



COLLEGE OF
SOUTHERN
IDAHO

**College of Southern Idaho
Campus Procedures and
Guidelines**

2025-2026

COLLEGE OF SOUTHERN IDAHO CAMPUS PRACTICES AND PROCEDURES

This document outlines the College of Southern Idaho's practices and procedures related to employment. In instances where practices and procedures are directly connected to the College of Southern Idaho Employment Policies and Operational Policies, as approved by the College of Southern Idaho Board of Trustees, the appropriate Policy is identified. In these instances, the practices and procedures outlined in this document are intended to add clarity and additional information related to the specific Policy. In instances where practices and procedures are not directly linked to a policy, the information in this document is intended to provide information regarding the accepted practices and procedures of the College. Employees of the College of Southern Idaho are expected to follow all College policies, practices, and procedures. Nothing in this document should be construed to run contrary to the Board approved Employment Policies and Operational Policies, as those policies supersede language in this document.

Final decisions on practices and procedures are always the purview of the President.

Updates to these procedures can be made as needed by the identified department responsible. Changes should be (1) initiated through standard reporting lines (2) brought to Cabinet for awareness (3) updated (with revision date) on the official posted copy at www.csi.edu

Finalized: April 2026

Employment Practices and Procedures
Responsible Department: Human Resources
Contact Information: Director of Human Resources

JOB POSTING, RECRUITING, AND HIRING PROCEDURES

Job Approval, Posting, and Recruiting (Rev. 7/25)

New and replacement full-time positions must be approved by the President via a written memorandum. Each vacancy must be carefully analyzed to determine the need for replacement, refinement, or repurposing. Requests for new and replacement full-time positions must include well-developed answers to the following questions:

1. Can the work be distributed to others in related positions? If the answer is “no,” please explain the activities that were undertaken to arrive at this assessment and provide a clear rationale for a replacement hire. Please note that the simple existence of the vacancy in and of itself is not justification. The justification for a replacement must be linked to a clear demonstration of the need for the position.
2. Are there internal candidates who could assume the vacant position, and who could then have their previous work redistributed, therefore eliminating the need for their previous position? If the answer is “no,” please explain the activities that were undertaken to arrive at this assessment.
3. Does the immediate vacancy require the appointment of an interim to fill the role? If not, how are duties being handled during the period of the vacancy?
4. Has the job description been reviewed for relevance to the current needs of the College? A current job description should accompany the request to post a vacancy.
5. What are the short-term and long-term consequences of leaving the position vacant? This response should be evidence-based.
6. Can the duties of the position be subcontracted? If not, why not?
7. Provide the salary of the employee who most recently vacated the position and an analysis of budget costs or savings that will be accrued by replacing the position.
8. Description of the Hiring Committee (to reflect broad representation from the college community)

The request, and ensuing analysis, must be advanced through the organizational structure of the institution and ultimately flow to the Office of the President. Approved positions will be advertised through the CSI HR Department.

Hiring Qualifications (Rev. 7/25)

Staff qualifications vary by position and are included in the job description for each position.

Full-time academic instructional staff members should hold a master's degree in the field in which they teach or a bachelor's degree in the field in which they teach and documented experience in that discipline, which may be deemed equivalent to a master's degree in that discipline by the selection committee and/or by the administration.

Technical faculty must possess the necessary certifications, licenses, and experience to meet CTE certification.

Adjunct and Dual Credit faculty qualifications vary depending on many factors including, but not limited to, the instructional discipline, teaching and/or industry experience, and support systems provided by the department in which they teach as well as support from other affiliated institutions. Additional information on adjunct and dual credit hiring processes can be found in the Adjunct and Part-Time Faculty Hiring procedures maintained by the Office of the Vice President of Instruction and located in the Instruction and Academic Affairs procedures manual. Non-instructional CSI staff are used sparingly to teach as adjunct or dual credit faculty, and only under narrowly approved circumstances. Contact the Office of Instruction and Academic Affairs for more information.

Hiring, Onboarding, and Offboarding (Rev. 7/25)

Applicants

All applicants must apply through the college's electronic application system. An applicant is defined as someone who applies for a specific job opening and meets the job's minimum requirements. Unsolicited applications for instructional positions will be acknowledged by HR and forwarded to the proper department chair where they may be retained towards potential part-time faculty positions

Interviews

All new hire processes should include consultation with HR to ensure pre-screening procedures and interview questions are appropriate. These steps should be undertaken prior to any interviews.

