



Member Owned, Member Driven

# **Personnel Policy**

## **What's In It?**

# Jim McNall

## Risk Management Specialist



- ICRMP Risk Management Specialist
- 28 Years with ICRMP
- Emphasis on Governance Training
- Former County Commissioner

# Carl Ericson

## Legal Counsel Risk Manager

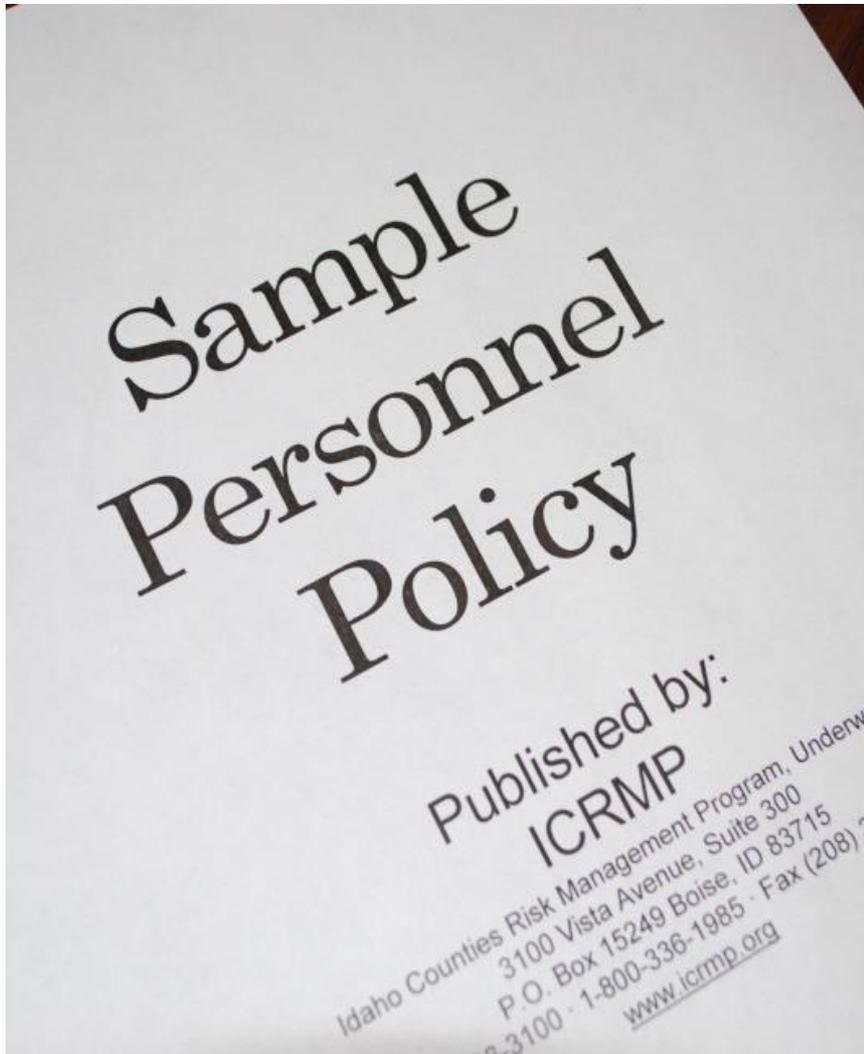


- 17 Years Insurance Defense Attorney
- 5 Years Canyon County Deputy Prosecutor
- Emphasis - Employment Law & Law Enforcement
- Call Carl Before Termination or Adverse Employment Action

# Sample Personnel Policy

Published by:  
**ICRMP**

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36-3100 · 1-800-336-1985 · Fax (208) 336-2100  
[www.icrmp.org](http://www.icrmp.org)



**At Will  
or  
For Cause**

**Not a  
Combination!**

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# Veteran's Preference & Rights



