

# IDAHO STATE POLICE PROCEDURE

## 03.17 COMPENSATION ADMINISTRATION/REDUCTION IN FORCE

### A. General

The Idaho State Police (ISP) values and provides incentives for ISP employees. Employees are rewarded and encouraged by compensation reflecting both capabilities and performance. All compensation is implemented in accordance with [Idaho Code Title 67 Chapter 53](#) and Division of Human Resources (DHR) [IDAPA Rule 15.04.01](#).

Salary increases are generally based on a pay for performance philosophy: employees receiving an “Achieves Performance Standards” or higher rating on the most recent performance evaluation receive a percentage increase based on guidelines provided by the legislature, the Office of the Governor, and the Director. Employees must have a rating of “Achieves Performance Standards” or higher on the most recent performance evaluation to qualify for a salary increase. Employees currently on a formal Performance Improvement Plan may receive the appropriate increase upon successful completion of the Performance Improvement Plan. No retroactive pay is awarded. Employees currently on Administrative Leave (ADT) for investigative or disciplinary reasons may receive the appropriate increase upon return to work. The determination of retroactive pay will be made based on the outcome of the investigation.

The Project CHOICE portion of the [ISP Compensation Plan](#) distributes pay increases to employees for the attainment of certificates and other achievements relevant to their job classification and the ISP mission. The purpose of Project CHOICE is to attract potential applicants to the ISP workforce, retain the workforce already in place, and reward employees who take on additional duties or tasks, and who work to better themselves in academic and professional settings.

### B. Salary Change Implementation

1. Salary increases or lump-sum bonuses generally are funded from individual programs rather than on a department-wide basis. Programs must have funds available, either in the program budget or through a transfer from another program, to grant salary increases.
2. Entrance salaries for new appointments may be negotiated at any rate within the classification pay grade:
  - a. must remain within budget considerations and the existing ISP compensation plan;
  - b. must be requested by the hiring manager through the appropriate chain of command;
  - c. approval authority for advanced salary placement rests with the Director or Deputy Director.
3. No salary increase may raise the hourly rate above the maximum rate for the pay grade.

## IDAHO STATE POLICE PROCEDURE

4. Temporary salary increases may be granted while an employee assumes significant additional duties beyond the scope of his or her position and classification:
  - a. the increase does not normally extend beyond the period during which the employee is actively involved in and responsible for the additional duties;
5. Salary reductions may be effected to a point no lower than the minimum of the pay grade.
6. Reclassification of a position:
  - a. within the same pay grade, or to a higher pay grade, may not affect the salary of the employee involved;
  - b. to a class in a lower pay grade may be accompanied by salary protection for the employee involved, but not to exceed the maximum of the new pay grade.
  - c. A reduction in force may permit an employee to voluntarily demote in lieu of layoff. In such a case the employee's salary remains the same in the lower pay grade, but not to exceed the maximum of the new pay grade.
7. When an employee responds to a department request to accept a position in a lower pay grade, the employee's pay rate may be protected, but not to exceed the maximum of the new pay grade.
8. When a classified employee requests a voluntary demotion or reassignment with fewer duties or responsibilities, the employee's salary may be set anywhere within the new range dependent upon the skills applicable to the new position, the needs of the department, budgetary considerations and prior performance, but not to exceed the employee's current position salary.
9. Promotions may be accompanied by a salary consistent with the established pay scale, where one exists or, at least, to the minimum of the new range.
10. The Director may authorize a bonus or a temporary salary increase:
  - a. no more than \$2,000 per individual employee may be received within a single fiscal year;
  - b. in accordance with ISP procedures [03.07 Performance Management](#) and [03.03 Employee Recognition Program](#) procedures.
11. Pay-Calc forms are initiated by Financial Services to determine the salary rate that should be offered to a potential job candidate or to calculate the salary rate of an existing employee moving to a new position.
12. Security forms are initiated by HR to establish a new hire into a position and to direct the necessary permissions of the new hire. The forms are also used to facilitate changes to an employee's name or their access and to facilitate the movement of employees to different positions within the agency.

# IDAHO STATE POLICE PROCEDURE

## C. Project CHOICE

1. The Project CHOICE application process is available in the ISP Compensation Plan located in the [Intranet Library](#).
2. Eligibility for CHOICE points is extended to Commissioned, Forensic Evidence Specialist Lab Technicians, Forensic Evidence Specialist Lab Assistants, Forensic Scientist 1 or above, and Communications personnel.
3. To submit for a Project CHOICE point, complete the [CHOICE Points Application Form](#) and follow the routing provided on the form.
4. For general questions about Project CHOICE, refer to the “WHO TO CONTACT” section of Project CHOICE and contact your Project CHOICE representative.
5. To submit a new suggestion for the Project CHOICE Committee to consider, contact your Project CHOICE representative, listed in the CHOICE Plan.
6. For inquiries relating to base pay rates or to view your current awards, contact the [Project CHOICE Coordinator](#).

## D. Reduction in Force

When required, reduction in force (layoffs) is implemented within work units as defined in the following policy statement required by the DHR:

### “IDAHO STATE POLICE REDUCTION IN FORCE POLICY

#### A. General Information

This procedure is used in conjunction with the ISP Employee Handbook, and DHR [IDAPA Rules 15.04.01.140-147 and 241](#) . Whenever possible, employees are reassigned rather than laid off. In the event of a layoff, the rules and regulations of the DHR are followed explicitly.

#### B. Reduction in Force - Reductions in force are confined within the following organizational units:

Layoff Unit 1: Director’s Office: Human Resources, Financial Services, Planning, Grants and Research, Office of Public Affairs;

Layoff Unit 2: Support Services: Bureau of Criminal Identification, IT, ISP Training;

## **IDAHO STATE POLICE PROCEDURE**

Layoff Unit 3: Law Enforcement Programs: Alcohol Beverage Control, Executive/Capitol Protection;

Layoff Unit 4: Forensic Services: All of the personnel employed in the District Offices and the support or command staff in Meridian devoted to processing of forensic evidence;

Layoff Unit 5: Patrol/Investigations: All of the personnel employed in the District Offices and the support or command staff in Meridian devoted to the investigation of crimes and the enforcement of criminal statutes and the rules and statutes relating to the operation of motor vehicles;

Layoff Unit 6: POST: All of the personnel employed in the Police Officer Standards and Training Unit;

Layoff Unit 7: Brand Board: All of the personnel employed in the District Offices and the support or command staff in Meridian devoted to recording brands;

Layoff Unit 8: Racing: All of the personnel employed in the Racing Commission.