Conditional Offer of Employment

A background check must be completed before employment begins, except as provided below. Any offers made before a background check has been completed shall be expressly conditional upon successful completion of the background check. Employment may begin prior to completion of the background check only as a conditional offer of employment and when the hiring authority establishes the satisfaction of Human Resources, there is a compelling need. In such cases, Human Resources will provide the hiring authority with "condition of hire" language. Conditional offers shall be withdrawn if the results of the background check are deemed to disqualify the applicant for the position (regardless of whether conditional employment has

begun).

Sign-on Bonuses and Moving Assistance

No sign-on bonuses or moving assistance may be offered without express prior approval by the President. When a hiring manager within the college believes that such a practice should occur, it must be requested in writing as a memorandum. The request should provide the rationale for the request and the identified funding source from within the requestor's operational budget. This guidance applies to all units of college operations, including ancillary agencies.

If an individual is awarded a sign-on bonus and/or moving assistance and leaves before the fulfillment of any term of service for which moving assistance and/or a sign-on bonus has been received, the college will require repayment unless expressly exempted by the President.

Pre-Employment Background Check

In an effort to secure the safety and well-being of campus community members and institutional assets, the College of Southern Idaho seeks to ensure that potential employees have minimal to no history of criminal convictions or poor judgment relevant to employment. Background checks are required prior to employing faculty, professional, and classified employees. The background check process will be completed by HR upon the recommendation of a new hire by the appropriate supervisor.

If the background check reveals criminal records or other serious misconduct (other than minor traffic violations), HR will make an initial determination as to whether the background check results would disqualify the candidate for the position. Considerations include, but are not limited to:

- The relevance of the offense or misconduct to responsibilities of the position
- Number of offenses or misconduct and the circumstances of each
- Length of time between the offense or misconduct and the application for employment
- Severity of the offense or misconduct
- Evidence of applicant's rehabilitation efforts
- Other employment history

To the extent required by the Fair Credit Reporting Act (FCRA), applicants will be informed, in writing, of notice of adverse information discovered in the background check and given an opportunity to respond. Upon conclusion of the review, written notice will be sent to the candidate regarding the employer's decision regarding eligibility for the position. Disqualification of a candidate based on information discovered in the background check is not subject to grievance or appeal by the candidate.

All results of the background check will remain confidential, will be maintained by HR, and will be disclosed only to authorized employees who have a need to know connected to the performance of their job assignments.

Failure to disclose criminal convictions requested during the application process may result in disqualification for employment or termination of employment.

Onboarding

Failure to follow hiring procedures may result in delay of payment or loss of position. New hire paperwork for any position, full or part-time, must be completed and approved prior to any work being performed for the college. New full-time employees must make an appointment with HR to complete their benefit forms immediately upon hiring. It is important that the supervisor of any new employee forwards the HR procedures for hiring in a timely manner. Failure to do so could delay the ability to hire and/or pay a potential employee. The new employee must successfully pass a background screening and complete all of the necessary payroll forms in HR before they can receive a paycheck.

Onboarding of new faculty begins with the Teaching and Learning Center Learning Lab immediately prior to in-service week and continues through a required first year onboarding experience. If full time faculty are hired outside of the standard hiring cycle, they are required to start the Learning Lab onboarding process with the first available Learning Lab offering. Learning Lab and the one-year onboarding are mandatory for all new faculty, and faculty members should work with their department chairs on the completion of this process. Additionally, digital onboarding resources can be found online through the faculty self-help portal.

Changes in Employment

All position changes, rate of pay and change of departments must be completed with appropriate signatures on the New Hire/Change Notice and submitted to the HR Office prior to the time sheet due date. Time sheet due dates can be obtained from HR. Overload Agreement forms must also be submitted prior to time sheet due dates.

When an employee applies for and is selected to a position in a higher pay grade, CSI may account for experience, salary compression, and other market factors in assigning a salary. Supervisors should consider and compare the hourly rates of other employees in the same pay grade when setting a salary for employees in new positions.

Offboarding

Supervisors are responsible for immediately completing a Change of Employment Form and submitting it to HR when an employee terminates employment. Human Resources will copy Payroll.

Employees will be automatically inactivated if they have not worked for the college for 12 months. Employees will be reactivated if they return to work within 24 months of their last day worked and they provide the HR Office with updated address and W-4 information. Employees who have not worked for the college for 24 months will be required to fully complete the new hire process.