# Preference For Hiring From Within



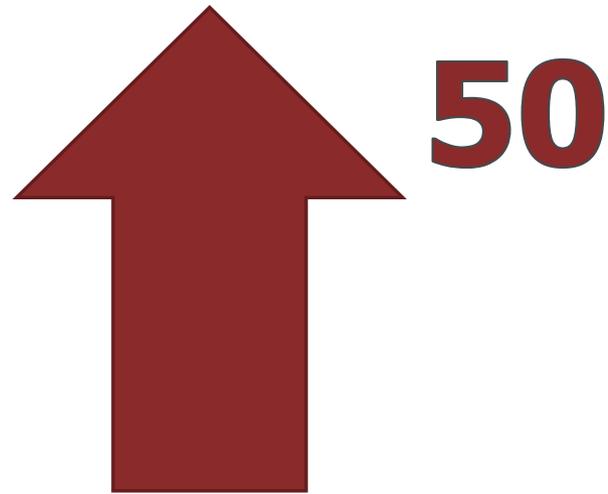


# Access to Personnel Files



# Overtime/Compensatory Time Policy

# Family Medical Leave Act (FMLA)





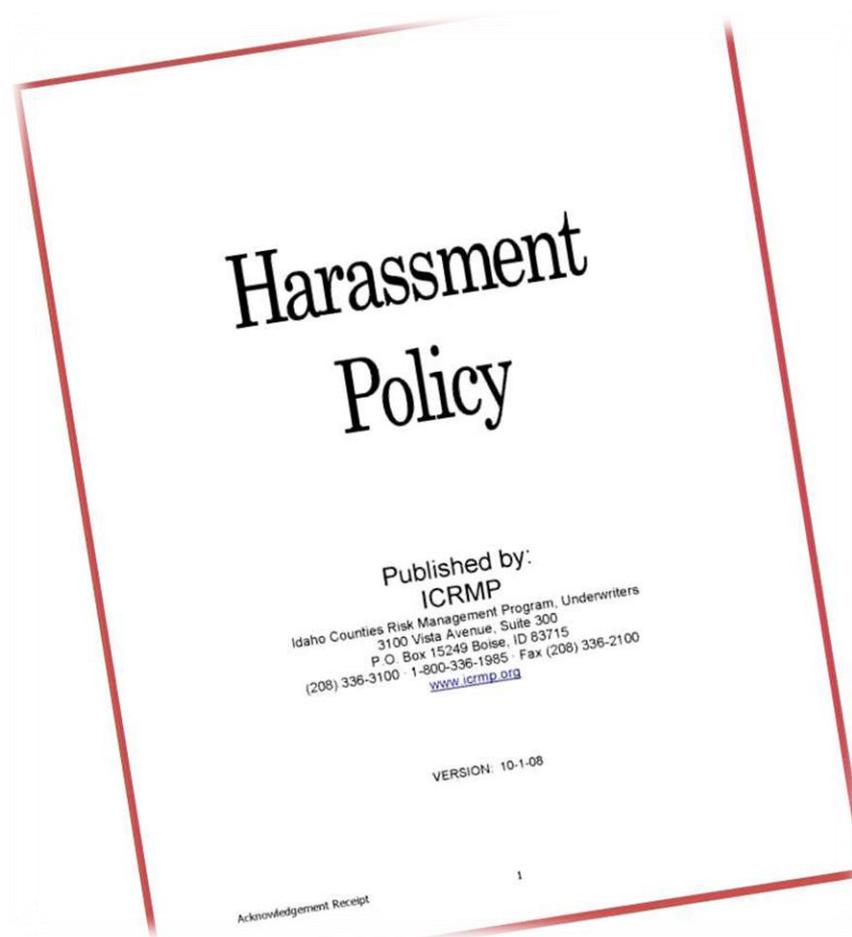
# **Employee Performance & Discipline**

**Provide Process  
But  
Do Not Promise!**

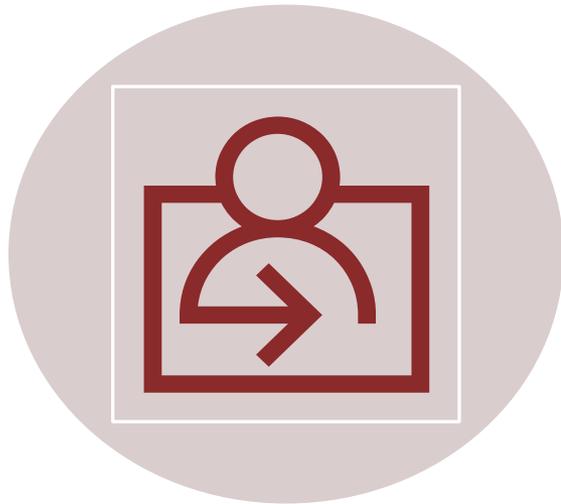
# Opportunity to be Heard - Name Clearing Hearing



