations hereinafter set forth, indemnify, save harmless and defend regardless of outcome GRANTOR from expenses of and against suits, actions, claims or losses of every kind, nature and description, including costs, expenses and attorney fees caused by or arising out of any negligent acts by the ACHD or the ACHD's officers, agents and employees while acting within the course and scope of their employment, which arise from or which are in any way out of ACHD's construction, use and maintenance on the Servient Estate. Any such indemnification hereunder by the ACHD is subject to the limitations of the Idaho Tort Claims Act (currently codified at chapter 9, title 6, Idaho Code). Such indemnification hereunder by the ACHD shall in no event cause the liability of the ACHD for any such negligent act to exceed the amount of loss, damages, or expenses of attorney fees attributable to such negligent act, and shall not apply to loss, damages, expenses, or attorney fees attributable to the negligence of GRANTOR.

SECTION 7. Recordation.

This Easement shall be recorded in the Official Real Property Records of Ada County, Idaho.

TO HAVE AND TO HOLD this Easement unto the ACHD forever.

GRANTOR covenants to ACHD that ACHD shall enjoy the quiet and peaceful possession of the Servient Estate; and, GRANTOR warrants to ACHD that GRANTOR is lawfully seized and possessed of the Servient Estate and has the right and authority to grant this Easement to ACHD.

IN WITNESS WHEREOF, the undersigned have caused this Easement to be executed the day, month and year first set forth above.

GRANTOR

By:
Its:

Notary acknowledgment on following page

Permanent Easement - 3
(2/11/14)

EXHIBIT LIST

Exhibit "A". Legal description of Servient Estate.

Permanent Easement - 5
(2/11/14)

CONSENT - BAHR

TAB 2 Page 5



July 19, 2022
Project No.: 119064

EXHIBIT "A"

**BOISE AVENUE
PERMANENT EASEMENT DESCRIPTION**

An easement located in Lot 31, Block 1 of Howard's Fourth Subdivision, recorded in Book 19 of Plats at Page 1216 of Ada County Records, being in the Southeast 1/4 of the Northwest 1/4 of Section 15, Township 3 North, Range 2 East, Boise Meridian, City of Boise, Ada County, Idaho, more particularly described as follows:

Commencing at the point of curve on the northerly right of way line of West Boise Avenue at the Southwest corner of said Lot 31, Block 1 of Howard's Fourth Subdivision, (from which point the Southeast corner of said Lot 31, Block 1 bears South 34°51'05" East, 111.11 feet distant); Thence from said point of curve on the northerly right of way line of West Boise Avenue, South 34°51'05" East, a distance of 8.82 feet along the northerly right of way line of West Boise Avenue, to the POINT OF BEGINNING;

Thence South 79°51'05" East, a distance of 7.07 feet;
Thence South 34°51'05" East, a distance of 14.00 feet;
Thence South 10° 08' 55" West, a distance of 7.07 feet to said northerly right of way line;
Thence North 34° 51' 05" West, a distance of 24.00 feet on the northerly right of way line of West Boise Avenue to the POINT OF BEGINNING.

The above-described easement contains 95 square feet more or less.

PREPARED BY:
The Land Group, Inc.

James R. Washburn



07/19/2022

Exhibit "B". Right of Way Easement Description of Servient Estate.

The Ada County Highway District (ACHD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives. ACHD assures that no person shall on the grounds of race, color, national origin, gender, disability or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ACHD service, program or activity.

Permanent Easement - 6

(2/11/14)

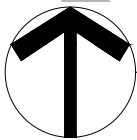
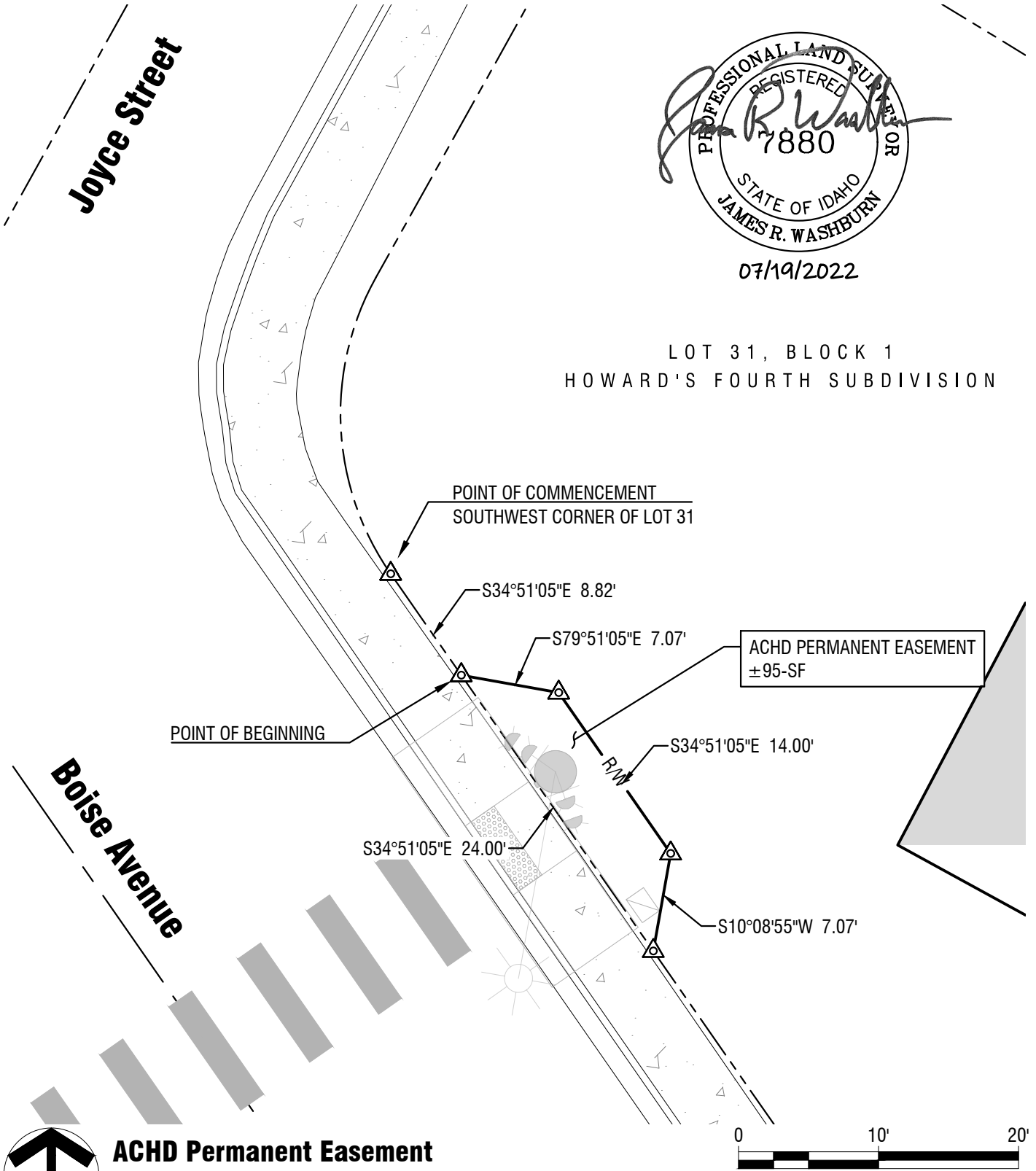
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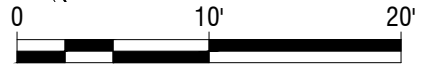
07/19/2022

LOT 31, BLOCK 1
HOWARD'S FOURTH SUBDIVISION



ACHD Permanent Easement

Horizontal Scale: 1" = 10'



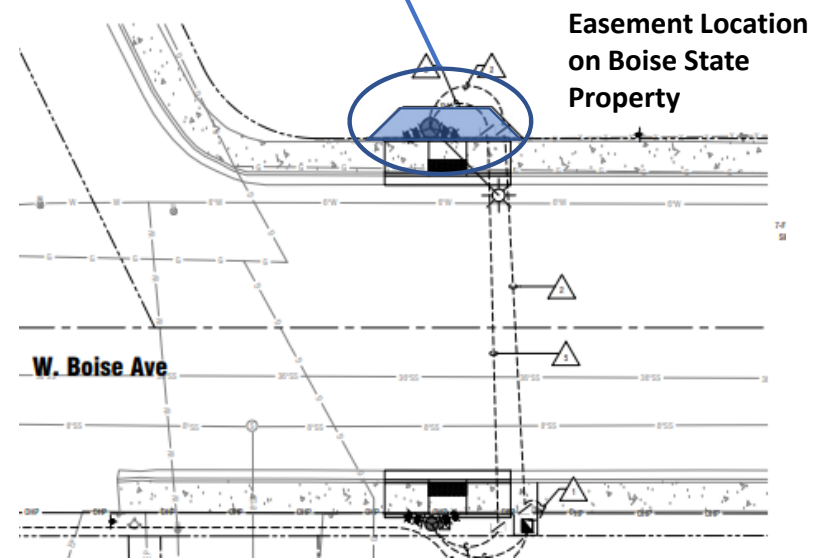
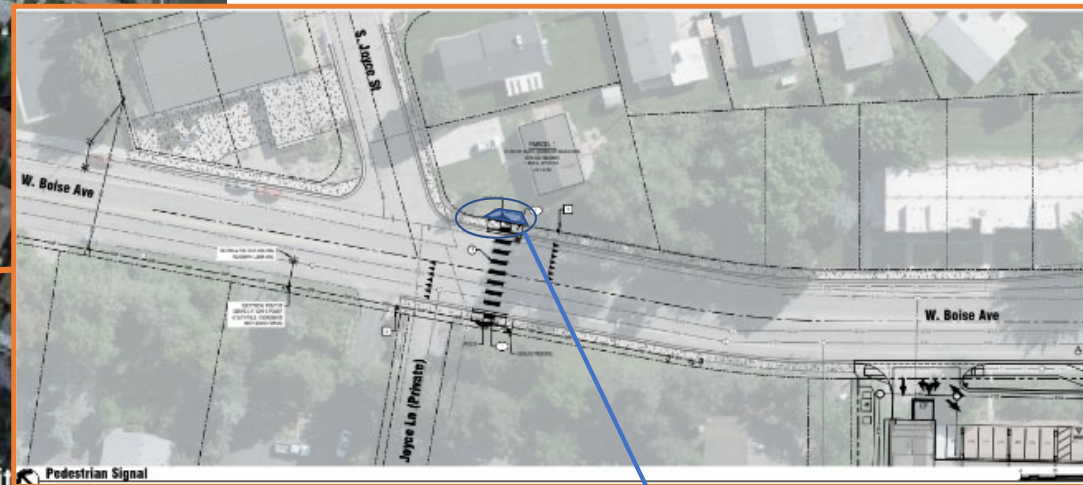
Project No.: 119064
Date of Issuance: 07-19-2022

File Location: g:\2019\119064\cad\survey\exhibits\ex 220719_achd perm esmt at bsu property 119064.dwg
Last Plotted By: jason densmer
Date Plotted: Tuesday, July 19 2022 at 07:39 AM



**ACHD Permanent Easement
Boise Ave & Joyce St. Pedestrian Signal**

Exh B



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UNIVERSITY OF IDAHO

SUBJECT

Employee Leave Benefits, FSH3710 and APM55.09

REFERENCE

Various

An original part of the university's 1979 Handbook, this section underwent revisions in 2002, 2008, 2010, 2011, 2015, 2016, 2017 and 2020.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section II.I.

BACKGROUND/DISCUSSION

A volunteer group of University of Idaho (UI) faculty and staff began meeting in 2019 to discuss and advocate for an updated paid parental leave policy. Changes to FSH3710 reflect the outcome of their efforts. The Federal Family and Medical Leave Act (FMLA) grants eligible employees up to 12 weeks of unpaid job/benefits-protected leave. The updated UI parental leave policy goes beyond the FMLA minimum and guarantees eligible employees 432 hours of the 12 weeks be paid leave.

The university has been systematically reviewing policies and making appropriate updates to align with current operating and governing procedures. Changes to this policy include:

- addition of paid parenting leave for eligible employees who meet the specific eligibility criteria under Family Medical Leave
- removal of the unpaid non-FMLA parenting leave option and extended medical leave
- minor updates to align university policy with FMLA
- clarification language regarding holiday pay and emergency closure

IMPACT

The Paid Parental Leave Policy Working Group feels paid parental leave will significantly add to employees' work/life balance and general morale.

ATTACHMENTS

Attachment 1 – 2023 FSH3710 Clean (Faculty Staff Handbook 3710 Leave Policies for All Employees)

Attachment 2 – 2023 FSH3710 Redline (Faculty Staff Handbook 3710 Leave Policies for All Employees)

Attachment 3 – 2022 APM55.09 Redline (Administrative Procedures Manual APM55.09 Employee Leave Benefits)

Attachment 4 – 2022 APM55.09 Clean (Administrative Procedures Manual APM55.09 Employee Leave Benefits)

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STAFF COMMENTS AND RECOMMENDATIONS

This action allows the University of Idaho staff to move forward in updating the Faculty-Staff Handbook. Board Policy II.F. governs non-classified employees. Board Policy II.E governs classified employees.

Staff recommends approval.

BOARD ACTION

I move to approve the request by the University of Idaho to execute the revisions to Administrative Procedures Manual APM55.09 Employee Leave Benefits as noted in the documents attached to this agenda item.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

3710

LEAVE POLICIES FOR ALL EMPLOYEES

LAST REVISION:

X

CONTENTS:

- A. General
- B. Annual Leave
- C. Sick Leave
- D. Holidays
- E. Parenting Leave
- F. Military Leave
- G. Leave for Court Required Service and Voting
- H. Leave for Campaigning for or Service in Public Office
- I. Administrative Leave
- J. Academic Transitional Leave
- K. Shared Leave
- L. Family Medical Leave
- M. Service member Family and Medical Leave
- N. Personal Leave
- O. Leave for Professional Improvement
- P. Exceptions

A. GENERAL.

A-1. The University of Idaho (hereinafter referred to as university) strives to offer leave programs that are both comprehensive and flexible to meet employee needs. Leave with or without pay is

extended to employees under a variety of circumstances described below. Exceptions may be granted in special circumstances [see R below; APM 55.09, 55.07, 55.38; FSH 3120, 3720 and 6230]

A-2. The term “leave” refers to an employee’s absence from duty. Each leave type as contained in this policy discusses circumstances in which such an absence may be continued with pay when leave accruals are available or when leave is approved without pay. Certain types of leave may require or provide options to take one leave concurrent with another. For example, sick and annual leave may be taken or may be required to be taken concurrently with other types of leave. All leaves are subject to approval.

A-3. Unless otherwise noted, for purposes of this policy, “immediate family member” includes: your spouse, your child, parent, brother, sister, grandparent, and these same relationships of a spouse, by marriage, adoption, or foster arrangement. An immediate family member may also include an individual who has assumed a similar relationship to those above, other than the relationship of spouse*, and for whom the employee or the individual has had financial responsibility for the other. An immediate family member also may include any individual who is a qualified dependent under IRS regulations. The university reserves the right to request documentation establishing financial responsibility or qualifying status as an IRS dependent. Federal FMLA criteria will be used in determining “immediate family member”.

*Due to the 2006 “marriage amendment” to the Idaho Constitution the university, despite the wishes of the Faculty Senate, is unable to include domestic partnerships.

A-4. Separation from employment or the term terminating employee refers to an employee’s separation from all employment.

A-5. A break in State of Idaho service is defined as job termination that is separated by at least three business days prior to re-employment with the university or any other State of Idaho employer.

A-6. Full and part-time employees are eligible for some or all leaves discussed in this policy.

a. Benefit-eligible employees are those who hold a board-appointed position [FSH 3080] and are employed at least half time or greater.

b. Individuals who are employed at least half time or greater as temporary help (TH) and who are expected to complete five months or more of continuous university service and are eligible to participate in the Public Employers Retirement Plan for Idaho (PERSI) are eligible for limited benefits, including annual leave, sick leave and pay for holidays on which they do not work [FSH 3090].

A-7. Leave may not be taken in advance of accrual and may not be taken in excess of 80 hours in a pay period.

A-8. Leave may not be taken on an employee's first day of employment. If an employee is unable to report for work on their specified first day of employment; employment will not begin until the first day that the employee reports for active duty.

A-9. All employees, including faculty and exempt employees, are responsible for recording all leave taken on bi-weekly time reports and complying with the terms of leave policies, including, but not limited to:

- a. completing application for leave with supervisor or Human Resources as appropriate and providing any medical evidence to HR and other requested information;
- b. abiding by any and all return-to-work restrictions; and
- c. returning to work following expiration of approved leave.

Failure to uphold these responsibilities may result in absence without approved leave. Eligibility to preserve employment may be affected and/or the employee may be subject to disciplinary action, up to and including termination from employment as provided in appropriate university policies [FSH 3910, 3920 and 3930].

A-10. Exempt employees (full-time 40 hours per week expectation per FLSA) who work at least four hours in a day will be paid regular pay for the full day. If they work fewer than four hours, the difference will be charged to the appropriate accrued leave. If the employee is on approved Family and Medical Leave (FML) they must report each hour missed.

Employees who are not exempt from earning overtime accrual or payments shall record all approved absences in 1/4-hour increments, except when time loss has been made up through an approved flexible schedule.

A-11. Absent written agreement to the contrary, an eligible employee typically earns credit toward retirement plan vesting (see your PERSI, IORP or federal retirement plan document for details) and earns annual and sick leave accruals during the portion of any leave that is paid, except that sick and annual leave do not accrue in some circumstances during administrative leave. See I-7. An employee typically will not be given such credit for any periods of unpaid leave.

A-12. No break in service will occur during any approved paid or unpaid leave for the purposes of determining eligibility for retiree health benefits.

A-13. Attendance at work is a job requirement for all positions at the university. Excessive absenteeism can affect job performance and the employee may be subject to disciplinary action.

A-14. Departmental administrators are responsible for approving and ensuring the reporting of leave, via Banner, taken by the employees in their respective units. For procedures regarding reporting and monitoring leave see APM 55.09. The Banner system and Human Resources records are the official university leave records.

A-15. Human Resources is responsible for coordinating requests and reviewing compliance with all types of leave other than sick, annual and medical appointment leave discussed in this section. [APM 55.09]

B. ANNUAL LEAVE. (Available to UI employees listed in A-6 (a) and A-6 (b) as described in Section B)

B-1. Employees receive annual leave based on their classification of employment. [FSH 3080]

a. Classified Employees on full-time fiscal-year appointments accrue annual leave based on hours worked at the rate of approximately 3.7 hours bi-weekly for the first five full years of service, with a maximum accumulation of 192 hours; 4.6 hours bi-weekly up to 10 years of service, with a maximum accumulation of 240 hours; 5.5 hours bi-weekly up to 15 years of service with a maximum accumulation of 288 hours; and 6.5 hours bi-weekly for more than 15 years of service with a maximum accumulation of 336 hours. [RGP II.E.3; FSH 3080; APM 55.09]

b. Faculty on full-time fiscal-year appointments and exempt employees, including postdoctoral fellows, accrue annual leave at the rate of 7.4 hours bi-weekly and may accumulate a maximum of 240 hours. [RGPP II.F.3, FSH 3080, APM 55.09]

c. Faculty who hold academic-year appointments do not accrue annual leave. Their periods of obligation and leave are governed primarily by the academic calendar, subject to stipulation by the employee's dean. [FSH 3120]

B-2. Annual leave for classified and exempt appointment of less than 100% full-time, but equal to or greater than half-time, is accrued based on hours worked and at a rate based on the employee's classification [B-1]. No annual leave is accrued for less than half-time service.

B-3. Temporary employees who are eligible for PERSI accrue annual leave beginning on the first day of employment in an eligible position at a rate of .04625 times hours worked within each bi-week.

B-4. Annual leave accrual is temporarily suspended when the accumulation reaches the maximum allowance. Once the leave accumulation drops below the allowed maximum, accruals resume.

B-5. Employees eligible for overtime earn overtime based on only hours worked. There is no overtime accrual based on annual leave, sick leave, compensatory time, holidays or any other paid time off.

B-6. Annual leave continues to accrue while on any paid leave, except that annual leave does not accrue on hours of compensatory time used; during academic transitional leave [J] or for temporary employees who accrue annual leave based only on hours worked.

B-7. At the employee's option, accrued annual leave may be used during any approved leave that could otherwise be taken as sick leave.

B-8. Annual leave must be scheduled in advance and requested in writing by the employee. Annual leave may not be taken without the supervisor's written approval. Both the employee's vacation preference and business needs of the unit must be considered in establishing mutually agreed periods of leave [APM 55.09].

a. Supervisors are responsible for coordinating and approving requests for annual leave of all employees in their respective units.

b. An employee on approved annual leave, who becomes eligible to use sick leave through unforeseen events, may use sick leave in lieu of annual leave. Documentation to support the use of sick leave may be required.

B-9. Annual leave balances are paid to employees upon separation (i.e. resignation, retirement layoff, non-renewal, termination) from all State of Idaho employment [I.C. 67-5334]. Leave balances are transferred from the university to other State of Idaho employers when the university employment ends and a new position is accepted with any State of Idaho employer when there is no break in state service [A-5]. However, the university reserves the right to require an employee to exhaust some or all annual leave prior to any job or employment separation.

Employees funded on grants or contracts are expected to use all earned annual leave during the appointment before expiration of the grant(s) or contract(s). Employees separating employment upon the expiration or termination of a grant or contract, will be required to use annual leave before their last day of employment.

In the event of an employee's death, payment is made to the employee's estate.

The effective date of the employee's separation is the last day on which the employee reports to work for the university, unless Human Resources has approved a written request for alternative termination arrangements that are in the best interests of the university.

In the event that an academic administrator transitions from a position eligible for annual leave to a faculty position in which annual leave does not accrue, balances should be exhausted prior to the start of the new appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding 80 hours must be approved in advance by Human Resources.

B-10. Any individual, regardless of type of appointment, with an annual leave balance who transfers or who is reassigned to another unit within the university may be required to exhaust all existing annual leave prior to starting the new assignment.

B-11. Payment in lieu of annual leave taken for any reason other than separation from employment is granted only by exception or under other special circumstances within the business needs of the university.

B-12. Eligibility requirements for annual leave for temporary help (TH) can be found in FSH 3090.

C. SICK LEAVE. (Available to UI employees listed in A-6 (a) and A-6 (b) as described in Section C)

C-1. Employees that work at least 40 hours in a bi-weekly pay period for at least five consecutive months accrue sick leave. Accrual is approximately 3.7 hours bi-weekly for full-time service. [FSH 3090 C]

C-2. Sick leave accumulation for half-time but less than full-time service is accrued proportionately based on hours worked and earned at the rate of .04625 for each hour worked.

C-3. Sick-leave may be accumulated without limit.

C-4. Sick leave cannot be taken in advance of accrual. If, at the end of a bi-weekly pay cycle, absences exceed sick leave accumulation, the hours will be charged to compensatory time first, if available, and then to annual leave. If there is no leave accumulation, time will be unpaid.

C-5. Sick leave continues to accrue while on any paid leave, except for hours of compensatory time used and during academic transitional leave [J].

C-6. Sick leave may not be used in lieu of annual leave, except when the conditions of B-8. b. above have been met.

C-7. Sick leave may be taken only as follows:

a. Illness or Serious Medical Condition of Employee. An employee's own illness, injury, or childbirth that prevents the employee from performing their assigned duties; or in the event of exposure to contagious disease if, in the opinion of responsible authority, the health of others would be jeopardized in the work place.

b. Illness or Serious Medical Condition of an Immediate Family Member. When the illness, injury, or childbirth of an immediate family member as defined in A-3 of this policy requires the attendance of another, the employee may use their own available sick leave.

c. Death of an Immediate Family Member. In the event of a death of an immediate family member as defined in A-3 of this policy; up to 15 days of sick leave may be used immediately following the event, but can be extended if there are special circumstances. The unit administrator and Human Resources may approve an extension of leave for up to a total of 30 days of sick leave.

d. Death of a Family Member. Sick leave usage for the death of a family member other than a member of the immediate family as defined in A-3 of this policy is limited to a maximum of five days of sick leave immediately following the event.

e. Medical Appointments. Personal or family appointments for medical, dental, optical treatment or examination, or meeting with an Employee Assistance Program professional, including time for travel to and from such appointments. An employee is allowed up to two hours of time off per month for such appointments without charge to sick leave provided prior notification was provided to the employee's supervisor regarding the needed time away (medical information need not be shared only the need for leave). If the employee has absences totaling more than two hours in a month, such absences must be reported and charged to sick leave. There is no carryover balance from month-to-month.

f. Parenting/Adoption/fostering. All eligible employees are entitled to use sick leave for parenting, adoption, and fostering as provided in E. Parenting Leave.

g. Organ Donation. Full-time employees may use up to five workdays of prior approved organ donation leave to serve as a bone marrow donor and may use up to 30 workdays of prior approved organ donation leave to serve as a human organ donor. Documentation must be provided to Human Resources in advance of the use of Bone Marrow or Organ Donation leave. Bone Marrow or Organ Donation leave does not reduce the employee's leave balances and is with continued pay and benefits up to the limits noted. Additional leave may be requested through an approved family medical [L] or personal [N] leave.

C-8. Documentation may be required to be submitted to Human Resources to support absences. Absences that occur during an approved family medical leave [L] are exempt from these requirements.

C-9. The federal Family Medical Leave Act of 1993 (FMLA) was adopted as law to protect the best interest and job security of employees. The university may initiate family medical leave (FML) and will apply FML concurrently with sick leave when the employee's own illness, work-related injuries, or an illness of a family member is covered by FML.

C-10. An employee may be eligible for FML after three (3) consecutive days of sick leave, unpaid or other absence [L-4] and may initiate a request for FML at any time prior to an absence which they suspect may qualify. However, the university may also initiate FML and will typically take steps to determine if an absence qualifies as FML when an employee has missed five consecutive workdays or longer by providing the employee with a medical certification form and FML application. A failure to comply with a request to complete and return the medical certification form and the FML application may result in absence without pay and/or disciplinary action, up to and including dismissal from employment (see FSH 3910, 3920 and 3930).

C-11. Employees transferring without a break in service from a qualified Idaho state agency or from the university to another state agency will be credited with their accrued sick leave by the receiving agency. All unused sick leave is forfeited when an employee is separated from state service. No compensation is made for such unused leave, except as provided in C-12 in the case of employees who are retiring from the university. If an employee returns to state service or to the university within three years after separation, sick leave forfeited at the time of separation will be reinstated.

C-12. Employees who retire and then return to work at the university may not be entitled to reinstatement of sick leave balances. In this instance, only the *unused* portion of sick leave that was converted at the time of retirement [C-13 and FSH 3730] to pay for retiree health benefits may be reinstated for employees who separate for retirement purposes and later return to work at the university.

C-13. An employee who retires under the eligibility conditions for retirement as stated in FSH 3730 may apply a pre-determined amount of unused sick leave accrued since July 1, 1976, as payment for continued coverage under the university retiree health program. [FSH 3730, APM 55.39]

D. HOLIDAYS. (Available to UI employees listed in A-6.a and A-6.b as described in Section D)

D-1. The university is closed at least 11 holidays each fiscal year. [FSH 3460 F-2]

D-2. Benefit-eligible employees [A-6.a.] who are employed full time (87.5 percent or greater) receive holiday pay based on eight hours for each holiday. An employee who works a compressed work schedule to include more than eight hours each day, such as four 10-hour workdays in one week, will still receive only eight hours of holiday pay. With supervisor approval, the employee may make up the difference between their regular hours of work and the holiday pay for that day (two hours in this example) through a flexible work schedule within the same work week [FSH 3460], or may use accrued compensatory time or annual leave, or take the time as unpaid.

D-3. Benefit-eligible employees [A-6.a.] who are employed at least half time but less than full-time, are entitled to receive holiday pay, pro-rated based on the average number of hours scheduled each week. The number of hours scheduled on a routine basis (not the hours worked in the week in which the holiday falls) is divided by five days. For example:

Average of 20 hours worked per week / 5 days = 4 hours of holiday pay

Average of 25 hours worked per week / 5 days = 5 hours of holiday pay

Average of 30 hours worked per week / 5 days = 6 hours of holiday pay

D-4. The university embraces diversity and recognizes that our workforce is derived from many diverse cultures to include many different religious preferences. An individual may be absent from work to observe a religious holiday consistent with the individual's own religious beliefs and practices when the day is not consistent with the university's official holidays, provided advance notice is given. Pay for these absences are as follows:

a. Benefit-eligible employees may use their accrued compensatory time or annual leave to receive pay for an observed religious holiday that is not an official university holiday.

b. Employees who are not benefit-eligible, or who do not have compensatory or annual leave available, may observe the holiday without pay, or, with advance supervisory approval, employees may make up the hours in the same work week [FSH 3460].

D-5. Benefit-eligible employees are entitled to holiday pay while they are on other approved paid leave, or during any portion of paid or unpaid family medical leave. Employees on unpaid extended leave are not entitled to holiday pay.

E. PARENTING LEAVE (paid or unpaid). Parenting leave is available to UI employees listed in A-6 (a) who also meet the specific eligibility criteria as described in Section L. Parenting leave is Family and Medical Leave. FMLA allows for 480 hours of unpaid leave for a full-time employee. Eligible University of Idaho employees may use up to 432 hours (prorated for less than full time employees) of Family and Medical Leave as paid parenting leave due to the birth, adoption, or foster placement of the child.

E-1. Definitions.

a. "Parenting" is defined as the period of bonding that occurs within the first 12 months of the birth, adoption or foster placement of a child in the family.

b. "Parenting Leave" is leave taken by an employee under section E to bond with a child within the first 12 months of the birth, adoption or foster placement of the child in the family. Parenting leave is separate and distinct from medical leave taken by a birth mother related to serious health conditions associated with pregnancy and childbirth and from medical leave taken by either parent to care for a child with a serious health condition. See Family Medical Leave Section L-1 for the relationship of Parenting Leave under this Section E and Family Medical Leave under Section L of this FSH 3710.

c. **Child for purposes of this policy means** a biological son or daughter, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability. **E-2.** Employees are eligible for paid Parenting Leave if they meet the criteria under L-3. Parenting Leave used under Section E provides some compensation for Parenting Leave under Family Medical Leave and is Family Medical Leave.

- a. Eligible employees will receive a maximum of 432 hours (full-time employees) of paid parenting leave for the birth, adoption, or foster placement of a child that must be used within 12 weeks immediately after the birth, adoption, or foster placement of a child. Eligible employees working less than full time will receive a pro-rated portion of paid parenting leave corresponding to the percentage of hours they normally are scheduled to work.
- b. An employee may not receive more than 12 weeks of (paid or unpaid) parenting leave in a rolling 12-month period. Multiple births or adoptions within 12 months do not increase the length of parenting leave. Employees may use paid parenting leave continuously for up to 12 weeks or as a predefined reduced work schedule as long as it is used within 12 weeks of the birth or adoption of the child. Employees may not use paid parenting leave intermittently. Adoptive or foster parents are not entitled to use more than 12 weeks of parenting leave in a rolling 12-month period

but are exempt from the continuous leave requirement if the adoption is not final.

- c. Paid parenting leave is compensated using up to the maximum allotted paid parenting leave balance (432 hours for full time) in the first 12 weeks following the birth, adoption, or foster placement of a child. Paid parenting leave will be paid on regularly scheduled pay dates.
- d. Paid parenting leave shall run concurrently with leave under the FMLA. Any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption or foster placement of a child, will be counted toward the 12 weeks of available FMLA leave for a 12-month period. The employee must apply for and use Parenting Leave/FMLA.
- e. If a holiday occurs while an employee is on parenting leave, such day will be coded to holiday pay and will not count towards the employee's parenting leave entitlement or FMLA hours. If the employee is on parenting leave/FMLA when the University authorizes paid administrative or emergency closure leave due to inclement weather and/or an office closure, that time will be recorded as parenting leave/FMLA. Administrative and emergency closure leave will not extend the parenting leave entitlement.

E-3. If both parents are employees of the university and eligible for FMLA leave under Section L, the leave must be shared between parents and not exceed 480 hours (12 weeks) of total leave (paid or unpaid).

E-4. Employees can use parenting leave as outlined or choose to use a combination of accrued paid leave or unpaid leave if all other leave is exhausted (See Section N regarding use of unpaid leave). Any leave taken under sections E or L that falls under the definition of circumstances qualifying for leave due to the birth, adoption, or foster placement of a child is FMLA leave. See section L for FMLA criteria. Unpaid leave will be considered in accordance with FMLA and other applicable federal and state laws.

E-5. Parenting Leave shall be applied for through Benefit Services. When the need for Parenting Leave is foreseeable, an employee must request an application at least 30 days in advance of the need for leave. When events are not foreseeable, employees must provide as much notice as is possible. If an employee is eligible for FMLA leave under Section L, the Parenting Leave described in this section E is intended to encompass the university's obligation to provide Family Medical Leave under the federal Family Medical Leave Act. See Section L for return-to-work requirements following approved leave.

E-6. Health benefits continue during Parenting Leave on the same basis as for any similarly-situated employee who is actively at work, regardless of whether the employee is using other forms of accrued leave or taking leave unpaid. The employee's share of cost for health coverage is the amount that is typically payroll-deducted for the employee's own coverage and/or

coverage for the employee's dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, leave accruals, and credit toward vesting are suspended during unpaid portions of Parenting Leave.

E-7. Upon return from Parenting Leave, employees will be assigned to their same or similar position with equivalent pay and status.

E-8. Leave may not be used for both foster care and adoption consecutively if foster placement leads to the adoption of the child.

E-9. Alternate or reduced work schedules are addressed in FSH 3710 L-13.b.

E-10. See FSH 3710 R-1 for exceptions to university leave policies.

F. MILITARY LEAVE. When an employee goes on military leave it is not considered a break in service. (Available to all UI employees as described in Section F)

F-1. Faculty and staff, regardless of whether or not they hold a fiscal-year or academic-year appointment are eligible for leave of up to 120 hours per calendar year for active duty or military training. Employees who are in board-appointed positions [FSH 3080] are eligible for full pay while on paid military leave. When called to active duty or training, the university will pay the difference between military pay received from the U.S. or State government, but cannot duplicate pay. The employee must provide documentation of military pay received during leave, within 90 days of return from leave or upon earlier job separation. The employee is required to repay to the university any amount which exceeds their regular base pay for the same period. Unpaid military leave may be requested if the employee knows their military pay will exceed their university pay. Annual and sick leave credit towards length of service for retirement plan, and other vesting will continue to accrue according to the applicable plan documents. Instead of taking military leave, an employee may request annual leave on the same basis as any other vacation or other time off and if approved, retain full military pay. [APM 55.09 and 55.38]

F-2. Any employee who is called to active duty and/or is required to serve more than 120 hours is eligible for up to five years of military leave. Eligibility for employee health coverage will continue at a minimum through the first 30 calendar days of service while on an approved military leave. The employee will be required to pay the employee share of the health care costs, as well as the costs for the employee's dependents.

F-3. An employee may choose to use annual leave and/or accrued compensatory time for military service and continue to receive pay and benefits at any time.

F-4. Military leave beyond the first 120 hours is generally granted without pay and benefits. Health care coverage will end for the individual who is called to active duty after the first 30 days of service. However, coverage for the employee's dependents may continue and are

subject to the applicable benefits based on the university's current Summary Plan Document at the time of reinstatement: contact Benefit Services.

F-5. An employee may also have the right to life insurance portability or conversion to an individual life insurance policy following termination of benefits in the group plan.

F-6. Upon reinstatement to active university employment, the employee's health plan will resume as if their employment had not been interrupted.

F-7. In accordance with state and federal law, an employee upon return will be reinstated to their former position or a comparable position without loss of seniority, status or pay rate provided the employee returns with an honorable discharge and within five years from departure date from the university.

a. In some situations, re-employment may not be possible, such as when there has been a significant change in circumstances, if re-employment would impose an undue hardship on the university or department, or if the person's employment was temporary in nature, such as positions that are grant-funded for a specific duration and/or temporary help (TH) positions.

1. If the returning employee's skills need upgrading to meet the requirements for a prior or promoted position, the university will make reasonable efforts to refresh or update these skills unless such efforts would create undue hardship for the university.

2. When an employee with a service-related disability is not qualified to perform the essential functions of the employee's job after the university has made reasonable efforts to accommodate the disability, the employee may be placed in another position of comparable pay, rank, and seniority.

b. Employees returning from military leave must provide the university with written timely notification of intent to return to their position. The university may require documentation that the person's application for reemployment is timely and that the person's discharge from uniformed services was under honorable conditions. University procedures will follow the applicable state and federal law, including but not limited to the Uniformed Services Employment & Reemployment Rights Act (USERRA), 38 U.S.C. 4301-4333, enforced by [Department of Labor's Veterans' Employment & Training Services](#) (VETS.)

F-8. Retirement benefit contributions are suspended while the employee is on unpaid military leave when the 120 hours per F-1 have been exceeded. Upon reinstatement to active university employment after military leave, reenrollment in the retirement plan will be accomplished in accordance with the plan documents.

a. Credited state service continues during military leave as though no break in employment has occurred.

b. The employee may elect to make up any employee contributions missed during an approved military leave. Such contributions must be paid into the plan within a period not to exceed three times the length of the military leave, up to a maximum of five years.

c. The university will contribute the regularly scheduled match contributions for any employee make-up payments made in connection with an approved military leave.

d. For purposes of determining eligibility for retiree health coverage, military leave will not count as a break in service provided that re-employment occurs within the parameters of this policy. Further, an employee will receive university service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] during the 15 days of approved paid military leave; however, the employee will not receive service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] for any unpaid military leave.

F-9. This policy is intended to comply with applicable state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. To the extent that any provision of this policy is ambiguous and/or contradicts the Act or any other law, the applicable law or Act will prevail.