Emeritus Status (Rev. 8/25)

Faculty Emeritus

Faculty Emeritus may be awarded to full-time faculty members who meet the following criteria upon their retirement:

- a) Fifteen years of full-time service as a faculty member. Achievement of the rank of Associate or full Professor
- b) A faculty member must apply for emeritus status through an application process as outlined by the Faculty Senate. The completed application must be approved by the Executive Committee of the Faculty Senate, the Vice President of Instruction, and the President.
- c) After approval, emeritus status will be publicly awarded and recognized.
- d) Faculty designated Emeritus status will be provided the following rights and privileges:
 - They will be listed in the college catalog with Emeritus status.
 - They may provide representation on college committees such as accreditation, self-study, planning, etc.
 - They may serve as official liaisons with other portions of the community and region.
 - They may continue to teach courses, receive part-time faculty pay, and take CSI classes free of tuition charges.
 - They may participate at their discretion in alumni and commencement activities as well as those of the CSI Foundation
 - They may continue to attend and participate in meetings of the general faculty, but they will not have a vote in such proceedings.

Faculty Emeritus status does not provide office space.

Faculty wishing to apply for Emeritus status should contact Human Resources.

Non-Faculty Emeritus

In recognition of distinguished service by non-faculty employees to the College of Southern Idaho, retiring and separating employees may be awarded emeritus status. To be considered for emeritus status, an individual must have demonstrated exemplary service to the College and be recommended to the President using the identified procedures. The individual must also have had at least ten years of continuous service to the College.

Nomination Procedures

For non-faculty emeritus status to be conferred by the President, the following steps should occur:

- 1) The individual is to be nominated by their supervisor or by the employee's peers. The nomination should be submitted in the form of a memorandum detailing the body of service and accomplishments that meet the threshold to be recognized as emeritus.
- 2) If the nomination is advanced by peers, the nomination must be accompanied by a memorandum affirming support from the direct supervisor.
- 3) The nominating memo(s) and supervisory support are to be transmitted to the Office of the President on or before April 15 each year.
- 4) The final decision to confer emeritus status remains the prerogative of the President.
- 5) For those approved, the status would become effective on July 1.

Nomenclature

For those approved for non-faculty emeritus status, the title designation will be established by the President, if approved.

Privileges of Non-Faculty Emeritus Status

Non-Faculty Emeritus status entitles the recipients to the following privileges and/or recognition:

- Presentation of a certificate suitable for framing by the recipient
- Use of the approved title
- Continued eligibility to serve on college committees as invited by committee chairs and governance leaders
- Use of the library
- Faculty/staff admission to campus activities
- Retention of email access
- Listing in the appendix of the CSI Catalog
- Observance at the annual Employee Recognition event and/or other suitable venue

Non-Faculty Emeritus status does not confer a stipend or allocation of office space.

President Emeritus

The status of President Emeritus, and any rights and privileges associated with said title, are awarded and conferred by the CSI Board of Trustees.

HOURS OF WORK AND COMPENSATION

Hours of Work (Rev. 7/25)

Administrative offices are generally open from 8 a.m. to 5:30 p.m., Monday through Thursday and 8 a.m. to 4 p.m. on Friday. All twelve-month employees are expected to work the regular work week except on holidays declared by the President of the college and published annually on the HR website. Any deviation from this must be requested through the college's electronic leave request system and must be approved by the employee's supervisor.

Faculty Employment Periods (Rev. 7/25)

The following employment periods apply to all faculty of the college:

- Twelve-month faculty and instructional administrators are expected to work on a schedule that is the same as full-time non-instructional staff. Rather than having fixed periods of leave like other faculty, twelve-month faculty accrue vacation time.
- Eleven-month faculty typically work when students are actively on campus. In general, they are on leave during Spring Break, during the period between the end of faculty obligations for the spring semester and the start of summer term, the end of summer term and the start of fall semester, and the end of fall semester and the start of spring semester. Please contact the Office of the Vice President of Instruction for specific dates.
- Ten-month faculty typically work every month in the calendar year *except* June and July.
- Nine-month faculty typically work from the week prior to the start of the fall semester through the Tuesday after the conclusion of the spring semester.

Faculty employed on 9-, 10-, and 11-month instructional contracts do not accrue vacation leave.

Exceptions to the dates listed above and other contract periods may exist as agreed upon between the employee and their supervisor, as approved by the President.

Timesheets (Rev. 7/25)

Time sheets must be completed with proper signatures and submitted to the Payroll Office on or before the time sheet due date. Time sheets submitted after the due date will be processed on a time available basis. Late time sheets will not be processed until the following month.

WORK RELATED INJURY OR ILLNESS PROCEDURES

Work Related Injury or Illness Procedures and Reporting (Rev. 7/25)

In case of a life-threatening emergency, an employee should report **DIRECTLY** to the nearest hospital emergency room.

Employee Responsibility

- Notify supervisor immediately of illness, injury, or accident.
- Notify campus Security at 208-732-6605.
- Complete an incident report online.