# Workplace Discrimination, Harassment & Retaliation Policy



# **Idaho Protection of Public Employees Act ("Whistleblower")**



**EMPLOYEE BENEFITS:**

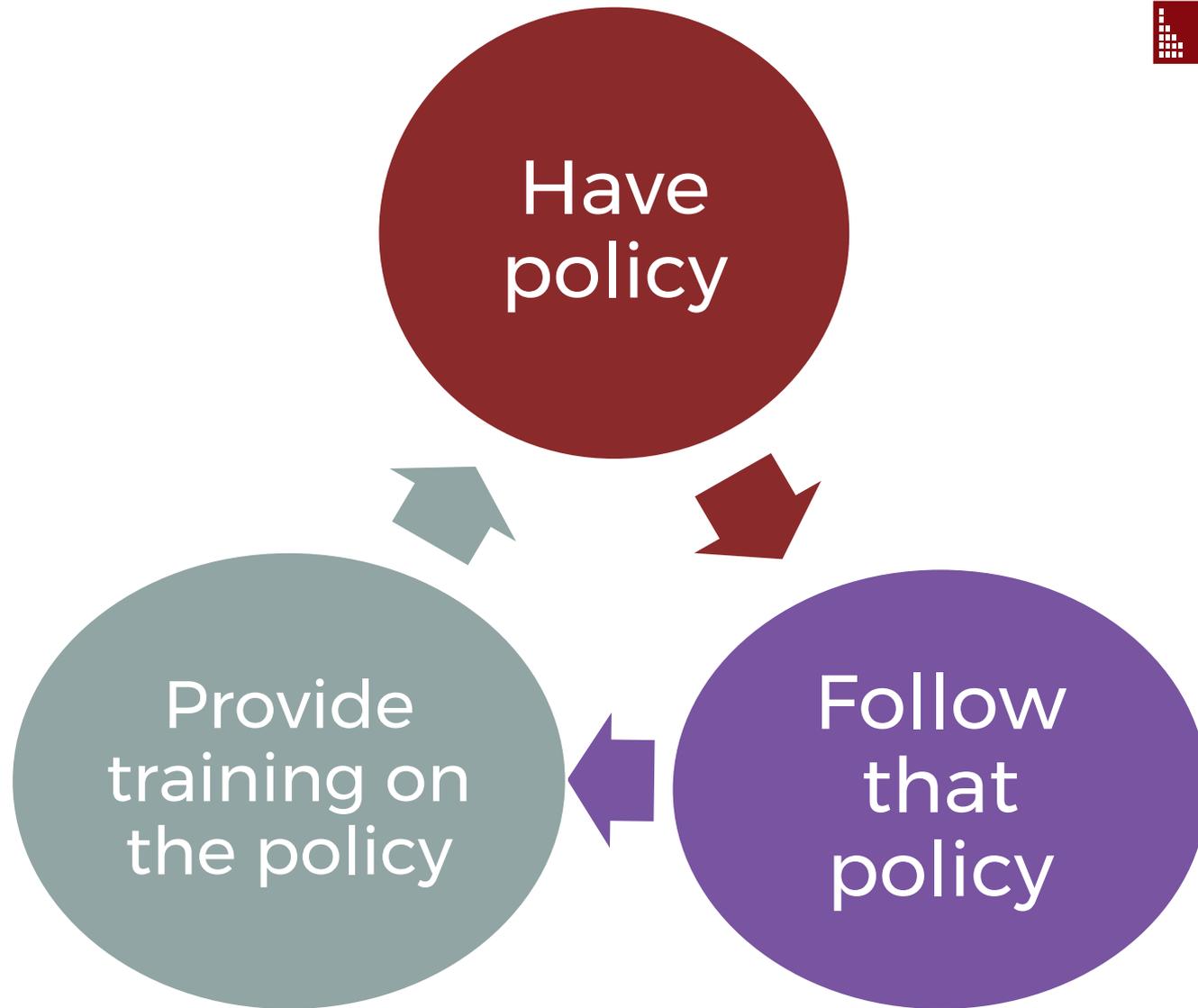


**VACATION/PTO, SICK  
LEAVE, HOLIDAYS, ETC.**

# Resignation Policy

I quit!!





**If You Don't Like It - Change It, Don't Ignore It**

# Thank You

**Jim McNall**

**Risk Management Specialist**

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