G. LEAVE FOR COURT REQUIRED SERVICE AND VOTING. (Available to all UI employees as described in Section G)

G-1. Any employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency will be granted leave. Benefit-eligible employees will be granted leave with pay, except as provided below in G-2. Travel expenses in connection with this duty are not subject to reimbursement by the university. [RGP II.I.5.; APM 55.09]

G-2. An employee must request annual leave or personal leave without pay for the following:

- a. appearing as a party in a non-job-related proceeding involving the employee;
- b. appearing as an expert witness when the employee is compensated for such appearance; or
- c. appearing as a plaintiff or complainant, or as counsel for a plaintiff or complainant, in a proceeding in which the Board of Regents or any of its institutions, agencies, school or office is a defendant or respondent. [RGP II.I.5.]

G-3. Polling places are typically open extended hours and absentee voting is widely available. However, employees who are unable to vote outside of scheduled hours will be allowed time off to vote. If available, an employee may use accrued annual leave, compensatory time or, if approved in advance, may be able to make up time lost to vote within the same work week [FSH 3460] through a flexible work schedule. Otherwise, time off will be approved, but unpaid.

H. LEAVE FOR CAMPAIGNING FOR OR SERVING IN PUBLIC OFFICE. Available to UI employees as described in Section H)

H-1. The president approves requests for leaves of absence for the purpose of campaigning for or serving in public office [RGP II. I.5.]. See FSH 6230 E for provisions concerning leave for campaigning and serving in public office.

H-2. It is the Board of Regent's intent that state salary not be duplicated to an employee serving as a member of the Idaho Legislature. Any leave for serving as a member of the Idaho State Legislature will be unpaid when the Legislature is in session [RGP II.I.5.]. Certain benefits may continue during the unpaid leave; however, the employee must pay the full cost of coverage.

I. ADMINISTRATIVE OR EMERGENCY LEAVE. (Available to all UI employees as described in Section I)

I-1. Administrative Leave is leave with pay and benefits. An employee will continue to receive pay and leave accruals in accordance with their regular rate and maintain eligibility for other benefit programs. (Academic transitional leave (J) is not considered administrative leave.)

I-2. At the discretion of the president or designee, an employee may be granted administrative leave when the state or the university will benefit as a result of such leave. [RGP II.I.5.; FSH 3470 B]

I-3. Examples of circumstances that may qualify an employee for administrative leave are volunteer fire fighters attending class off campus, official delegates to the annual general convention of Idaho Public Employees' Association, and members of state or local committees, such as the Human Rights Commission, attending official meetings.

I-4. With the approval of the president or designee, an administrator may also use administrative leave to remove an employee from the workplace (for example during an investigation or to mediate an employee relations issue), if approved in advance by Human Resources. The President's Office or Provost's Office, as appropriate must be notified.

I-5. In all cases involving administrative leave, payroll will coordinate with the department for the appropriate process based on the anticipated duration of the administrative leave. Hours attributed to administrative leave shall be coded as "Administrative Leave" on the time/leave record and in the payroll system.

I-6. In the absence of a written agreement to the contrary, an employee on administrative leave must be available for recall to work during regular university business hours in the event that the employee's services are required or they are otherwise requested to return to work.

I-7. Under certain circumstances, the university may require the use of accrued annual leave and/or compensatory time.

I-8. Emergency Leave with Pay. When the president or designee makes a decision to close, cancel classes, or postpone the opening the university, employees will be authorized Emergency Leave with pay (see APM95.21 and FSH3470). When approved, employees will enter hours as follows for emergency closure days:

Classified and PERSI-eligible TH will enter the hours they would have worked. Exempt and faculty enter leave if leave taken is more than four hours and will record leave only if they were out more than four hours.

a. (TH) Temporary Help (PERSI-eligible only) – enter hours regularly scheduled but not worked due to the closure under the Emergency Leave code, up to eight hours

b. Classified – enter hours not worked due to closure under the Emergency Leave code, up to eight hours

c. Exempt & Faculty – enter hours not worked, if over four, due to closure under the Emergency Leave code, up to eight hours.

J. ACADEMIC TRANSITIONAL LEAVE. (Available to all UI employees as described in Section J)

J-1. Academic transitional leave may apply when an academic administrator steps down from their administrative appointment and assumes a faculty appointment. The purpose of academic transitional leave is to prepare the employee for a new faculty appointment. Transition leave is not available in the event of transition from academic faculty to an administrative appointment. Academic transitional leave is granted at the discretion of the university, must be approved by the provost, and approved by the president or designee.

J-2. There is no accrual of annual leave during the period of academic transitional leave. All other benefits and leave accruals are provided on the same basis as afforded to similarly situated employees in a faculty job classification. Annual leave balances should be exhausted prior to a new academic faculty appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding 80 hours must be approved in advance by Human Resources.

K. SHARED LEAVE. (Available to employees listed in A-6 (a) subject to specific eligibility criteria described in Section K)

K-1. University employees who earn annual leave may donate annual leave hours to shared leave. Shared leave may be donated to a shared leave pool or to the benefit of a specific eligible recipient. See FSH 3710 L-5 below and APM 55.07 for conversion of donated leave to shared leave.

K-2. Eligibility. Benefit-eligible employees, including academic year faculty who do not accrue annual leave, are eligible to receive shared leave. If an employee is only eligible for benefits under the Patient Protection and Affordable Care Act (PPACA) they do not qualify for shared leave.

a. **Qualifying Events.** If any benefit-eligible employee [A-6.a.] has a health condition [L-2.a.1] or has an immediate family member [A-3] who has such a condition and the employee is

required to take time away from work, and has exhausted all leave, the employee may apply for shared leave.

1. The health condition of the affected individual must be certified by a competent health care provider to be considered as acceptable evidence by the university, and qualify as a serious health condition as defined by family medical leave [L] to include a need resulting from human organ or bone marrow donation. This provision applies only to the acceptable medical conditions of family medical leave. An employee need not meet the service and other requirements of family medical leave to be considered as an absence eligible for shared leave.

2. An applicant for shared leave who has used their own annual leave for purposes other than attending to a medical condition that is known to create potential for an extraordinary need for leave typically is not eligible for leave from the shared leave pool. Under extraordinary circumstances, such an applicant may request an exception to receive shared leave from directed donations.

3. Shared leave that is donated from the shared leave pool is intended for use by employees who intend to return to work. An applicant who wishes to receive shared leave and otherwise meets the criteria of the program and does not intend to return to work may apply for shared leave; however, shared leave in this instance is available only from donations directed specifically to that one recipient.

b. Prerequisites. An employee must use all other available leave such as sick leave, annual leave, and compensatory time to qualify for shared leave. If an employee receives shared leave during the first year of their employment with the university, and does not return to active service for at least thirty days after completion of their leave, they may be expected to repay the compensation they received, unless this requirement is waived by the president or designee.

c. Disability Income. To be eligible for shared leave for the employee's own medical condition that is expected to last longer than thirty days, employees must first apply for wage replacement benefits that may be available through disability coverage. In cases of job-related injuries, employees must first apply for wage replacement through workers' compensation. Once such benefits begin eligibility for shared leave benefits end. However, an otherwise eligible employee may use shared leave while satisfying the waiting period or after exceeding maximum disability periods for income replacement programs. Shared leave cannot be claimed when time away will be paid through wage replacement programs such as disability and workers' compensation benefits.

K-3. Donating Annual Leave.

a. Employees who have an accrued annual leave balance may donate to shared leave regardless of their funding salary source. Donations may be made to the shared leave pool and accessed by any eligible recipient or donated directly to a specific shared leave recipient.

b. Leave donations made for a specific individual will be drawn from donors' accounts based on a first-received basis. The first donation request received by Benefit Services will

be processed before a second donation from other recipients or before hours are withdrawn from the shared leave pool. Donations will be drawn from the donor's annual leave account.

c. Leave donations may be made in any amount of not less than ½-hour (.50) increments.

d. Shared leave donations may not cause the donor's annual leave balance to fall below 40 hours at the time the donation is processed, unless the donor is terminating active employment from the university. Donors should be aware that any shared leave not used by the intended recipient will be returned to the Shared Leave Pool, not returned to the donor(s). Leave donors who desire to donate only as much leave as the intended recipient needs are encouraged to work with HR to make incremental donations to that person.

K-4. Shared Leave Benefits.

a. Maximum Benefit. The maximum shared leave benefit is limited to four (4) working weeks of leave within a rolling 12-month period. Shared leave hours granted will be prorated based on employee's FTE.

b. Recipients of shared leave from the shared leave pool will receive the benefit on a first-come, first-serve basis as the pool balance must not fall below zero dollars. If funds are unavailable from the shared leave pool, then the recipient would be required to solicit direct donations.

c. Shared leave requests are reviewed and granted by Benefit Services in accordance with this policy. Applicants awarded shared leave will be notified in writing; if the request is denied, the reason(s) for denial shall also be stated in writing. The requestor may appeal a denied request for shared leave. Appeals must be made in writing to Human Resources within 30 days from the date of denial and must reference the applicable sections of policy and reasons why there is disagreement. Human Resources will respond to appeals within 30 days.

K-5. Funding and Conversion.

a. Funding for a full year of base salary is provided for most positions. A department typically has received funding for the duration of the employee's full appointment. If an employee is absent without pay, the department would achieve salary savings as a result. The only exceptions would apply to those working from certain special funding sources or who hire a temporary replacement during the period of unpaid leave. Consequently, the department of the employee who will receive shared leave is responsible for funding the employee's pay during leave from shared leave donations.

b. **Conversion for donations.** Hours donated by an employee are calculated at the donor's hourly rate and converted to dollars that will be distributed to the recipient using the recipient's hourly rate. Direct donations donors should be aware that if the conversion value from donated hours is greater than the intended recipient uses, any unused dollars will go into the Shared Leave Pool.

L. FAMILY MEDICAL LEAVE. (Available to all UI employees subject to specific eligibility criteria described in Section L). Federal Family and Medical Leave Act 29 U.S.C 2601 and amendments will be followed when administering FMLA. Upon exhaustion of FMLA, when there is a continued need for leave for an employee's own serious health condition, federal and state guidance will be followed.

L-1. Family medical leave may be requested by an eligible employee for the following reasons:

- a. the birth of a child of the employee and/or in order to care for such child;
- b. the placement of a child with the employee for adoption or foster care;
- c. to care for an immediate family member as defined in [A-3] of this policy with a serious health condition as defined in [L-5] of this policy;
- d. because of the employee's own serious health condition [L-5]; or
- e. to serve as a human organ or bone marrow donor.

The entitlement to leave under subparagraphs (a) and (b) of this section L-1 for a birth or placement of a child is encompassed in the Parenting Leave described in Section E, of this policy. Parenting Leave taken under Section E. is Family Medical Leave and shall be counted as Family Medical Leave.

L-2. Family medical leave and/or service member family medical leave is generally leave without pay. However, when the absence also qualifies for the use of sick leave, if available, employees must first use accrued sick leave. See Parenting Leave for wage replacement.

L-3. Eligibility. If the employee has been employed by the university for a minimum of 12 months and has worked at least 1250 hours during the previous 12 month period prior to the requested leave, the employee is eligible for family medical leave. This eligibility requirement applies to eligibility for Parenting Leave under Section E.

L-4. Length of Leave. A maximum of up to 12 weeks or a total of 480 hours of family medical leave may be granted to eligible full-time employees during a rolling 12 month period. Eligible part-time employees may be granted up to 12 working weeks of leave or a total number of hours consistent with their regular work schedule within a 12-week period. (i.e. 20 hours per week x 12 weeks = 240 hours). The period is measured from the date the employee last used/exhausted family medical leave or became employed by the university to the date leave is to begin. Family medical leave may be taken on a continuous, intermittent, or reduced-hour basis. See Section E for parenting leave requirements.

L-5. Definitions.

a. "Serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment connected with in-patient care (i.e. overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of

incapacity or subsequent treatment in connection with such in-patient care; continuing treatment by a health care provider, which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) due to a health condition (including treatment for or recovery from) lasting more than three consecutive days; and any subsequent treatment or period of incapacity relating to the same condition, that also includes:

1. treatment two or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment; or

2. pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

3. chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma, diabetes). A visit to a health care provider is not necessary for each absence; or

4. permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or

5. absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g. chemotherapy or radiation treatments for cancer).

6. Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not serious health conditions unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this section are met. Mental illness or allergies may be serious health conditions, but only if all the conditions of this section are met.

L-6. Health benefits continue during family medical leave on the same basis as for any similarly situated employee who is actively at work, regardless of whether the employee is using other forms of compensation including accrued leave or taking leave unpaid. The employee's share of cost for health coverage is the amount that is typically payroll-deducted for the employee's own coverage and/or coverage for the employee's dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, accruals for sick and annual leave and credit toward vesting are suspended during unpaid portions of family medical leave.

L-7. All qualified absences, including those due to a work-related injury, will be considered as family medical leave.

L-8. If there are reasonable circumstances to support that an employee's absence qualifies as family medical leave, the university has the right to classify such absence as family medical leave.

L-9. When the need for family medical leave is foreseeable, an employee must request an application for family medical leave at least 30 days in advance of the need for leave. Application assistance is available from Benefit Services. When events are not foreseeable, employees must provide as much notice as is possible. Application for family medical leave after a return from absence is not recommended; rights to preserved employment and benefits may be adversely affected. In any event, absent extraordinary circumstances, an employee may not claim an absence as a qualified family medical leave event unless done so within the first two days of return from an absence. See Parenting Leave Section E.

L-10. When leave is taken for personal illness or to care for an immediate family member with a serious health condition, leave may be continuous or intermittent and may include a reduction in hours worked. For intermittent leave, the employee must provide certification from the health care provider caring for the employee and/or family member stating the leave must be taken intermittently. Employees needing intermittent leave must attempt to schedule their leave so as not to disrupt university operations. The university reserves the right to assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced leave schedule.

L-11. Employees on family medical leave are required to provide documentation to Benefit Services as requested, including intent to return to work. During leave, the university may require an employee to re-certify the medical condition that caused him/her to take leave. A return-to-work release from the health care provider is required before an employee absent due to their own serious health condition may return to work.

L-12. Family medical leave requests for medical treatment or care giving requires certification from the health care provider documenting medical necessity.

L-13. Family medical leave requests for parenting must be approved in advance and completed within 12 months of the birth, adoption, or foster care placement of a child. See Section E for Parenting Leave requirements. Shared leave (if granted) may be used for the disability period related to childbirth. See Section K for Shared Leave and Section E for Parenting Leave requirements.

L-14. Family medical leave taken by two university employees to care for a family member who has a serious health condition consists of a maximum 12 weeks of leave for each employee. See Section E for Parenting Leave requirements.

L-15. If the university obtains information from a credible source, such as the workers' compensation authority, disability carrier, or a medical practitioner, that alters, changes,

casts doubt, or fails to support continued leave or the leave application, the university has the right to:

- a. revoke leave;
- b. not grant leave;
- c. require new evidence to support the leave request;
- d. require the employee to return to work if the leave is not substantiated; and/or
- e. when appropriate under applicable employee discipline policies [FSH 3910, 3920, and 3930], take disciplinary action, up to and including dismissal.

L-16. Upon return from family medical leave, employees will be assigned to their same or similar position with equivalent pay and status with or without reasonable accommodation, as appropriate, in accordance with the Americans with Disabilities Act. Job reassignment must be coordinated with Employment Services and approved by Human Resources. The university has no obligation to restore employment to temporary hourly (TH) or other employees if the employment term or project is over and the university would not otherwise have continued employment.

L-17. Family medical leave is not available for individuals who do not plan to return to work. An employee who applies for and is granted family medical leave and fails to return to work for at least 30 days upon the expiration of their family medical leave period may be obligated to repay the costs of health coverage and any portion of paid parenting leave provided by the university during any portion of family medical leave. If the university is notified that the employee does not intend to return to work, the family medical leave period will terminate immediately and the employee will be separated from employment on that date. Medical, dental and under some circumstances Health Care Spending Accounts may be continued through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Options for life insurance portability or conversion may also be available. Job separation under these circumstances will result in a lump sum payment of annual leave and/or compensatory balances. In addition, the employee will no longer have a right to restoration to the same or equivalent position.

M. SERVICE MEMBER FAMILY AND MEDICAL LEAVE. The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for covered family members' service in the Armed Forces (Service member Family and Medical Leave) in two instances. This section of the policy supplements the above family medical leave policy and provides general notice of employee rights to such leave. Except as stated below, an employee's rights and obligations to service member family and medical leave are governed by the general family medical leave policy.

M-1. Definitions: The following definitions are applicable to this section of the policy.

- a. "Eligible employee" is a spouse, son, daughter, parent, or for purposes of caring for a family member, the next of kin of a covered family member.
- b. "Next of kin" is the nearest blood relative of a family member who is in the Armed Forces.
- c. "Covered family member" means any family member who is a member of the Armed Forces, including a member of the National Guard or Reserves, regardless of where stationed and regardless of combative activities.
- d. A "covered veteran" is an individual who was a member of the armed forces (including a member of the National Guard or reserves) and was discharged or released under conditions other than dishonorable at any time during the 5-year period before the first date the eligible employee takes FMLA leave to care for the covered veteran.

1. An eligible employee must begin leave to care for a covered veteran within five years of the veteran's active duty service, but the "single 12-month period" may extend beyond the five-year period.

M-2. Leave Entitlement: Eligible employees are entitled to take service member family and medical leave for any one, or for a combination of the following reasons:

- a. Any "qualifying exigency" (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a "contingency operation," and/or
- b. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the armed forces, provided that such injury or illness may render the covered family member medically unfit to perform duties of the family member's office, grade, rank or rating.
- c. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the armed forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the armed forces) and manifested itself before or after the member became a veteran and is:
 - 1. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the armed forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
 - 2. A physical or mental condition for which the covered veteran has received a U.S Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

3. A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

4. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the U.S Department of Veteran's Affairs Program of Comprehensive Assistance for Family Caregivers.

M-3. Duration of service member family and medical leave:

a. When leave is due to a qualifying exigency: an eligible employee may take up to 12 work weeks of leave during any 12-month period.

b. When leave is to care for a covered family member: an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the covered family member. Leave to care for a covered family member, when combined with other qualifying family medical leave may not exceed 26 weeks in a single 12-month period.

c. Concurrent leave: service member family and medical leave runs concurrent with other leave entitlements provided under federal, state and local law.

N. PERSONAL LEAVE. (Available to UI employees listed in A-6.a and A-6.b as described in Section N.)

N-1. Any employee not covered by another university leave type within this policy may request a personal leave of absence.

N-2. Personal leave is leave without pay and without benefits. However, the university may require the use of sick, annual or any other type of accrued leave if the absence qualifies and leave is available. Personal leave may be taken with pay and benefits when other paid leave such as annual leave is taken concurrently. In rare circumstances, leave may be approved without pay, with continued benefits, but only when approved as an exception and only when doing so meets the business needs of the university. Hiring units are responsible for funding the benefits under these circumstances. [APM 55.38]

N-3. Reasons for requesting a personal leave may include, but are not limited to, religious, personal, and educational matters or for extension of any leave when all other leaves have been exhausted.

N-4. All requests for personal leave must be made to the supervisor in writing. A leave of three working days or less can be approved by the supervisor and are recorded on the employee's time record as Leave Without Pay with Benefits. The president or designee (i.e., provost) must approve a personal leave which exceeds three working days. Personal leave is not guaranteed and is granted on a case-by-case basis, with the approval of the supervisor and the unit administrator, based on the business needs of the university.

N-5. The president or designee (i.e. provost) may grant personal leave without pay with or without benefits for a period of up to one calendar year, with extensions not to exceed a total of three successive calendar years [RGP II.1.5.]. Consideration is given to such requests on an individual basis in the light of the reason for which it is requested, whether it is leave with or without paid benefits and the effect that granting it will have on the employee's unit or program.

N-6. When a personal leave of absence is granted, the university assures reinstatement of the individual to a position of similar status and pay, but only to the extent that such position continues to exist and would have continued to exist had no leave been taken. Return to work in the same job within the same department is not promised.

N-7. During personal leave without pay an employee is not eligible for holiday pay, the accrual of sick or annual leave, or the use of medical appointment leave, and may not be granted any other type of leave of absence such as family medical or military leave until the employee has first returned to work under active status and otherwise qualifies for such leave.

N-8. An employee who has received approval from the president or designee for a personal leave without pay without benefits may not continue to contribute toward and receive the benefits of the institution's insurance and retirement programs, Employees should consult Benefits Services for more detailed information on how personal leave without pay will impact their benefits and their rights to continue coverage through COBRA and life insurance conversion or portability. [APM 55.09 and 55.38]

N-9. Employees who are granted a personal leave of absence without pay are responsible for making arrangements with Benefit Services, before the leave begins, for the continuation or discontinuation of benefits. Also, they should call Benefit Services on their return to active status to make sure that any benefits that had been discontinued are reinstated or to adjust for changes that occurred while they were on leave. [APM 55.38]

N-10. Personal leave is not intended as a vehicle to continue benefits for periods when employees are not working due to academic or seasonal work schedules or for a reduction in hours.

O. LEAVE FOR PROFESSIONAL IMPROVEMENT. (Available to faculty with instructor rank or above, exempt employees and classified staff as described in Section O.)

O-1. Leave for professional improvement is paid leave with benefits for the purpose of participating in professional development programs or experiences for an extended period of more than two weeks to attain or enhance a skill set that will result in a mutual benefit to the both the university and the employee.

O-2. Members of the faculty who hold the rank of instructor or above, exempt employees, and classified staff are encouraged to participate in programs of professional improvement. (Tenured faculty may also be eligible for sabbatical leave and should refer to FSH 3720.) Generally, on the recommendation of an applicant's administrative supervisor, and with the approval of the dean/director and the provost/vice president, professional improvement leave

may be granted under the following conditions (individual departments may have additional requirements and restrictions):

a. To participate in this plan, the faculty or staff member must have completed four years of service before the time the leave is to begin.

b. Generally, at least two years of service must intervene between a sabbatical leave and a leave for professional improvement or at least five years of service must intervene between a leave for professional improvement and a subsequent request for the same type of leave.

O-3. The employee requests professional improvement leave with pay by submitting a letter of application to the supervisor at least three months before the leave is to begin. The letter should address the professional development to be derived from the leave, what activities (i.e. research, writing, experience, etc.) will be involved to achieve the professional goals, the duration of the leave, the level of support requested, and the source of funds, if known.

O-4. Persons granted leave under this policy are expected either to return to the active service of the university for at least one academic or other full work year after completion of the leave, or are required to repay the money received from the university for the period of professional improvement leave granted.

O-5. The employee must submit a report to the supervisor, the dean/director, and the provost/president regarding his or her developmental experience upon return to active work status.

O-6. The employee may request approval to use accrued annual leave and to have an equal amount of administrative leave with pay granted to permit the employee's participation in a program of professional improvement.

P. EXCEPTIONS. Exceptions to these policies may be considered to the extent that such an exception is not contrary to state and federal laws, the Board of Regents policies and procedures, and are considered in the best interest of the university. The respective unit administrator, Human Resources, and the president or designee as required, can grant exceptions. A request for exception must be submitted and approved by the supervisor and forwarded to Human Resources for further consideration of all approvals.

Version History

Amended January 2020. Changes were made pursuant to FSH 1460 C-3 to comply with Idaho Code 59-1608 and 67-5343 and for clarification purposes.

Amended July 2017. Edits were made for clarification purposes and cleanup.

Amended July 2016. Many changes were put in place to comply with federal regulation changes on family medical leave. The section on Parenting Leave was revised, and changes were made to allow employees more flexibility in leave use.

Amended July 2015. Changes were made to comply with federal regulation changes on family medical leave, a new section on Parenting Leave was added, and to allow employees more flexibility in leave use.

Amended July 2011. Section R was removed and a new policy, [FSH 3450](#), was created to address employment actions such as temporary furloughs.

Amended July 2010. Section R was added to address the Fiscal Year 2010 Furlough.

Amended July 2008. Changes were approved following work involving Faculty and Staff Affairs, General Counsel, and Human Resources and a new section M was added on servicemember family leave due to a federal law change.

Amended 2002. Extensive changes were made to subsection K that reflected Regent policy and current practice.

Adopted 1979.

3710

LEAVE POLICIES FOR ALL EMPLOYEES

LAST REVISION:

X

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A. GENERAL.

A-1. The University of Idaho (hereinafter referred to as university) strives to offer leave programs that are both comprehensive and flexible to meet employee needs. Leave with or without pay is

extended to employees under a variety of circumstances described below. Exceptions may be granted in special circumstances [see R below; APM 55.09, 55.07, 55.38; FSH 3120, 3720 and 6230]

A-2. The term “leave” refers to an employee’s absence from duty. Each leave type as contained in this policy discusses circumstances in which such an absence may be continued with pay when leave accruals are available or when leave is approved without pay. Certain types of leave may require or provide options to take one leave concurrent with another. For example, sick and annual leave may be taken or may be required to be taken concurrently with other types of leave. All leaves are subject to approval.

A-3. Unless otherwise noted, for purposes of this policy, “immediate family member” includes: your spouse, your child, parent, brother, sister, grandparent, and these same relationships of a spouse, by marriage, adoption, or foster arrangement. An immediate family member may also include an individual who has assumed a similar relationship to those above, other than the relationship of spouse*, and for whom the employee or the individual has had financial responsibility for the other. An immediate family member also may include any individual who is a qualified dependent under IRS regulations. The university reserves the right to request documentation establishing financial responsibility or qualifying status as an IRS dependent. Federal FMLA criteria will be used in determining “immediate family member”.

*Due to the 2006 “marriage amendment” to the Idaho Constitution the university, despite the wishes of the Faculty Senate, is unable to include domestic partnerships.

A-4. Separation from employment or the term terminating employee refers to an employee’s separation from all employment.

A-5. A break in State of Idaho service is defined as job termination that is separated by at least three business days prior to re-employment with the university or any other State of Idaho employer.

A-6. Full and part-time employees are eligible for some or all leaves discussed in this policy.

a. Benefit-eligible employees are those who hold a board-appointed position [FSH 3080] and are employed at least half time or greater.

b. Individuals who are employed at least half time or greater as temporary help (TH) and who are expected to complete five months or more of continuous university service and are eligible to participate in the Public Employers Retirement Plan for Idaho (PERSI) are eligible for limited benefits, including annual leave, sick leave and pay for holidays on which they do not work [FSH 3090].

A-7. Leave may not be taken in advance of accrual and may not be taken in excess of 80 hours in a pay period.

A-8. Leave may not be taken on an employee's first day of employment. If an employee is unable to report for work on their specified first day of employment; employment will not begin until the first day that the employee reports for active duty.

A-9. All employees, including faculty and exempt employees, are responsible for recording all leave taken on bi-weekly time reports and complying with the terms of leave policies, including, but not limited to:

- a. completing application for leave with supervisor or Human Resources as appropriate and providing any medical evidence to HR and other requested information;
- b. abiding by any and all return-to-work restrictions; and
- c. returning to work following expiration of approved leave.

Failure to uphold these responsibilities may result in absence without approved leave. Eligibility to preserve employment may be affected and/or the employee may be subject to disciplinary action, up to and including termination from employment as provided in appropriate university policies [FSH 3910, 3920 and 3930].

A-10. Exempt employees (full-time 40 hours per week expectation per FLSA) who work at least four hours in a day will be paid regular pay for the full day. If they work fewer than four hours, the difference will be charged to the appropriate accrued leave. If the employee is on approved Family and Medical Leave (FML) they must report each hour missed.

Employees who are not exempt from earning overtime accrual or payments shall record all approved absences in 1/4-hour increments, except when time loss has been made up through an approved flexible schedule.

A-11. Absent written agreement to the contrary, an eligible employee typically earns credit toward retirement plan vesting (see your PERSI, IORP or federal retirement plan document for details) and earns annual and sick leave accruals during the portion of any leave that is paid, except that sick and annual leave do not accrue in some circumstances during administrative leave. See I-7. An employee typically will not be given such credit for any periods of unpaid leave.

A-12. No break in service will occur during any approved paid or unpaid leave for the purposes of determining eligibility for retiree health benefits.

A-13. Attendance at work is a job requirement for all positions at the university. Excessive absenteeism can affect job performance and the employee may be subject to disciplinary action.

A-14. Departmental administrators are responsible for approving and ensuring the reporting of leave, via Banner, taken by the employees in their respective units. For procedures regarding reporting and monitoring leave see APM 55.09. The Banner system and Human Resources records are the official university leave records.

A-15. Human Resources is responsible for coordinating requests and reviewing compliance with all types of leave other than sick, annual and medical appointment leave discussed in this section. [APM 55.09]

B. ANNUAL LEAVE. (Available to UI employees listed in A-6 (a) and A-6 (b) as described in Section B)

B-1. Employees receive annual leave based on their classification of employment. [FSH 3080]

a. Classified Employees on full-time fiscal-year appointments accrue annual leave based on hours worked at the rate of approximately 3.7 hours bi-weekly for the first five full years of service, with a maximum accumulation of 192 hours; 4.6 hours bi-weekly up to 10 years of service, with a maximum accumulation of 240 hours; 5.5 hours bi-weekly up to 15 years of service with a maximum accumulation of 288 hours; and 6.5 hours bi-weekly for more than 15 years of service with a maximum accumulation of 336 hours. [RGP II.E.3; FSH 3080; APM 55.09]

b. Faculty on full-time fiscal-year appointments and exempt employees, including postdoctoral fellows, accrue annual leave at the rate of 7.4 hours bi-weekly and may accumulate a maximum of 240 hours. [RGPP II.F.3, FSH 3080, APM 55.09]

c. Faculty who hold academic-year appointments do not accrue annual leave. Their periods of obligation and leave are governed primarily by the academic calendar, subject to stipulation by the employee's dean. [FSH 3120]

B-2. Annual leave for classified and exempt appointment of less than 100% full-time, but equal to or greater than half-time, is accrued based on hours worked and at a rate based on the employee's classification [B-1]. No annual leave is accrued for less than half-time service.

B-3. Temporary employees who are eligible for PERSI accrue annual leave beginning on the first day of employment in an eligible position at a rate of .04625 times hours worked within each bi-week.

B-4. Annual leave accrual is temporarily suspended when the accumulation reaches the maximum allowance. Once the leave accumulation drops below the allowed maximum, accruals resume.

B-5. Employees eligible for overtime earn overtime based on only hours worked. There is no overtime accrual based on annual leave, sick leave, compensatory time, holidays or any other paid time off.

B-6. Annual leave continues to accrue while on any paid leave, except that annual leave does not accrue on hours of compensatory time used; during academic transitional leave [J] or for temporary employees who accrue annual leave based only on hours worked.

B-7. At the employee's option, accrued annual leave may be used during any approved leave that could otherwise be taken as sick leave.

B-8. Annual leave must be scheduled in advance and requested in writing by the employee. Annual leave may not be taken without the supervisor's written approval. Both the employee's vacation preference and business needs of the unit must be considered in establishing mutually agreed periods of leave [APM 55.09].

a. Supervisors are responsible for coordinating and approving requests for annual leave of all employees in their respective units.

b. An employee on approved annual leave, who becomes eligible to use sick leave through unforeseen events, may use sick leave in lieu of annual leave. Documentation to support the use of sick leave may be required.

B-9. Annual leave balances are paid to employees upon separation (i.e. resignation, retirement layoff, non-renewal, termination) from all State of Idaho employment [I.C. 67-5334]. Leave balances are transferred from the university to other State of Idaho employers when the university employment ends and a new position is accepted with any State of Idaho employer when there is no break in state service [A-5]. However, the university reserves the right to require an employee to exhaust some or all annual leave prior to any job or employment separation.

Employees funded on grants or contracts are expected to use all earned annual leave during the appointment before expiration of the grant(s) or contract(s). Employees separating employment upon the expiration or termination of a grant or contract, will be required to use annual leave before their last day of employment.

In the event of an employee's death, payment is made to the employee's estate.

The effective date of the employee's separation is the last day on which the employee reports to work for the university, unless Human Resources has approved a written request for alternative termination arrangements that are in the best interests of the university.

In the event that an academic administrator transitions from a position eligible for annual leave to a faculty position in which annual leave does not accrue, balances should be exhausted prior to the start of the new appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding 80 hours must be approved in advance by Human Resources.

B-10. Any individual, regardless of type of appointment, with an annual leave balance who transfers or who is reassigned to another unit within the university may be required to exhaust all existing annual leave prior to starting the new assignment.

B-11. Payment in lieu of annual leave taken for any reason other than separation from employment is granted only by exception or under other special circumstances within the business needs of the university.

B-12. Eligibility requirements for annual leave for temporary help (TH) can be found in FSH 3090.

C. SICK LEAVE. (Available to UI employees listed in A-6 (a) and A-6 (b) as described in Section C)

C-1. Employees that work at least 40 hours in a bi-weekly pay period for at least five consecutive months accrue sick leave. Accrual is approximately 3.7 hours bi-weekly for full-time service. [FSH 3090 C]

C-2. Sick leave accumulation for half-time but less than full-time service is accrued proportionately based on hours worked and earned at the rate of .04625 for each hour worked.

C-3. Sick-leave may be accumulated without limit.

C-4. Sick leave cannot be taken in advance of accrual. If, at the end of a bi-weekly pay cycle, absences exceed sick leave accumulation, the hours will be charged to compensatory time first, if available, and then to annual leave. If there is no leave accumulation, time will be unpaid.

C-5. Sick leave continues to accrue while on any paid leave, except for hours of compensatory time used and during academic transitional leave [J].

C-6. Sick leave may not be used in lieu of annual leave, except when the conditions of B-8. b. above have been met.

C-7. Sick leave may be taken only as follows:

a. Illness or Serious Medical Condition of Employee. An employee's own illness, injury, or childbirth that prevents the employee from performing their assigned duties; or in the event of exposure to contagious disease if, in the opinion of responsible authority, the health of others would be jeopardized in the work place.

b. Illness or Serious Medical Condition of an Immediate Family Member. When the illness, injury, or childbirth of an immediate family member as defined in A-3 of this policy requires the attendance of another, the employee may use their own available sick leave.

c. Death of an Immediate Family Member. In the event of a death of an immediate family member as defined in A-3 of this policy; up to 15 days of sick leave may be used immediately following the event, but can be extended if there are special circumstances. The unit administrator and Human Resources may approve an extension of leave for up to a total of 30 days of sick leave.

d. Death of a Family Member. Sick leave usage for the death of a family member other than a member of the immediate family as defined in A-3 of this policy is limited to a maximum of five days of sick leave immediately following the event.

e. Medical Appointments. Personal or family appointments for medical, dental, optical treatment or examination, or meeting with an Employee Assistance Program professional, including time for travel to and from such appointments. An employee is allowed up to two hours of time off per month for such appointments without charge to sick leave provided prior notification was provided to the employee's supervisor regarding the needed time away (medical information need not be shared only the need for leave). If the employee has absences totaling more than two hours in a month, such absences must be reported and charged to sick leave. There is no carryover balance from month-to-month.

f. Parenting/Adoption/fostering. All eligible employees are entitled to use sick leave for parenting, adoption, and fostering as provided in E. Parenting Leave.

g. Organ Donation. Full-time employees may use up to five workdays of prior approved organ donation leave to serve as a bone marrow donor and may use up to 30 workdays of prior approved organ donation leave to serve as a human organ donor. Documentation must be provided to Human Resources in advance of the use of Bone Marrow or Organ Donation leave. Bone Marrow or Organ Donation leave does not reduce the employee's leave balances and is with continued pay and benefits up to the limits noted. Additional leave may be requested through an approved family medical [L] or personal [N] leave.

C-8. Documentation may be required to be submitted to Human Resources to support absences. Absences that occur during an approved family medical leave [L] are exempt from these requirements.

C-9. The federal Family Medical Leave Act of 1993 (FMLA) was adopted as law to protect the best interest and job security of employees. The university may initiate family medical leave (FML) and will apply FML concurrently with sick leave when the employee's own illness, work-related injuries, or an illness of a family member is covered by FML.

C-10. An employee may be eligible for FML after three (3) consecutive days of sick leave, unpaid or other absence [L-4] and may initiate a request for FML at any time prior to an absence which they suspect may qualify. However, the university may also initiate FML and will typically take steps to determine if an absence qualifies as FML when an employee has missed five consecutive workdays or longer by providing the employee with a medical certification form and FML application. A failure to comply with a request to complete and return the medical certification form and the FML application may result in absence without pay and/or disciplinary action, up to and including dismissal from employment (see FSH 3910, 3920 and 3930).

C-11. Employees transferring without a break in service from a qualified Idaho state agency or from the university to another state agency will be credited with their accrued sick leave by the receiving agency. All unused sick leave is forfeited when an employee is separated from state service. No compensation is made for such unused leave, except as provided in C-12 in the case of employees who are retiring from the university. If an employee returns to state service or to the university within three years after separation, sick leave forfeited at the time of separation will be reinstated.

C-12. Employees who retire and then return to work at the university may not be entitled to reinstatement of sick leave balances. In this instance, only the *unused* portion of sick leave that was converted at the time of retirement [C-13 and FSH 3730] to pay for retiree health benefits may be reinstated for employees who separate for retirement purposes and later return to work at the university.

C-13. An employee who retires under the eligibility conditions for retirement as stated in FSH 3730 may apply a pre-determined amount of unused sick leave accrued since July 1, 1976, as payment for continued coverage under the university retiree health program. [FSH 3730, APM 55.39]

D. HOLIDAYS. (Available to UI employees listed in A-6.a and A-6.b as described in Section D)

D-1. The university is closed at least 11 holidays each fiscal year. [FSH 3460 F-2]

D-2. Benefit-eligible employees [A-6.a.] who are employed full time (87.5 percent or greater) receive holiday pay based on eight hours for each holiday. An employee who works a compressed work schedule to include more than eight hours each day, such as four 10-hour workdays in one week, will still receive only eight hours of holiday pay. With supervisor approval, the employee may make up the difference between their regular hours of work and the holiday pay for that day (two hours in this example) through a flexible work schedule within the same work week [FSH 3460], or may use accrued compensatory time or annual leave, or take the time as unpaid.