If immediate, non-emergency medical attention is necessary, the employee should go to:

St. Luke's Magic Valley Occupational Health from 8 a.m. - 6 p.m., Monday - Friday.

Medical Plaza #2
775 Pole Line Rd. W #101 Twin Falls, ID 83301
208-814-8100

Employees working outside of Twin Falls should go to their local Occupational Health Provider

If treatment is needed outside of the hours listed above, the employee should go to the nearest Quick Care or Emergency Department in their area.

A post-accident drug screening is required for all work-related accidents and injuries.

If unable to return to work, the employee *MUST*:

- Maintain contact with their supervisor.
- Fill out leave slips and time loss for Workers Compensation.
- Provide the Supervisor and HR with a Release/Intent to Return to Work Form completed by both the employee and Physician.

Supervisor Responsibility

- Contact Campus Safety to report the injury.
- Contact the CSI HR Office to report the injury.
- Confirm that the employee has completed the Workers Compensation First Report of Injury Form.
- DO NOT allow the employee to return to work WITHOUT a Release/Intent to Return to Work Form.

EMPLOYEE EVALUATIONS (Rev. 8/25)

All employees working for and at the College of Southern Idaho are expected to offer the highest level of professional service to all coworkers, students, and the general public. Expectations are communicated to employees in job descriptions and are reviewed during employee evaluation meetings. Employees and supervisors should work together with HR to ensure that job expectations are current and clearly understood.

CSI's Performance Evaluation system has been developed to provide a mechanism for creating and maintaining ongoing communication between the supervisor and employee. This system focuses on helping employees achieve their best workplace performance. To that end, the college's system is designed to accomplish the following goals:

- Create a review of the job description and responsibilities.
- Set performance expectations.
- Keep performance on target.
- Realign performance if necessary.
- Ensure that a comprehensive performance evaluation meeting takes place.

Performance evaluations are a continuous and ongoing process for supervisors and employees. Performance evaluation meetings should be conducted according to the schedule established by the supervisor. The frequency of evaluations may be dependent upon the type of position, the employee's history with the college, and the performance of the employee. In no circumstances should an employee go more than three (3) years without a written performance evaluation. Performance evaluations can be completed and submitted to HR at any time throughout the year.

MISCELLANEOUS EMPLOYMENT PRACTICES AND PROCEDURES

Change of Address (Rev. 7/25)

Changes of employee home address and/or telephone number should be reported to the HR Office.

Completion of Degree (Rev. 7/25)

College employees are encouraged to inform Human Resources upon completion of a higher degree as well as submitting transcripts noting the degree conferred.

ETHICAL CONSIDERATIONS

Consensual Relationships (Rev. 7/25)

Romantic and/or sexual relationships between supervisors and employees and between instructors or staff and students involve power differentials and raise serious concerns about the validity of the consent, as well as concerns about conflicts of interest, abuse of power, and sexual harassment. What might appear to be consensual, even to one of the parties involved, may in fact not be so when one of the individuals involved in the relationship is in a subordinate position to the other.

Within this context, giving praise or criticism, providing performance evaluations, assigning grades, making recommendations for further studies or future employment, or conferring other benefits may diminish the student or subordinate's actual freedom of choice. Moreover, others may be affected by such behavior because it places the instructor or supervisor in a position to favor or advance a student or employee's interest at the expense of others.

CSI recognizes that circumstances may develop that place one party to an existing romantic or sexual relationship in a position of authority over the other. It further recognizes that, despite these procedures, consensual romantic or sexual relationships may develop in existing relationships of authority. Therefore, if a prohibited consensual relationship exists or arises, either the consensual relationship must end or the relationship of authority must be eliminated. The employee in the position of authority must disclose the romantic or sexual relationship to their immediate supervisor or to the next level supervisor. If the parties are unable, or do not agree, to immediately end the romantic or sexual relationship, the supervisor must take prompt and appropriate action

to end the relationship of authority.

Therefore, an employee shall report immediately to their supervisor the following:

1. Existing consensual relationships with a student for whom the employee is in a position to exercise authority. Examples include, but are not limited to, a student in a current class, a student intern, work study student, or student advisee.
2. Existing consensual relationships with a subordinate employee over whom the supervising employee exercises authority. An employee who is the subordinate employee in a consensual relationship is encouraged to report that relationship to the supervisor of the individual with whom they are involved.
3. Existing relationships between either a student and employee or subordinate and supervisor that is known or made known to a CSI employee.