D-3. Benefit-eligible employees [A-6.a.] who are employed at least half time but less than full-time, are entitled to receive holiday pay, pro-rated based on the average number of hours scheduled each week. The number of hours scheduled on a routine basis (not the hours worked in the week in which the holiday falls) is divided by five days. For example:

Average of 20 hours worked per week / 5 days = 4 hours of holiday pay

Average of 25 hours worked per week / 5 days = 5 hours of holiday pay

Average of 30 hours worked per week / 5 days = 6 hours of holiday pay

D-4. The university embraces diversity and recognizes that our workforce is derived from many diverse cultures to include many different religious preferences. An individual may be absent from work to observe a religious holiday consistent with the individual's own religious beliefs and practices when the day is not consistent with the university's official holidays, provided advance notice is given. Pay for these absences are as follows:

a. Benefit-eligible employees may use their accrued compensatory time or annual leave to receive pay for an observed religious holiday that is not an official university holiday.

b. Employees who are not benefit-eligible, or who do not have compensatory or annual leave available, may observe the holiday without pay, or, with advance supervisory approval, employees may make up the hours in the same work week [FSH 3460].

D-5. Benefit-eligible employees are entitled to holiday pay while they are on other approved paid leave, or during any portion of paid or unpaid family medical leave. Employees on unpaid extended leave are not entitled to holiday pay.

E. PARENTING LEAVE (paid or unpaid). Parenting leave is available to UI employees listed in A-6 (a) who also meet the specific eligibility criteria as described in Section L. Parenting Leave is Family and Medical Leave. FMLA allows for 480 hours of unpaid leave for a full-time employee. Eligible University of Idaho employees may use up to 432 hours (prorated for less than full time employees) of Family and Medical Leave as paid parenting leave due to the birth, adoption, or foster placement of the child.

E-1. Definitions.

a. "Parenting" is defined as the period of bonding that occurs within the first 12 months of the birth, adoption or foster placement of a child in the family.

b. "Parenting Leave" is leave taken by an employee under section E to bond with a child within the first 12 months of the birth, adoption or foster placement of the child in the family. Parenting leave is separate and distinct from medical leave taken by a birth mother related to serious health conditions associated with pregnancy and childbirth and from medical leave taken by either parent to care for a child with a serious health condition. See Family Medical Leave Section L-1 for the relationship of Parenting Leave under this Section E and Family Medical Leave under Section L of this FSH 3710.

c. **Child for purposes of this policy means** a biological son or daughter, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability. **E-2.** Employees are eligible for paid Parenting Leave if they meet the criteria under L-3. Parenting Leave used under Section E provides some compensation for Parenting Leave under Family Medical Leave and is Family Medical Leave.

- a. Eligible employees will receive a maximum of 432 hours (full-time employees) of paid parenting leave for the birth, adoption, or foster placement of a child that must be used within 12 weeks immediately after the birth, adoption, or foster placement of a child. Eligible employees working less than full time will receive a pro-rated portion of paid parenting leave corresponding to the percentage of hours they normally are scheduled to work.
- b. An employee may not receive more than 12 weeks of (paid or unpaid) parenting leave in a rolling 12-month period. Multiple births or adoptions within 12 months do not increase the length of parenting leave. Employees may use paid parenting leave continuously for up to 12 weeks or as a predefined reduced work schedule as long as it is used within 12 weeks of the birth or adoption of the child. Employees may not use paid parenting leave intermittently. Adoptive or foster parents are not entitled to use more than 12 weeks of parenting leave in a rolling 12-month period

but are exempt from the continuous leave requirement if the adoption is not final.

- c. Paid parenting leave is compensated using up to the maximum allotted paid parenting leave balance (432 hours for full time) in the first 12 weeks following the birth, adoption, or foster placement of a child. Paid parenting leave will be paid on regularly scheduled pay dates.
- d. Paid parenting leave shall run concurrently with leave under the FMLA. Any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption or foster placement of a child, will be counted toward the 12 weeks of available FMLA leave for a 12-month period. The employee must apply for and use Parenting Leave/FMLA.
- e. If a holiday occurs while an employee is on parenting leave, such day will be coded to holiday pay and will not count towards the employee's parenting leave entitlement or FMLA hours. If the employee is on parenting leave/FMLA when the University authorizes paid administrative or emergency closure leave due to inclement weather and/or an office closure, that time will be recorded as parenting leave/FMLA. Administrative and emergency closure leave will not extend the parenting leave entitlement.

E-3. If both parents are employees of the university and eligible for FMLA leave under Section L, the leave must be shared between parents and not exceed 480 hours (12 weeks) of total leave (paid or unpaid).

E-4. Employees can use parenting leave as outlined or choose to use a combination of accrued paid leave or unpaid leave if all other leave is exhausted (See Section N regarding use of unpaid leave). Any leave taken under sections E or L that falls under the definition of circumstances qualifying for leave due to the birth, adoption, or foster placement of a child is FMLA leave. See section L for FMLA criteria. Unpaid leave will be considered in accordance with FMLA and other applicable federal and state laws.

E-5. Parenting Leave shall be applied for through Benefit Services. When the need for Parenting Leave is foreseeable, an employee must request an application at least 30 days in advance of the need for leave. When events are not foreseeable, employees must provide as much notice as is possible. If an employee is eligible for FMLA leave under Section L, the Parenting Leave described in this section E is intended to encompass the university's obligation to provide Family Medical Leave under the federal Family Medical Leave Act. See Section L for return-to-work requirements following approved leave.

E-6. Health benefits continue during Parenting Leave on the same basis as for any similarly-situated employee who is actively at work, regardless of whether the employee is using other forms of accrued leave or taking leave unpaid. The employee's share of cost for health coverage is the amount that is typically payroll-deducted for the employee's own coverage and/or

coverage for the employee's dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, leave accruals, and credit toward vesting are suspended during unpaid portions of Parenting Leave.

E-7. Upon return from Parenting Leave, employees will be assigned to their same or similar position with equivalent pay and status.

E-8. Leave may not be used for both foster care and adoption consecutively if foster placement leads to the adoption of the child.

E-9. Alternate or reduced work schedules are addressed in FSH 3710 L-13.b.

E-10. See FSH 3710 R-1 for exceptions to university leave policies.

F. MILITARY LEAVE. When an employee goes on military leave it is not considered a break in service. (Available to all UI employees as described in Section F)

F-1. Faculty and staff, regardless of whether or not they hold a fiscal-year or academic-year appointment are eligible for leave of up to 120 hours per calendar year for active duty or military training. Employees who are in board-appointed positions [FSH 3080] are eligible for full pay while on paid military leave. When called to active duty or training, the university will pay the difference between military pay received from the U.S. or State government, but cannot duplicate pay. The employee must provide documentation of military pay received during leave, within 90 days of return from leave or upon earlier job separation. The employee is required to repay to the university any amount which exceeds their regular base pay for the same period. Unpaid military leave may be requested if the employee knows their military pay will exceed their university pay. Annual and sick leave credit towards length of service for retirement plan, and other vesting will continue to accrue according to the applicable plan documents. Instead of taking military leave, an employee may request annual leave on the same basis as any other vacation or other time off and if approved, retain full military pay. [APM 55.09 and 55.38]

F-2. Any employee who is called to active duty and/or is required to serve more than 120 hours is eligible for up to five years of military leave. Eligibility for employee health coverage will continue at a minimum through the first 30 calendar days of service while on an approved military leave. The employee will be required to pay the employee share of the health care costs, as well as the costs for the employee's dependents.

F-3. An employee may choose to use annual leave and/or accrued compensatory time for military service and continue to receive pay and benefits at any time.

F-4. Military leave beyond the first 120 hours is generally granted without pay and benefits. Health care coverage will end for the individual who is called to active duty after the first 30 days of service. However, coverage for the employee's dependents may continue and are

subject to the applicable benefits based on the university's current Summary Plan Document at the time of reinstatement: contact Benefit Services.

F-5. An employee may also have the right to life insurance portability or conversion to an individual life insurance policy following termination of benefits in the group plan.

F-6. Upon reinstatement to active university employment, the employee's health plan will resume as if their employment had not been interrupted.

F-7. In accordance with state and federal law, an employee upon return will be reinstated to their former position or a comparable position without loss of seniority, status or pay rate provided the employee returns with an honorable discharge and within five years from departure date from the university.

a. In some situations, re-employment may not be possible, such as when there has been a significant change in circumstances, if re-employment would impose an undue hardship on the university or department, or if the person's employment was temporary in nature, such as positions that are grant-funded for a specific duration and/or temporary help (TH) positions.

1. If the returning employee's skills need upgrading to meet the requirements for a prior or promoted position, the university will make reasonable efforts to refresh or update these skills unless such efforts would create undue hardship for the university.

2. When an employee with a service-related disability is not qualified to perform the essential functions of the employee's job after the university has made reasonable efforts to accommodate the disability, the employee may be placed in another position of comparable pay, rank, and seniority.

b. Employees returning from military leave must provide the university with written timely notification of intent to return to their position. The university may require documentation that the person's application for reemployment is timely and that the person's discharge from uniformed services was under honorable conditions. University procedures will follow the applicable state and federal law, including but not limited to the Uniformed Services Employment & Reemployment Rights Act (USERRA), 38 U.S.C. 4301-4333, enforced by [Department of Labor's Veterans' Employment & Training Services](#) (VETS.)

F-8. Retirement benefit contributions are suspended while the employee is on unpaid military leave when the 120 hours per F-1 have been exceeded. Upon reinstatement to active university employment after military leave, reenrollment in the retirement plan will be accomplished in accordance with the plan documents.

a. Credited state service continues during military leave as though no break in employment has occurred.

b. The employee may elect to make up any employee contributions missed during an approved military leave. Such contributions must be paid into the plan within a period not to exceed three times the length of the military leave, up to a maximum of five years.

c. The university will contribute the regularly scheduled match contributions for any employee make-up payments made in connection with an approved military leave.

d. For purposes of determining eligibility for retiree health coverage, military leave will not count as a break in service provided that re-employment occurs within the parameters of this policy. Further, an employee will receive university service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] during the 15 days of approved paid military leave; however, the employee will not receive service credit for purposes of determining eligibility under the Retiree Health Program [FSH 3730] for any unpaid military leave.

F-9. This policy is intended to comply with applicable state and federal laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. To the extent that any provision of this policy is ambiguous and/or contradicts the Act or any other law, the applicable law or Act will prevail.

G. LEAVE FOR COURT REQUIRED SERVICE AND VOTING. (Available to all UI employees as described in Section G)

G-1. Any employee who is summoned for jury duty or subpoenaed as a witness before a court of competent jurisdiction or as a witness in a proceeding before any federal or state administrative agency will be granted leave. Benefit-eligible employees will be granted leave with pay, except as provided below in G-2. Travel expenses in connection with this duty are not subject to reimbursement by the university. [RGP II.I.5.; APM 55.09]

G-2. An employee must request annual leave or personal leave without pay for the following:

- a. appearing as a party in a non-job-related proceeding involving the employee;
- b. appearing as an expert witness when the employee is compensated for such appearance; or
- c. appearing as a plaintiff or complainant, or as counsel for a plaintiff or complainant, in a proceeding in which the Board of Regents or any of its institutions, agencies, school or office is a defendant or respondent. [RGP II.I.5.]

G-3. Polling places are typically open extended hours and absentee voting is widely available. However, employees who are unable to vote outside of scheduled hours will be allowed time off to vote. If available, an employee may use accrued annual leave, compensatory time or, if approved in advance, may be able to make up time lost to vote within the same work week [FSH 3460] through a flexible work schedule. Otherwise, time off will be approved, but unpaid.

H. LEAVE FOR CAMPAIGNING FOR OR SERVING IN PUBLIC OFFICE. Available to UI employees as described in Section H)

H-1. The president approves requests for leaves of absence for the purpose of campaigning for or serving in public office [RGP II. I.5.]. See FSH 6230 E for provisions concerning leave for campaigning and serving in public office.

H-2. It is the Board of Regent's intent that state salary not be duplicated to an employee serving as a member of the Idaho Legislature. Any leave for serving as a member of the Idaho State Legislature will be unpaid when the Legislature is in session [RGP II.I.5.]. Certain benefits may continue during the unpaid leave; however, the employee must pay the full cost of coverage.

I. ADMINISTRATIVE OR EMERGENCY LEAVE. (Available to all UI employees as described in Section I)

I-1. Administrative Leave is leave with pay and benefits. An employee will continue to receive pay and leave accruals in accordance with their regular rate and maintain eligibility for other benefit programs. (Academic transitional leave (J) is not considered administrative leave.)

I-2. At the discretion of the president or designee, an employee may be granted administrative leave when the state or the university will benefit as a result of such leave. [RGP II.I.5.; FSH 3470 B]

I-3. Examples of circumstances that may qualify an employee for administrative leave are volunteer fire fighters attending class off campus, official delegates to the annual general convention of Idaho Public Employees' Association, and members of state or local committees, such as the Human Rights Commission, attending official meetings.

I-4. With the approval of the president or designee, an administrator may also use administrative leave to remove an employee from the workplace (for example during an investigation or to mediate an employee relations issue), if approved in advance by Human Resources. The President's Office or Provost's Office, as appropriate must be notified.

I-5. In all cases involving administrative leave, payroll will coordinate with the department for the appropriate process based on the anticipated duration of the administrative leave. Hours attributed to administrative leave shall be coded as "Administrative Leave" on the time/leave record and in the payroll system.

I-6. In the absence of a written agreement to the contrary, an employee on administrative leave must be available for recall to work during regular university business hours in the event that the employee's services are required or they are otherwise requested to return to work.

I-7. Under certain circumstances, the university may require the use of accrued annual leave and/or compensatory time.

I-8. Emergency Leave with Pay. When the president or designee makes a decision to close, cancel classes, or postpone the opening the university, employees will be authorized Emergency Leave with pay (see APM95.21 and FSH3470). When approved, employees will enter hours as follows for emergency closure days:

Classified and PERSI-eligible TH will enter the hours they would have worked. Exempt and faculty enter leave if leave taken is more than four hours and will record leave only if they were out more than four hours.

- a. (TH) Temporary Help (PERSI-eligible only) – enter hours regularly scheduled but not worked due to the closure under the Emergency Leave code, up to eight hours
- b. Classified – enter hours not worked due to closure under the Emergency Leave code, up to eight hours
- c. Exempt & Faculty – enter hours not worked, if over four, due to closure under the Emergency Leave code, up to eight hours.

J. ACADEMIC TRANSITIONAL LEAVE. (Available to all UI employees as described in Section J)

J-1. Academic transitional leave may apply when an academic administrator steps down from their administrative appointment and assumes a faculty appointment. The purpose of academic transitional leave is to prepare the employee for a new faculty appointment. Transition leave is not available in the event of transition from academic faculty to an administrative appointment. Academic transitional leave is granted at the discretion of the university, must be approved by the provost, and approved by the president or designee.

J-2. There is no accrual of annual leave during the period of academic transitional leave. All other benefits and leave accruals are provided on the same basis as afforded to similarly situated employees in a faculty job classification. Annual leave balances should be exhausted prior to a new academic faculty appointment. Leave balances that cannot be used will be carried forward. If not used, the balance of unused annual leave will be paid at the time of separation of all State of Idaho service. Carry forward of annual leave balances exceeding 80 hours must be approved in advance by Human Resources.

K. SHARED LEAVE. (Available to employees listed in A-6 (a) subject to specific eligibility criteria described in Section K)

K-1. University employees who earn annual leave may donate annual leave hours to shared leave. Shared leave may be donated to a shared leave pool or to the benefit of a specific eligible recipient. See FSH 3710 L-5 below and APM 55.07 for conversion of donated leave to shared leave.

K-2. Eligibility. Benefit-eligible employees, including academic year faculty who do not accrue annual leave, are eligible to receive shared leave. If an employee is only eligible for benefits under the Patient Protection and Affordable Care Act (PPACA) they do not qualify for shared leave.

a. **Qualifying Events.** If any benefit-eligible employee [A-6.a.] has a health condition [L-2.a.1] or has an immediate family member [A-3] who has such a condition and the employee is

required to take time away from work, and has exhausted all leave, the employee may apply for shared leave.

1. The health condition of the affected individual must be certified by a competent health care provider to be considered as acceptable evidence by the university, and qualify as a serious health condition as defined by family medical leave [L] to include a need resulting from human organ or bone marrow donation. This provision applies only to the acceptable medical conditions of family medical leave. An employee need not meet the service and other requirements of family medical leave to be considered as an absence eligible for shared leave.

2. An applicant for shared leave who has used their own annual leave for purposes other than attending to a medical condition that is known to create potential for an extraordinary need for leave typically is not eligible for leave from the shared leave pool. Under extraordinary circumstances, such an applicant may request an exception to receive shared leave from directed donations.

3. Shared leave that is donated from the shared leave pool is intended for use by employees who intend to return to work. An applicant who wishes to receive shared leave and otherwise meets the criteria of the program and does not intend to return to work may apply for shared leave; however, shared leave in this instance is available only from donations directed specifically to that one recipient.

b. Prerequisites. An employee must use all other available leave such as sick leave, annual leave, and compensatory time to qualify for shared leave. If an employee receives shared leave during the first year of their employment with the university, and does not return to active service for at least thirty days after completion of their leave, they may be expected to repay the compensation they received, unless this requirement is waived by the president or designee.

c. Disability Income. To be eligible for shared leave for the employee's own medical condition that is expected to last longer than thirty days, employees must first apply for wage replacement benefits that may be available through disability coverage. In cases of job-related injuries, employees must first apply for wage replacement through workers' compensation. Once such benefits begin eligibility for shared leave benefits end. However, an otherwise eligible employee may use shared leave while satisfying the waiting period or after exceeding maximum disability periods for income replacement programs. Shared leave cannot be claimed when time away will be paid through wage replacement programs such as disability and workers' compensation benefits.

K-3. Donating Annual Leave.



a. Employees who have an accrued annual leave balance may donate to shared leave regardless of their funding salary source. Donations may be made to the shared leave pool and accessed by any eligible recipient or donated directly to a specific shared leave recipient.

b. Leave donations made for a specific individual will be drawn from donors' accounts based on a first-received basis. The first donation request received by Benefit Services will

be processed before a second donation from other recipients or before hours are withdrawn from the shared leave pool. Donations will be drawn from the donor's annual leave account.

c. Leave donations may be made in any amount of not less than ½-hour (.50) increments.

d. Shared leave donations may not cause the donor's annual leave balance to fall below 40 hours at the time the donation is processed, unless the donor is terminating active employment from the university. Donors should be aware that any shared leave not used by the intended recipient will be returned to the Shared Leave Pool, not returned to the donor(s). Leave donors who desire to donate only as much leave as the intended recipient needs are encouraged to work with HR to make incremental donations to that person.

K-4. Shared Leave Benefits.

a. Maximum Benefit. The maximum shared leave benefit is limited to four (4) working weeks of leave within a rolling 12-month period. Shared leave hours granted will be prorated based on employee's FTE.

b. Recipients of shared leave from the shared leave pool will receive the benefit on a first-come, first-serve basis as the pool balance must not fall below zero dollars. If funds are unavailable from the shared leave pool, then the recipient would be required to solicit direct donations.

c. Shared leave requests are reviewed and granted by Benefit Services in accordance with this policy. Applicants awarded shared leave will be notified in writing; if the request is denied, the reason(s) for denial shall also be stated in writing. The requestor may appeal a denied request for shared leave. Appeals must be made in writing to Human Resources within 30 days from the date of denial and must reference the applicable sections of policy and reasons why there is disagreement. Human Resources will respond to appeals within 30 days.

K-5. Funding and Conversion.

a. Funding for a full year of base salary is provided for most positions. A department typically has received funding for the duration of the employee's full appointment. If an employee is absent without pay, the department would achieve salary savings as a result. The only exceptions would apply to those working from certain special funding sources or who hire a temporary replacement during the period of unpaid leave. Consequently, the department of the employee who will receive shared leave is responsible for funding the employee's pay during leave from shared leave donations.

b. **Conversion for donations.** Hours donated by an employee are calculated at the donor's hourly rate and converted to dollars that will be distributed to the recipient using the recipient's hourly rate. Direct donations donors should be aware that if the conversion value from donated hours is greater than the intended recipient uses, any unused dollars will go into the Shared Leave Pool.

L. FAMILY MEDICAL LEAVE. (Available to all UI employees subject to specific eligibility criteria described in Section L). Federal Family and Medical Leave Act 29 U.S.C 2601 and amendments will be followed when administering FMLA. Upon exhaustion of FMLA, when there is a continued need for leave for an employee's own serious health condition, federal and state guidance will be followed.

L-1. Family medical leave may be requested by an eligible employee for the following reasons:

- a. the birth of a child of the employee and/or in order to care for such child;
- b. the placement of a child with the employee for adoption or foster care;
- c. to care for an immediate family member as defined in [A-3] of this policy with a serious health condition as defined in [L-5] of this policy;
- d. because of the employee's own serious health condition [L-5]; or
- e. to serve as a human organ or bone marrow donor.

The entitlement to leave under subparagraphs (a) and (b) of this section L-1 for a birth or placement of a child is encompassed in the Parenting Leave described in Section E, of this policy. Parenting Leave taken under Section E. is Family Medical Leave and shall be counted as Family Medical Leave.

L-2. Family medical leave and/or service member family medical leave is generally leave without pay. However, when the absence also qualifies for the use of sick leave, if available, employees must first use accrued sick leave. See Parenting Leave for wage replacement.

L-3. Eligibility. If the employee has been employed by the university for a minimum of 12 months and has worked at least 1250 hours during the previous 12 month period prior to the requested leave, the employee is eligible for family medical leave. This eligibility requirement applies to eligibility for Parenting Leave under Section E.

L-4. Length of Leave. A maximum of up to 12 weeks or a total of 480 hours of family medical leave may be granted to eligible full-time employees during a rolling 12 month period. Eligible part-time employees may be granted up to 12 working weeks of leave or a total number of hours consistent with their regular work schedule within a 12-week period. (i.e. 20 hours per week x 12 weeks = 240 hours). The period is measured from the date the employee last used/exhausted family medical leave or became employed by the university to the date leave is to begin. Family medical leave may be taken on a continuous, intermittent, or reduced-hour basis. See Section E for parenting leave requirements.

L-5. Definitions.

a. "Serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment connected with in-patient care (i.e. overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of

incapacity or subsequent treatment in connection with such in-patient care; continuing treatment by a health care provider, which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities) due to a health condition (including treatment for or recovery from) lasting more than three consecutive days; and any subsequent treatment or period of incapacity relating to the same condition, that also includes:

1. treatment two or more times by or under the supervision of a health care provider; or one treatment by a health care provider with a continuing regimen of treatment; or

2. pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or

3. chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g. asthma, diabetes). A visit to a health care provider is not necessary for each absence; or

4. permanent or long-term condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or

5. absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g. chemotherapy or radiation treatments for cancer).

6. Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not serious health conditions unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this section are met. Mental illness or allergies may be serious health conditions, but only if all the conditions of this section are met.

L-6. Health benefits continue during family medical leave on the same basis as for any similarly situated employee who is actively at work, regardless of whether the employee is using other forms of compensation including accrued leave or taking leave unpaid. The employee's share of cost for health coverage is the amount that is typically payroll-deducted for the employee's own coverage and/or coverage for the employee's dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, accruals for sick and annual leave and credit toward vesting are suspended during unpaid portions of family medical leave.

L-7. All qualified absences, including those due to a work-related injury, will be considered as family medical leave.

L-8. If there are reasonable circumstances to support that an employee's absence qualifies as family medical leave, the university has the right to classify such absence as family medical leave.

L-9. When the need for family medical leave is foreseeable, an employee must request an application for family medical leave at least 30 days in advance of the need for leave. Application assistance is available from Benefit Services. When events are not foreseeable, employees must provide as much notice as is possible. Application for family medical leave after a return from absence is not recommended; rights to preserved employment and benefits may be adversely affected. In any event, absent extraordinary circumstances, an employee may not claim an absence as a qualified family medical leave event unless done so within the first two days of return from an absence. See Parenting Leave Section E.

L-10. When leave is taken for personal illness or to care for an immediate family member with a serious health condition, leave may be continuous or intermittent and may include a reduction in hours worked. For intermittent leave, the employee must provide certification from the health care provider caring for the employee and/or family member stating the leave must be taken intermittently. Employees needing intermittent leave must attempt to schedule their leave so as not to disrupt university operations. The university reserves the right to assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced leave schedule.

L-11. Employees on family medical leave are required to provide documentation to Benefit Services as requested, including intent to return to work. During leave, the university may require an employee to re-certify the medical condition that caused him/her to take leave. A return-to-work release from the health care provider is required before an employee absent due to their own serious health condition may return to work.

L-12. Family medical leave requests for medical treatment or care giving requires certification from the health care provider documenting medical necessity.

L-13. Family medical leave requests for parenting must be approved in advance and completed within 12 months of the birth, adoption, or foster care placement of a child. See Section E for Parenting Leave requirements. Shared leave (if granted) may be used for the disability period related to childbirth. See Section K for Shared Leave and Section E for Parenting Leave requirements.

L-14. Family medical leave taken by two university employees to care for a family member who has a serious health condition consists of a maximum 12 weeks of leave for each employee. See Section E for Parenting Leave requirements.

L-15. If the university obtains information from a credible source, such as the workers' compensation authority, disability carrier, or a medical practitioner, that alters, changes,

casts doubt, or fails to support continued leave or the leave application, the university has the right to:

- a. revoke leave;
- b. not grant leave;
- c. require new evidence to support the leave request;
- d. require the employee to return to work if the leave is not substantiated; and/or
- e. when appropriate under applicable employee discipline policies [FSH 3910, 3920, and 3930], take disciplinary action, up to and including dismissal.

L-16. Upon return from family medical leave, employees will be assigned to their same or similar position with equivalent pay and status with or without reasonable accommodation, as appropriate, in accordance with the Americans with Disabilities Act. Job reassignment must be coordinated with Employment Services and approved by Human Resources. The university has no obligation to restore employment to temporary hourly (TH) or other employees if the employment term or project is over and the university would not otherwise have continued employment.

L-17. Family medical leave is not available for individuals who do not plan to return to work. An employee who applies for and is granted family medical leave and fails to return to work for at least 30 days upon the expiration of their family medical leave period may be obligated to repay the costs of health coverage and any portion of paid parenting leave provided by the university during any portion of family medical leave. If the university is notified that the employee does not intend to return to work, the family medical leave period will terminate immediately and the employee will be separated from employment on that date. Medical, dental and under some circumstances Health Care Spending Accounts may be continued through the Consolidated Omnibus Budget Reconciliation Act (COBRA). Options for life insurance portability or conversion may also be available. Job separation under these circumstances will result in a lump sum payment of annual leave and/or compensatory balances. In addition, the employee will no longer have a right to restoration to the same or equivalent position.

M. SERVICE MEMBER FAMILY AND MEDICAL LEAVE. The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for covered family members' service in the Armed Forces (Service member Family and Medical Leave) in two instances. This section of the policy supplements the above family medical leave policy and provides general notice of employee rights to such leave. Except as stated below, an employee's rights and obligations to service member family and medical leave are governed by the general family medical leave policy.

M-1. Definitions: The following definitions are applicable to this section of the policy.

- a. “Eligible employee” is a spouse, son, daughter, parent, or for purposes of caring for a family member, the next of kin of a covered family member.
- b. “Next of kin” is the nearest blood relative of a family member who is in the Armed Forces.
- c. “Covered family member” means any family member who is a member of the Armed Forces, including a member of the National Guard or Reserves, regardless of where stationed and regardless of combative activities.
- d. A “covered veteran” is an individual who was a member of the armed forces (including a member of the National Guard or reserves) and was discharged or released under conditions other than dishonorable at any time during the 5-year period before the first date the eligible employee takes FMLA leave to care for the covered veteran.

1. An eligible employee must begin leave to care for a covered veteran within five years of the veteran’s active duty service, but the “single 12-month period” may extend beyond the five-year period.

M-2. Leave Entitlement: Eligible employees are entitled to take service member family and medical leave for any one, or for a combination of the following reasons:

- a. Any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a “contingency operation,” and/or
- b. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the armed forces, provided that such injury or illness may render the covered family member medically unfit to perform duties of the family member’s office, grade, rank or rating.
- c. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the armed forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the armed forces) and manifested itself before or after the member became a veteran and is:
 - 1. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the armed forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; or
 - 2. A physical or mental condition for which the covered veteran has received a U.S Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

3. A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

4. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the U.S Department of Veteran's Affairs Program of Comprehensive Assistance for Family Caregivers.

M-3. Duration of service member family and medical leave:

a. When leave is due to a qualifying exigency: an eligible employee may take up to 12 work weeks of leave during any 12-month period.

b. When leave is to care for a covered family member: an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the covered family member. Leave to care for a covered family member, when combined with other qualifying family medical leave may not exceed 26 weeks in a single 12-month period.

c. Concurrent leave: service member family and medical leave runs concurrent with other leave entitlements provided under federal, state and local law.

N. PERSONAL LEAVE. (Available to UI employees listed in A-6.a and A-6.b as described in Section N.)

N-1. Any employee not covered by another university leave type within this policy may request a personal leave of absence.

N-2. Personal leave is leave without pay and without benefits. However, the university may require the use of sick, annual or any other type of accrued leave if the absence qualifies and leave is available. Personal leave may be taken with pay and benefits when other paid leave such as annual leave is taken concurrently. In rare circumstances, leave may be approved without pay, with continued benefits, but only when approved as an exception and only when doing so meets the business needs of the university. Hiring units are responsible for funding the benefits under these circumstances. [APM 55.38]

N-3. Reasons for requesting a personal leave may include, but are not limited to, religious, personal, and educational matters or for extension of any leave when all other leaves have been exhausted.

N-4. All requests for personal leave must be made to the supervisor in writing. A leave of three working days or less can be approved by the supervisor and are recorded on the employee's time record as Leave Without Pay with Benefits. The president or designee (i.e., provost) must approve a personal leave which exceeds three working days. Personal leave is not guaranteed and is granted on a case-by-case basis, with the approval of the supervisor and the unit administrator, based on the business needs of the university.

N-5. The president or designee (i.e. provost) may grant personal leave without pay with or without benefits for a period of up to one calendar year, with extensions not to exceed a total of three successive calendar years [RGP II.1.5.]. Consideration is given to such requests on an individual basis in the light of the reason for which it is requested, whether it is leave with or without paid benefits and the effect that granting it will have on the employee's unit or program.

N-6. When a personal leave of absence is granted, the university assures reinstatement of the individual to a position of similar status and pay, but only to the extent that such position continues to exist and would have continued to exist had no leave been taken. Return to work in the same job within the same department is not promised.

N-7. During personal leave without pay an employee is not eligible for holiday pay, the accrual of sick or annual leave, or the use of medical appointment leave, and may not be granted any other type of leave of absence such as family medical or military leave until the employee has first returned to work under active status and otherwise qualifies for such leave.

N-8. An employee who has received approval from the president or designee for a personal leave without pay without benefits may not continue to contribute toward and receive the benefits of the institution's insurance and retirement programs, Employees should consult Benefits Services for more detailed information on how personal leave without pay will impact their benefits and their rights to continue coverage through COBRA and life insurance conversion or portability. [APM 55.09 and 55.38]

N-9. Employees who are granted a personal leave of absence without pay are responsible for making arrangements with Benefit Services, before the leave begins, for the continuation or discontinuation of benefits. Also, they should call Benefit Services on their return to active status to make sure that any benefits that had been discontinued are reinstated or to adjust for changes that occurred while they were on leave. [APM 55.38]

N-10. Personal leave is not intended as a vehicle to continue benefits for periods when employees are not working due to academic or seasonal work schedules or for a reduction in hours.

O. LEAVE FOR PROFESSIONAL IMPROVEMENT. (Available to faculty with instructor rank or above, exempt employees and classified staff as described in Section O.)

O-1. Leave for professional improvement is paid leave with benefits for the purpose of participating in professional development programs or experiences for an extended period of more than two weeks to attain or enhance a skill set that will result in a mutual benefit to the both the university and the employee.

O-2. Members of the faculty who hold the rank of instructor or above, exempt employees, and classified staff are encouraged to participate in programs of professional improvement. (Tenured faculty may also be eligible for sabbatical leave and should refer to FSH 3720.) Generally, on the recommendation of an applicant's administrative supervisor, and with the approval of the dean/director and the provost/vice president, professional improvement leave

may be granted under the following conditions (individual departments may have additional requirements and restrictions):

a. To participate in this plan, the faculty or staff member must have completed four years of service before the time the leave is to begin.

b. Generally, at least two years of service must intervene between a sabbatical leave and a leave for professional improvement or at least five years of service must intervene between a leave for professional improvement and a subsequent request for the same type of leave.

O-3. The employee requests professional improvement leave with pay by submitting a letter of application to the supervisor at least three months before the leave is to begin. The letter should address the professional development to be derived from the leave, what activities (i.e. research, writing, experience, etc.) will be involved to achieve the professional goals, the duration of the leave, the level of support requested, and the source of funds, if known.

O-4. Persons granted leave under this policy are expected either to return to the active service of the university for at least one academic or other full work year after completion of the leave, or are required to repay the money received from the university for the period of professional improvement leave granted.

O-5. The employee must submit a report to the supervisor, the dean/director, and the provost/president regarding his or her developmental experience upon return to active work status.

O-6. The employee may request approval to use accrued annual leave and to have an equal amount of administrative leave with pay granted to permit the employee's participation in a program of professional improvement.

P. EXCEPTIONS. Exceptions to these policies may be considered to the extent that such an exception is not contrary to state and federal laws, the Board of Regents policies and procedures, and are considered in the best interest of the university. The respective unit administrator, Human Resources, and the president or designee as required, can grant exceptions. A request for exception must be submitted and approved by the supervisor and forwarded to Human Resources for further consideration of all approvals.

Version History

Amended January 2020. Changes were made pursuant to FSH 1460 C-3 to comply with Idaho Code 59-1608 and 67-5343 and for clarification purposes.

Amended July 2017. Edits were made for clarification purposes and cleanup.

Amended July 2016. Many changes were put in place to comply with federal regulation changes on family medical leave. The section on Parenting Leave was revised, and changes were made to allow employees more flexibility in leave use.

Amended July 2015. Changes were made to comply with federal regulation changes on family medical leave, a new section on Parenting Leave was added, and to allow employees more flexibility in leave use.

Amended July 2011. Section R was removed and a new policy, [FSH 3450](#), was created to address employment actions such as temporary furloughs.

Amended July 2010. Section R was added to address the Fiscal Year 2010 Furlough.

Amended July 2008. Changes were approved following work involving Faculty and Staff Affairs, General Counsel, and Human Resources and a new section M was added on servicemember family leave due to a federal law change.

Amended 2002. Extensive changes were made to subsection K that reflected Regent policy and current practice.

Adopted 1979.

55.09 - Employee Leave Benefits

Owner:

- **Position:** Director of Human Resources
- **Name:** Brandi Terwilliger
- **Email:** brandit@uidaho.edu

Last updated: July 01, 2016

A. General. Leave benefits are available to UI employees, if eligible. Benefits for specific leave types available are fully described in [FSH 3710](#).

B. Process. Annual (vacation) and compensatory leave is generally to be taken at times mutually agreeable between the employee and the supervisor. Other leave for personal needs and responsibilities of the employee outside the work environment require communication with, but not necessarily approval of, the employee's supervisor and Human Resources (HR), see [FSH 3710](#) for the various leave types.

C. Procedure.

C-1. Annual (Vacation) Leave. Employees should submit written requests for annual leave, as far in advance as possible, to allow the unit sufficient time to cover the employee's absence. Longer advance notice is generally expected when leave is desired for more than a week. Annual leave is subject to the approval of the supervisor, such approval not to be unreasonably withheld. Employees whose salaries are funded by grants or contracts are expected to use all annual leave earned while paid from the grant or contract before expiration of the grant or contract or termination of employment. Employees are expected to take all annual leave prior to converting from fiscal year to academic year appointments. Board policy will be followed for any leave remaining following a transition to ineligible position [See RGP II.G.3. and [FSH 3710](#)]

C-2. Sick Leave. Sick leave (See [FSH 3710](#) C)

C-3. Parental Leave. [See [FSH 3710](#)].

C-4. Military Leave. The employee should present a copy of their military orders to their supervisor. The department timekeeper processes the request for military leave on an Electronic Personnel Action Form (EPAF) and provides a copy of the military orders to Benefit Services as documentation. The number of hours is entered as "MIL" on the timesheet. Military leave with pay is limited to 120 hours per calendar year [See [FSH 3710](#)]. If more than 120 hours per calendar year of military leave are needed, the employee may elect to use eligible paid time off and/or they will be placed on leave without pay for the duration of the military leave [See [55.38](#)].

C-5. Leave for Jury or Other Legal Duty. The employee should inform their supervisor, and provide a copy of the legal document requiring the employee's presence for jury or other legal

Commented [BC(1): Board Policy II.G.3.b

Pursuant to section 59-1606(3), Idaho Code, when a faculty member has accrued annual leave for service on a 12 month appointment, and subsequently such faculty member returns to a faculty position of less than 12 months where annual leave does not accrue, then the institution may pay the faculty member, as supplemental pay, the accrued annual leave balance.

duty to Payroll. Employees process a leave of absence with pay for the required period by entering the code “JRY” on the timesheet. The employee is entitled to keep fees and mileage reimbursement in addition to regular salary [See [FSH 3710](#)].

C-6. Leave for Campaigning for or Serving in Public Office. [See [FSH 3710](#), [6620](#), and RGP II.P.]. If leave for campaigning or for serving in public office involves personal leave, see [55.38](#).

C-7. Sabbatical Leave. [See [FSH 3720](#)] If the sabbatical leave involves a reduction in appointment percentage (for example, a full year sabbatical at half pay), see [55.38](#).

C-8. Professional Improvement Leave. [See [FSH 3710](#)]

C-9. Personal Leave (leave without pay). See [FSH 3710](#) N]. Personal Leave impacts other benefits [see [55.38](#)], thus employees contemplating a period of Personal Leave need to contact Benefit Services (208) 885-3638.

C-10. Administrative Leave. [See [FSH 3710](#)]

C-11. Shared Leave. Forms for donating and receiving shared leave are available on the Benefits website, <http://www.uidaho.edu/human-resources/benefits>. See “forms” within the appropriate section under “time away from work.” [Also see [55.07](#) and [FSH 3710](#)].