Within fifteen (15) working days of receiving a report of a consensual relationship, the supervisor shall consult with their supervisor and/or the HR Director to develop a plan to manage or eliminate conflicts of interest and mitigate adverse effects on the involved parties and other third parties. This plan shall document in writing the actions that shall be taken, including one or more of the following actions:

1. Transferring supervisory, decision-making, evaluative, academic, and/or advisory responsibilities.
2. Providing an additional layer of oversight to the supervisory role.
3. Transferring one of the individuals to another position; and/or
4. Taking any other action reasonably necessary to manage or eliminate the actual or potential conflict of interest and/or mitigate adverse effects.

Every effort should be made to preserve confidentiality, sharing names and pertinent information only with individuals directly involved in these actions and only as necessary.

If an employee has a consensual relationship with another employee who is not a subordinate, then he or she shall refrain from participating in or influencing votes or decisions that may reward or penalize that employee (such as votes or decisions regarding rank and/or promotion).

A violation of this may lead to disciplinary action, as permitted by the college, up to and including termination of employment.

Retaliation against persons who report concerns about Consensual Relationships is prohibited and constitutes a violation.

Conflict of Interest (Rev. 7/25) ([link to III.A.9](#))

Purpose

To provide guidelines for identifying, evaluating, and managing potential or actual Conflicts of Interest.

Scope

Applies to all administrators, employees, and to persons acting as Public Servants in the interest of the college, including but not limited to community members on college committees, advisory board members, and CSI Board of Trustees.

Definitions

Conflict of Interest: Any official action or any decision or recommendation by a CSI employee or a person acting in a capacity as a Public Servant, the effect of which would be to the private benefit of the person or family member, or a business with which the person or a family member is associated.

Family Member: Any person with whom an employee or Public Servant has a familial or guardianship relationship, including but not limited to a parent, guardian, step-parent, child, step-child, son-in-law or daughter-in-law, sibling, step-sibling, spouse, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, or any persons living in the same household.

Financial Interest: Anything of monetary value received or held by any member of the college community or a member of their family, whether or not the value is readily ascertainable, including, but not limited to: salary or other payments for services (e.g., consulting fees, honoraria, or paid authorships for other than scholarly works); any equity interests (e.g., stocks, stock options, or other ownership interests); and the value of intellectual property rights and interests (e.g., patents, trademarks, service marks, and copyrights), royalties or other income received from such intellectual property.

Public Servant: Any person participating as an advisor or consultant to the college, including volunteers.

Employees who are in a Position to Influence or Commit CSI Resources: CSI considers the following to be in a position to influence or commit CSI resources: CSI Trustee, President, Vice President, Dean, Department Chair, Director, Coordinator, Grant Manager/Principle Investigator, and any other position determined to be in a position to influence or commit CSI resources.

Significant Financial Interest: One or more of the following interests of a CSI employee or other Public Servant, or a Family Member of the aforementioned, that reasonably appears to be related to their institutional responsibilities:

Where the Financial Interest (including remuneration received in the preceding 12-month period and equity) exceeds \$5,000 or equals or exceeds 5% ownership (i.e., as the actual or beneficial owner of more than 5% of the voting stock or controlling interest), for any one enterprise or entity when aggregated for any member of the college community and their Family Members.

The following additional items:

- Any equity interest in a non-publicly traded entity.
- Any intellectual property and interests (e.g., patents, copyrights), for which income has been received in the preceding 12-month period.
- The occurrence of any reimbursed or sponsored travel. This travel shall be disclosed for the subsequent twelve months, and where non-previously disclosed reimbursed or sponsored travel takes place the employee or Public Servant shall disclose it within 30 days. Travel disclosures shall include: the purpose of the trip, the identity of the sponsor, the destination, and the duration. Travel that is sponsored or reimbursed by a federal, state, or local government, a U.S. institution of higher education, or an academic medical center, academic teaching hospital, or a research institute that is affiliated with an institution of higher education, is excluded from the travel reporting requirements.

The following are not included in the term Significant Financial Interest:

- Income from investment vehicles, such as mutual funds and retirement accounts, provided these accounts are managed by a third party.
- Salary, royalties, or other payments made by CSI.

Statement

CSI encourages and supports outside interactions of its faculty, staff, and student employees with federal, state, and local governments, community organizations, non-profit groups, and business and industry as important parts of their research, teaching, and community engagement activities. However, maintenance of the public's trust is critical to the mission and reputation of CSI. It is vital that employees and Public Servants of CSI demonstrate that they hold themselves to the highest ethical standards, including the disclosure of their participation in any activity that will result in financial, professional, or personal benefit to themselves or any family member and that may be construed as a Conflict of Interest. CSI's approach to identifying, evaluating, and managing potential Conflicts of Interest does not attempt to illustrate all possible situations that require disclosure. All employees and Public Servants are expected to be vigilant and ethical in all dealings in order to ensure any potential conflicts are addressed quickly and appropriately.

Procedures

Conflicts of Interest for Employees/Public Servants

A Conflict of Interest arises when an employee or Public Servant may benefit personally from dealings with an entity or person conducting business with the college, including indirect benefits such as to family members or businesses with which the person is closely associated. A Conflict of Interest also arises when an employee's or Public Servant's personal interests or relationships may compromise their professional judgment in the discharge of their duties and responsibilities.

CSI employees and Public Servants have an obligation to conduct college-related business transactions and other duties assigned to them without actual or potential Conflicts of Interest.

Neither employees nor Public Servants may review, approve, or make any decision relating to a college transaction that may financially benefit themselves or their family members. All employees and Public Servants shall take all necessary precautions to avoid any actual or potential Conflicts of Interest and to disclose any actual or potential conflicts that may exist. An employee or Public Servant who believes that they may be in a Conflict of Interest situation must work through Human Resources. If it is determined that there is an actual or potential Conflict of Interest, the employee or Public Servant shall comply with the reporting requirement set forth below.

CSI employees and Public Servants must avoid any actions that could influence relating to a family member's relationship with the college, which may include employment, academics, and student conduct. This includes advocating for preferential treatment, grading outcomes, or the influence of course selection, substitutions, or placement. The integrity of the academic process requires impartiality, and any attempt to influence an outcome regarding a family member constitutes a Conflict of Interest. In such situations, faculty and staff must recuse themselves from involvement. To avoid such scenarios, the college prohibits students from taking classes taught by immediate family members except in rare circumstances approved by the President. The college also prohibits administrative decisions regarding immediate family members. If such a decision is needed, an alternate administrator should become involved.

Conflict of Interest Principles

Conflicts of Interest are situational and can arise under many different circumstances. This does not attempt to provide an exhaustive list of every possible situation but provides requirements for CSI employees and Public Servants to avoid, minimize and manage a real or potential Conflict of Interest. If an employee or Public Servant ever feels that he or she is or may appear to be conflicted in a given situation, it is appropriate to report that real or potential conflict as provided below so that the situation may be reviewed, and a management plan may be developed if necessary.

Employees with administrative responsibilities should be aware of the potential for Conflicts of Interest when making CSI business decisions. Employees who have duties involving procurements, sale of goods, negotiation or development of contracts, or who make decisions affecting CSI assets, including intellectual property and licenses, should be particularly conscious of Conflicts of Interest. In general, when employees or their family members have a financial interest in a business, they must acknowledge that a Conflict of Interest exists if that business has a relationship with CSI. CSI employees may not review, approve, or make any decision related to a CSI transaction that may financially benefit the employee or his or her family members.

Conflict of Interest Training

All full-time employees who are in a position to influence or commit CSI resources must complete training on this topic regarding disclosure and Conflicts of Interest prior to beginning work and annually thereafter. Each employee must also complete training within a reasonable period of time. If these procedures are substantively amended in a manner that affects the

requirements of employees, if the employee is new to the college, or if it is determined that the employee has not complied with these procedures or with any applicable management plan related to their activities.

Conflict of Interest Disclosure

All employees who are in a position to influence or commit CSI resources must complete and submit a Conflict of Interest Disclosure Form (hereafter called “Annual Disclosure”) within thirty (30) days of hire and annually thereafter. The purpose of the Annual Disclosure is to solicit information that allows the college to determine whether an employee has a potential Conflict of Interest, financial or other, as defined in these procedures. When the college determines that the information submitted indicates that a Conflict of Interest does exist, the college may require the employee to submit additional information and explanation regarding that conflict. In addition to annual disclosure, certain situations require ad hoc disclosure. All full-time employees who are in a position to influence or commit CSI resources must disclose a Conflict of Interest that arises during the year within thirty (30) days of discovering or acquiring the Conflict of Interest.

Public Servants serving on college committees, boards, or advisory groups may be required to submit an Annual Disclosure form, if so required in committee charters or bylaws.

Even if not required to submit an Annual Disclosure, all employees and Public Servants must submit an ad hoc notification if an actual or potential Conflict of Interest, financial or other, arises within 30 days of becoming aware of the actual or potential Conflict of Interest.

Review and Notifications

If an employee or Public Servant is in doubt about whether this policy applies in a situation, they should consult with their supervisor or the Human Resources Director before any action is taken, or otherwise as soon a concern arises. An employee may request a review of a decision regarding a Conflict of Interest by the President or the President’s delegate. All requests for review shall be initiated in writing within five (5) business days of decision notification. A request for review shall set forth pertinent facts. The employee will be notified of the President’s decision within ten (10) business days of the request for review.