C-12. Family Medical Leave See [FSH 3710](#)

D. Information. Leave benefits are discussed at Employee Benefits Orientation [See [55.31](#)]. For further information or questions on leave benefits, call Benefit Services at (208) 885-3638.

55.09 - Employee Leave Benefits

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- **Position:** Director of Human Resources
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- **Email:** brandit@uidaho.edu

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duty to Payroll. Employees process a leave of absence with pay for the required period by entering the code “JRY” on the timesheet. The employee is entitled to keep fees and mileage reimbursement in addition to regular salary [See [FSH 3710](#)].

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C-7. Sabbatical Leave. [See [FSH 3720](#)] If the sabbatical leave involves a reduction in appointment percentage (for example, a full year sabbatical at half pay), see [55.38](#).

C-8. Professional Improvement Leave. [See [FSH 3710](#)]

C-9. Personal Leave (leave without pay). [See [FSH 3710](#) N]. Personal Leave impacts other benefits [see [55.38](#)], thus employees contemplating a period of Personal Leave need to contact Benefit Services (208) 885-3638.

C-10. Administrative Leave. [See [FSH 3710](#)]

C-11. Shared Leave. Forms for donating and receiving shared leave are available on the Benefits website, <http://www.uidaho.edu/human-resources/benefits>. See “forms” within the appropriate section under “time away from work.” [Also see [55.07](#) and [FSH 3710](#)].

C-12. Family Medical Leave. [See [FSH 3710](#)]

D. Information. Leave benefits are discussed at Employee Benefits Orientation [See [55.31](#)]. For further information or questions on leave benefits, call Benefit Services at (208) 885-3638.

**CONSENT
DECEMBER 21, 2022**

UNIVERSITY OF IDAHO

SUBJECT

License Amendment with Sprint/T-Mobile to expand equipment installed on University of Idaho's "I" water tank.

REFERENCE

August 2016 Approved current license agreement.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.I.5.b(1)

BACKGROUND/DISCUSSION

Since 2005, Sprint has been permitted, through a prior and current license agreement, to install and maintain transmission equipment on the legs of UI's "I" water tank. Sprint/T-Mobile is now requesting to increase the communication equipment attached to the legs of the tank. The existing agreement provides for an annual fee of \$27,600. The proposed amendment would increase the number of antennae attached to the tower from three to six and would increase the annual fee to \$55,200 with periodic escalations through the remainder of option terms. These renewal periods provide fee increases of 15% to UI for each of the remaining extensions. The amended license also provides additional rights to UI to order the temporary removal of equipment by Sprint in the event of UI planned maintenance or an emergency. Such removal and reinstallation shall be at Sprint's expense.

IMPACT

UI will receive a substantial increase in payment to expand the license agreement and the installations have been determined to not interfere with operations at this water storage facility or substantially increase its operational expenses.

ATTACHMENTS

Attachment 1 – Proposed License Amendment

STAFF COMMENTS AND RECOMMENDATIONS

This action complies with Board Policy which states leases to use real property under the control of an institution, school, or agency require prior Board approval if the term of the lease exceeds five years.

Staff recommends approval.

CONSENT
DECEMBER 21, 2022

BOARD ACTION

I move to approve the request by the University of Idaho for authority to grant a five-year license to Sprint in substantial conformance to the form submitted to the Board in Attachment 1 and to authorize the University's Operations Officer for Finance and Administration to execute the amendment and related documents.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

FIRST AMENDMENT TO LICENSE AGREEMENT

This First Amendment to License Agreement (First Amendment) is made by and between the Board of Regents of the University of Idaho, a state educational institution and body politic and corporate, organized and existing under the Constitution and laws of the State of Idaho (Grantor), and SprintCom, Inc, a Kansas Corporation (Grantee). This First Amendment shall revise the License Agreement (License) between the parties for Grantor's real property located at 1000 Nez Perce Dr, Moscow ID 83844 ("Site") and signed by the Grantor on November 28, 2016 (License is attached and incorporated into this Amendment as Exhibit I). First Amendment shall become effective upon date of Grantor's signature.

Now, THEREFORE, in consideration of the mutual promises contained herein, Grantor and Grantee agree as follows:

A. Exhibit A of License is hereby deleted and replaced with a "New Exhibit A" (which is hereby attached and incorporated into this First Amendment). All references in the License to "Exhibit A", shall hereby be deemed to refer to this New Exhibit A.

B. Section 4 of the License is hereby deleted and replaced with the following amended Section 4:

"4. Fees and Expenses. Within sixty (60) calendar days following the Commencement Date and no later than September 30 of each subsequent year of the Term, Grantee shall pay to Grantor a use fee of Twenty-Four Thousand Dollars (\$24,000.00) per year for the Initial Term, and then Twenty-Seven Thousand Six Hundred Dollars (\$27,600.00) for the first year of the first Extension Term (which is the period from October 1, 2021, through September 30, 2022). After the first year of the first five-year Extension Term, Grantee shall pay to Grantor by no later than September 30, 2022, and on or before September 30 of each subsequent year an amount of Fifty-five Thousand Two Hundred Dollars (\$55,200.00) for each of those four remaining years of that first five-year Extension Term. Grantee shall pay Sixty-three Thousand Four Hundred Eighty Dollars (\$63,480.00) per year for each year of the second five-year Extension Term. Grantee shall pay Seventy-three Thousand Two Dollars (\$73,002.00) per year for each year of the third and final five-year Extension Term. These amounts are referred to herein as the "Use Fee", which amount is inclusive of and shall cover electricity expenses typical for such installation and use. Use Fees for any fractional year shall be prorated. Use Fees, and/or any other charges or expenses owed by Grantee shall be payable to "Bursar, University of Idaho", and mailed to the attention of Real Estate Office, University of Idaho, 875 Perimeter Dr MS 3162, Moscow ID 83844-3162 or such other person as Grantor shall provide to Grantee by written notice. Failure to pay the Use Fee and/or any charges or expenses assessed or incurred hereunder on or before the due date shall constitute a default by Grantee, and, in addition to all other remedies of the Grantor, Grantee shall pay late charges equal to ten (10) percent of the amount past due plus simple interest on the amount due equal to one (1) percent per month until paid."

C. Section 5.h. of the License is hereby deleted and replaced with the following amended Section 5.h.:

“5.h. Grantee shall maintain Equipment in good working condition and shall do so without any damage to Grantor’s Site. In the event of some act or omission by Grantee resulting in such damage, Grantee shall reimburse Grantor for any repairs necessary to restore Grantor’s Site and personal property to its prior condition. When maintenance deemed necessary by Grantor to maintain the safety, appearance, or operation of Grantor’s water storage tank or supporting infrastructure and grounds requires temporary removal of some or all of Grantee’s Equipment, Grantor shall notify Grantee of Grantor’s planned maintenance not less than sixty days prior to being initiated by Grantor. Upon such notice, and in coordination with Grantor or its contractors, Grantee shall perform, and pay all costs of, temporary removal and reinstallation. In the event of an emergency requiring immediate removal, Grantor shall be permitted to stop transmission and remove Equipment to the least extent necessary to address such emergency. As soon as reasonably practical after such emergency, Grantor shall notify Grantee of the event and coordinate a time for reinstallation performed by Grantee at Grantee’s expense.

D. The second paragraph of Section 10 of the License is hereby deleted and replaced with the following second paragraph:

“Grantor shall be responsible only for the acts, omissions or negligence of Grantor and Grantor’s employees and agents. Nothing in this License shall extend the tort responsibility or liability of Grantor or the State of Idaho beyond that authorized by law, including the Idaho Tort Claims Act, Idaho Code section 6-901, *et seq.*

E. All other provisions of the License are unchanged and shall remain in full force and effect for the Term.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment on the date(s) set forth below.

GRANTOR:
Board of Regents of the University of Idaho

GRANTEE:
SprintCom, Inc.

Lee Espey
Operations Officer, Finance and Administration

Name: _____
Title: _____

Date: _____

Date: _____



TMO Signatory Level: L06

PLANS PREPARED FOR:

T-Mobile
601 W. 1ST AVENUE
SPOKANE, WA 99201

PLANS PREPARED BY:

Technology Associates
SPOKANE MARKET OFFICE
9725 8RD AVENUE NE, STE. 410
SEATTLE, WA 98115

M.A. PARTNER:

JURISDICTION APPROVAL SEAL:

ENGINEERING SEAL:



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REVISIONS	DATE	BY	REV

SITE NAME: VANDALS - SP03UBT188

SITE NUMBER: SP01591A

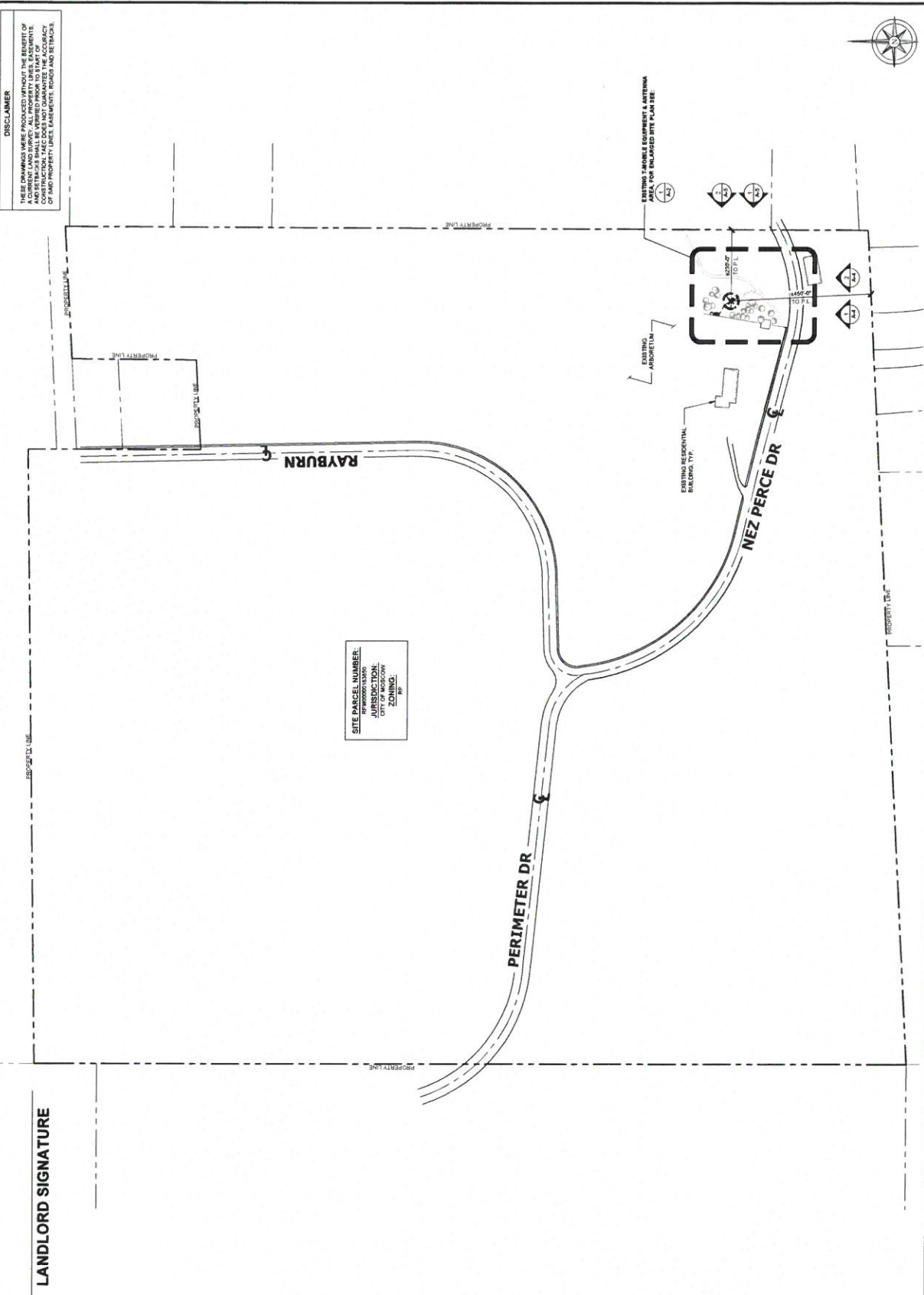
SITE ADDRESS: 984 NEZ PERCE DR
MOSCOW, ID 83844

SHEET DESCRIPTION: SITE PLAN

SHEET NUMBER: A-1

ATTACHMENT 1

DISCLAIMER
THESE DRAWINGS WERE PRODUCED WITHOUT THE BENEFIT OF
FIELD SURVEY DATA. THESE DRAWINGS ARE FOR INFORMATION
AND NOT FOR CONSTRUCTION. THE ACCURACY OF THE
CONSTRUCTION THEC DOES NOT GUARANTEE THE ACCURACY
OF ANY PROPERTY DATA, DIMENSIONS, SURFACE AND UTILITIES.



LANDLORD SIGNATURE

SITE PARCEL NUMBER:
JURISDICTION:
ZONING:

PLANS PREPARED FOR:

T-Mobile
601 W. 1ST AVENUE
SPOKANE, WA 99201

PLANS PREPARED BY:

Technology Associates
SPOKANE MARKET OFFICE
9725 MARKET AVENUE, STE. 410
SEATTLE, WA 98115

DATE: 04.20.22

PROFESSIONAL ENGINEER
NEWELL H. HALE
JOEL R. HALE
17165
STATE OF WASHINGTON

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CONSENT OF T-MOBILE.

REVISION	DESCRIPTION	DATE	BY	REV
1	ISSUE FOR PERMITS AND THE LAND	10/09/2021	SL	A
2	CONSULT RE LAND USE COMMENTS	04/20/2022	SL	B

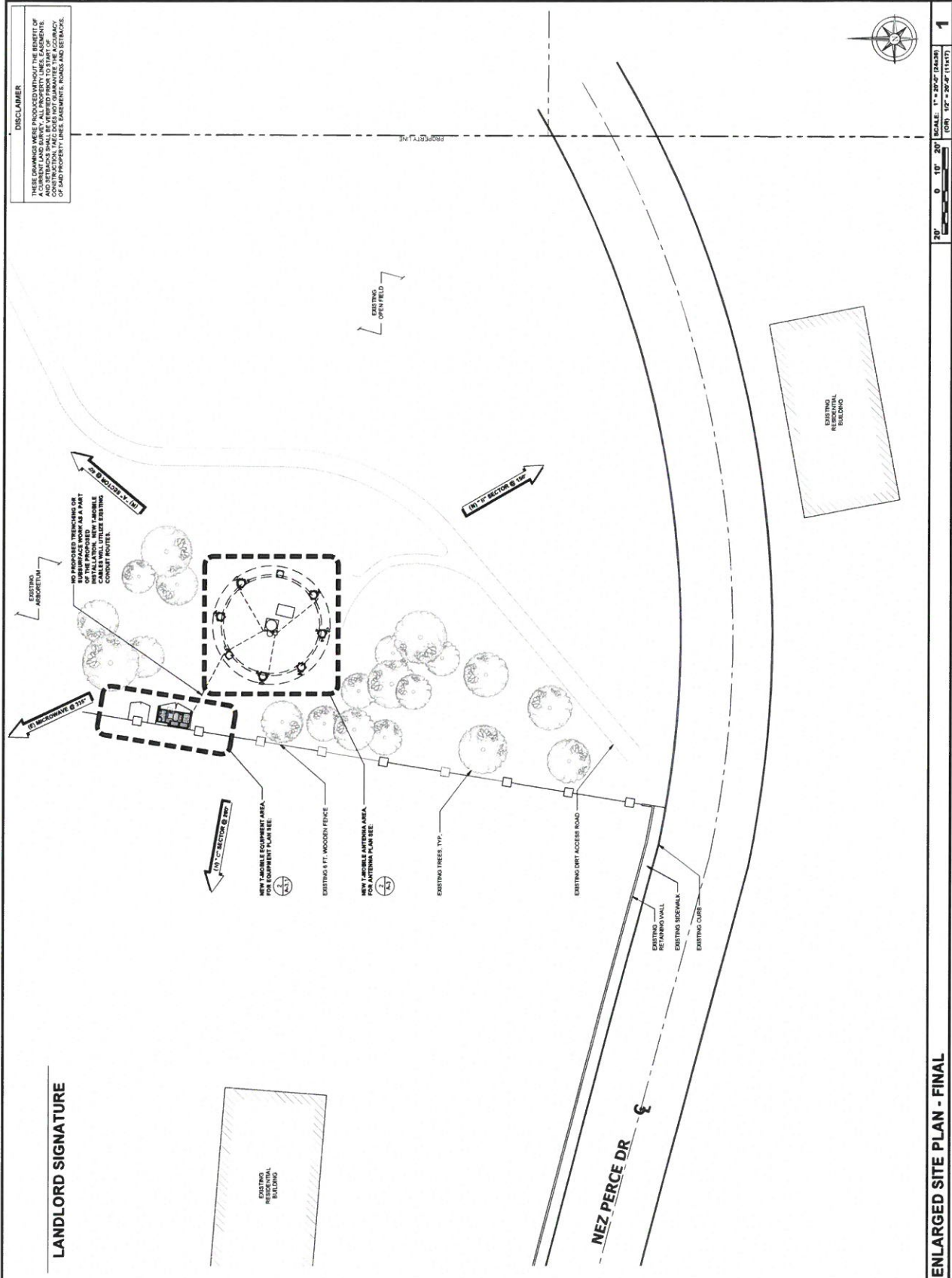
SITE NAME: VANDALS - SP03UB188

SITE NUMBER: SP01591A

SITE ADDRESS: 864 NEZ PERCE DR
MOSSCOON, ID 83844

SHEET DESCRIPTION:
**ENLARGED SITE PLAN
- FINAL**

SHEET NUMBER: A-2.1



PLANS PREPARED FOR:

T-Mobile

601 W. 1ST AVENUE
SPOKANE, WA 99201

PLANS PREPARED BY:

Technology Associates

SPOKANE MARKET OFFICE
1000 N. W. 1ST AVE. #10
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NO.	DESCRIPTION	DATE	BY	REV
1	ISSUED FOR PERMIT	10/20/2022	EA	A
2	CONSENT FOR T-MOBILE COMMENTS	10/20/2022	EA	B

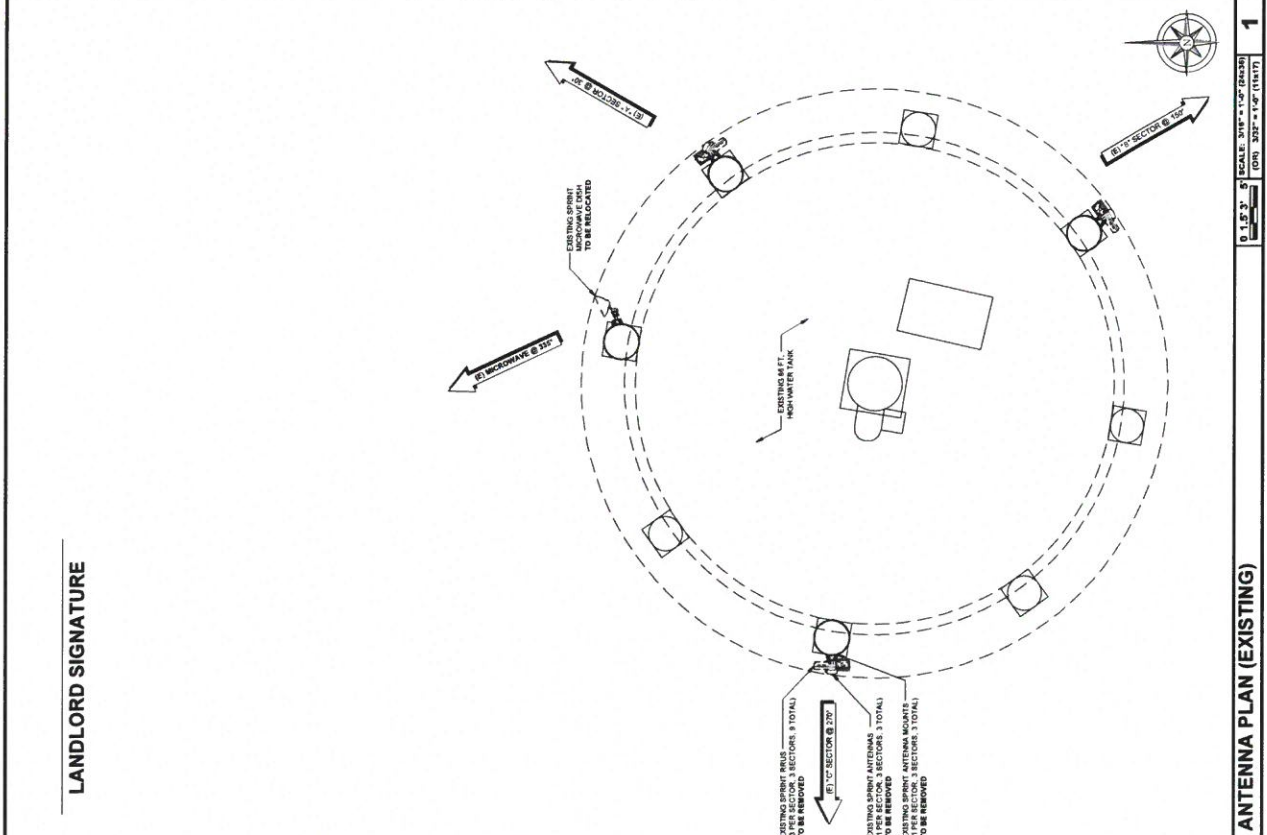
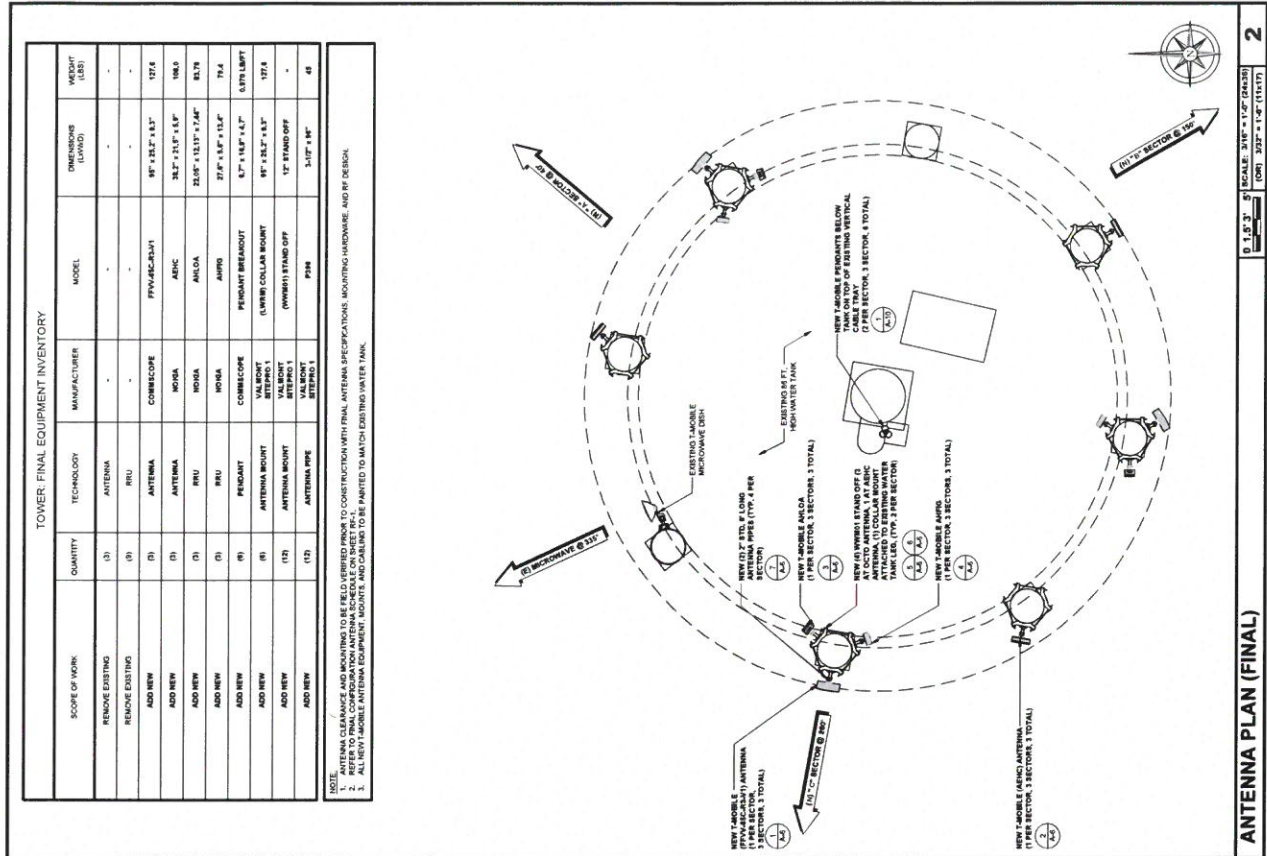
SITE NAME:
VANDALS - SP03UB188

SITE NUMBER:
SP01591A

SITE ADDRESS:
**864 NEZ PERCE DR
MOSSCOW, ID 83844**

SHEET DESCRIPTION:
ANTENNA PLANS

SHEET NUMBER:
A-3



PLANS PREPARED FOR:



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PLANS PREPARED BY:




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SP03UB188

SITE NUMBER:
SP01591A

SITE ADDRESS:
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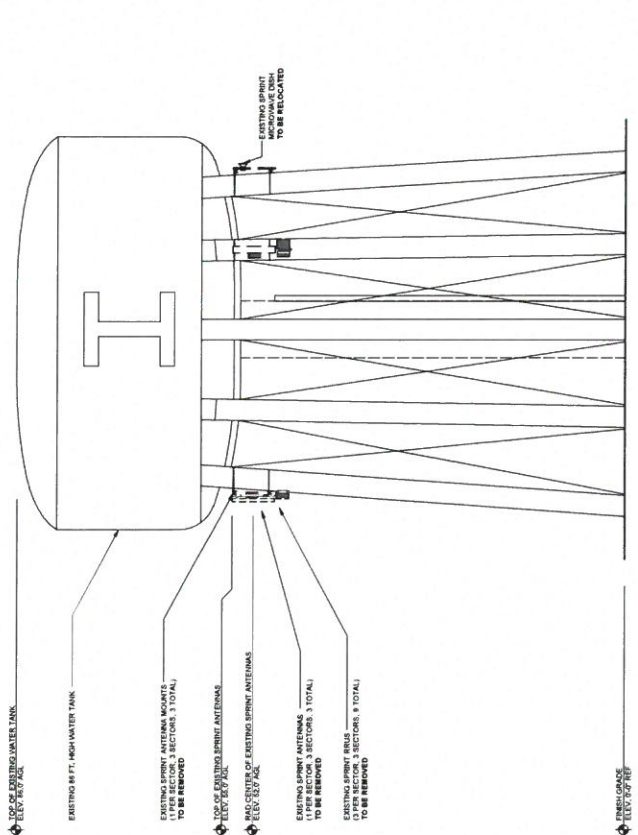
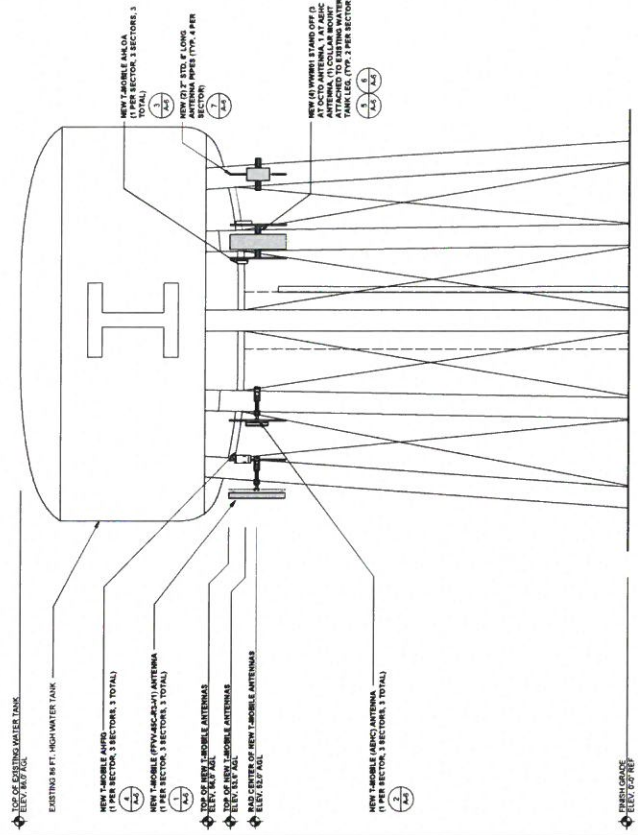
SHEET DESCRIPTION:
ELEVATIONS

SHEET NUMBER:
A-5

LANDLORD SIGNATURE

DISCLAIMER:

- TOP OF EXISTING WATER TANK & RAD CENTER OF ANTENNAS IS BASED ON AS-BUILTS DATED 09/29/2017.
- IF SAFETY LINE IS OBSTRUCTED, SITE MAY REQUIRE MAN LIFT OR CRANE.
- ALL NEW T-MOBILE ANTENNA EQUIPMENT, MOUNTS, AND CABLING TO BE PAINTED TO MATCH EXISTING WATER TANK.



SCALE: 1/8" = 1'-0" (ELEV.)
1/8" = 1'-0" (PLAN)

1 EAST ELEVATION (EXISTING)

2 EAST ELEVATION (FINAL)

Installation Instructions

COMSCOPE on the go

BSAMNT Series Mounting systems for cylindrical pipe installations | 60-1.1 (form pipe diameter) for heavy duty applications.

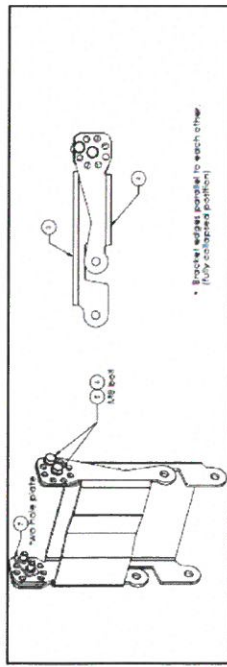
Andrew Institute offers installation training

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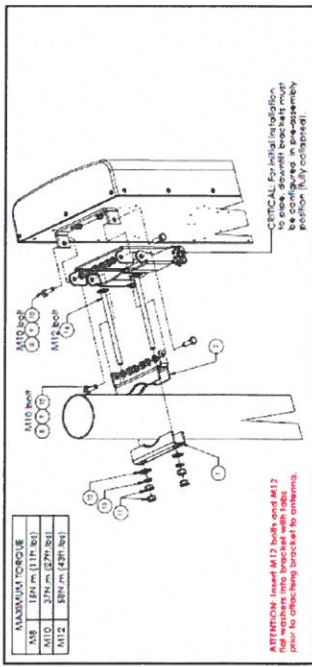
Page 1 of 2

ITEM NO.	DESCRIPTION	QTY	U/M
1	SPECIAL BRACKET NO FLANGE	2	EA
2	CONNECTOR PANEL SHORT FLANGES	2	EA
3	CONNECTOR PANEL LONG FLANGES	2	EA
4	TRACKER	1	EA
5	DCS NUTS M6X25X531 PALS	4	EA
6	WHEEL SPL.AB.311 GALV	4	EA
7	WHEEL PLATE 3mm W 125 PITCH	2	EA
8	WHEEL PLATE 3mm W 125 PITCH	2	EA
9	WHEEL PLATE 3mm W 125 PITCH	2	EA
10	DCS WHEEL M10X40X11 GALV	4	EA
11	NUT M6X12.5 GALV	8	EA
12	WHEEL PLATE 3mm W 125 PITCH GALV	4	EA
13	WHEEL PLATE 3mm W 125 PITCH GALV	4	EA
14	SPLIT WHEEL M10X40X11 GALV	4	EA

Part Lists



Pre-assembly of Downfill Brackets



Top / Middle Mount Installations

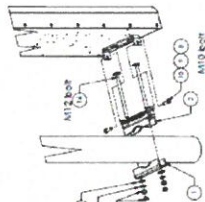
BSAMNT Mounting Kit

(Continued from page 1)

CommitScope

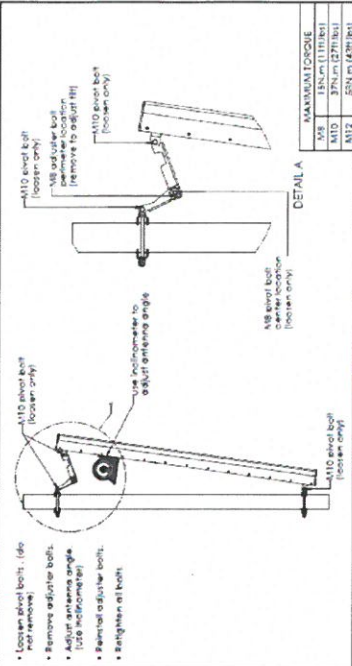
Bulletin 63825.1 • Revision C • July 2014 Page 2 of 2

MAINTAIN TORQUE
M10 37N.m (27ft.lbs)
M12 55N.m (40ft.lbs)



Bottom Mount Installation

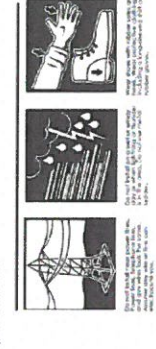
- Loosen adjust bolt. (do not remove)
- Remove adjuster bolts.
- Adjuster angle (do not remove)
- Reinstall adjuster bolts.
- Tighten at both.



Adjusting Antenna Yaw

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PLANS PREPARED FOR:

T-Mobile
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PLANS PREPARED BY:

Technology Associates
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M.A. PARTNER:

JURISDICTION APPROVAL SEAL:

ENGINEERING SEAL:

PROFESSIONAL ENGINEER
17165
VOEL R. HALL
04.20.22

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REVISION	DESCRIPTION	DATE	BY	REV
1	ISSUE FOR CONSTRUCTION	10/20/2012	SL	A
2	REVISION TO DRAWING COMMENTS	10/20/2012	SL	B

SITE NAME: **VANDALS - SP03UB188**

SITE NUMBER: **SP01591A**

SITE ADDRESS: **984 NEZ PERCE DR MOSCOO, ID 83844**

SHEET DESCRIPTION: **ANTENNA MOUNTING SPECIFICATIONS**

SHEET NUMBER: **A-9**

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 SPOKANE, WA 99201

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2	REVISIONS TO T-MOBILE COMMENTS	04/20/22	VA	4

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VANDALS -
 SP03UB188

SITE NUMBER:
 SP01591A

SITE ADDRESS:
 984 NEZ PERCE DR
 MOSCOW, ID 83844

SHEET DESCRIPTION:

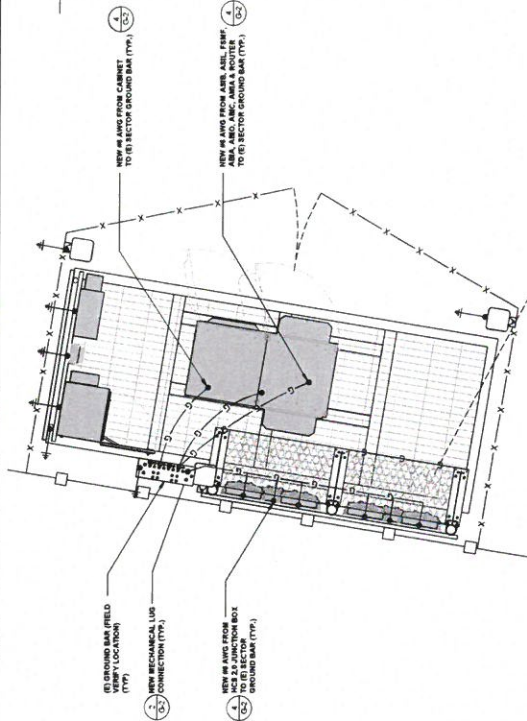
GROUNDING PLANS

SHEET NUMBER:

G-1

ATTACHMENT 1

LANDLORD SIGNATURE



SCALE: N.T.S. 2

EQUIPMENT GROUNDING



TYP. OF ALL SECTORS

SCALE: N.T.S. 3

ELECTRICAL GROUNDING SPECIFICATIONS

- GROUNDING SHALL COMPLY WITH ARTICLE 250 OF THE NATIONAL ELECTRICAL CODE CURRENTLY IN EFFECT.
- ALL GROUNDING DEVICES SHALL BE U.L. LISTED FOR THEIR INTENDED USE.
- GROUNDING DEVICES SHALL BE THIN-WALL COPPER OR COPPER-CLAD STEEL.
- CONNECTORS OF ALL GROUNDING DEVICES TO THE GROUNDING SYSTEM SHALL BE EXOTHERMIC AND SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
- GROUNDING DEVICES SHALL BE BOLTED TO THE SHORTEST AND STRONGEST PATH AVAILABLE TO THE GROUNDING SYSTEM. THE GROUNDING DEVICES SHALL BE BOLTED TO THE SHORTEST AND STRONGEST PATH AVAILABLE TO THE GROUNDING SYSTEM.
- WHERE GROUNDING DEVICES ARE BOLTED FROM ANY CONNECTION ABOVE GRADE TO THE GROUNDING SYSTEM, THE CONNECTION SHALL BE MADE TO THE GROUNDING SYSTEM WITH A MINIMUM OF 4" OF EXPOSED GROUNDING SYSTEM.
- ALL GROUNDING DEVICES SHALL BE THIN-WALL COPPER OR COPPER-CLAD STEEL.
- REQUIRED CONNECTIONS WITHOUT DOORING SHALL BE MADE TO THE GROUNDING SYSTEM. WHEN CONNECTING GROUNDING BARS WITHIN TO EACH OTHER, THE CONNECTION SHALL BE MADE TO THE BOTTOM CORNER AND EACH SHALL RUN IN THE SAME DIRECTION.
- HEAVY WIRE SHALL BE USED FOR ALL GROUNDING CONNECTIONS. ALL GROUNDING CONNECTIONS SHALL BE MADE TO THE GROUNDING SYSTEM WITHIN 18" OF THE GROUNDING SYSTEM.
- WHEN ATTACHING STRANDED GROUNDING LEADS TO THE GROUNDING SYSTEM, THE CONNECTION SHALL BE MADE TO THE GROUNDING SYSTEM WITHIN 18" OF THE GROUNDING SYSTEM.
- WHEN GROUNDING EQUIPMENT ENCLOSURES ARE USED, THE GROUNDING SYSTEM SHALL BE THIN-WALL COPPER OR COPPER-CLAD STEEL. THE GROUNDING SYSTEM SHALL BE THIN-WALL COPPER OR COPPER-CLAD STEEL.
- GROUNDING DEVICES SHALL BE THIN-WALL COPPER OR COPPER-CLAD STEEL.
- WHEN REQUIRED, THE CONTRACTOR SHALL ENSURE THE EXTERIOR OF AN INDEPENDENT GROUNDING SYSTEM IS PROTECTED TO THE EXTENT OF THE GROUNDING SYSTEM.
- ALL GROUNDING DEVICES SHALL BE BOLTED TO THE SHORTEST AND STRONGEST PATH AVAILABLE TO THE GROUNDING SYSTEM.
- ALL GROUNDING DEVICES SHALL BE BOLTED TO THE SHORTEST AND STRONGEST PATH AVAILABLE TO THE GROUNDING SYSTEM.