The disclosure of a Conflict of Interest, financial or other, will be reviewed promptly by Human Resources for a determination of whether it constitutes a Conflict of Interest. Human Resources may seek legal guidance regarding the actual or potential Conflict of Interest from CSI’s legal counsel. If a Conflict of Interest, financial or other, exists, the Human Resources Director will meet with the employee and the employee’s supervisor to address the conflict. The Human Resources Director will report Conflicts of Interest, financial or other, or non-compliance to President’s Cabinet, for mitigation.

Administration and Record-Keeping

Human Resources will administer and maintain records of all filed disclosure forms and associated documents, including, but not limited to, documentation of actions taken by college

administrators and committees to eliminate, reduce and/or manage Conflicts of Interest. All such records will be retained for a period of three years following completion or termination of the activity that prompted the filing of the disclosure form. In the event of any sanction, copies of such records will be provided to Human Resources and maintained as part of the employee file.

Violations

Failure to comply with this may subject an employee to corrective action, up to and including dismissal. Additional sanctions may apply under applicable policies and state and federal law. Violations must be reported to Human Resources.

Frequently Asked Questions

Q. Who is required to submit an annual disclosure?

A. All full-time employees and Public Servants who are in a position to influence or commit CSI resources are subject. These positions could include, but are not limited to CSI Trustee, President, Vice President, Dean, Department Chair, Director, Coordinator, and Grant Manager/Principal Investigator.

Q. I am not required to submit an annual disclosure due to my position. However, I feel that I have a possible Conflict of Interest. What should I do?

A. When in doubt disclose, and contact your supervisor or Human Resources upon becoming aware of the actual or potential Conflict of Interest.

Q. Are all significant financial interests considered a Conflict of Interest?

A. No, many significant financial interests do not create a Conflict of Interest. You are required to disclose all significant financial interests that reasonably appear related to your professional responsibilities to the college, as defined by your department or job description. The college is responsible for determining whether the significant financial interest creates a Conflict of Interest.

Q. How do I determine whether a significant financial interest is related to my professional responsibilities and must be reported?

A. When in doubt disclose, but if your financial interest is clearly not related to your professional responsibilities then you do not need to disclose it. The disclosure requirement is not designed to capture information on all of your outside interests.

- Examples of financial interests that do not need to be disclosed

If a psychology professor owns more than \$5,000 of stock in an oil company, it is not related to that professor's professional responsibilities and need not be disclosed. Likewise, if a professor of political science earns \$15,000 a year from residential rental property income, they do not need to disclose it as that is clearly not related to their professional responsibilities.

- Examples of financial interests that need to be disclosed

If an employee's daughter owns 10 percent of a paper supply company that wishes to bid for CSI contracts, and that employee makes purchasing decisions for his or her department, that interest must be reported.

Q. Who decides if my financial interests qualify as Conflicts of Interest?

A. The Human Resource Office will review all Conflict of Interest disclosure forms and will determine if a Conflict of Interest exists.

Employee Political Activity (Rev. 7/25)

College employees have the right to engage in political activity. This includes speaking, campaigning, contributing personal money, or otherwise exercising the individual's First Amendment rights for political purposes. However, political activities undertaken by any college employee must reflect the employee's own private life and feelings and not be portrayed as representative of the College of Southern Idaho. Employees must also ensure that they are not using their position at the college to attempt to influence the political views of students or other employees.

Employees may not use public property or resources to advocate for or against a candidate or a ballot measure. The prohibition includes, but is not limited to:

1. Using work hours to engage in political activities.
2. Utilizing college resources (computers, printers, supplies, etc.) for political purposes.
3. Using the college email system to distribute political messages. This includes creating and distributing political emails from a **@csi.edu** email account.
4. Using their official title or association with the college to endorse or oppose political candidates or issues.

Further, Idaho law prohibits faculty from providing extra credit to a student:

- (a) To encourage the student to vote or not vote; or
- (b) To influence the student's vote for or against a candidate or ballot measure.

Any employee of the College of Southern Idaho who is elected to or appointed to any public office which requires the employee to be away from their job at the college for more than three weeks per semester shall be required to tender a resignation or apply for a leave of absence with no assurance that a position with the college will be available should the employee decide to return to the college, or said employee must apply to the administration for relief from these guidelines.

Compliance with Student Information Release Laws (FERPA) (Rev. 7/25)

The [Family Education Rights & Privacy Act of 1974](#) (FERPA) is a federal law that protects the privacy of a student's educational records. Student education records are considered confidential

and may not be released without written consent of the student, except by provisions outlined in FERPA. Requests for access to or copies of student records, verification of enrollment or degree, or situations that require releasing student information (including directory information) should be forwarded to the Admissions & Records Office. Any questions or concerns should be addressed to the Registrar.