LEGEND	
■	ELECTRICAL CONNECTION
●	MECHANICAL CONNECTION
□	EQUIPMENT GROUND BAR
○	ANTENNA GROUND BAR (AS REQUIRED)
—	#6 AWG GROUND LEAD (AS REQUIRED)

NOTE:
 CONTRACTOR TO REPLACE ALL MISSING GROUND BARS AND GROUNDING CONNECTIONS AS REQUIRED.

SCALE: N.T.S. 1

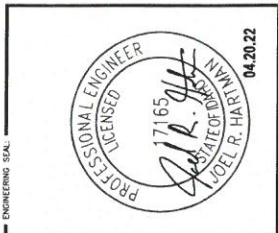
ANTENNA GROUNDING

NOTES & LEGEND

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 SPOKANE, WA 99201

PLANS PREPARED BY:
Technology Associates
 SPOKANE MARKET OFFICE
 9720 N. HAYDEN AVENUE, SUITE 410
 SPOKANE, WA 99215

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1	ISSUED FOR PERMITS	10/09/2022	LL	A
2	CONSENT TO FINAL COMMENTS	04/20/2022	VT	B

SITE NAME: **VANDALS - SP03UB188**
 SITE NUMBER: **SP01591A**
 SITE ADDRESS: **864 NEZ PERCE DR MOSCOW, ID 83844**
 SHEET DESCRIPTION: **RF DETAILS**
 SHEET NUMBER: **RF-1**

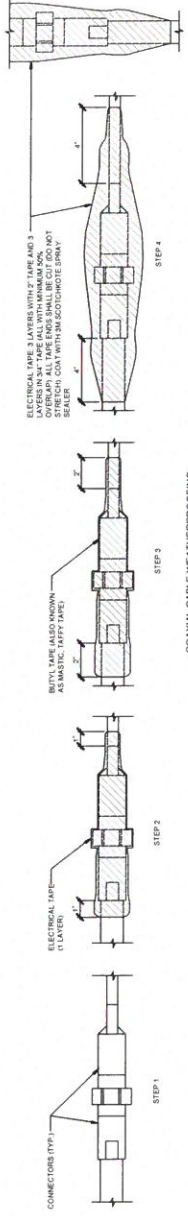
LANDLORD SIGNATURE

- ANTENNA AND COAX GENERAL NOTES:**
- ALL ANTENNA AND COAXIAL ANTENNA CABLE TO BE FURNISHED BY T-MOBILE AND INSTALLED BY CONTRACTOR.
 - COAX COLOR CODING: ANTENNA TO BE NUMBERED IN A CLOCKWISE MANNER FROM NORTH AND COLOR CODED AS FOLLOWS:
 * COAX SHALL BE TAGGED WITH COLOR CODING AT 10' PLACES (RING 1" WIDE WEATHER PROOF COLORED VINYL TAPE AT THE FOLLOWING LOCATIONS:
 * 10' AT ENTRY TO EQUIPMENT CABINET
 - RUN COAXIAL CABLE WITH MINIMUM 1/2" BLACK 1/2" FROM EDGE OF EQUIPMENT MOUNTING SURFACE TO EACH ANTENNA DEVICE. FURNISH AND INSTALL APPROPRIATE 1/2" COAXIAL CABLE SUPPORT EVERY 2'-0" ON CENTER. PROVIDE 1/2" COAXIAL CABLE SUPPORTS AS REQUIRED TO MEET THE REQUIREMENTS OF ANTENNA, CABLE & CABLE CONNECTION WITH WEATHER PROOF.
 - CONTRACTOR TO DIP CABLES AND JUMPERS WHERE NECESSARY.
 - TAGGING:
 * ALL COAXIAL CABLES TO BE MARKED WITH COLOR CODED TAPE TO IDENTIFY THE CABLES AND JUMPERS.
 * COLORED ELECTRICAL TAPE SHALL MARK EACH END OF CABLE AND EACH INTERFERENCE WITH WEATHERPROOFING.
 - COAXIAL CABLE SPECIFICATIONS REQUIRE CABLE SUPPORT EVERY 2'-0" ON CENTER. PROVIDE 1/2" COAXIAL CABLE SUPPORTS AS REQUIRED TO MEET THE REQUIREMENTS OF ANTENNA, CABLE & CABLE CONNECTION WITH WEATHER PROOF.
 - MOVIE WEATHER AWAY FROM CONNECTION (STEP #1).
 * PROVIDE HEAT SHRINK IN PLACE OF TAPE FOR QUAD POLES AND TMA 3. HEAT SHRINK SHALL BE "CANUCKA" WITH ADHESIVE.

ANTENNA SCHEDULE-FINAL CONFIGURATION

SCHED. COLOR	POSITION	EQUIP. NEW	MANUFACTURER	ANTENNA MODEL	PORT	ANTENNA CENTER	ANTENNA CENTER	DIMENSIONS (INCHES)	WEIGHT (LBS)	TRANSMISSION CABLE			
										QTY	LENGTH	SIZE	TYPE
ALPHA (RED)	Ⓐ	NEW	COMMCOPE	PTV48C-43-V1	OCTA	52.0"	52.0"	94.8" x 25.2" x 13.3"	127.6	(1)	15'	L7D	HC3.2 JUMPER
	Ⓐ	NEW	NOKIA	A8C	MHO	52.0"	52.0"	38.2" x 21.5" x 1.9"	108.0	(1)	50'	L7D	HC3.2 JUMPER
BETA (GREEN)	Ⓑ	NEW	COMMCOPE	PTV48C-43-V1	OCTA	180"	180"	94.8" x 25.2" x 13.3"	127.6	(1)	200'	L7D	HC3.2 TRUNK
	Ⓑ	NEW	NOKIA	A8C	MHO	52.0"	52.0"	38.2" x 21.5" x 1.9"	108.0	(1)	15'	L7D	HC3.2 JUMPER
GAMMA (BLUE)	Ⓒ	NEW	COMMCOPE	PTV48C-43-V1	OCTA	200"	200"	94.8" x 25.2" x 13.3"	127.6	(1)	15'	L7D	HC3.2 JUMPER
	Ⓒ	NEW	NOKIA	A8C	MHO	52.0"	52.0"	38.2" x 21.5" x 1.9"	108.0	(1)	15'	L7D	HC3.2 JUMPER
										(3)	170'	L7D	HC3.2 TRUNK

NOTE: ANTENNA CLEARANCE AND MOUNTING TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION WITH FINAL ANTENNA SPECIFICATIONS, MOUNTING HARDWARE AND RF GROUND. **CALL BAHR ENGINEERING, L.L.P. DATED 04/20/22.**




PLANS PREPARED FOR:
T-Mobile
 601 W. 1ST AVENUE
 SPOKANE, WA 99201

PLANS PREPARED BY:
Technology Associates
 SPOKANE MARKET OFFICE
 975 S. UNIVERSITY AVENUE, STE. 410
 SEATTLE, WA 98112

M/A PARTNER:

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2	UNUSUALLY RE: JUNCTION COMMENTS	04/20/2022	VT	B

SITE NAME:
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SITE NUMBER:
SP01591A

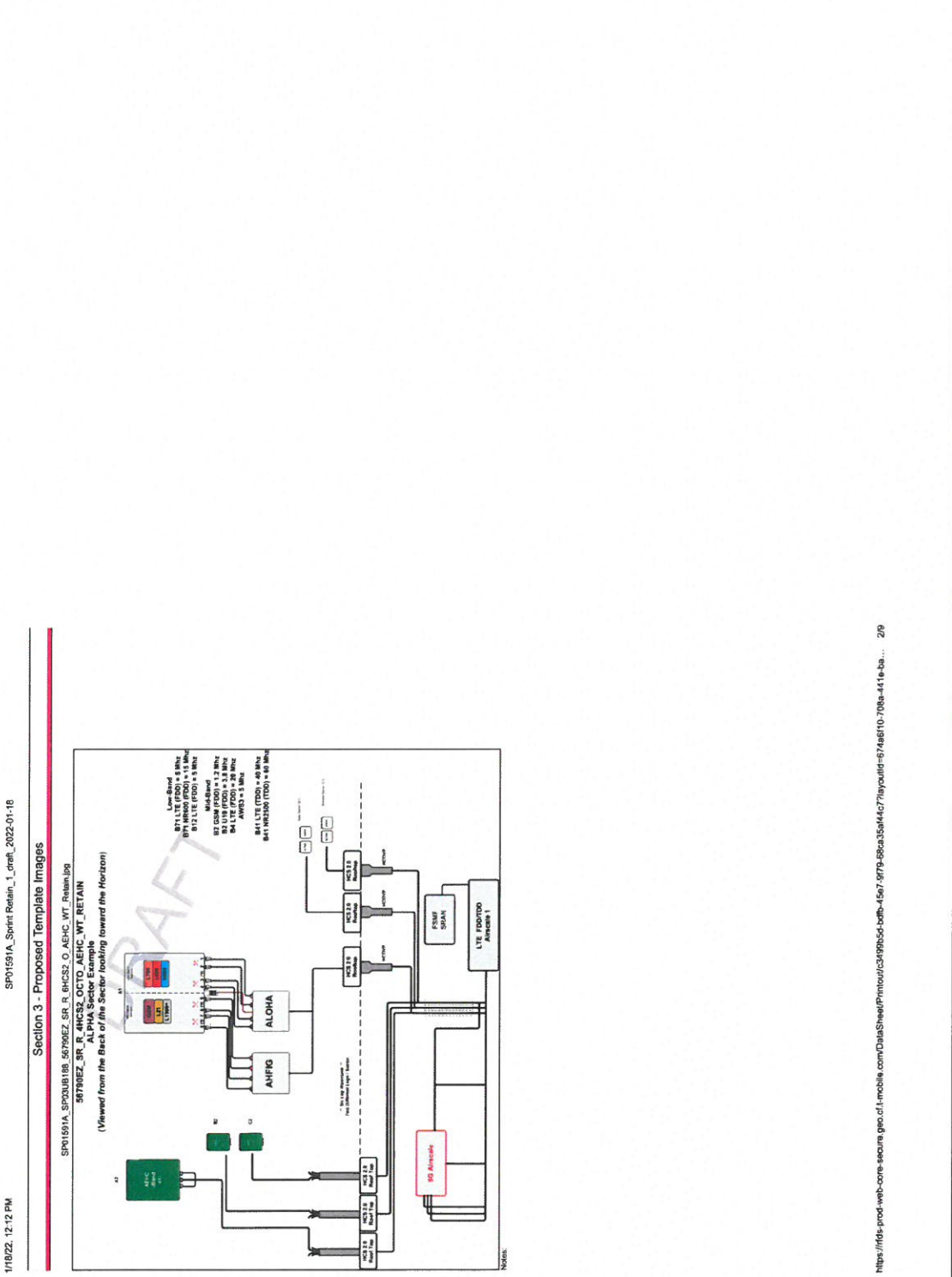
SITE ADDRESS:
**984 NEZ PERCE DR
 MOSCOW, ID 83844**

SHEET DESCRIPTION:
RF DIAGRAM

SHEET NUMBER:
RF-2

ATTACHMENT 1

LANDLORD SIGNATURE



<https://hds-prod-web-core-secure-gps.d.t-mobile.com/DataSheetPrintout?3499554-bdb-45c7-979-58ca35a44c7?rayid=674e810-708a-441e-ba...> 2/9

SCALE: **1**
 N.T.S.

RF DIAGRAM

CONSENT
DECEMBER 21, 2022

UNIVERSITY OF IDAHO

SUBJECT

Public-Private Partnership (P3) Capital Improvement Approval – South Campus Chiller Replacement and Improvements

REFERENCE

November 2020	Public-Private Partnership Transaction for Utility Systems & Infrastructure
October 2021	South Campus Chiller Replacement and Improvements Project

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.K. Construction Projects

BACKGROUND/DISCUSSION

With the approval of the Board, the University of Idaho (UI) has executed a Long-Term Lease and Concession Agreement (Concession Agreement) under which the University received an up-front payment in the amount of \$225,000,000 in exchange for the UI leasing its Utility System assets and operation to Sacyr Plenary Utility Partners Idaho LLC (SPUPI), the Concessionaire. As discussed with the Board at the time the Concession Agreement was under consideration for approval, the Concessionaire will develop and propose a rolling annual Five-Year Plan for UI review and approval. Among other things, the Five-Year Plan must include proposed Capital Improvements for the UI's Utility System. Proposed Capital Improvements must address the ongoing needs of the system for major repairs and system upgrades and possible expansions, for the fifty-year term of the Concession Agreement.

UI seeks approval for the proposed replacement and improvement of two south campus chillers and associated electrical and metering systems for \$3,868,994. Both existing 500-ton SmardT chillers are failed and will be replaced with two new York Chillers to restore the south campus chilled water plant to its full original rated chilled water capacity. The Board approved an initial version of this project in October 2021. However, that project did not address all of the capacity needs and has been rescoped to meet overall needs and yield economies of scale during construction by addressing failures and capacity needs at the same time.

IMPACT

The goal of this project is to ensure that the campus chilled water supply meets the full original design capability at all times. High daily temperatures and the diminished capacity of the current south campus chilled water plant have necessitated the implementation of a load-shedding procedures to limit chilled water consumption during summer months, decreasing cooling capabilities across

**CONSENT
DECEMBER 21, 2022**

UI's Moscow campus. Load shedding events necessitate shutting down building comfort cooling in order to prioritize other critical cooling needs, such as data centers and freezers. The restored capacity will allow UI to continue to cool campus facilities during summer months while protecting critical loads. In addition, the installation of more efficient chillers will reduce chiller electricity consumption by over 20%.

SPUPI will provide the up-front funding to execute the project, with the UI repaying the up-front cost over time according to the formula contained in the Concession Agreement. Further, if approved by the Board, SPUPI would be responsible for all aspects of the project, from planning, to execution, to completion. The Capital Expenditure Fee for this Capital Improvement will amortize the Capital Improvement and return over a 20-year period at 6.627% return on capital. Funds to repay the cost of the Capital Improvement come from operating funds previously used to operate and improve the utility system.

ATTACHMENTS

Attachment 1 – SCCP Chiller Replacement and Improvements Project Sheet and Load shedding Protocols

BOARD STAFF COMMENTS AND RECOMMENDATIONS

This action aligns with the University of Idaho's utility lease agreement and Board Policy V.K. regarding Board approval for projects over \$1 million.

Staff recommends approval.

BOARD ACTION

I move to approve the request by the University of Idaho for the proposed replacement and improvement of two south campus chillers and associated electrical and metering systems for \$3,868,994.

Moved by _____ Seconded by _____ Carried Yes _____ No _____



University
of Idaho

Chilled Water Load Shedding

Standard Operating Procedures



2020

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Introduction

In 2020 the University of Idaho began load shedding chilled water consumption on campus when building cooling demands exceeded the ability for the District Energy Plant to produce chilled water. Chilled water is used for a range of needs from comfort cooling in offices to heat rejection in research applications and IT servers. Some of these cooling loads are less critical than others for continued business operations and thus each load on campus has been assigned a load shedding priority level. Without this practice severe damage may occur to equipment across campus while low priority loads would lose cooling anyways.

Successful load shedding requires significant coordination between Utilities and Engineering Services (UES), who operate the District Energy Network, and the Building Trades HVAC department, who operate HVAC systems across all campus buildings. This document provides a detailed outline on chilled water capacity and existing building loads, when chilled water load shedding is required, what areas will be impacted, and the steps necessary for implementation. Furthermore, information needs to be conveyed to building occupants in a timely matter to minimize disruptions and monitor critical areas.

Background

Chilled Water Production

Chilled water is produced at two main locations on campus. The North Campus Chiller Plant (NCCP) has one operational absorber with one additional absorber scheduled for operation in 2021. The South Campus Chiller Plant (SCCP) has three electric centrifugal chillers and a two million gallon thermal energy storage tank (TES). Equipment specifications are outlined in Table 1. The total rated capacity of the system, excluding the TES tank, is 2,820 tons, but due to degrading performance of the chillers and cooling towers over time the typical capacity averages 2,030 tons.

Table 1. Central Chilled Water Equipment Specifications.

Chiller Manufacturer	Type	Rated Capacity (tons)	Average Performance (tons)
NCCP			
Carrier	Single effect absorption	620	300
Trane (not operational)	Single effect absorption	n/a	unknown
SCCP			
SmardT	Centrifugal	500	330
SmardT	Centrifugal	500	200
York	Centrifugal	1200	1200
Total Capacity		2,820 tons	2,030

The TES tank can hold 20,000 ton-hours of cooling when fully charged and can discharge at a rate of 2,167 tons/hr. The system is operated such that chillers run at night to charge the TES tank while the TES tank is discharged in the day to handle fluctuated cooling loads. By operating this way, the university avoids peak demand charges from the utility and chillers can operate at their steady optimum point instead of chasing loads throughout the day. The absorption chiller however is base loaded 24/7 during the cooling season. Chilled water is supplied at 44°F and typically returns from campus at 55°F.

When very hot days are forecasted it is paramount that the TES is fully charged the night before. If temperatures are too hot at night and building HVAC systems are still cooling campus, then the tank will not have enough cooling energy stored to meet campus demands. If the TES tank is depleted then there will not be enough production capacity to meet campus loads, which triggers the need for load shedding.

Campus Cooling Loads

Thirty-seven buildings on campus are connected to the central chilled water network. Encompassing over 120 years of construction, each building has a very different building envelope and thermal characteristics. Many of the older buildings must be cooled at night beyond what a modern building would require, otherwise they may never reach setpoint temperature when occupied. That is most likely to occur during heat waves.

Cooling is mostly needed for thermal comfort to building occupants, with peak cooling season between July and September. However, there is still a yearlong need to satisfy process cooling loads on campus. These include research applications on campus where energy intensive equipment needs to be cooled as well as IT servers across campus. If such equipment does not receive enough chilled water extensive damage will occur. To prevent damage the equipment is shut down before certain temperatures are reached, interrupting both research and business operations.

Load Shedding Phases

Multiple phases have been established for load shedding, depending on how severe the need to reduce the load is. These phases were established based on the HVAC control system used and usage in the relevant area. Load shedding begins at Phase 1. If the campus cooling load is still greater than production capacity, then load shedding moves to Phase 2. This is repeated for Phase 3. The previous phase continues as load shedding increases (i.e. Phase 3 includes both Phase 1 and 2). The list of buildings impacted are outlined in the following sections. Specific points are identified in Appendix B for operators.

Phase 1

Phase 1 load shedding begins when UES determines that the TES tank will be depleted before 4 p.m. on a given day due to campus chilled water consumption outpacing production. Selected areas have Siemens controls and HVAC systems with return air, which helps slow the impact to occupants. These are comfort cooling loads in non-critical areas such as campus housing, offices, and classrooms.

Phase 2

If demand continues to exceed capacity, Phase 2 load shedding begins. These buildings have ATS controls and may or may not have return air systems.

Phase 3

If chilled water production cannot meet demand despite Phase 1 and 2 load shedding, Phase 3 begins. While never implemented on campus as of 2002, this would likely occur if there was a significant reduction in capacity, such as from major equipment failures during extended hot temperatures. All comfort cooling on campus is stopped at this stage, including classrooms, research labs, offices, and housing.

Critical Cooling Loads

Identified critical loads will not be shed, even after Phase 3. These include ITS servers, supercomputers, refrigeration equipment for food storage, fisheries, and other process cooling loads. While typically monitored by HVAC and the respective users, extra attention should be given to these areas when load shedding begins.

Procedures

Step 1: Identify When Load Shedding is Needed

It's helpful for operators to be able to recognize conditions that may lead to load shedding. Weather conditions are the most likely cause, however certain equipment operating conditions should be monitored by UES. A single event may not require load shedding, but when multiple events occur together, especially on hot days, the likelihood for load shedding increases. Examples of events that can trigger load shedding are listed below:

- 1) Forecasted weather conditions for the day show a dry bulb temperature above 90 °F and a relative humidity above 40%.
- 2) Temperatures over 90 °F the previous day, followed by unusually warm temperatures at night, leading to the TES tank thermocline level to drop below 30 ft by 9 a.m.
- 3) The TES tank is already discharging (depleting) at 9 a.m.
- 4) The TES tank is predicted to be fully depleted before 4 p.m. on a given day. This is measured from the TES discharge rate and current thermocline level.
- 5) If the condenser approach temperature on a given chiller is above 14 °F.
 - a. The approach temperature is the difference between liquid refrigerant temperature as measured on the liquid line, and leaving condenser water temperature
 - b. The liquid refrigerant temperature is not trended, but should be monitored daily at the SCCP to assess long term performance
- 6) Planned or unplanned outages on major chilled water equipment such as chillers, pumps, or cooling towers.

The District Energy Plant will typically be the first ones to recognize when load shedding is needed. The most effective way to avoid load shedding is to assure the TES is fully charged every night, especially when temperatures are high. If high temperatures are expected the next day, chillers should be brought online until the TES tank begins recharging overnight.

Step 2: Begin Load Shedding

If UES determines that load shedding is needed, they will first communicate with HVAC to establish what time to begin. If UES determines that there is enough capacity to reach 4 p.m. before the TES tank is depleted, then load shedding should begin as late as possible. This reduces the impact to campus occupants as many employees leave at 5 p.m. and most classes are over.

Once UES and HVAC agree to load shed and a set time is established, HVAC personnel will begin load shedding the points established in the corresponding phase, listed in Appendix B. Specific steps are outlined below:

- 1) Phase 1
 - a. Open the "CHW Shed 1st Stage" report in Siemens (see Figure 1 below)
 - b. Close CHW valves to all control points listed
 - c. Located on the main screen of the Siemens system, put the following points in Operator "ON" mode. This will configure all air handlers to 100% recycled building air via code:
 - i. 009.032.UI80ED.CAMPUS RECIRC
 - ii. BACnet CAMPUS EMER AIR RECIRC
- 2) Phase 2
 - a. Access and close all CHW valves to control points through the ATS control system. The operator will need to navigate to each point separately
- 3) Phase 3
 - a. Open the "CHW Shed 3rd Stage" report in Siemens
 - b. Close CHW valves to all control points listed

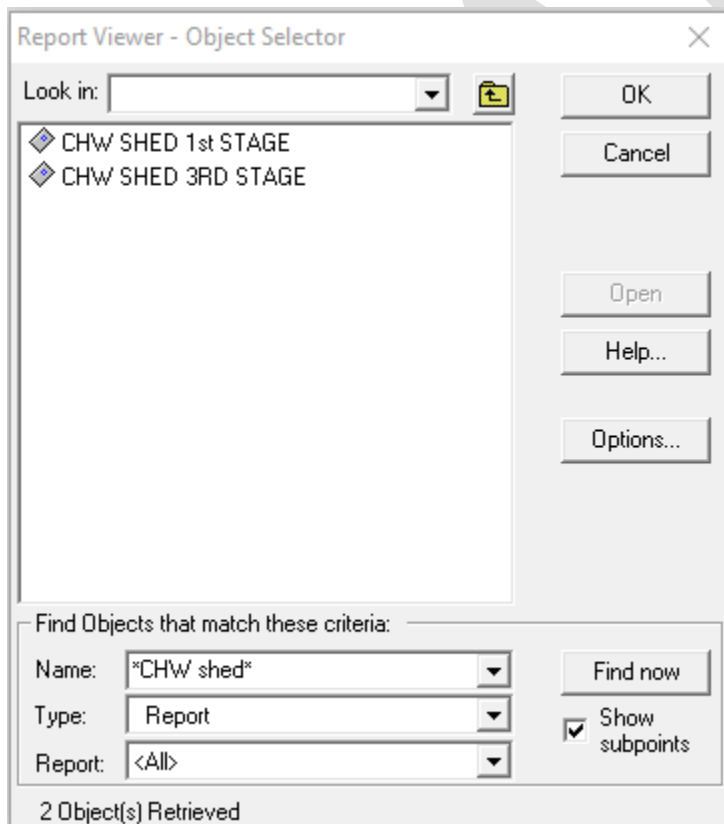


Figure 1. Chilled water load shedding phases in Siemens Insight Report Viewer.

Step 3: Communicate with Campus

UES will communicate with the broader campus that load shedding has begun. An email list of key campus occupants is maintained by the UES Director for any utilities related notifications. The ongoing email chain titled “Utility Infrastructure Maintenance and Shutdowns” will be used to quickly get the message out. The following order will be used to determine the responsible party for delivering the email. If the first person is unavailable, responsibility will shift to the next in line.

- 1) Director of UES – Gene Gussenhoven
- 2) Mechanical Systems Engineer – Marc Compton
- 3) Energy Plant Manager – Scott Smith
- 4) HVAC Supervisor – Keven Hattenburg
- 5) Facilities Management Customer Service Representative – Chuck Hatfield

Any phone calls or emails from campus occupants should be directed to the main Facilities Management Office, where the Customer Service Representative at the front desk can answer high level questions or direct them to the corresponding office as needed.

Step 4: Monitor Chilled Water Production and Critical Loads

UES will monitor TES tank thermocline levels during each phase to assess if the tank is still depleting after thirty minutes. If so, then the next phase of load shedding will begin. Energy Plant personnel will begin inspections at this step to assure equipment is operating as designed. Figure 2 shows the Campus Chilled Water summary screen in the ATS control system. This can be used to monitor OAT, chiller tonnage, and TES tank thermocline levels in real time.

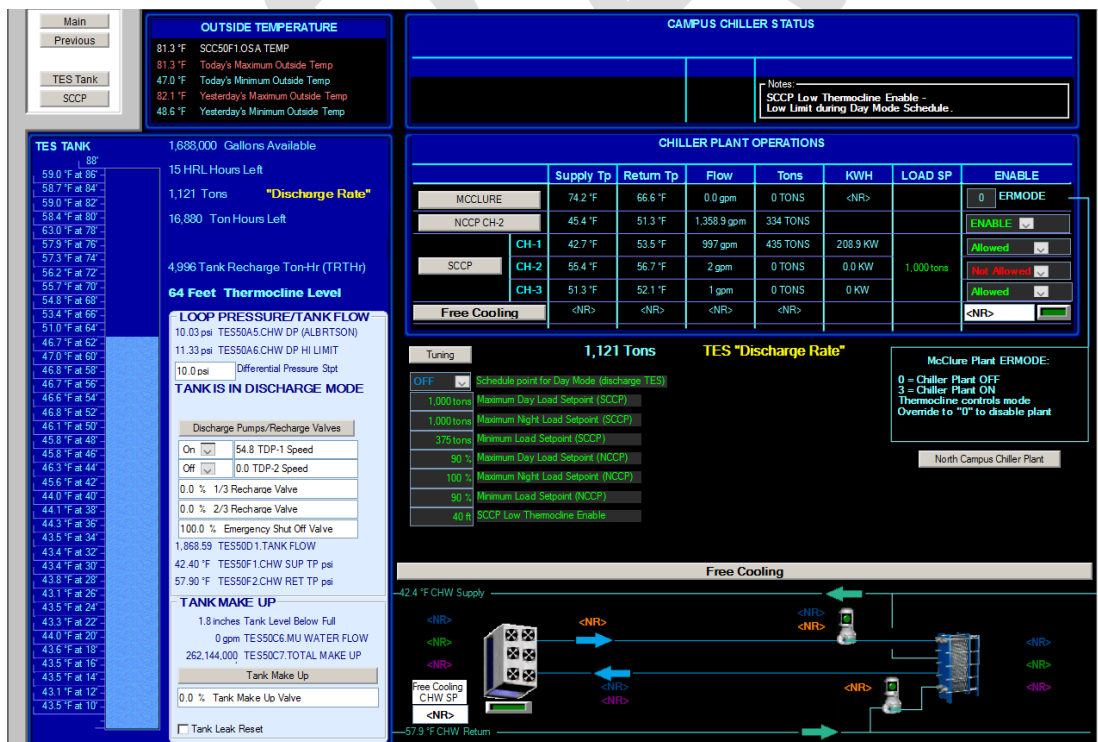


Figure 2. Campus chilled water summary in ATS.

HVAC will monitor shed points and critical areas on campus. Temperatures in shed areas should begin increasing without access to chilled water. If not, personnel should investigate the corresponding equipment/controls to assure chilled water has been shut off. Critical areas may begin to heat up as the building spaces around them loses cooling. Temperatures in these areas will be closely monitored and corrective actions taken as needed, with priority given to these loads over others on campus.

Step 5: Preventing Future Load Shedding

Data should be trended and stored before and after load shedding to help prevent future events. Key data points include:

- 1) Outside air temperature
- 2) Outside air relative humidity
- 3) Outside air wet bulb temperature
- 4) TES tank thermocline level
- 5) TES tank supply/return temperatures
- 6) Individual chiller tonnage
- 7) Individual chiller condenser inlet/outlet temperatures
- 8) Building chilled water ton-hour consumption

This can be used to better understand what events are likely to trigger load shedding and if/when additional capacity is needed. Depending on how the TES tank performs, modifications can be made such as adding additional load shedding phases or shifting loads between phases. This might be needed if the TES tank discharges at one phase, but recharges extremely quickly at the next phase. Another example would be if a high temperature day is followed by a hot night that would likely deplete the tank in the morning, steps may be taken to load shed that night to “ride out” the upcoming day with the TES tank.

Regardless of daily operations, the single most effective method of preventing load shedding is to charge the TES tank to its full capacity every night. Steam Plant personnel should be monitoring the TES tank at regular intervals at night, especially during the cooling season.

Appendix A: Key UES and HVAC Personnel

Utilities and Engineering Services

- Eugene Gussenhoven
 - Director of Utilities and Engineering Services
 - Email: eugeneg@uidaho.edu
 - Phone: 208-885-0141
- Scott Smith
 - Energy Plant Manager
 - Email: scsmith@uidaho.edu
 - Phone: 208-885-6271
- Marc Compton
 - Mechanical Engineer
 - Email: compton@uidaho.edu
 - Phone: 208-885-7350
- Ben Tucker
 - Chilled Water Systems Supervisor
 - Email: tucker@uidaho.edu
 - Phone: 208-885-6271

HVAC and Refrigeration

- Elaina Perry
 - Director of Building Trades
 - Email: elainam@uidaho.edu
 - Phone: 208-885-6683
- Keven Hattenburg
 - HVAC/Refrigeration Supervisor
 - Email: khattenburg@uidaho.edu
 - Phone: 208-885-6378
- HVAC and Refrigeration Office
 - Email: hvac@uidaho.edu
 - Phone: 208-885-6378

Appendix B

Stage 1 Load Shedding List

Siemens Control Point	Building Name	Building Number	Equipment	Impacted Areas
001.068.AD18C5.FC RM18 CHW VLV	Admin. Bldg.	001	Fan Coil RM18	Room 18
001.068.AD52A5.FC2 RM10W VLV	Admin. Bldg.	001	Fan Coil RM10	Room 10
001.001.AD104 CWV	Admin. Bldg.	001	Fan Coil RM104	Room 104
001.068.AD52B5.FC1 RM10E VLV	Admin. Bldg.	001	Fan Coil RM10E	Room 10E
001.023.A01.AD01B6.CHWV VOUT	Admin. Bldg.	001	AHU-1	South Wing
001.001.CHW.AD53A5.CHWV VOUT	Admin. Bldg.	001	Pres. Office	President's Office
001.001.AD104E CWV	Admin. Bldg.	001	FC104E	Room 104E
005.001.FS01D1.AH1 CW VLV NC	Food Research	005	AHU-1	Room 105
014.032.A01.ML01E2.AH1 CHW VLV	Menard Law	014	AHU-1	Entire Building
018.001.CHW.RI50A7.VLVMINPOS	Ridenbaugh Hall	018	FC110, FC223, FC327	Rooms 110, 223, 327
019.026.LS10B6.AH5 CHW VLV	Life Science South	019	AHU-5	Rooms 250A, 251, 252, 253, 254, 255
025.042.AS01D2.CHWV OUT	Ag. Science	025	AHU-1	1st Floor 70's wing
LH01H5	LHSOM	026	AHU-1	Haddock Auditorium
LH02H5	LHSOM	026	AHU-2	Haddock Auditorium
LH03H5	LHSOM	026	AHU-3	Rehearsal Room 216
LH04H5	LHSOM	026	AHU-4	Restrooms
028.01.AH1.CCV	Janssen	028	AHU-1	Rooms 320, 324, 326, 326A, 326B, 340, 340A, 337, 339, 341, 343
028.02.AH2.CCV	Janssen	028	AHU-2	Rooms 220, 224, 226, 230, 232, 236, 240A, 240B, 240C, 221, 229A, 229, 233, 235A, 237, 241, 237A
028.03.AH4.CCV	Janssen	028	AHU-4	Floor Level 1
028.08.AH6.CCV	Janssen	028	AHU-6	Room 6
028.10.HRV.CCV	Janssen	028	HRV-1	Restrooms
030.001.HE50C1.CCHW.RET VALVE	Niccolls	030	ALL	Entire Building
032.003.A01.LA01CW.CHWV VOUT	Library	032	AHU-1, 2, 3, 4, 5, 6, 7	Levels 1, 2, 3, 4
032.018.A02.LA02CV.CHWV VOUT	Library	032	AHU-1, 2, 3, 4, 5, 6, 7	Levels 1, 2, 3, 4
032.018.A03.LA03CV.CHWV VOUT	Library	032	AHU-1, 2, 3, 4, 5, 6, 7	Levels 1, 2, 3, 4
032.AH4.CCV.VOUT	Library	032	AHU-1, 2, 3, 4, 5, 6, 7	Levels 1, 2, 3, 4
032.AH5.CCV.VOUT	Library	032	AHU-1, 2, 3, 4, 5, 6, 7	Levels 1, 2, 3, 4

032.017.A06.LA06CV.CHWV VOUT	Library	032	AHU-1, 2, 3, 4, 5, 6, 7	Levels 1, 2, 3, 4
032.017.A07.LA07CV.CHWV VOUT	Library	032	AHU-1, 2, 3, 4, 5, 6, 7	Levels 1, 2, 3, 4
047.001.A01.RE07D3.CHWV VOUT	Renfrew	047	AHU-4	Level 1 North Side
047.AHU5.CCV	Renfrew	047	AHU-5	Room 111
047.AHU6.CCV	Renfrew	047	AHU-6	Room 112
054.AH1.CCV.VOUT	Buchanan	054	AHU-1, 2	Entire Building - except 329A
054.011.A02.BE03G2.AH2 CHW VLV	Buchanan	054	AHU-1, 2	Entire Building - except 329A
055.033.A01.FR01E3.CD CHWV OUT	Forestry	055	AHU-1, AHU-3	Entire Building
055.002.FR03C3.AH3 CHW VLV	Forestry	055	AHU-1, AHU-3	Entire Building
097.035.A01.CB01D3.CHWV VOUT	ISUB	097	AHU-1, 2, 3	Entire Building - except process cooling
097.034.A02.CB03E3.CHWV VOUT	ISUB	097	AHU-1, 2, 3	Entire Building - except process cooling
097.035.A03.CB05C3.CHWV VOUT	ISUB	097	AHU-1, 2, 3	Entire Building - except process cooling
111.016.AC1.EP05F3.CHWV VOUT	Engineering Physics	111	AC1	Rooms 112ABC, 115F, 115G, 117, 117A, 118, 119, 120, 122
143.019.A01.RC01B6.CHWV VOUT	Student Rec. Center	143	AHU-1	First Floor Locker Room Area
143.019.A02.RC03B6.CHWV VOUT	Student Rec. Center	143	AHU-2	2nd Floor Offices
143.021.A03.RC05B6.CHWV VOUT	Student Rec. Center	143	AHU-3	MAC Court
143.022.A04.RC07B6.CHWV VOUT	Student Rec. Center	143	AHU-4	Climbing Wall
550.054.A01.WC01E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
550.054.A02.WC03E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
550.055.A03.WC05E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
550.053.A04.WC07E4.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
550.053.A05.WC09E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings

550.055.A06.WC11E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
550.054.A07.WC13E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
550.056.A10.WC17E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
550.057.A12.WC21E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
550.055.A13.WC19E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
550.055.AC1.WC15E2.CHWV VOUT	Wallace	550	AHU-1, 2, 3, 4, 5, 6, 7, 10, 12, 13, AC-1	Entire Building – excluding wings
678.001.A01.TL01B6.CHWV VOUT	TLC	678	AHU-1, 2, 3	Entire Building – except FC8 in Rm 051
678.002.A02.TL03B6.CHWV VOUT	TLC	678	AHU-1, 2, 3	Entire Building – except FC8 in Rm 051
678.002.A03.TL05B6.CHWV VOUT	TLC	678	AHU-1, 2, 3	Entire Building – except FC8 in Rm 051
678.001.FC7.TL09B8.CHWV VOUT	TLC	678	FC-7	Room 050
678.002.FC1.TL07B8.CHWV VOUT	TLC	678	FC-1	Entry
770.004.AHU2A.CCV	IRIC	770	AHU-2A, 2B	South Side of Building
770.004.AHU2B.CCV	IRIC	770	AHU-2A, 2B	South Side of Building
770.001.RME11.FCU1-5.CCV	IRIC	770	FCU1.5	ME11
770.001.FCU1-6:VLV 1 COMD	IRIC	770	FCU1.6	West Stair
770.003.FCU3-2:VLV 1 COMD	IRIC	770	FCU3.2	West Stair
770.003.FCU3-3:VLV 1 COMD	IRIC	770	FCU3.3	East Stair
700.004.FCU4-1:AOV2	IRIC	770	FCU4.1	Penthouse
770.004.FCU4-2:AOV2	IRIC	770	FCU4.2	Penthouse
770.004.FCU4-3:AOV2	IRIC	770	FCU4.3	Penthouse
770.004.FCU4-4:AOV2	IRIC	770	FCU4.4	Penthouse

Stage 2 Load Shedding List

ATS Control Point	Building Name	Building Number	Equipment	Impacted Areas
AO-1	Phinney	004	AHU-1	Polya Lab
AO-1	Phinney	004	FC-1	Polya Computer Lab
AO-1	Pitman Center	020	AHU-1	Basement North
AO-1	Pitman Center	020	AHU-2	Basement North and 1st Floor North
AO-1	Pitman Center	020	AHU-15	Basement South
AO-1	Pitman Center	020	Old AHU-1	1st Floor South
AO-1	Pitman Center	020	AHU-14	Borah Theater
AO-1	Pitman Center	020	AHU-10	International Ballroom
AO-1	Pitman Center	020	AHU-11	International Ballroom
AO-1	Pitman Center	020	AHU-3	1st Floor South
AO-1	Pitman Center	020	AHU-4	Basement Video Production
AO-1	Pitman Center	020	AHU-9	2nd Floor Hallway
AO-1	College of Business & Econ.	424	AHU-1	Level 1, 2, 3
AO-1	College of Business & Econ.	424	AHU-2	Basement Level
Chilled Water Mains in Bldg 8	Living Learning Center	542	Fan Coils	Buildings 1, 2, 3, 4, 5, 6, 7, 8
AO-1	College of Education	835	AHU-1	Entire Building

Stage 3 Load Shedding List

Siemens Control Point	Building Name	Building Number	Equipment	Impacted Areas
009.052.A02.GB03B5.CHWV OUT	Gibb Hall	009	AHU-2	Level 1, 2
009.052.A03.GB05B5.CHWV OUT	Gibb Hall	009	AHU-3	Level 1, 2
019.001.A06.LS06B5.CHWV VOUT	Life Science South	019	AHU-6	Level 1 East End
019.001.A06.LS06B5.CHWV VOUT	Life Science South	019	AHU-6	Level 1 East End
019.001.A07.LS07B5.NC CHW 0-10	Life Science South	019	AHU-7	Level 2 East End
019.002.A08.LS08B5.CHWV VOUT	Life Science South	019	AHU-8	Level 3 East End
019.026.A11.LS21D3.CHWV VOUT	Life Science South	019	AHU-11	Level 1, 2 West End
019.003.A12.LS12B5.CHWV VOUT	Life Science South	019	AHU-12	Level 3 West End
019.003.FC1/2.LS52A6.CHWV VOUT	Life Science South	019	FC1, FC2	456A, 458A, 458C, 458D
025.001.A08.AS08B5.CHWV VOUT	Ag. Science	025	AHU-8	North End 1st Floor 50's wing
025.001.A09.AS09B9.CHWV VOUT	Ag. Science	025	AHU-9	South End 1st Floor 50's wing
047.002.A02.RE03D3.CHWV VOUT	Renfrew	047	AHU-2	1st Level SW End
047.002.A03.RE05D3.CHWV VOUT	Renfrew	047	AHU-3	1st Level NW End
047.008.A04.RE07D3.CHWV VOUT	Renfrew	047	AHU-4	1st Level East End
047.003.A07.RE13D3.CHWV VOUT	Renfrew	047	AHU-7	2nd Level SW End
047.003.A08.RE15D3.CHWV VOUT	Renfrew	047	AHU-8	2nd Level NW End
047.004.A09.RE17D3.CHWV VOUT	Renfrew	047	AHU-9	2nd Level NE End
047.004.A10.RE19D3.CHWV VOUT	Renfrew	047	AHU-10	2nd Level SE End
047.005.A11.RE21D3.CHWV VOUT	Renfrew	047	AHU-11	3rd Level SW End
047.005.A12.RE23D3.CHWV VOUT	Renfrew	047	AHU-12	3rd Level NW End
047.006.A13.RE25D3.CHWV VOUT	Renfrew	047	AHU-13	3rd Level NE End
047.006.A14.RE27D3.CHWV VOUT	Renfrew	047	AHU-14	3rd Level SE End
110.05.AH2.CCV	McClure	110	AHU-2	Level 1, 2, 3, 4
110.02.AH3.CCV	McClure	110	AHU-3	Level 1, 2, 3, 4
110.03.AH4.CCV	McClure	110	AHU-4	Level 1, 2, 3, 4
111.017.A02.EP03F3.CHWV VOUT	Engineering Physics	111	AHU-2	Level 1, 3 N Wing
111.017.EP01F3.AH1 CHWV VOUT	Engineering Physics	111	AHU-1	Level 2, 3 SE Wing
422.043.A01.AB01B6.CHWV VOUT	Ag. Biotech.	422	AHU-1	Level 1, 2, 3 W End
422.044.A02.AB03B6.CHWV VOUT	Ag. Biotech.	422	AHU-2	Level 1, 2, 3 E End
422.045.A03.AB05B6.CHWV VOUT	Ag. Biotech.	422	AHU-3	Level 3 Old BL3 Lab
423.039.A01.GJ01B6.CHWV VOUT	Gauss Johnson	423	AHU-1	Level 1, 2, 3 W End
423.040.A02.GJ03B6.CHWV VOUT	Gauss Johnson	423	AHU-2	Level B All, Level 1, 2 E End
770.004.AHU1.CCV	IRIC	770	AHU-1	Level 1,2, 3 N End Labs

Critical Loads

Siemens Control Point	Building Name	Building Number	Equipment	Impacted Areas
001.068.HX1.AD50B1.CHWV	Admin	001	HX	NOC Room 129, 130
001.023.FC1.AD07E2.CHWV VOUT	Admin	001	FC-1	Room 210
001.023.FC2.AD08E2.CHWV VOUT	Admin	001	FC-2	Room 210
009.053.A04.GB07D3.CHWV VOUT	Gibb Hall	009	AHU-4	North LARF
009.052.A01.GB01B5.CHWV OUT	Gibb Hall	009	AHU-1	South LARF
009.040.COND.GB53B1.BYP VLV	Morrill/Gibb	009	HX	4 th Floor Heat Pumps
009.040.CHW.GB54A5.RET VLV	Morrill/Gibb	009	HX	4 th Floor Heat Pumps
019.026.HX1.LS51A7.CHW	Life Science South	019	HX	Process Cooling
025.001.HX1.AS52A7.CHWV CMD	Ag. Science	025	HX	Process Cooling
025.041.A03.AS05B6.CHWV VOUT	Ag. Science	025	AHU-3	Room 354
025.041.A03.AS05B6.CHWV	Ag. Science	025	AHU-4	Room 355
028.08.AH5.HCV.VOUT	Janssen	028	AHU-5	Ground Level South
028.05.FC2.2.RM211A.CCV	Janssen	028	FC2.2	Room 211A
028.05.FC2.3.RM211C.CCV	Janssen	028	FC2.3	Room 211C
028.05.FC2.4.RM211B.CCV	Janssen	028	FC2.4	Room 211B
028.06.FC3.1.RM331.CCV	Janssen	028	FCU3-1	Room 331
028.07.FC3.RM323.CCV	Janssen	028	323 FC-3	Room 323
028.07.FC2.RM323A.CCV	Janssen	028	323A FC-2	Room 323A
028.07.FC1.RM321.CCV	Janssen	028	321 FC-1	Room 321
032.004.FC1.LA09E2.CHWV	Library	032	420 IT Room	Room 420
032.AC1.CHWV	Library	032	AC-1	Server Room Basement
001.047.RE51V1.PCHW	Renfrew	047	HX	Process Cooling
054.001.F1.BEC01A.ACR329	Buchanan	054	Fan Coil 329	Room 329, 330
055.022A.FR51A4.CHW VLV	Forestry	055	HX	Fisheries
055.022A.FR53A5.FCHW	Forestry	055	HX	Fisheries
097.036.HX1.CB50C6.CHW	ISUB	097	HX - Coolers	Process Cooling
110.01.AC1.CCV	McClure	110	Liebert Unit	Beowulf 124
110.01.AC2.CCV	McClure	110	Liebert Unit	Beowulf 124
110.01.AC3.CCV	McClure	110	Liebert Unit	Beowulf 124
110.01.AC4.CCV	McClure	110	Liebert Unit	Beowulf 124
110.01.RM124.CHWV	McClure	110	Liebert Unit	Beowulf 124
110.013.F2.ERC90A.RM223A	McClure	110	Fan Coil 223A	223A
110.05.AH1.CCV	McClure	110	AHU-1	Beowulf 124
111.016.BLD.EP50A7.CHW	Engineering Physics	111	HX	Laser Room 302, 303
111.016.BLD.EP50B6.CHW	Engineering Physics	111	HX	Laser Room 302, 303
422.044.HX1.AB51A5.CHWV	Ag. Biotech.	422	HX	Process - Cooler Boxes
423.025.HX1.GJ50A2.PCHW	Gauss Johnson	423	HX	Process Cooling
550.056.CHW.WC50F4	Wallace	550	HX - Coolers	Process Cooling
678.001.FC7.TL09B8	TLC	678	Server Room	TLC RM 50, 51
678.001.FC8.TL08B8	TLC	678	Server Room	TLC RM 50, 51
770.004.CHW.CCV	IRIC	770	HX	Process Cooling

CONSENT
DECEMBER 21, 2022

UNIVERSITY OF IDAHO

SUBJECT

Public-Private Partnership (P3) Capital Improvement Approval – Kibbie Dome Building Electrical Service Replacement

REFERENCE

November 2020 Public-Private Partnership Transaction for Utility Systems and Infrastructure

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.K. Construction Projects

BACKGROUND/DISCUSSION

With the approval of the Board, the University of Idaho (UI) has executed a Long Term Lease and Concession Agreement (Concession Agreement) under which the University received an up-front payment in the amount of \$225,000,000 in exchange for the UI leasing its Utility System assets and operation to Sacyr Plenary Utility Partners Idaho LLC (SPUPI), the Concessionaire. As discussed with the Board at the time the Concession Agreement was under consideration for approval, the Concessionaire will develop and propose a rolling annual Five-Year Plan for UI review and approval. Among other things, the Five-Year Plan must include proposed Capital Improvements for the UI's Utility System. Proposed Capital Improvements must address the ongoing needs of the system for major repairs and system upgrades and possible expansions, for the 50-year term of the Concession Agreement.

UI seeks approval for the replacement and relocation of the north and south power transformers, decommissioning and removal of the north lighting transformer, and relocation of the south concourse transformer which was previously installed on an emergency basis, replacement of the associated electric switchgear, and addition of metering systems for \$3,222,093. This work will include construction of a new transformer room on the north side of the Kibbie Dome and relocation of all three transformers to the newly constructed enclosure. Within the project, aging and unreliable switchgear will be replaced, and new metering will be added in order to meet campus sustainability goals and better manage electricity use.

IMPACT

The goal of this project is to increase the reliability of the Kibbie Dome electrical system to ensure that the facility will be available to the University community, avoiding catastrophic failure of aging 47-year-old transformers as has happened historically at Homecoming. The switchgear is not considered reliable and is a risk to operate. Upgrades will ensure that this switchgear meets modern standards and codes. The current location of the transformers on the north side of the building

**CONSENT
DECEMBER 21, 2022**

obstructs ingress and egress for visitors to Kibbe Dome events and detracts from enjoyment of the facility. Relocation of the northside transformers will create a safer, more enjoyable experience for visitors while preventing unauthorized persons from accessing the transformers.

SPUPI will provide the up-front funding to execute the project, with the UI repaying the up-front cost over time according to the formula contained in the Concession Agreement. Further, if approved by the Board, SPUPI would be responsible for all aspects of the project, from planning, to execution, to completion. The Capital Expenditure Fee for this Capital Improvement will amortize the Capital Improvement and make a 6.627% return on capital over a 20-year period. Funds to repay the cost of the Capital Improvement come from operating funds previously used to operate and improve the utility system.

ATTACHMENTS

Attachment 1 – Kibbie Dome Building Electrical Service Replacement

BOARD STAFF COMMENTS AND RECOMMENDATIONS

This action aligns with the University of Idaho’s utility lease agreement and Board Policy V.K. regarding Board approval for projects over \$1 million.

Staff recommends approval.

BOARD ACTION

I move to approve the request by the University of Idaho for the replacement and relocation of the north and south power transformers, decommissioning and removal of the north lighting transformer, and relocation of the south concourse transformer which was previously installed on an emergency basis, replacement of the associated electric switchgear, and addition of metering systems for \$3,222,093.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

CAPITAL IMPROVEMENT PROJECT SHEET – 23/3-027

PROJECT CODE: 23/3-027

PROJECT NAME: Kibbie Dome Building Electrical Service Replacement

UTILITY SYSTEM: Electric

DATE SUBMITTED: December 31st, 2021

SAFETY AND RESILIENCY ASSESSMENT:

The impact associated with safety is high (severe physical and life safety issue). The impact associated with resiliency is high (extended outage and building shutdown)

The likelihood of these events is high.

Likelihood	High	3	2	1
	Med	4	3	2
	Low	5	4	3
PHASE ASSIGNED		Low	Med	High
		Impact		

Background: These transformers are 47 years old and have no record of being tested. Recent failure and replacement of one of the transformers in October 2021 indicates imminent and unpredictable failure of others. Multiple safety and reliability concerns were identified during the emergency replacement. These conditions present a clear dangerous condition for personnel and building occupants while leaving property at significant risk of damage. There is significant risk to campus events scheduled including football games and graduation ceremonies. The main switch gear is beyond life and will require replacement at the same time.

Objectives: The main objectives of this Capital Improvement are:

- Upgrade electrical system of the Kibbie Dome to reduce risks to scheduled events.
- Mitigate a significant safety and resiliency issue.
- Modernize electrical distribution and metering.
- Achieve a safe arc flash condition.
- Implement required O&M for a safe and reliable operation.

Scope of Work: The scope of work of this Capital Improvement is:

- Construct new electrical rooms on the exterior of the Kibbie Dome’s north and south concourses (x2).
- Doorway infills to match existing (x3).
- New 480V switchgear to consolidate systems at south concourse, demolition of north concourse switchgear.
- New 208V switchgear in north and south concourses.
- Refeed stadium lighting distribution panels from new 480V switchgear (x2).
- Replace and relocate 400A disconnect switch for road show power.
- Discontinue operations of the 1200 kVA pad mount transformer serving north Kibbie Dome Concourse and field lighting (13.2kV to 480V).
- Replace and relocate 225 kVA pad mount transformer serving north Kibbie Dome Concourse (13.2kV to 208V).
- Replace and relocate 1500 kVA pad mount transformer serving south Kibbie Dome Concourse and field lighting (13.2kV to 480V).
- Relocate 500 kVA pad mount transformer serving south concourse (13.2kV to 208V).
- Replace primary feeders to sectionalizer. Trenching, backfilling, patching included.

CAPITAL IMPROVEMENT PROJECT SHEET – 23/3-027

- Replace secondary feeders to Main Building Service for all three service points. Trenching, backfilling, patching inc.
- Install protective bollards in front of transformers.
- Install SEL-735 electric meters and ethernet cabling (x3).
- Install sumps pumps in electric vaults serving transformers (x2) and make repairs as needed.

Safety and Logistics: To the extent required by applicable law, the University will provide (i) an asbestos survey covering any area to be disturbed by a demolition or renovation work; or (ii) proof that the original work was completed using asbestos-free materials. In accordance with the Concession Agreement, the University will be responsible for abatement and disposal of any Hazardous Substances, including polychlorinated biphenyls, asbestos, and lead-based paint, which originated prior to Closing.

A detailed safety plan will be prepared around public sidewalk and street traffic (safety will need to be aware of and planned or public walk area). The equipment removal will occur through grated access at sidewalk level. Arc Flash PPE required.

The Concessionaire will coordinate with Kibbie Dome's event schedule for shutdowns.

Approach: As established in section 4.3(c), the Concessionaire requests that the University respond to this proposed Capital Improvement only pursuant to section 4.3(c)(ii), requiring that the Concessionaire perform additional work, to provide more information regarding the scope, design, and cost of the proposed Capital Improvement. The anticipated cost of such additional work is \$126,684 and will also include (i) electric load evaluations to right size new transformers, (ii) the inspection of the electric vaults serving each transformer, (iii) architectural preliminary design for the new electrical rooms and door infills, and (iv) electrical redesign of 480V service.

Additional Information:



Figure 1. Example of oil leaking from transformer.

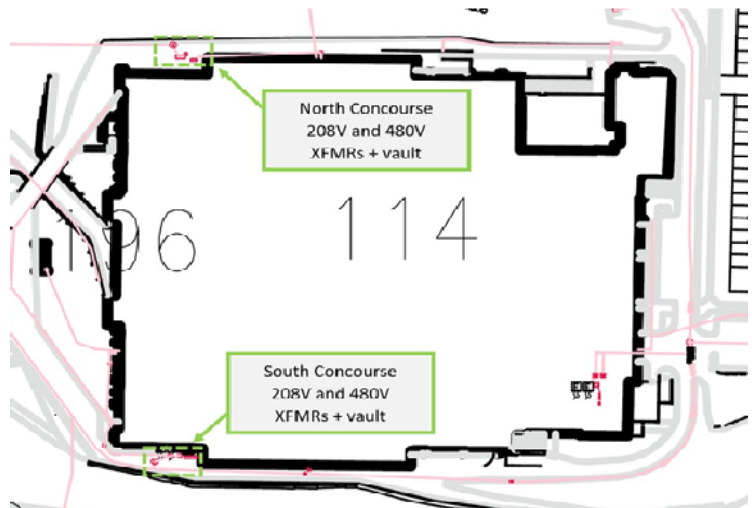


Figure 2. Electrical map of Kibbie Dome for reference.

CAPITAL IMPROVEMENT PROJECT SHEET – 23/3-027

Pursuant to the Long-term Lease and Concession Agreement, Section 4.3.(c) (2), the following information is presented for this Capital Improvement:

- (A) Total Cost: \$3,222,093.
- (B) Forecasted annual operations and maintenance costs: +\$400. The upgraded electric meters and new vault sumps will require additional O&M.
- (C) Proposed modification to the Recovery Period: None.
- (D) Explanation of all relevant assumptions, variables, and data sources: See previous narratives. In addition, it is assumed that (i) lead times for equipment is approx. 52 weeks, (ii) new transformers expected to be smaller and more efficient, dependent on the electrical load studies, (iii) work not included: no VFI switches nor appurtenances, no SEL 751s, no switch operators, no microgrid infrastructure, no temporary generator, (iv) underground construction conditions will be reasonably free of obstruction, conflict, or hazardous materials that could impede completion, (v) efforts will be made to mitigate impact on surrounding vegetation but impacts may occur and their remediation is not included in this scope, (vi) workable solutions for all required coordination with University activity will be achievable, and (vii) north and south concourses will not have power during construction. Coordination with University for other work that may impact this project will occur.
- (E) Proposed schedule: EPC (Dev.) extends through April 2024. EPC (Const.) extends from May 2024 through August 2024. EPC (Commiss.) occurs in August 2024.

	08/22	09/22	10/22	11/22	12/22	01/23	02/23	03/23	04/23	05/23	06/23	07/23
Additional Work												
EPC (Dev.)												
EPC (Const.)												
EPC (Commiss.)												

- (F) Impact on Sustainability: Improved through the increased electrical efficiency of the equipment and the mitigation of potential damages.
- (G) Anticipated tax credits or other benefits: No tax credits or other benefits have been identified.
- (H) Fee or charge payable to the Operator: \$3,185,676.
- (I) Proposed changes to the limits on the professional liability insurance coverage: All engineering and consulting firms engaged for Capital Improvements proposed for Approval will have a limit of \$1,000,000 limit or greater on the professional liability insurance coverage. The premium associated to such policy is usually prorated by the firm over their annual contracts.
- (J) Potential change in Supply Costs or consumption of Supplies: -\$530, electricity. It is assumed a 1% improvement in electrical efficiency based on historic Kibbie Dome metering.

CONSENT
DECEMBER 21, 2022

SUBJECT

College/University FY2022 audit findings reported by the Idaho State Board of Education's external auditor

APPLICABLE STATUTE, RULE OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section V.H.4.f.

BACKGROUND/DISCUSSION

The Idaho State Board of Education (Board) is in contract with CliftonLarsonAllen LLP, an independent certified public accounting firm, to conduct the annual financial audits of Boise State University, Idaho State University, the University of Idaho, and Lewis-Clark State College.

The financial audits for FY2022 were conducted in accordance with Generally Accepted Government Auditing Standards and include an auditor's opinion on the basic financial statements prepared by each of the four institutions.

IMPACT

There were no material weaknesses or significant deficiencies for any of the four institutions, and all received an unmodified opinion on the financial statements. The results of the single audit for BSU, ISU and LCSC are postponed due to a delay by the federal government in issuing the guidelines for auditing funds related to COVID-19. Pending that audit, there could be further items related to internal controls for federal expenditures addressed. University of Idaho did have their single audit report issued, and there were no findings.

ATTACHMENTS

Attachment 1 - CliftonLarsonAllen Audit Results Report

STAFF COMMENTS AND RECOMMENDATIONS

On December 6, 2022, CliftonLarsonAllen (CLA) staff reviewed their audit findings with members of the Audit Committee and Board staff. This was followed by presentations by senior managers from the college and universities on their financial statements.

The University of Idaho Foundation (a component unit reported in the University of Idaho's financial statements) continues to stay with Governmental Accounting Standards Board (GASB) presentation for their financial statements when CLA believes the Foundation should follow Financial Accounting Standards Board (FASB) presentation for FY 2023. CLA will continue to monitor this item for materiality.

CLA indicated that each College and University was cooperative and helpful.

Staff recommends acceptance of the financial audit reports submitted by CliftonLarsonAllen.

CONSENT
DECEMBER 21, 2022

BOARD ACTION

I move to accept from the Audit Committee the FY2022 financial audit reports for Boise State University, Idaho State University, University of Idaho, and Lewis-Clark State College, as submitted by CliftonLarsonAllen LLP in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____



Idaho Office of State Board of Education

Fiscal Year 2022

Financial Statement Audit Exit Conference

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

Agenda



Introductions



Responsibilities under GAAS



Scope and Status of Related Deliverables



Unique Audit Items for FY22



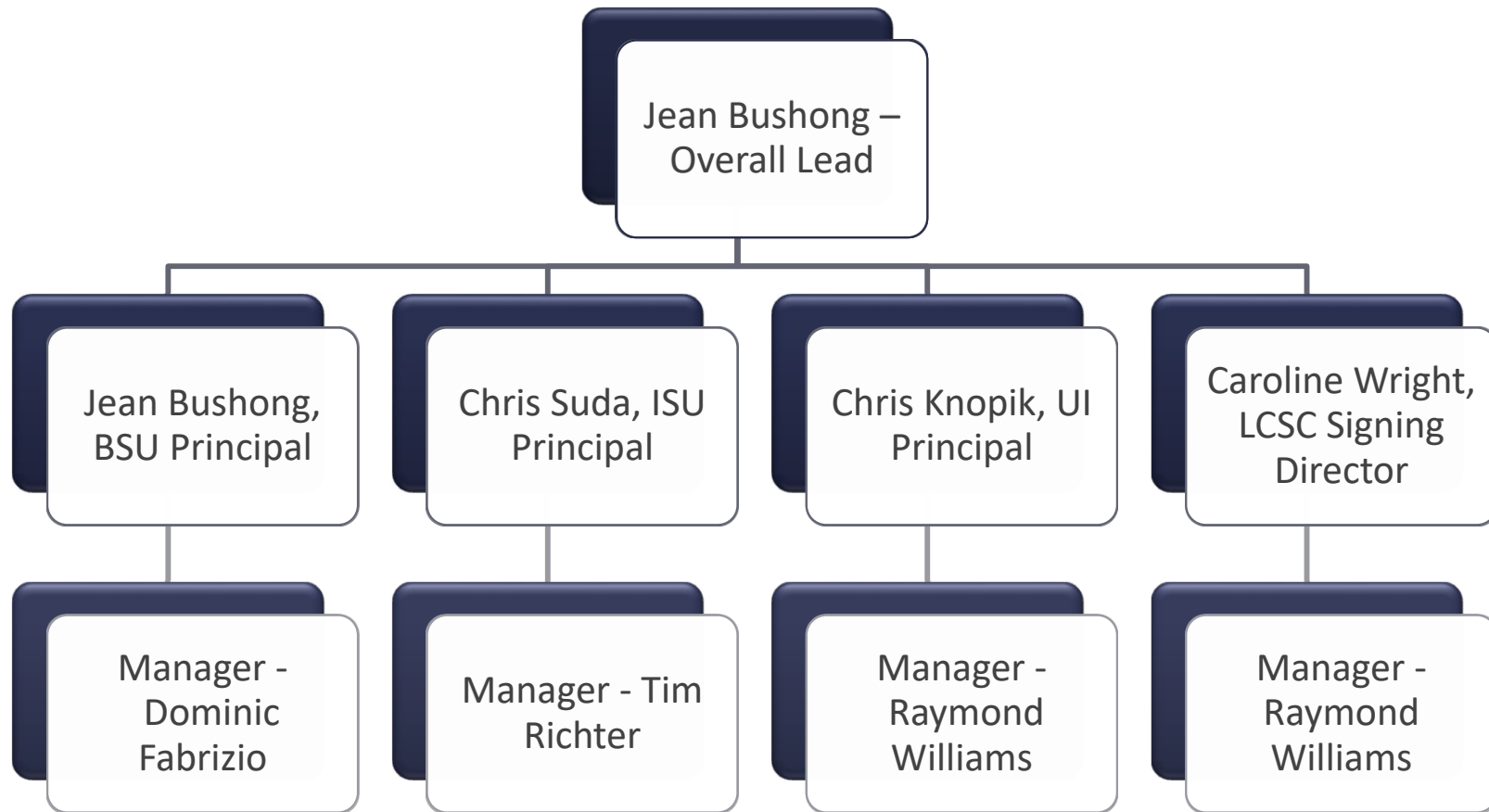
Required communications



Questions



CLA Team



Responsibilities under US Generally Accepted Auditing Standards (GAAS)

Responsible for:

- Expressing an opinion on whether financial statements are in conformity with U.S. GAAP in all material respects.
- Expressing an opinion only over information identified in our report. Other information included will be reviewed, but not subject to testing.
- Performing audit in accordance with required auditing standards, including Government Auditing Standards



Responsibilities under GAAS (continued)

An audit in accordance with GAAS:

- Communication of significant matters related to audit, information required by regulations, or other information agreed upon with University.
- Does not relieve management of responsibilities.
- Includes consideration of internal control as basis for audit procedures; but not to opine on effectiveness of internal controls.



Scope of Engagements



Financial Statement Audit

All 4 institutions
LCSC Foundation



Single Audit

All 4 institutions



NCAA Agreed Upon Procedures

Boise State
Idaho State
University of Idaho



Boise State Public Radio

Financial Statement Audit
CPB Filing



Status of Financial Statement Audits



Unique Audit Items

**GASB Statement 87,
Leases**

**New suite of auditing
standards**

**Revenue Recognition:
Higher Education
Emergency Relief
Funds**

**Transition and
turnover**



Financial Statement Audit

Independent Auditors' Reports

- Opinions – Unmodified
- Management's Responsibility
- Auditors' Responsibility
- References to Government Auditing Standards Report



Internal Control Communications

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Boise State University

No material weaknesses or significant deficiencies noted

Management Letter

Verbal Communications

HCM implementation – tested controls put in place by management to address implementation issues

Adoption of IT change management policy

Bank Reconciliation Timeliness

Various other IT Observations



Internal Control Communications

Idaho State University

No material weaknesses or significant deficiencies noted

No repeat internal control findings

Information Systems observations/recommendations



Internal Control Communications

University of Idaho

No material weaknesses
or significant
deficiencies noted

MLC: GASB vs FASB
presentation of Foundation



Internal Control Communications

Lewis-Clark State College

No material weaknesses or significant deficiencies noted

Management letter to Foundation

Verbal observation – timely approval of Procurement Cards

Verbal observations - various IT suggestions



Required Communications

Qualitative Aspects of Accounting Practices

- Accounting Policies, Accounting Estimates, and Financial Statement Disclosures

Difficulties Encountered in Performing the Audit

- None

Uncorrected Misstatements

- See slide

Corrected Misstatements

- See slide



Required Communications (continued)

Disagreements with Management

- None

Management Representations

Management Consultations with other Independent Accountants

- None

Significant Issues Discussed with Management Prior to Engagement

- None

Other Matters



Uncorrected Misstatements

University of Idaho

- Foundation's GASB Presentation (\$2.6 million)

LCSC

- Impact of GASB 84 (Increase to Net Position for \$127,948)



Questions?



Other Communications

Management and staff
were very cooperative
and helpful



Jean Bushong
Principal
303-265-7884
Jean.Bushong@CLAconnect.com



CLAconnect.com



WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

CONSENT
DECEMBER 21, 2022

SUBJECT

General Education Matriculation (GEM) Committee Appointments

REFERENCE

June 2016	The Board appointed Jana McCurdy (CWI), Dr. Margaret Johnson (ISU), and Kenton Bird (UI) to the GEM Committee.
December 2016	The Board appointed Dr. Joanne Tokle (ISU) and John Bieter (BSU) to the GEM Committee.
August 2017	The Board appointed Lori Barber, representing CEI, to the GEM Committee.
October 2017	The Board appointed Cher Hendricks, representing UI, to the GEM Committee.
April 2019	The Board appointed Dean Panttaja representing UI, and Whitney Smith-Schuler representing CSI to the GEM Committee.
June 2019	The Board appointed Greg Wilson representing CWI, replacing Jana McCurdy to the GEM Committee.
October 2019	The Board appointed Tiffany Seeley-Case representing CSI, replacing Whitney Smith-Schuler to the GEM Committee.
June 2020	The Board appointed Martin Gibbs representing LCSC, replacing Mary Flores to the GEM Committee.
June 2021	The Board appointed Cindy Hill representing ISU and Angela Sackett-Smith representing CEI to the GEM Committee.
August 2021	The Board appointed Candyce Reynolds representing BSU and Lloyd Duman representing NIC to the GEM Committee.
October 2021	The Board appointed Karina Smith representing dual credit, Kristin Whitman open education, and Debbie Ronneburg representing the Technical College Leadership Council.
April 2022	The Board appointed Sherry Simkins representing NIC and Ryan Randall representing open education.
August 2022	The Board appointed Karen Appleby representing ISU to the GEM Committee.

APPLICABLE STATUTE, RULE, OR POLICY

Governing Policies and Procedures section III.N. General Education

BACKGROUND/DISCUSSION

Consistent with Board Policy III.N, the state General Education Matriculation Committee is responsible for reviewing the competencies and rubrics of the general education framework for each institution to ensure its alignment with the Association of American Colleges and Universities (AAC&U) Essential Learning

**CONSENT
DECEMBER 21, 2022**

Outcomes. Board Policy III.N also provides that faculty discipline groups have ongoing responsibilities for ensuring consistency and relevance of General Education competencies related to their discipline. The GEM Committee consists of a representative from each Idaho public postsecondary institution appointed by the Board; a representative from the Division of Career Technical Education; a representative from the Idaho Registrars Council as an ex-officio member; a representative from the digital learning community; a representative from the dual credit community, a representative from the open education community; and the Executive Director or designee of the Office of the State Board of Education, who serves as chair to the committee.

The open education community has nominated Dr. Ann Abbott (UI) for appointment to the GEM Committee to replace Ryan Randall, who requested to step off the committee in October. The digital learning community has nominated Ryan Faulkner (CEI) to replace Chris Harper, who requested to step off the committee in November.

IMPACT

The proposed appointments replace the open education community representative and the digital learning representative on the GEM Committee.

ATTACHMENTS

Attachment 1 – Current GEM Committee Membership

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Dr. Ann Abbott has taught Mathematics and Statistics at UI for many years with a 10-year break while she continued to teach applied statistics for professionals in her capacity as Forest Biometrician in Forest Service Research. She became Director of Introductory Mathematics at UI in 2021 having served as Interim Director for 18 months. Dr. Abbott first came to UI in 1993 as a graduate student in the Fish and Wildlife program. During this time, she added a graduate degree in Statistics and later a PhD in Forest Biometrics. The enduring passion for helping students find value in general education resulted in the return to UI.

Dr. Ryan Faulkner was recruited and subsequently hired in January 2018 as Director of Online Learning to develop an online program for the newly formed College of Eastern Idaho (CEI), formerly Eastern Idaho Technical College. As the program grew, his team expanded and he was promoted to Dean in 2021. Prior to his time at CEI, Dr. Faulkner worked 17 years for the Idaho State University Educational Technology Services department as a videoconference manager, technology equipment specialist, and instructional technologist. Dr. Faulkner also teaches organizational leadership for the CEI business program.

Board staff recommends approval.

BOARD ACTION

CONSENT
DECEMBER 21, 2022

I move to appoint Dr. Ann Abbott, representing the open education community, and Ryan Faulkner, representing the digital learning community, to the General Education Matriculation Committee, effective immediately.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**State Board of Education
General Education Matriculation Committee**

Dean Panttaja is the Director of General Education & Assessment. Dean Panttaja was appointed in **April, 2019**.

Greg Wilson is the General Education Coordinator at College of Western Idaho. Greg Wilson was appointed in **June, 2019**.

Tiffany Seeley-Case is the Dean of General and Transfer Education at College of Southern Idaho. Tiffany Seeley-Case was appointed in **October, 2019**

Martin Gibbs is the Dean of Liberal Arts & Sciences at Lewis-Clark State College. Martin Gibbs was appointed in **June, 2020**.

Angela Sackett-Smith is the Dean for General Education at College of Eastern Idaho. Angela Sackett-Smith was appointed in **June, 2021**.

Candyce Reynolds is the Director of the Foundational Studies Program at Boise State University was appointed in **August, 2021**.

Karina Smith is the Assistant Director for Concurrent Enrollment at Boise State University and serves as the dual credit representative on the GEM Committee. She was appointed in **October, 2021**.

Debbie Ronneburg is the interim Dean, College of Technology at Idaho State University and serves as the Technical College Leadership Council Representative on the GEM Committee. She was appointed in **October, 2021**.

Sherry Simkins is the Dean of Instruction, General Studies at North Idaho College. She was appointed **April, 2022**.

Karen Appleby is the Vice Provost for Faculty Success and Instruction at Idaho State University. She was appointed August, 2022.

Mandy Nelson is the Registrar at Boise State University, a representative from the Idaho Registrars Council, as an ex officio member.

Ann Abbott is the Program Director of Mathematics and Statistical Science at University of Idaho, and will serve as the open education representative on the GEM Committee. **Appointment pending Board approval December, 2022.**

Ryan Faulkner is the Dean of Online Learning at College of Eastern Idaho, and will serve as the digital learning representative on the GEM Committee. **Appointment pending Board approval December, 2022.**

Heidi Estrem is the Associate Academic Officer at the Office of the State Board of Education, who serves as Chair of the Committee as the designee of the Executive Director.

**CONSENT
DECEMBER 21, 2022**

SUBJECT

Graduate Medical Education – Committee Appointments

REFERENCE

December 5, 2017	Board approved a Graduate Medical Education 10-year plan.
June 2018	Board approved first reading of Board Policy III.C. Graduate Medical Education Committee.
August 2018	Board approved second reading of Board Policy III.C. Graduate Medical Education Committee.
June 2020	Board approved reappointments to the Graduate Medical Education Committee.
August 2020	Board approved the appointments of Dr. Jaren Blake and Dr. A.J. Weinhold to the Graduate Medical Education Committee.
October 2020	Board approved the appointments of Dr. Thomas Mohr and Dr. John Grider to the Graduate Medical Education Committee.
October 2022	Board approved the appointments of Dr. Perry Brown Jr., Dr. Abby Davids, Dr. Robyn Dreibelbis, and Dr. Matthew Larsen and the reappointments of Dr. Mary Barinaga, Dr. Justin Glass, Dr. John Grider, Dr. Melissa Hagman, Susie Keller, Dr. Samantha Portenier, Dr. Kimberly Stutzman, and Dr. William Woodhouse to the Graduate Medical Education Committee.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.C.

BACKGROUND/DISCUSSION

The Graduate Medical Education (GME) committee plays a vital role in making recommendations on the implementation and refinement of the 10-year GME plan approved by the Board at the December 5, 2017 special Board meeting.

Consistent with Board Policy III.C, the purpose of the GME Committee is to provide recommendations to the Board on ways to enhance graduate education in the state of Idaho. The committee also supports the development, implementation, and monitoring of the Board's graduate medical education short and long-term plans. The committee reports to the Board through the Instruction, Research, and Student Affairs Committee.

A maximum of thirty (30) members can serve on the committee. All committee members are appointed by the Board. Committee members represent postsecondary institutions providing graduate medical education for Idaho, residency sites, the Idaho Medical Association, and the Office of the State Board

**CONSENT
DECEMBER 21, 2022**

of Education. Representatives from medical organizations include a physician and an administrator. Appointments and/or reappointments serve five-year terms.

The Board is being asked to reappoint Dr. Clay Prince, Chief Medical Officer for Madisonhealth, to the Graduate Medical Education Committee.

IMPACT

Dr. Prince offered a letter of renewal.

ATTACHMENTS

Attachment 1 – GME Committee Members 2022
Attachment 2 – Dr. Clay Prince Letter of Reappointment

STAFF COMMENTS AND RECOMMENDATIONS

Staff recommends approval.

BOARD ACTION

I move to reappoint Dr. Clay Prince to serve on the Graduate Medical Education Committee effective immediately and expiring June 30, 2027.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT
DECEMBER 21, 2022**

ATTACHMENT 1

GRADUATE MEDICAL EDUCATION COMMITTEE MEMBERS

Institution	Representative	Email	Term Expiration June 30 of
Office of State Board of Education	Gideon Tolman	gideon.tolman@osbe.idaho.gov	Ex Officio
GME Coordinator	Ted Epperly, MD	tedepperly@fullcircleidaho.org	Ex Officio
Idaho Hospital Association	Brian Whitlock	bwhitlock@teamiha.org	2025
Idaho Medical Association	Susie Pouliot Keller, CEO	susie@idmed.org	2027
Idaho College of Osteopathic Medicine	Robyn Dreibelbis, DO	rdreibelbis@idahocom.org	2027
University of Utah School of Medicine	Ben Chan, MD Occasionally Kylie Christensen (Assoc Director/ MPH for RUUTE and Regional Affairs) for Chan	Benjamin.Chan@hsc.utah.edu kylie.christensen@hsc.utah.edu	2025
University of Washington School of Medicine	Mary Barinaga, MD – Vice Chair	barinm@uw.edu	2027
Full Circle Family Med Boise	Justin Glass, MD Abby Davids, MD	JustinGlass@fullcircleidaho.org abbydavids@fullcircleidaho.org	2027 2027
Full Circle Family Med Caldwell	Samantha Portenier, MD	Samantha.portenier@saintalphonsus.org	2027
Full Circle Family Med Nampa	Kim Stutzman, MD	KimStutzman@fullcircleidaho.org	2027
Full Circle Family Med Twin Falls	Joshua Kern, MD	kernjw@slhs.org	2025
Full Circle Pediatrics	Perry Brown, MD	PerryBrown@fullcircleidaho.org	2027
Idaho State University Family Medicine Residency	Bill Woodhouse, MD	billwoodhouse@isu.edu	2027
ISU Family Medicine Rexburg	A.J. Weinhold, MD	weinana@isu.edu	2025

**CONSENT
DECEMBER 21, 2022**

ATTACHMENT 1

		ajweinhold@isu.edu	
Coeur d' Alene Family Medicine Residency	Dick McLandress, MD	RMclandress@kh.org rmclandr@uw.edu	2025
EIRMC Family Medicine	Joshua Stringam, DO Luisa Hiendlmayr, MD (APD) has been attending in lieu of Stringam	Joshua.Stringam@hcahealthcare.com luzpineda25@gmail.com	2025
EIRMC Internal Medicine	John Grider, MD	John.Grider@hcahealthcare.com	2027
EIRMC Psychiatry	Matt Larsen, DO	Drmattlarsen@gmail.com	2027
UW Boise Internal Medicine	Moe Hagman, MD - Chair	mhagman@uw.edu	2027
UW Boise Psychiatry	Kirsten Aaland, MD	Kirsten.Aaland@va.gov	2025
University of Utah/Idaho Psychiatry Residency	Beth Botts, MD	Elizabeth.Botts@hsc.utah.edu	2025
Saint Alphonsus Healthcare	Lisa Nelson, MD	Lisa.M.Nelson@saintalphonsus.org	2025
St. Luke's Healthcare	Bart Hill, MD	hillb@slhs.org	2025
Portneuf Medical Center	Dan Snell, MD	Daniel.snell@portmed.org ;	2022
Madison Memorial Hospital	Clay Prince, MD	clayprince@mmhnet.org	2022
Kootenai Health	Jon Ness	jness@kh.org	2025
Boise VAMC	Andy Wilper, MD	wilpera@gmail.com	2025
Eastern Idaho Regional Medical Center	Patricia Howell-DelTufo, MD	patricia.howell@hcahealthcare.com	Pending SBOE Review
West Valley Medical Center	Betsy Young Hunsicker	Betsy.hunsicker@healthonecares.com	2025

October 25, 2022

Clay Prince, MD
450 East Main Street
Rexburg, ID 83440
clay.prince@madisonhealth.net

Idaho State Board of Education
650 W. State Street
Boise, ID 83702

To whom it may concern,

My name is Clay Prince, and I am the Chief Medical Officer for Madisonhealth (formerly listed with the committee as Madison Memorial Hospital) in Rexburg, Idaho. I request to renew my appointment as the representative for this health network on the statewide Graduate Medical Education Committee.

Sincerely,
Clay Prince, MD

CONSENT
DECEMBER 21, 2022

SUBJECT

Common Course Index Update

REFERENCE

June 1996	The Board adopted a common course listing for the General Education core.
September 2017	The Board adopted the Governor's Higher Education Task Force recommendations to include employing a Common Course numbering system.
February 2018	The Board was provided with an update on the establishment of common course indexing.
December 2018	The Board approved Idaho's Common Course Index list effective for the 2019-2020 academic year.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures, Section III.N. General Education

ALIGNMENT WITH STRATEGIC PLAN

Idaho K-20 Public Education Strategic Plan goal 4, Effective and Efficient Educational System, Objective B, Alignment and Coordination

BACKGROUND/DISCUSSION

Board Policy III.N, General Education establishes the General Education Matriculation (GEM) framework, which also provides for the development and maintenance of a common course index. The common course index consists of a core set of freshman and sophomore level curricula (100 and 200 level courses) within the GEM framework. Common course indexing includes four common components: common course prefix, common course number, common course title, and common GEM discipline area designation. Policy allows for Board approval of annual changes to the common course index. The Mathematical Ways of Knowing discipline group identified a need to amend math course titles and add another math course to the list.

IMPACT

Updates to the common course index are necessary as communication around these courses evolves over time. The revised math course titles better align with national trends in entry-level math coursework, which will increase transparency for students, particularly for transfer students.

ATTACHMENTS

Attachment 1 – Updated Common Course Index

STAFF COMMENTS AND RECOMMENDATIONS

Math faculty have discussed these proposed changes extensively. At the October 2022 General Education Summit, they approved of the changes to the math

**CONSENT
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courses as the new titles that better communicate the subject material to students. These changes were reviewed and approved by the statewide General Education Matriculation Committee on October 7, 2022.

Proposed amendments were shared with the Council on Academic Affairs and Programs on December 1, 2022, and with the Instruction, Research and Student Affairs Committee on December 8, 2022.

Board staff recommends approval.

BOARD ACTION

I move to approve proposed updates to the Common Course Index as submitted in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____



650 W. State Street • Room 307 • Boise, ID • 83702
P.O. Box 83720 • Boise, ID • 83720-0037

Idaho State Board of Education Common Course Listing

~~Academic Year 2019-20~~[December 2022](#)

Written Communications

ENGL x101: Writing and Rhetoric I

ENGL x102: Writing and Rhetoric II

Oral Communications

COMM x101: Fundamentals of Oral Communication

Mathematical Ways of Knowing

MATH x123: Math in Modern Society

MATH x130: Finite Mathematics

MATH x143: [College Algebra Precalculus I: Algebra](#)

[MATH x144: Precalculus II: Trigonometry](#)

MATH x147: [College Algebra and Trigonometry Precalculus](#)

MATH x160: Survey of Calculus

MATH x170: Calculus I

MATH x153: Statistical Reasoning

Scientific Ways of Knowing

BIOL x100: Concepts of Biology

BIOL x227: Human Anatomy and Physiology I

CHEM x100: Concepts of Chemistry

CHEM x101: Introduction to Chemistry

CHEM x102: Essentials of Organic and Biochemistry

CHEM x111: General Chemistry I

PHYS x111: General Physics I

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ATTACHMENT 1

PHYS x112: General Physics II
GEOL x101: Physical Geology
GEOL x102: Historical Geology

Social and Behavioral Ways of Knowing

ANTH x101: Physical Anthropology
ANTH x102: Cultural Anthropology
ECON x201: Principles of Macroeconomics
ECON x202: Principles of Microeconomics
HIST x101: World History I
HIST x102: World History II
HIST x111: United States History I
HIST x112: United States History II
POLS x101: American National Government
PSYC x101: Introduction to Psychology
SOC x101: Introduction to Sociology
SOC x102: Social Problems

Humanistic and Artistic Ways of Knowing

MUSI x100: Introduction to Music
PHIL x101: Introduction to Philosophy
PHIL x103: Introduction to Ethics
ENGL x175: Literature and Ideas
ART x100: Introduction to Art
FREN x101: Elementary French I
FREN x102: Elementary French II
GERM x101: Elementary German I
GERM x102: Elementary German II
SPAN x101: Elementary Spanish I
SPAN x102: Elementary Spanish II

#####

**CONSENT
DECEMBER 21, 2022**

IDAHO DIVISION OF VOCATIONAL REHABILITATION

SUBJECT

Idaho State Rehabilitation Council (Council) Appointments

REFERENCE

April 2018	Board appointed two current members to the Council and one new member.
June 2018	Board appointed two members to the Council.
August 2018	Board appointed one new member and re-appointed a former member to the Council.
June 2019	Board appointed three new members to the Council.
August 2019	Board appointed one new member to the Council.
October 2019	Board appointed one new member to the Council.
April 2020	Board appointed one new member and re-appointed two members to the Council.
June 2020	Board appointed four new members and re-appointed one member to the Council.
October 2020	Board appointed two new members to the Council.
June 2021	Board appointed one new member and re-appointed four members to the Council
August 2021	Board appointed two new members to the Council.
October 2021	Board appointed one new member to the Council.
June 2022	Board appointed one new member to the Council.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies and Procedures, Section IV.G.
Sections 33-2202 and 33-2303, Idaho Code
34 C.F.R. § 361

BACKGROUND/DISCUSSION

Code of Federal Regulations (34 C.F.R. § 361.17) sets out the requirements for the State Rehabilitation Council, including the appointment and composition of State Rehabilitation Councils. The regulations require members of state councils to be appointed by the Governor or, in the case of a state that under State law vests authority for the administration to an entity other than the Governor, the chief officer of that entity. Idaho Code § 33-2303 designates the State Board for Career Technical Education as that entity. Idaho Code § 33-2202 designates the State Board of Education as the State Board for Career Technical Education “for the purpose of carrying into effect any acts by Congress “affecting vocational rehabilitation.”

Further federal regulations establish that the Council must be composed of at least fifteen (15) members, including:

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- i. At least one representative of the Statewide Independent Living Council, who must be the chairperson or other designee of the Statewide Independent Living Council;
- ii. At least one representative of a parent training and information center established pursuant to section 682(a) of the Individuals with Disabilities Education Act;
- iii. At least one representative of the Client Assistance Program established under 34 CFR part 370, who must be the director, or another individual recommended by the Client Assistance Program;
- iv. At least one qualified vocational rehabilitation counselor with knowledge of, and experience with vocational rehabilitation programs who serves as an ex officio, nonvoting member of the Council if employed by the designated State agency;
- v. At least one representative of community rehabilitation program service providers;
- vi. Four representatives of business, industry, and labor;
- vii. Representatives of disability groups that include a cross section of (A) Individuals with physical, cognitive, sensory, and mental disabilities; and (B) Representatives of individuals with disabilities who have difficulty representing themselves or are unable due to their disabilities to represent themselves;
- viii. Current or former applicants for, or recipients of, vocational rehabilitation services;
- ix. In a State in which one or more projects are carried out under section 121 of the Act (American Indian Vocational Rehabilitation Services), at least one representative of the directors of the projects;
- x. At least one representative of the State educational agency responsible for the public education of students with disabilities who are eligible to receive services under this part and part B of the Individuals with Disabilities Education Act;
- xi. At least one representative of the State workforce investment board; and
- xii. The director of the designated State unit as an ex officio, nonvoting member of the Council.

Additionally, Federal Regulations specify that a majority of the council members must be individuals with disabilities who meet the requirements of 34 CFR § 361.5(b)(28) and are not employed by the designated State unit. Members are appointed for a term of no more than three (3) years, and each member of the Council may serve for not more than two consecutive full terms. A member appointed to fill a vacancy occurring prior to the end of the term must be appointed for the remainder of the predecessor's term. A vacancy in membership of the Council must be filled in the same manner as the original appointment, except the appointing authority may delegate the authority to fill that vacancy to the remaining members of the Council after making the original appointment.

The Council currently has three (3) appointments for Board consideration. The

**CONSENT
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Council is nominating Mark Reinhardt as a representative of the Former Applicant or Recipient of VR services; Diana Colgrove as a representative of Business, Industry and Labor; and Nancy Grant as replacement of the designated Client Assistance Program (CAP) Representative as per the CFR.

IMPACT

The three (3) appointments will bring the Council membership to 18.

ATTACHMENTS

- Attachment 1 – Current Council Membership
- Attachment 2 – Mark Reinhardt Application
- Attachment 3 – Diana Colgrove Application and Resume
- Attachment 4 – Nancy Grant Application and Resume

STAFF COMMENTS AND RECOMMENDATIONS

The requested appointment meets the provisions of Board policy IV.G. State Rehabilitation Council, and the applicable Federal regulations.

Staff recommends approval

BOARD ACTION

I move appoint Mark Reinhardt as a representative of the Former Applicant or Recipient of VR services for a three-year term, effective immediately through December 21, 2025.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

AND

I move to appoint Diana Colgrove as a representative of Business, Industry and Labor for a three-year term, effective immediately through December 21, 2025.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

AND

I move to appoint Nancy Grant as a representative the Client Assistant Program for a three-year term, effective immediately through December 21, 2025.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

**CONSENT
DECEMBER 21, 2022**

ATTACHMENT 1

Members Shall Represent	Representation Required	Name	Region	Term	Term Ends	Voting Member	#
Former Applicant or Recipient of VR services	Minimum 1	Vacant					
		Stephanie Taylor-Silva	Idaho Falls	1st	08/25/2024	Yes	1
Parent Training & Information Center	Minimum 1	Sarah Tueller	Treasure Valley	2nd	6/30/2024	Yes	2
Client Assistant Program	Minimum 1	Christine Meeuwssen	Treasure Valley	1st	Effective 7/12/2020 No term limit	Yes	3
Vocational Rehabilitation Counselor	Minimum 1	David White	Treasure Valley	1st	06/30/2024	No	4
Community Rehabilitation Program	Minimum 1	Pam Harris	Couer d'Alene	1st	06/30/2024	Yes	5
Business, Industry and Labor	Minimum 4	Vacant					
		Darin Lindig	Treasure Valley	2nd	05/31/2024	Yes	6
		Ron Oberleitner	Treasure Valley	2nd	08/31/2023	Yes	7
		Vacant					
Disability Groups	No minimum or maximum	Janice Carson	Moscow	2nd	05/31/2023	No	8
		Tim Blonsky	Treasure Valley	1st	08/25/2024	Yes	9
		Dave Maxwell	Treasure Valley	1st	06/30/2022	Yes	10
		Nathan Ogden	Treasure Valley	1st	08/31/2023	Yes	11
State Independent Living Council	Minimum 1	Jami Davis	Treasure Valley	1st	10/20/2024	Yes	12
Department of Education	Minimum 1	Randi Cole	Treasure Valley	1st (2nd term of Kendrick)	08/31/2023	No	13
Director of Vocational Rehabilitation	Minimum 1	Jane Donnellan	Treasure Valley	No end date		No	14
Idaho's Native American Tribes	Minimum 1	Ramona Medicine Horse	Blackfoot	No end date		Yes	15
Workforce Development Council	Minimum 1	James Pegram	Treasure Valley	1st	06/30/2024	Yes	16

REC'D - FISCAL

JUN 17 2022



STATE REHABILITATION COUNCIL
NOMINATION FORM

Nominee's Name: Mark Reinhardt

Mailing Address: 8650 W Rifleman St #B202

Home/Cell Phone: 208-713-3086 Work Phone: _____

E-Mail: acousticfreeze@gmail.com

Please explain why you would like to serve on the State Rehabilitation Council

I believe my presence on the council would be beneficial in that I would push for Job Coaches to be properly trained. I feel it is necessary to add training requirements for vendors who provide Job Coaching services to properly Vocationally Rehabilitate individuals with Disabilities. Without some form of training I feel vendors are not qualified to help those with Disabilities maintain employment, and I will push for some kind of training requirement.

What Boards, Commissions, Councils, or Task Forces, etc., have you previously, or currently served on?

Name: _____ Term Date: _____

Name: _____ Term Date: _____

Name: _____ Term Date: _____

Name: _____ Term Date: _____

How many hours per month would you be able to commit to State Rehabilitation Council activities?

- 1 to 3 hours 4 to 6 hours 7 to 9 hours 10 or more hours

CFR 361.17(c)(1) Requires a majority of the Council members be individuals with disabilities. While your disclosure is voluntary, it would be a benefit to the Council in determining membership compliance.

Disability

- Yes No

RETURN TO:
IDAHO STATE REHABILITATION COUNCIL
ATTN: Council Secretary
650 West State Street, Room 150
P.O. Box 83720
Boise, Idaho 83720-0096

REC'D - FISCAL

JUN 17 2022



STATE REHABILITATION COUNCIL APPLICATION FORM

Name:

Mailing Address:

Home/Cell Phone: Work Phone:

E-Mail:

Please explain why you would like to serve on the State Rehabilitation Council

What Boards, Commissions, Councils, or Task Forces, etc., have you previously, or currently served on?

Name: <input type="text" value="Family Support Services Advisory Council"/>	Term Date: <input type="text" value="2003 to 2010"/>
Name: <input type="text" value="- Montana state Interagency Coordinating Council"/>	Term Date: <input type="text" value="Chairperson 2005-2010"/>
Name: <input type="text" value="Special Education Advisory Panel"/>	Term Date: <input type="text" value="2005-2007"/>
Name: <input type="text" value="- Montana State IDEA Part C Representative"/>	Term Date: <input type="text" value="Chairperson 2006-2007"/>

It is the expectation for members is to be able to commit to 1 day per quarter and 1 hour per month to dedicate to State Rehab Council activities. Do you have commitments or conflicts that might prevent you from attending quarterly Council meetings?

No Yes If "Yes" please explain:

CFR 361.17(c)(1) Requires a majority of the Council members be individuals with disabilities. While your disclosure is voluntary, it would be a benefit to the Council in determining membership compliance.

Disability

Yes No

Please attach a resume so that the Council may learn about employment history, educational background, group affiliations, community involvement and interests.

RETURN TO:

IDAHO STATE REHABILITATION COUNCIL
ATTN: Council Secretary
650 West State Street, Room 150
P.O. Box 83720
Boise, Idaho 83720-0096

DIANA KADEKIAN COLGROVE

diana.colgrove@gmail.com

Education

CAL POLY, San Luis Obispo, CA 1990
Bachelor of Science Degree in Applied Mathematics

Work / Volunteer Experience

FIVE SEAS, LLC DBA SPORT CLIPS – Idaho, Montana and Washington 2012 - Present
Owner

- In charge of recruiting, marketing, orders, accounting, payroll, HR and daily operations.

WHITEFISH CARE & REHABILITATION CENTER –Whitefish, Montana 2010 - 2012
Social Services Directory

- Only social service worker for a long-term nursing home and rehabilitation facility with 100 beds. In charge of new resident check-in and evaluations as well as quarterly reviews, discharge facilitation and as needed support for all residents.

MONTANA MENTORING INITIATIVE – Eureka, Montana 2008 - 2010
Project Advisor – Volunteer Position

- Recruit, train, supervise and match high school students for mentoring younger students

JMGF (Jobs for Montana Graduates Foundation) Site Supervisor – Volunteer Position

- Liaison with JMGF / AmeriCorps representative from Helena to assist high school students to apply for scholarships. Supervisor and approve monthly time sheets and assist with qualified activities.

LINCOLN COUNTY SCHOOLS – Eureka, Montana 2008 - 2010
Substitute Teacher (long and short term)

- Substitute for K-12 grades, including special education and alternative school.

FAMILY SUPPORT SERVICES ADVISORY COUNCIL – Helena, Montana 2003 - 2010
Chairperson – Volunteer Position 2005-2009
Region V Parent Representative (5 regions in the state plus 1 at large) 2003 - 2010

- Appointed to position by two Governors of Montana (Judy Martz and Brian Schweitzer). The Family Support Services Advisory Council (FSSAC) is the Montana State Interagency Coordinating Council (ICC) as mandated by Federal Regulation (Individuals with Disabilities Education Act – Idea part C). Representatives of the Council are appointed by the Montana State Governor and reappointed annually. The Mission of the FSSAC is to provide consumer and professional guidance to local and state agencies whose purpose it is to plan and provide services which support families to raise their children with disabilities at home within Montana's communities. Term ended when my daughter aged out.

SPECIAL EDUCATION ADVISORY PANEL – Helena, Montana 2005 - 2007
Chairperson – Volunteer Position 2006-2007
Liaison to Part C services and Parent of a child with a Disability 2005-2007

As a parent of a 22-year-old daughter with Down Syndrome, it is important for me to help individuals who are seeking employment to be able to find a place where they can be productive and proud members of their community.

In my role as a small business owner, I make my business available for summer job training programs for students with special needs who are looking for real life job experience in the community.

In becoming involved in the State Rehabilitation Council, I hope to help expand the employment opportunities that are available to our special needs community. I would also like to see more information and education provided to local employers who may not realize the workforce that is available to them.



CONSENT
DECEMBER 21, 2022
State Rehabilitation Council
application Form

ATTACHMENT 4

Name: Nancy Grant

Mailing Address:

Home/Cell Phone: Work Phone: 208-586-2530

E-Mail: nancy@disabilityrightsidaho.org

Please explain why you would like to serve on the State Rehabilitation Council

As Christine Meeuwsen is transitioning to another position within DRI, I was asked to participate on this committee. I am a Senior Non-Attorney Advocate with our organization and at the moment, the only advocate with CAP review experience. I have been working with DRI as an advocate for nine and a half years, and have also been a CAP reviewer. As I have experience in this area, there really wouldn't be a lot for me to do to prepare for this role. I believe that I could step in, and participate as an active member immediately. I am a pretty positive person, I love working with and meeting new people.

Boards, Commissions, Councils, or Task Forces, etc., have you previously, or currently served on?

Name: Term Date: Presently an active member; Idaho Brain Injury Alliance Board since 2015

Name: Term Date: Presently an active member; Region 5 Crisis Intervention Team since 2018

Name: Term Date:

Name: Term Date:

It is the expectation for members is to be able to commit to 1 day per quarter and 1 hour per month to dedicate to State Rehab Council activities. Do you have commitments or conflicts that might prevent you from attending quarterly Council meetings? No Yes If "Yes" please explain:

No

CONSENT

DECEMBER 21, 2022

ATTACHMENT 4

CFR 361.17(c)(1) Requires a majority of the Council members be individuals with disabilities. While your disclosure is voluntary, it would be a benefit to the Council in determining membership compliance. Disability

Yes No

Please attach a resume so that the Council may learn about employment history, educational background, group affiliations, community involvement and interests.

RETURN TO:

IDAHO STATE REHABILITATION COUNCIL

ATTN: Council Secretary

650 West State Street, Room 150

P.O. Box 83720

Boise, Idaho 83720-0096

Nancy C. Grant

Strengths

Understands State Administrative Complaints, State Department of SPED/IEP/OCR Complaints, Abuse & Neglect Investigations, Death Investigations in Facilities, State & Tribal Vocational Rehabilitation (CAP) complaints; Administrative review concerning rights violations

- Reviewing public/private facility policies and rules; rights violations
- Reviewing JCAHO accredited state hospitals policies and rules
- Reviewing CMS regulations for Medicare/Medicaid Facility complaints
- Reviewing Idaho State IDAPA's, Codes and Statutes
- Reviewing Idaho Special Education Manual & due process complaints
- Reviewing the Idaho State Field Manual; VR complaints and appeals

Experience

Senior Non-Attorney Advocate July 2013 - Present
State of Idaho (P&A) Protection and Advocacy Authority – Pocatello office

- Informing people with disabilities of their rights in accordance with policies/rules
- Advocate to protect the rights of people with disabilities
- Providing information, tools and referrals that empower people to advocate for themselves
- Assisting people in cases where an advocate may be needed
- Monitoring conditions in public and private facilities
- Investigate rights violations, abuse, neglect, or deaths in facilities
- Outreach to underserved ethnic and disability communities
- Represent individuals with disabilities based on priorities and case selection criteria
- Educate people with disabilities, their families and representatives about self-advocacy

Education

Bachelors of Science, Psychology 2003
Idaho State University – Pocatello, ID

Intensive Behavioral Intervention Specialist/HI 2004
Professional Certification

Idaho Training Cooperative

Developmental Specialist for Children 3-17
Professional Certification
Idaho Developmental Disabilities Program

2010

**CONSENT
DECEMBER 21, 2022**

STATE DEPARTMENT OF EDUCATION

SUBJECT

Emergency Provisional Certificates Recommendations

REFERENCE

February 2022	Board approved twenty-six (26) provisional certificates for the 2021-2022 school year.
April 2022	Board approved nineteen (19) provisional certificates for the 2021-2022 school year.
June 2022	Board approved six (6) provisional certificates for the 2021-2022 school year.
August 2022	Board approved two (2) provisional certificates for the 2022-2023 school year.
October 2022	Board approved seventy-six (76) provisional certificates for the 2022-2023 school year.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho Code § 33-1201 and 33-1203

BACKGROUND/DISCUSSION

Eighty-seven (87) complete Emergency Provisional Certificate applications were received by the State Department of Education by October 26, 2022, including eighty-two (82) Instructional and Occupational Specialist Certificate applications and five (5) Pupil Service Staff Certificate applications from the school districts listed below. These applications for the 2022-23 school year were reviewed by the Certification Department of the State Department of Education using the state board approved Emergency Provisional Certificate Application Process. The Emergency Provisional Certificate allows a school district or charter school to request one-year certification/endorsement in an emergency situation for a candidate who does not hold the required Idaho certificate or endorsement to fill a position. While the candidate is under emergency provisional certification, no financial penalties will be assessed to the hiring district.

Instructional and Career Technical Education (CTE) Applications

West Ada School District #002

Applicant Name: Waylon Wagner

Endorsement(s): Health 6-12

College Training: 64 Credits

Declared Emergency Date: 8/22/22

Hire/Assignment Date: 8/18/2022

Summary of Recruitment Efforts: Three applications were received and none were certified. Only one applicant was comfortable with the position being part-time.

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St. Maries Joint School District #41

Applicant Name: Michael Ebert

Endorsement(s): History 5-9

College Training: BS

Declared Emergency Date: 9/19/2022

Hire/Assignment Date: 9/19/2022

Summary of Recruitment Efforts: Position was advertised since its vacancy in June. Zero applications were received. Another candidate was recruited, but left the position after four days, leading to the recruitment of the current candidate.

Plummer-Worley School District #44

Applicant Name: Arynn Gomez

Endorsement(s): All Subjects K-8

College Training: 80+ credits

Declared Emergency Date: 8/8/2022

Hire/Assignment Date: 8/9/2022

Summary of Recruitment Efforts: Elementary teaching positions have been posted and advertised since Spring, including through Handshake, and local newspapers. The district only received two "new" applications. This candidate is a district paraprofessional in the process of obtaining an education degree.

Snake River School District #052

Applicant Name: Corrie Cagle

Endorsement(s): All Subjects K-8

College Training: 50 credits

Declared Emergency Date: 10/19/2022

Hire/Assignment Date: 8/17/2022

Summary of Recruitment Efforts: District interviewed five candidates. Three out of the five were not finished with their degree and did not have experience with teaching children. They were deemed not a good fit for the school. One candidate had teaching experience, but at their previous employment, had injury to a child charges and was deemed not a good fit. The fifth and current candidate does not have her degree, but is working towards finishing a degree. She has subbed in the district for many years. She has proven strategies for teaching and management.

Garden Valley School District #071

Applicant Name: Heather Gillette

Endorsement(s): All Subjects K-8

College Training: 77+ credits

Declared Emergency Date: 7/12/2022

Hire/Assignment Date: 7/12/2022

Summary of Recruitment Efforts: Position was advertised on Schoolspring.com, IDEdjobs.com, the Idaho World Newspaper, school district website, Facebook, radio commercials and various outlets. Recruitment efforts began in Spring of 2022 after the resignation of a staff member.

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Applicant Name: Heather Jenkins

Endorsement(s): All Subjects K-8

College Training: 55+ credits

Declared Emergency Date: 7/12/22

Hire/Assignment Date: 8/8/2022

Summary of Recruitment Efforts: Position was advertised on Schoolspring.com, IDEdjobs.com, the Idaho World Newspaper, school district website, Facebook, radio commercials and various outlets. Recruitment efforts began in Spring of 2022 after the resignation of a staff member.

Applicant Name: Kaiden Prestwich

Endorsement(s): Mathematics 6-12

College Training: 79+ credits

Declared Emergency Date: 7/12/2022

Hire/Assignment Date: 8/9/2022

Summary of Recruitment Efforts: Math position was advertised on Schoolspring.com, IDEdjobs.com, the Idaho World Newspaper, school district website, Facebook, radio commercials and various outlets. In addition, submitted position notification to Man-Power. Man-Power submitted one applicant that was not qualified and had a minimum wage requirement \$9,000 higher than school could pay.

Bonneville Joint School District #093

Applicant Name: Scott Hymas

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 9/14/2022

Hire/Assignment Date: 8/22/22

Summary of Recruitment Efforts: Three math vacancies at the middle school over the Summer. The applicants third vacancy consisted of two certified teachers who were already under contract as well as a few others not certified. The candidate was in the process of registering for the ABCTE program and had previously worked as a paraprofessional in the building. Has a BA and a MA. He was a late hire in August five days prior to the first contract day for teachers.

Boundary County School District #101

Applicant Name: Kassandra Skeen

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 8/15/2022

Hire/Assignment Date: 8/25/2022

Summary of Recruitment Efforts: Six applicants to fill the open position with only one holding the appropriate certification. Based on interviews and past employment the committee did not select the certified applicant.

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Butte County School District #111

Applicant Name: Crystal Reynolds

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 9/19/2022

Hire/Assignment Date: 9/20/2022

Summary of Recruitment Efforts: This position came when the music teacher resigned and the kindergarten teacher was reassigned to the recent vacated music position, due to her degree in music. The candidate has been a substitute in the district for several years and has a good foundation of classroom management and teaching. Two applications were received. The current candidate has a degree which the other applicant does not. The position was posted on August 30, 2022.

Camas Count School District #121

Applicant Name: Kortnee Fleming

Endorsement(s): All Subjects K-8

College Training: BS

Declared Emergency Date: 8/8/2022

Hire/Assignment Date: 8/16/2022

Summary of Recruitment Efforts: The position was posted on EdJobs and in the local paper. A certified teacher applied, but could not secure housing for her and her family and withdrew in late July. The current candidate was hired on August 8, 2022.

Applicant Name: S. Mark Hansen Jr

Endorsement(s): English 5-9, Physical Education 6-12

College Training: BS

Declared Emergency Date: 6/13/2022

Hire/Assignment Date: 8/16/2022

Summary of Recruitment Efforts: The position was posted on EdJobs and in the local paper. Two applications were received. A certified teacher applied, but declined. The current candidate was the second applicant.

Nampa School District #131

Applicant Name: Torrey Thomas

Endorsement(s): CTE Network and Computer Support

College Training: BS

Declared Emergency Date: 8/8/2022

Hire/Assignment Date: 8/15/2022

Summary of Recruitment Efforts: Reached out to NNU, College of Western Idaho, BSU, Boise Code Works, Nampa Chamber of Commerce and CTE Directors in the state. None of them had applicants interested in the position.

Vallivue School District #139

Applicant Name: Rebecca Lauti

Endorsement(s): Music K-12

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College Training: BA

Declared Emergency Date: 8/9/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Enrolled with NNU, but program won't start until Fall 2023. The position was posted and had zero applicants. The candidate applied and has a BA in Music.

Applicant Name: Talon Sudbeck

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 8/9/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: On July 20th, a kindergarten teacher resigned her position at Central Canyon. The position was opened immediately anticipating school opening on August 10th. As of July 31st, the candidate was the only applicant. Emails were sent to staff and posted on Facebook. The candidate had previously worked as a para. Talon will be completing the ABCTE program.

Soda Springs School District #150

Applicant Name: Taylor Spurrier

Endorsement(s): Health 6-12

College Training: BA

Declared Emergency Date: 9/2/2022

Hire/Assignment Date: 9/13/2022

Summary of Recruitment Efforts: Current candidate is enrolled in an out of state program but has not transferred schools and is not sure which endorsement to continue through the program. Position was advertised for over a month with the current candidate the only application.

Cassia County School District #151

Applicant Name: Kimberly Hammond

Endorsement(s): All Subjects K-8

College Training: 128+ credits

Declared Emergency Date: 10/20/22

Hire/Assignment Date: 8/2021

Summary of Recruitment Efforts: District posted position on district website and K12jobspot. The current candidate was the best fit. She was employed by the school district in 21-22.

Applicant Name: Beatriz Nava

Endorsement(s): World Language Spanish K-12

College Training: 121+ credits

Declared Emergency Date: 10/20/2022

Hire/Assignment Date: 7/2022

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Summary of Recruitment Efforts: Job was posted on district website and K12jobspot. Beatriz seemed to be the best fit. Enrolled in a program. Won't be student teaching until Spring 2024

Applicant Name: Shalamar Packer

Endorsement(s): All Subjects K-8

College Training: AA

Declared Emergency Date: 10/20/2022

Hire/Assignment Date: 8/17/2022

Summary of Recruitment Efforts: District posted position on district website and K12jobspot. Of the three interviewed, only one had certification, but turned down the position. The current candidate had more classroom experience than the remaining candidates.

Applicant Name: Tammy Thompson

Endorsement(s): English 6-12

College Training: AA

Declared Emergency Date: 10/20/2022

Hire/Assignment Date: 10/5/2022

Summary of Recruitment Efforts: Job posted on district website and K12JobSpot.com. The committee chose the current candidate because she was helping with the speech class and is doing a great job. She is working with BSU to become certified. The other candidate had not yet started this process. The committee felt the current candidate would be a good fit.

Challis School District #181

Applicant Name: Jamie Lamb

Endorsement(s): Biological Science 6-12, Natural Science 6-12

College Training: AA

Declared Emergency Date: 10/14/2022

Hire/Assignment Date: 10/14/2022

Summary of Recruitment Efforts: The position was posted in four locations for two weeks with the current candidate being the only applicant. The current teacher resigned and the position needs to be filled.

Mountain Home School District #193

Applicant Name: Jessica Dice

Endorsement(s): All Subjects K-8

College Training: BS

Declared Emergency Date: 8/16/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Due to some elementary positions added because of increased enrollment at a couple of the elementary schools and community growth, this caused several late openings this year. Positions were posted online and on social media, the district website and Edjobs.com. Reached out to BSU if any education students were elementary ed or PE in student teaching.

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Even reached out to retired teachers. One retired teacher was able to fill one position. This candidate was the only other candidate.

Applicant Name: Hailie Wilds

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 8/16/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Positions were posted online and on social media, the district website and Edjobs.com. Reached out to BSU if any education students in student teaching. Contacted other districts if they had turned away any candidates. Two applicants applied, one already being a teacher in the district. School did not want to move teachers around the day before school starting as this would have created another opening which was proving hard to fill.

Emmett School District #221

Applicant Name: Brandy Kay

Endorsement(s): Music K-12

College Training: BA

Declared Emergency Date: 10/17/2022

Hire/Assignment Date: 8/11/2022

Summary of Recruitment Efforts: Originally, a candidate was hired for the music position. However, due to high cost of living, the candidate retracted the acceptance. The building principal had to continue his recruitment efforts and sought the current candidate. She accepted the position four days before the start of the school year. She is currently working towards enrolling in a music education program through Lewis-Clark State College. She has hands-on collegiate music experience as well as classroom experience from a previous position held.

Applicant Name: Mitchel Maxfield

Endorsement(s): Physical Education K-12

College Training: BS

Declared Emergency Date: 10/17/2022

Hire/Assignment Date: 8/19/2022

Summary of Recruitment Efforts: This particular job was posted in the Spring of 2022 and prior to hiring the current candidate, four other candidates were interviewed and offered the position. All four candidates accepted the position and then retracted their acceptance due to a variety of reasons. Just a few days before the start of the school year, the current candidate was recruited to the PE position at the high school.

Applicant Name: Katrina Rone

Endorsement(s): All Subjects K-8

College Training: AA

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/12/2022

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Summary of Recruitment Efforts: Emmett MS lost its entire Math department before the start of the 22-23 school year. After intense recruitment and hiring, the administrative team was unable to fill all four math openings. However, one week prior to the school year starting, one employee resigned from the math position to accept in another district. That left one position short with the school starting in five days. The current candidate is working towards a K-8 endorsement and degree.

Gooding School District #231

Applicant Name: Averi Adams

Endorsement(s): All Subjects K-8

College Training: 116

Declared Emergency Date: 8/9/22

Hire/Assignment Date: 8/15/2022

Summary of Recruitment Efforts: All applicants were not certified. The position became open in late July due to a resignation. The candidate was chosen that had completed almost everything but student teaching. Will complete this in the Fall of 2024.

Wendell School District #232

Applicant Name: Riley Johnson

Endorsement(s): All Subjects K-8

College Training: 52+ credits

Declared Emergency Date: 2/15/2022

Hire/Assignment Date: 2/15/2022

Summary of Recruitment Efforts: Deemed an emergency for a teacher leaving mid-year. Riley will not be completing student teaching until Fall of 2023

Jefferson School District #251

Applicant Name: Cassidy McLaughlin

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 8/10/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Late posting due to increased enrollment.

Applicant Name: Dana Nordhagen

Endorsement(s): All Subjects K-8

College Training: BS

Declared Emergency Date: 11/10/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Four applicants were hired for other positions. Two were previous employees that the school is not willing to hire back at this time. One applicant was not certified. Ms. Nordhagen was hired with the understanding she would apply as an out-of-state candidate. However, there has been a delay with her receiving her Washington State credential.

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Ririe School District #252

Applicant Name: Hannah Harris

Endorsement(s): CTE Family and Consumer Science 6-12

College Training: BA

Declared Emergency Date: 8/10/2022

Hire/Assignment Date: 9/1/2022

Summary of Recruitment Efforts: The position was vacated late. It was posted "open" on the school district website and on Indeed. Only one application was received.

Jerome Joint School District #261

Applicant Name: Erika Arellano

Endorsement(s): All Subjects K-8

College Training: 90+ credits

Declared Emergency Date: 8/9/2022

Hire/Assignment Date: 8/15/2022

Summary of Recruitment Efforts: The position for which the candidate was hired remained open with no application for several months. The candidate is currently seeking her bachelor's degree with hopes of pursuing Education upon completion. No applications were received until the candidate applied. She was previously a para within the school district.

Applicant Name: Sara Bateman

Endorsement(s): All Subjects K-8

College Training: AA

Declared Emergency Date: 10/25/2022

Hire/Assignment Date: 9/19/2022

Summary of Recruitment Efforts: The initial hire for this current position was dismissed the day before Meet the Teacher night, leaving a vacancy. The current candidate was a long-term substitute teacher and stepped in to substitute for the class. Three applications were received, including the dismissed teacher. The principal deemed them an unsuitable candidate. The candidate interviewed for the position and was hired.

Applicant Name: Jessica Reynoso

Endorsement(s): Earth and Space Science 6-12

College Training: 63+

Declared Emergency Date: 8/23/2022

Hire/Assignment Date: 8/15/2022

Summary of Recruitment Efforts: Four applicants were interviewed out of five applications. One accepted with Twin Falls SD, and one with Wendell. One did not have a positive remark from references. The current candidate was offered the position and had great references. She is bilingual and has been a part of the district as a volleyball coach.

Applicant Name: Denae Robinson

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Endorsement(s): English 6-12

College Training: 89+ credits

Declared Emergency Date: 8/23/2022

Hire/Assignment Date: 8/15/2022

Summary of Recruitment Efforts: The candidate was hired as the Life Skills Coach and the only applicant. This position was opened for two years.

Coeur d'Alene School District #271

Applicant Name: Tracie Yankoff

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 10/3/2022

Hire/Assignment Date: 9/19/2022

Summary of Recruitment Efforts: Due to a late resignation of a partial FTE, the school needed to fill a .4 FTE to keep the classroom with the least amount of disruption. This proved to be the most efficient way. Two eligible candidates were considered. The applications received were either not completed or not yet certified.

Lakeland School District #272

Applicant Name: Susan Bissell

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 9/28/2022

Hire/Assignment Date: 9/18/2022

Summary of Recruitment Efforts: The candidate was a long-term sub for a teacher but now has moved to a certified position.

Applicant Name: Torrie McKellar

Endorsement(s): All Subjects K-8

College Training: 109+ credits

Declared Emergency Date: 9/14/2022

Hire/Assignment Date: 9/6/2022

Summary of Recruitment Efforts: Teacher turned in resignation just before school started. Candidate has been a guest teacher as well as a paraprofessional for the district.

Applicant Name: Lacie Salisbury

Endorsement(s): All Subjects K-8

College Training: 64+ Credits

Declared Emergency Date: 9/14/2022

Hire/Assignment Date: 9/1/2022

Summary of Recruitment Efforts: Position was opened for 67 days. Current candidate was a paraprofessional and is enrolled in the Lewis-Clark State College Elementary Education program.

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Applicant Name: Melanie Spicer
Endorsement(s): All Subjects K-8
College Training: 156+ Credits
Declared Emergency Date: 9/14/2022
Hire/Assignment Date: 9/6/2022
Summary of Recruitment Efforts: Four applications were received. Two were hired elsewhere. The remaining two were hired due to the enrollment numbers increasing.

Shoshone School District #312

Applicant Name: Amanda Huddleston
Endorsement(s): Mathematics Middle Level 5-9
College Training: 82 credits
Declared Emergency Date: 8/9/2022
Hire/Assignment Date: 8/10/2022
Summary of Recruitment Efforts: Amanda is getting her degree in Mathematics 5-9 from Western Governor's University. She is on track to complete the program in May of 2023.

Richfield School District #316

Applicant Name: Katie Hillin
Endorsement(s): All Subjects K-8
College Training: 55+ credits
Declared Emergency Date: 8/8/2022
Hire/Assignment Date: 8/8/2022
Summary of Recruitment Efforts: Only one application was received. Position was advertised through the State and with the Department of Education.

Applicant Name: Colter Larsen
Endorsement(s): All Subjects K-8
College Training: 63 credits
Declared Emergency Date: 8/8/2022
Hire/Assignment Date: 8/8/2022
Summary of Recruitment Efforts: Candidate was the only application received. Position has been posted since May, listed on the school's website.

Applicant Name: Wesley Naylor
Endorsement(s): Physical Education K-12, Health K-12
College Training: 110+ credits
Declared Emergency Date: 9/12/2022
Hire/Assignment Date: 6/13/2022
Summary of Recruitment Efforts: Current candidate taught for the school district in the 21-22 school year. Mr. Naylor will graduate in December and enroll in the College of Southern Idaho's non-traditional educator preparation program beginning in July.

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Sugar-Salem School District #322

Applicant Name: Gregory Yorgason

Endorsement(s): All Subjects K-8

College Training: 127+ credits

Declared Emergency Date: 8/3/2022

Hire/Assignment Date: 5/11/2022

Summary of Recruitment Efforts: Greg needs to take the Praxis before being allowed to student teach. Currently enrolled in the educator preparation program at BYU-Idaho. District was notified of the delay in student teaching in the Fall, even though the candidate was hired in May.

Minidoka County School District #331

Applicant Name: Dale Dayley

Endorsement(s): Social Studies 6-12

College Training: AA

Declared Emergency Date: 9/30/2022

Hire/Assignment Date: 9/30/2022

Summary of Recruitment Efforts: The position was opened three days before the first day of school. The candidate was the most qualified. He will be deciding on which route to take towards certification.

Applicant Name: Margarita Espinoza-Henscheid

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 8/29/2022

Hire/Assignment Date: 8/29/2022

Summary of Recruitment Efforts: The position was posted two days prior to school. Two applicants were received. Margarita had previous experience, teaching in the 21-22 school year. Enrolled in ABCTE but did not meet the point requirement for the Content Specialist.

Applicant Name: Kristy Herbert

Endorsement(s): Mathematics 6-12

College Training: BA

Declared Emergency Date: 9/19/2022

Hire/Assignment Date: 8/15/2022

Summary of Recruitment Efforts: Enrolled in the College of Southern Idaho program, but did not meet the rubric qualification. Is set to take Praxis in November. Position was advertised from August 17th-August 23rd and received two applicants.

Applicant Name: David Hernandez

Endorsement(s): All Subjects K-8

College Training: 57 credits

Declared Emergency Date: 8/15/2022

Hire/Assignment Date: 8/1/2022

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Summary of Recruitment Efforts: The position was posted from April 21, 2022 to August 8, 2022. The administrator completed many interviews for the four ELA positions available in the building. Nine applications were received, two applicants had accepted positions then later resigned, one applicant was hired for a position in a different building. The most qualified individuals were hired to fill the vacancies. David is completing his Associates degree then apply for Western Governor's Univeristy's program.

Applicant Name: Aspen Higans
Endorsement(s): All Subjects K-8
College Training: 90+ credits
Declared Emergency Date: 9/19/2022
Hire/Assignment Date: 7/18/2022

Summary of Recruitment Efforts: Not student teaching until the 23-24 school year. Position was posted from June 7th until August 5th. Twelve applicants were received, two of the applicants did not meet requirements to be considered for the position, on applicant had poor previous reviews, one applicant was hired for a different position and two applicants were hired at other schools within the district.

Applicant Name: Amy Hinojosa
Endorsement(s): English 6-12
College Training: BS
Declared Emergency Date: 8/29/2022
Hire/Assignment Date: 8/29/2022

Summary of Recruitment Efforts: Amy taught English in the 21-22 school year and was enrolled in the ABCTE program. She was unable to pass the assessments. She will be completing the program in the 22-23. Two applicants were received from August 18, 2022 to August 23, 2022.

Applicant Name: Jasmyn Rogge
Endorsement(s): All Subjects K-8
College Training: 81+ credits
Declared Emergency Date: 8/15/2022
Hire/Assignment Date: 8/15/2022

Summary of Recruitment Efforts: The position was posted from June 7th until August 5th. The administrator complete numerous interviews for the six positions available in the building. Twelve applications were received, two of the applicants did not meet the requirements to be considered for the position, one applicant had poor previous reviews, one applicant was hired for a different position, and two applicants were hired at other schools within the district. Jasmyn taught in the 21-22 school year and has been working towards her degree.

Oneida School District #351
Applicant Name: Tyler Cook
Endorsement(s): All Subjects K-8
College Training: 105+ credits

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Declared Emergency Date: 8/23/2022

Hire/Assignment Date: 8/24/2022

Summary of Recruitment Efforts: With the lack of candidates, we are in need of middle school teachers at brick and mortar building. To fill some of the vacancies, the use of alternate routes to help teachers receive certifications. This teacher has been assigned an experienced teacher as a mentor. Position was posted the district's Frontline and District sites as well as K-12 job spot since January 2022.

American Falls School District #381

Applicant Name: Robert Crompton

Endorsement(s): Computer Science 6-12

College Training: BS

Declared Emergency Date: 8/30/2022

Hire/Assignment Date: 8/30/2022

Summary of Recruitment Efforts: The principal and the school did not properly communicate in regards to the conditions of the three-year interim requirements. They were not completed and recruitment efforts were not made in part of lack of communication.

Kellogg Joint School District #391

Applicant Name: Kara Langer

Endorsement(s): All Subjects K-8

College Training: BS

Declared Emergency Date: 11/8/2022

Hire/Assignment Date: 9/6/2022

Summary of Recruitment Efforts: School was under the impression she had three years to complete her education program and did not realize that they needed to apply for another provisional. Her employment was retained so the position was not opened up, and recruitment did not take place. Her educational program will not allow for student teaching in grades higher than 8th grade due to their consideration of elementary grades are 6th and below. She is currently teaching 8th grade. At the time of her hiring, there were zero applicants, finding it difficult to place someone.

Teton School District #401

Applicant Name: Shelley Alderson

Endorsement(s): All Subjects K-8

College Training: 75 credits

Declared Emergency Date: 8/1/2022

Hire/Assignment Date: 7/20/2022

Summary of Recruitment Efforts: Posted on Edjobs, district website. Only one application was received.

Applicant Name: Adrianna Green

Endorsement(s): All Subjects K-8

College Training: AA

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Declared Emergency Date: 7/11/2022

Hire/Assignment Date: 6/13/2022

Summary of Recruitment Efforts: Posted on 5/3/2022 to the Edjobs, TeacherTeacher and the district website. Two kindergarten positions posted, and another kindergarten position was posted in March.

Twin Falls School District #411

Applicant Name: Michael Bourlotos

Endorsement(s): All Subjects K-8

College Training: 116+ credits

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: All of the applicants that applied for this position had accepted other positions within the Twin Falls School District in other districts. Due to this position still being vacant the first day of school, there was a group interview held for several positions. The principal offered this candidate the position.

Applicant Name: Amelia Casares

Endorsement(s): All Subjects K-8

College Training: BS

Declared Emergency Date: 10/10/2022

Hire/Assignment Date: 10/5/2022

Summary of Recruitment Efforts: The teacher that previously applied for the position broke their contract and left the district. The current candidate applied and was offered the position to enable the school district to have a suitable replacement for in the classroom.

Applicant Name: Tanya Claar

Endorsement(s): All Subjects K-8

College Training: BA

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Fourteen applications were received and three were interviewed. Several of those applicants accepted positions elsewhere. Ms. Claar accepted the position for 1st grade teacher.

Applicant Name: Muriel English

Endorsement(s): Mathematics 6-12

College Training: 135+ credits

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: The previous teacher that held this math position decided not to sign his 22-23 teaching contract towards the end of June. The current candidate was a classified employee that currently worked at CRHS

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and after being interviewed by the principal, agreed to take on the job as a math teacher for the 22-23 school year.

Applicant Name: Sharon Finco
Endorsement(s): All Subjects K-8
College Training: 167+ credits
Declared Emergency Date: 9/12/2022
Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: The Twin Falls School District increased all of our kindergarten positions this year to full time positions. That left the task of hiring over 12 new teachers. Several positions were filled by either in-district transfers or new certified teachers. Also, candidates had several vacant positions they could choose from. This candidate was willing to step in and help for the 22-23 school year.

Applicant Name: Joseph Hawkes
Endorsement(s): Computer Science 6-12
College Training: BS
Declared Emergency Date: 10/10/2022
Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: The candidate accepted the position with the intent of attending the College of Southern Idaho's (CSI) program for a non-traditional route. He felt it was best not to continue with CSI and withdrew from the program.

Applicant Name: Angela Haycock
Endorsement(s): English 6-12
College Training: 139+ credits
Declared Emergency Date: 9/12/2022
Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: The former teacher broke their contract at the end of July. All applicants in the pool were not certified and due to short notice before the school year, the principal interviewed candidates that were in the building. He was able to move a classified employee to the teaching position.

Applicant Name: Morgan Kaster
Endorsement(s): All Subjects K-8
College Training: 84+ credits
Declared Emergency Date: 10/10/2022
Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: The candidate was hired with the understanding that she would finish her program in Spring of 2023. Her plan will not be completed until later, requiring an Emergency to continue teaching.

Applicant Name: Julian Kessel
Endorsement(s): All Subjects K-8

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College Training: BS

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Thirteen applications were received and six were interviewed. All but one of the applicants interviewed for the ELA positions were offered other positions within the district. The current candidate was offered the position and accepted.

Applicant Name: Brinlee Lehman

Endorsement(s): All Subjects K-8

College Training: 96+ credits

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Several of the applicants that applied for this position also applied and accepted other positions in the district. The hiring pool left for this position was made up of non-certified applications. The candidate was the only candidate that accepted the position out of that pool.

Applicant Name: Linda Leiser

Endorsement(s): English 6-12

College Training: BS

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: The teacher holding this position broke contract in the beginning of August. Due to this position being a core class for students, the current candidate was a classified employee, agreed to take over as the Speech teacher for the 22-23 school year.

Applicant Name: Denise Martin

Endorsement(s): All Subjects K-8

College Training: 95+ credits

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Due to increased enrollment at Perrine Elementary School, another 4th grade position had to be opened to keep class size equal. Everyone that applied for the open position was interviewed. The principal chose a classified employee within the district to move into the positions.

Applicant Name: Shelby Merrick

Endorsement(s): All Subjects K-8

College Training: 112+ credits

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Originally the plan for this position was to have one teacher teach 2nd/3rd grade split. However, when the candidate applied for

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the 2nd grade position, the principal recommended him to teach under an emergency provisional for the 22-23 school year.

Applicant Name: Melissa Packer

Endorsement(s): All Subjects K-8

College Training: 100+ credits

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: The school district increased all their kindergarten positions to full-time positions. Twelve new teachers were needed. Several positions were filled by in-district transfers or new certified teachers. The current candidate was a current classified employee that agreed to move to a certified position.

Applicant Name: Alexis Parra

Endorsement(s): CTE Family and Consumer Science 6-12

College Training: 103+ credits

Declared Emergency Date: 10/10/2022

Hire/Assignment Date: 08/10/2022

Summary of Recruitment Efforts: The position was offered to two candidates who declined before the current candidate accepted. She is not far enough along in her program to receive a three-year interim

Applicant Name: Jesse Poseley

Endorsement(s): All Subjects K-8

College Training: 64 credits

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 9/1/2022

Summary of Recruitment Efforts: The teacher who has this position for the 21-22 school year was hoping to go on a non-traditional route and receive a three-year interim certificate. However, the teacher was not able to meet the requirements and the school year started without a teacher. The principal offered the position to the current candidate who is currently a classified employee in the district.

Applicant Name: Tennille Smith

Endorsement(s): All Subjects K-8

College Training: BS

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/17/2022

Summary of Recruitment Efforts: This was a late position that opened due to student numbers. The candidate has just accepted a classified position at Morningside and then agreed to move into a certified teaching position.

Applicant Name: Avery Stirling

Endorsement(s): English 6-12

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College Training: 66+ credits

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: Although five applications were received, all but one had been hired in other teaching positions. Due to the beginning of the school year starting, the principal interviewed and recommended the candidate to fill the position.

Applicant Name: Trina Waugh

Endorsement(s): All Subjects K-8

College Training: 70+ credits

Declared Emergency Date: 10/10/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: The candidate was hired with the understanding that she would finish her program in Spring of 2023. Her plan will not be completed until later, requiring an Emergency to continue teaching.

Applicant Name: Amanda White

Endorsement(s): All Subjects K-8

College Training: AA

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 8/10/2022

Summary of Recruitment Efforts: This was filled by an out of state candidate who had to move back to their home state. The candidate was currently working as a classified employee working towards a teaching degree. The principal offered the position to her and she accepted.

Compass Public Charter School #455

Applicant Name: Kimberly Hermann

Endorsement(s): All Subjects K-8

College Training: 54+ credits

Declared Emergency Date: 7/14/2022

Hire/Assignment Date: 8/1/2022

Summary of Recruitment Efforts: School had 11 applicants and nine vacancies to fill the elementary program. Two candidates were made offers to, but took positions elsewhere. Positions were recruited through SchoolSpring and Handshake, four colleges, plus attended the BSU Education job fair.

Sage International School of Boise #475

Applicant Name: Eric Oliver

Endorsement(s): CTE-OS Work Based Learning Coordinator

College Training: MA

Declared Emergency Date: 8/30/2022

Hire/Assignment Date: 8/1/2022

Summary of Recruitment Efforts: The vacancy was only to teach one CTE class. The school applied for the incorrect Charter School Specific application, CTE does

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require additional requirements which the candidate did not meet. School applying for an emergency.

Gem Prep: Pocatello, LLC #496

Applicant Name: Hernan Martinez

Endorsement(s): Social Studies 6-12

College Training: 164+ credits

Declared Emergency Date: 7/21/2022

Hire/Assignment Date: 8/2/2022

Summary of Recruitment Efforts: Position was posted on career page and educational websites. A candidate had initially accepted the position in April of 2022, but withdrew in May. Other candidates were contacted, but had secured employment elsewhere. ISU College of Education was contacted to increasing candidate pool.

Forge International School #528

Applicant Name: Jarrett Ellsworth

Endorsement(s): Physical Education K-12

College Training: 90+ credits

Declared Emergency Date: 9/19/2022

Hire/Assignment Date: 8/1/2022

Summary of Recruitment Efforts: The Board of Trustees declared an emergency for their PE class. The position was posted to the Sage International Network School website, along with SchoolSpring the same day they were notified they needed the position filled. Three applications were received who were deemed not qualified. Jarrett has been a capable and engaging teacher for many years and has experience coaching kids of all ages. This is a third Emergency Provisional for Jarrett.

Idaho Arts Charter School #795

Applicant Name: Jessica VanderVeen

Endorsement(s): All Subjects K-8

College Training: AA

Declared Emergency Date: 9/12/2022

Hire/Assignment Date: 11/2021

Summary of Recruitment Efforts: The transition of leadership caused some miscommunication. The previous director worked with the candidate in Spring of 2022 for the upcoming contract for the 22-23 school year, with the impression the candidate would complete all coursework by Summer of 2022. She was unable to complete the coursework and the school was not made aware until September of 2022. This resulted in zero recruitment. The school has had difficulty recruiting teachers due to a shrinking pool and located in a more soci-economically diverse city. She has demonstrated she is a solid instructor.

Pupil Service Staff Certificate – School Counselor, Speech-Language Pathologist, and School Psychologist Applications

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Bonneville Joint School District #093

Applicant Name: Sherrie Burdick

Endorsement(s): School Psychologist

College Training: BA

Declared Emergency Date: 8/10/2022

Hire/Assignment Date: 8/25/2022

Summary of Recruitment Efforts: Four School Psychologists have resigned to pursue interests in other states and districts. This has left the school at a significant deficit in resources when it comes to serving the very vulnerable special education population in the school district. This candidate is pursuing a route to receive the School Psychologist endorsement.

Applicant Name: Kerilyn Hinman

Endorsement(s): Speech-Language Pathologist (SLP)

College Training: BS

Declared Emergency Date: 10/12/2022

Hire/Assignment Date: 8/29/2022

Summary of Recruitment Efforts: SLP position was advertised for several months and received three applicants. Two were certified, but took positions in other districts. The candidate is currently enrolled in the SLP program with ISU, but did not hold a bachelor's degree in Speech-Language Pathology. She will graduate in December.

Cassia County School District #151

Applicant Name: Sally Hall

Endorsement(s): School Counselor

College Training: BA

Declared Emergency Date: 10/21/2021

Hire/Assignment Date: 4/19/2021

Summary of Recruitment Efforts: Second emergency application. Complications with scheduling health issues with candidate. District did not recruit for position. Candidate's new program will begin in July of 2023. Pursing LPC route due to change in law.

Jerome School District #261

Applicant Name: Courtney Coleman

Endorsement(s): School Psychologist

College Training: BS

Declared Emergency Date: 10/25/2022

Hire/Assignment Date: 8/1/2022

Summary of Recruitment Efforts: Candidate is currently enrolled in a Master's program for School Psychologist, but does not meet requirements for an interim certificate. Two positions opened at the beginning of the school year, interviewing both candidates that applied. One applicant did not accept the position, leaving

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one open. The current candidate has been a valued member of the schools and would be a great fit.

Post Falls School District #273

Applicant Name: Allison Hulett

Endorsement(s): School Psychology

College Training: BS

Declared Emergency Date: 6/13/2022

Hire/Assignment Date: 8/2/2022

Summary of Recruitment Efforts: Position was open for the majority of the 21-22 school year due to a resignation at the end of 20-21 school year. There have been no qualified applicants for the position.

IMPACT

If an emergency provisional certificate is not approved, the school district will have no certificated staff to serve in the position as required by Idaho Code §33-1201 and funding could be impacted.

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Pursuant to Section 33-1201, Idaho Code, “every person who is employed to serve in any public elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under the authority of the State Board of Education...” Section 33-1203, Idaho Code, prohibits the Board from authorizing standard certificates to individuals who have less than four (4) years accredited college training, except in “the limited fields of trades and industries, and specialists certificates of school librarians and school nurses.” In the case of emergencies, which must be declared, “the State Board may authorize the issuance of provisional certificates based on not less than two (2) years of college training.”

Section 33-512(15), Idaho Code, defines substitute teachers as “as any individual who temporarily replaces a certificated classroom educator...” Neither Idaho Code, nor administrative rule, limits the amount of time a substitute teacher may be employed to cover a classroom. In some cases, school districts use a long-term substitute prior to requesting emergency provisional certification for the individual. The individual that the school district is requesting emergency certification for may have been in the classroom as a long-term substitute for the entire school term. Salary based apportionment is calculated based on school district employee certification. A school district or charter school receives a lesser apportionment for noncertificated/classified staff than it receives for certificated staff. Substitute teachers are calculated at the classified staff rate.

The Department staff have forwarded those applications they recommend for approval for Board consideration. Emergency Provisional Certificates and Endorsements may be issued to an uncertified person with the minimum amount

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of training or may be issued to individuals with an existing certificate and endorsement outside of the area in which they have been hired. In the case of someone hired outside of the subject area they are endorsed to teach in, the Emergency Provision Certificate/Endorsement is for the endorsement area.

BOARD ACTIONS

I move to approve the request by State Department of Education for one-year emergency provisional certificates in the Instructional and CTE endorsement area(s) at the specified school districts as provided herein for the 2022-2023 school year for the following individuals: Waylon Wagner, Michael Ebert, Aryn Gomez, Corrie Cagle, Heather Gillette, Heather Jenkins, Kaiden Prestwich, Scott Hymas, Kassandra Skeen, Crystal Reynolds, Kortnee Fleming, S. Mark Hansen Jr, Torrey Thomas, Rebecca Lauti, Talon Sudbeck, Taylor Spurrier, Kimberly Hammond, Beatriz Nava, Shalamar Packer, Tammy Thompson, Jamie Lamb, Jessica Dice, Hailie Wilds, Brandy Kay, Mitchel Maxfield, Katrina Rone, Averi Adams, Riley Johnson, Cassidy McLaughlin, Dana Nordhagen, Hannah Harris, Erika Arellano, Sara Bateman, Jessica Reynoso, Denae Robinson, Tracie Yankoff, Susan Bissell, Torrie McKellar, Lacie Salisbury, Melanie Spicer, Amanda Huddleston, Katie Hillin, Colter Larsen, Wesley Naylor, Gregory Yorgason, Dale Dayley, Margarita Espinoza-Henscheid, Kristy Herbert, David Hernandez, Aspen Hogens, Amy Hinojosa, Jasmyn Rogge, Tyler Cook, Robert Crompton, Kira Langer, Shelley Alderson, Adrianna Green, Michael Bourlotos, Amelia Casares, Tanya Claar, Muriel English, Sharon Finco, Joseph Hawkes, Angela Haycock, Morgan Kaster, Julian Kessel, Brinlee Lehman, Linda Leiser, Denise Martin, Shelby Merrick, Melissa Packer, Alexis Parra, Jesse Poseley, Tennille Smith, Avery Stirling, Trina Waugh, Amanda White, Kimberly Hermann, Eric Oliver, Hernan Martinez, Jarrett Ellsworth, Jessica VanderVeen

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BOARD ACTIONS

I move to approve the request by State Department of Education for one-year emergency provisional certificates in the School Psychologist endorsement area at the specified school districts as provided herein for the 2022-2023 school year for the following individuals: Sherrie Burdick, Kerilyn Hinman, Sally Hall, Courtney Coleman, Allison Hulett

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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SUBJECT

Adoption of Praxis II Tests and Idaho Qualifying Scores

REFERENCE

August 2018	Board approved Content, Pedagogy and Performance Assessments rubric and updated content area assessments and cut scores
February 2020	Board approved Praxis II assessments and Idaho cut scores and amended the Content, Pedagogy and Performance Assessments rubric
February 2021	Board accepted the Professional Standards Commission recommendation to approve Praxis II assessments and Idaho cut scores
April 2022	Board accepted the Professional Standards Commission recommendation to approve proposed Praxis II assessments and Idaho cut scores.
June 2022	Board accepted the Professional Standards Commission recommendation to approve proposed Praxis II assessments and Idaho cut scores.

APPLICABLE STATUTE, RULE, OR POLICY

IDAPA 08.02.02. Rules Governing Uniformity

BACKGROUND/DISCUSSION

One of the requirements for obtaining a Standard Instructional Certificate is that proficiency be shown in the area of endorsement being sought (IDAPA 08.02.02.015.01.d). Each candidate must meet or exceed the state qualifying score on the State Board of Education (Board) approved content area assessment. Praxis II – Subject Assessments have been selected as one of the Board approved content area assessments. In accordance with IDAPA 08.02.02.017.01, the Professional Standards Commission recommends the following amendments to assessments and qualifying scores to the Board for approval:

- Addition of Praxis II assessment for world language – Russian, with a multi-state qualifying score of 130
- Removal of the Performance Assessment for Teacher Leaders (PATL) for teacher leader endorsements

On September 16, 2022, the full PSC voted to recommend these amendments to the State Board of Education.

IMPACT

Approval of assessments and cut scores ensures compliance with Idaho Administrative Code.

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ATTACHMENTS

Attachment 1 – ETS Praxis II Assessments AND Cut Scores

BOARD STAFF COMMENTS AND RECOMMENDATIONS

Pursuant to IDAPA 08.02.02.017, the Professional Standards Commission (PSC) recommends assessments and qualifying scores to the State Board of Education for approval. While the PSC is required to make recommendations to the Board in this area, the Board may also approve assessments and qualifying scores that have not been considered by the PSC. IDAPA 08.02.02. includes multiple references to requirements for instructional staff candidates to receive a qualifying score on a state-approved content area, pedagogy, or performance assessment as applicable to the route or type of certification. The Praxis II is one of the Board-approved content area assessments. Receiving a qualifying score on a content area assessment is required for earning a standard instructional certificate, career technical degree-based certification, alternate routes for content area endorsements, and interim certification through an alternative authorization for content specialist. The PRAXIS II was approved by the Board in early 2000. Qualifying scores were set by the Board based on recommendations from the PSC at the December 2003 Board meeting, effective September 1, 2004. A few updates to the qualifying scores in individual subject areas were made at the June 2005, April 2006, June 2006, October 2006 and February 2018 Board meetings. Starting in 2019, updates have come to the Board more regularly. Consideration of the attached qualifying scores is part of the ongoing process to maintain updated qualifying scores on Board-approved content, pedagogy or performance assessments. In February 2020, the Board requested the PSC to include in their consideration and make recommendations on additional types of assessments that could serve as content, pedagogy, or performance assessment for certification purposes. The PRAXIS is the only assessment that the PSC has recommended at this time. The Board approved a mastery-based assessment and scoring rubric for determining the qualifying score in 2018 based on Board staff work and stakeholder input.

IDAPA 08.02.02 requires individuals serving as a paraprofessional with only a high school diploma or general equivalency diploma to also demonstrate through a Board-approved academic assessment knowledge of and the ability to assist in instruction or preparing student to be instructed. To date, the Board has not approved an assessment for this purpose. Board staff received a complaint regarding the assessment in early November and the requirement that paraprofessionals take the assessment. In discovering school districts were hiring individual as paraprofessional with only a high school diploma without a Board approved assessment Board staff started work with the IASA to identify assessments that could be used for the Board's consideration. At the same time Board staff requested that Department certification staff include the Paraprofessional PRAXIS and what they had been using as a qualifying score when they put forward the current request for the Board to approve amendments to the PRAXIS assessments and qualifying scores. The assessment and the

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current qualifying score for paraprofessionals were not included in this agenda item. Board staff will work with Department staff to bring forward a solution at the February 2023 Board meeting.

BOARD ACTION

I move to accept the recommendation of the Professional Standards Commission to approve the proposed Praxis II assessments and Idaho cut scores as provided in Attachment 1.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

Standard Instructional Certificate					
Endorsement Code	Endorsement	Content/ Grade Level	ETS Praxis II Subject Assessment	Idaho Cut Score	Multi State Cut Score
7010	All Subjects (Candidates can take 5001 OR 7811)	(K-8)	Elementary Education: 5002 Reading and Language Arts Subtest AND	157	157
			Elementary Education: 5003 Mathematics Subtest AND	157	157
			Elementary Education: 5004 Social Studies Subtest AND	155	155
			Elementary Education: 5005 Science Subtest	159	159
7010	All Subjects (Candidates can take 5001 OR 7811)	(K-8)	CKT Elementary Education: 7812 Reading and Language Arts Subtest AND	161	161
			CKT Elementary Education: 7813 Mathematics Subtest AND	150	150
			CKT Elementary Education: 7814 Science Subtest AND	154	154
			CKT Elementary Education: 7815 Social Studies Subtest	161	161
8222	American Government/Political Science	(5-9)	5089 Middle School Social Studies	149	-
7222		(6-12)	5931 Government/Political Science	149	149
7770	American Indian Language	(K-12)	-	-	-
7038	Bilingual Education	(K-12)	5362 English to Speakers of Other Languages	155	155
8421		(5-9)	5442 Middle School Science	152	152
7421	Biological Science	(6-12)	5236 Biology	154	154
7083		Blended Early Childhood Education/Early Childhood Special Education	(Birth-Grade 3)	5025 Early Childhood Education OR Elementary Subtests (See All Subjects 5001 or 7811) AND 5692 Special Education: Early Childhood/Early Intervention	156
7014	Blended Elementary Education/Elementary Special Education	(Grade 4-6)	Elementary Subtests (See All Subjects 5001 or 7811)	See All Subjects	See All Subjects
8440	Chemistry	(5-9)	5442 Middle School Science	152	152
7440		(6-12)			
8144	Communication	(5-9)	5221 Speech Communication: Content Knowledge	143	-
7144		(6-12)			
8400	Computer Science	(5-9)	5652 Computer Science	149	149
7400		(6-12)			
9921	CTE - Agriculture Science & Technology	(6-12)	5701 Agriculture	147	147
9093	CTE - Business Technology Education	(6-12)	5101 Business Education: Content Knowledge	148	154
9400	CTE - Computer Science	(6-12)	5652 Computer Science	149	149
9401	CTE - Engineering	(6-12)	5051 Technology Education	154	159
9970	CTE - Family and Consumer Sciences	(6-12)	5122 Family and Consumer Sciences	153	153
9092	CTE - Marketing Technology Education	(6-12)	5561 Marketing Education	154	-
9981	CTE - Technology Education	(6-12)	5051 Technology Education	154	159
7030	Deaf/Hard of Hearing	(Pre-K-12)	5354 Special Education: Core Knowledge and Applications AND	145	151
			5272 Special Education: Education of Deaf and Hard of Hearing Students	160	160
7019	Early Childhood Special Education	(Pre-K-3)	5025 Early Childhood Education OR Elementary Multiple Subtests (See All Subjects 5001 or 7811) AND	156	156
			5691 Special Education: Preschool/Early Childhood	159	159
8451	Earth and Space Science	(5-9)	5442 Middle School Science	152	152
7451		(6-12)			
8228	Economics	(5-9)	5089 Middle School Social Studies	149	-
7228		(6-12)			
8990	Engineering	(5-9)	5051 Technology Education	154	159
7990		(6-12)			
8120	English	(5-9)	5047 Middle School English Language Arts	164	164
7120		(6-12)			
7126	English as a Second Language (ESL)	(K-12)	5362 English to Speakers of Other Languages	155	155
7036	Exceptional Child Generalist	(K-8)	5543 Special Education: Core Knowledge and Mild to Moderate Applications AND Elementary Subtests (See All Subjects 5001 or 7811)	153	158
7037		(6-12)			
7029		(K-12)			
8226	Geography	(5-9)	5089 Middle School Social Studies	149	-
7226		(6-12)			
8452	Geology	(5-9)	5442 Middle School Science	152	152
7452		(6-12)			
7028	Gifted and Talented	(K-12)	5358 Gifted Education	157	157
8520	Health	(5-9)	5551 Health Education	155	-
7520		(6-12)			
7521		(K-12)			
8221	History	(5-9)	5089 Middle School Social Studies	149	-
7221		(6-12)			
8133	Humanities	(5-9)	5941 World and U.S. History: Content Knowledge	141	-
7133		(6-12)			
8134	Journalism	(5-9)	5224 Journalism	153	153
7134		(6-12)			
7080	Junior ROTC	(6-12)	-	-	-
7139	Literacy	(K-12)	5206 Teaching Reading	156	156
8320	Mathematics - Middle Level	(5-9)	5164 Middle School Mathematics	157	157
7300	Mathematics	(6-12)	5165 Mathematics	159	159
8820	Music	(5-9)	5113 Music: Content Knowledge	148	161
7820		(6-12)			
7810		(K-12)			
7420	Natural Science	(6-12)	5436 General Science	141	141
7989	Online-Teacher	(Pre-K-12)	-	-	-
8510	Physical Education (PE)	(5-9)	5091 Physical Education: Content Knowledge	143	-
7512		(6-12)			
7511		(K-12)			
8430	Physical Science	(5-9)	5442 Middle School Science	152	152
7430		(6-12)			
8450	Physics	(5-9)	5442 Middle School Science	152	152
7450		(6-12)			
8231	Psychology	(5-9)	5391 Psychology	154	154
7231		(6-12)			
8453	Science - Middle Level	(5-9)	5442 Middle School Science	152	152
7200	Social Studies	(6-12)	5081 Social Studies: Content Knowledge	150	-
8220	Social Studies - Middle Level	(5-9)	5089 Middle School Social Studies	149	-
8229	Sociology	(5-9)	5952 Sociology	154	154
7229		(6-12)			
8236	Sociology/Anthropology	(5-9)	5952 Sociology	154	154
7236		(6-12)			
7297	Teacher Leader - Instructional Specialist (K-12)	-	Performance Assessment for Teacher Leaders (PATL)	42	-

Standard Instructional Certificate					
Endorsement Code	Endorsement	Content/ Grade Level	ETS Praxis II Subject Assessment	Idaho Cut Score	Multi State Cut Score
7298	Teacher Leader - Literacy (K-12)	-	Performance Assessment for Teacher Leaders (PATL) + one of the following: 5206 Teaching Reading (OR) 5302 Reading Specialist	42 156 165	- 156 165
7299	Teacher Leader - Mathematics	-	Performance Assessment for Teacher Leaders (PATL) + one of the following: 5164 Middle School Mathematics (OR) 5165 Mathematics (OR) 5037 Elementary Education: Math Specialist	42 157 159 153	- 157 159 153
7045	Teacher Leader - Special Education	-	Performance Assessment for Teacher Leaders (PATL)	42	-
7020	Teacher Librarian	(K-12)	5312 School Librarian	154	154
8137	Theater Arts	(5-9)	5641 Theatre	148	-
7137		(6-12)			
8852	Visual Arts	(5-9)	5134 Art: Content Knowledge	151	158
7852		(6-12)			
7851		(K-12)			
7035	Visual Impairment	(Pre-K-12)	5354 Special Education: Core Knowledge and Applications AND 5282 Special Education: Teaching Students with Visual Impairments	145 163	151 163
8700	World Language (All other languages not listed below)	(5-9)	5841 World Language Pedagogy	151	158
7700		(6-12)			
7710		(K-12)			
8702		(5-9)			
7702	World Language - American Sign Language	(6-12)	0634 American Sign Language Proficiency Interview (ASLPI) by Gallaudet	3 (score is equivalent to a 160 scale score)	160
7701	World Language - Chinese	(K-12)	5665 Chinese (Mandarin): World Language	164	164
8796		(5-9)			
7796		(6-12)			
7715	World Language - French	(K-12)	5174 French: World Language	156	162
8830		(5-9)			
7730		(6-12)			
7712	World Language - German	(K-12)	5183 German: World Language	157	163
8740		(5-9)			
7740		(6-12)			
7713	World Language - Japanese	(K-12)	5661 Japanese: World Language	156	156
7792		(5-9)			
7750	World Language - Latin	(K-12)	5601 Latin	152	-
7714	World Language - Russian	(L-12)	5671 Russian: World Language	130	130
8720	World Language - Spanish	(5-9)	5195 Spanish: World Language	163	168
7720		(6-12)			
7711		(K-12)			