All employees must complete the FERPA tutorial prior to receiving access to student records. The tutorial is intended to ensure that anyone granted access to student records understands the obligations under FERPA to protect those student records. The tutorial is designed to provide a basic understanding of FERPA and help all employees maintain compliance. The tutorial includes an online quiz which must be passed with a score of 70% or greater.

The College of Southern Idaho's FERPA web site includes the most current information available as it pertains to the rights and responsibilities of students, parents, faculty, and staff.

EMPLOYEE LEAVE

Military Leave (Rev. 7/25)

Taking leave for the purpose of performing military service shall be in accordance with applicable state and federal law.

Employees who are members of the National Guard or reservists in the armed forces of the United States who are directed by proper military authority to participate in ordered and authorized field training under the National Defense Act shall receive military leave with pay for a maximum fifteen (15) working days in any one (1) calendar year. Such leave is exclusive of vacation and sick leave and compensatory time off for overtime. An employee taking military leave with pay must send a copy of their orders to HR.

Currently federal law provides that employees who are drafted or enlist in the Armed Forces of the United States or who are called to active duty from the Reserves for extended periods (more than six months) be granted a leave without pay for a period of up to four years.

- Health plan coverage at the employee's request and expense for a limited period of time as described by insurance regulations;
- Retirement benefits and service credit in accord with the provisions of the applicable retirement system; and
- Other length-of-service credits related to employment that would have been granted had the employee not been absent, provided that the employee returns to college service at the conclusion of the leave in accordance with applicable federal and state laws.

An employee whose employment is reasonably expected to continue indefinitely and who leaves his or her position either voluntarily or involuntarily in order to perform active military duty, has reemployment rights as defined in Idaho Subsection 135.05. The law also requires that employees who wish to return to the college after active duty be guaranteed the same or equivalent position with similar grade and benefits.

In order to be eligible for reinstatement an employee must:

- Present a certificate of satisfactory completion of service;
- Apply for reinstatement within 90 days of an honorable or general under honorable condition discharge from active duty, or within one year if hospitalized after discharge;
- Have been employed in a position expected to continue indefinitely, and would not have been laid off if employment had not been interrupted by military service.

An employee shall be granted active military leave, provided that the employee gives advance verbal or written notice of the leave except when such notice is precluded by military necessity, impossibility, or unreasonableness. In the granting of such leave, the college may require verification of an employee's military orders.

An employee must request annual leave or leave without compensation for appearing as a party in a non-job-related proceeding involving the employee or appearing as a plaintiff or complainant in a proceeding in which the college is a defendant or respondent.

Leave Due to Instances of Closure or Inaccessibility (Rev. 7/25)

When a CSI facility is closed or declared inaccessible by the President or the President's designee, affected employees are granted administrative leave.

An employee who works at a CSI facility during a declared period of closure or inaccessibility is paid their regular salary for work during the employee's normal hours of work. In addition to remuneration for time worked, non-exempt employees are granted compensatory time off equal to the number of hours worked during the declared period of closure or inaccessibility.

If a CSI facility has not been declared closed or inaccessible during severe weather or other emergency conditions, but such conditions prevent an employee reporting for work, the affected employee is permitted to use accrued vacation leave or compensatory time to cover the period of absence from duty. If the employee has no vacation leave or compensatory time credit, the absence from duty is charged without pay. Under some circumstances, the President or the President's designee may authorize leave with pay.

Professional Leave and Release Time (Rev. 7/25)

Leave with pay may be allowed to employees to attend conferences and professional meetings, provided arrangements are approved by the supervisor in advance. All allowances for travel and per diem must be approved in advance by the employee's supervisor.

Sabbatical Leave (Rev: 7/25)

See Instruction and Academic Affairs Faculty Procedures

Medical Appointments (Rev. 7/25)

Sick leave, compensatory time, or vacation may be used for medical appointments.

Donated Shared Leave Pool (DSLPP) (Rev. 7/25)

The purpose of the Donated Shared Leave Pool (DSLPP) is to allow benefit-eligible College of Southern Idaho employees to transfer accrued sick and/or vacation leave to a shared leave pool for eligible CSI employees to use when the employee, or an immediate family member, suffers from a serious illness or disability or other health reasons necessitating the employee's absence from work.

Eligible employees may voluntarily donate accumulated vacation and/or sick leave to aid employees who are unable to work due to a qualifying event. The DSLPP is entirely reliant on donated hours. Any eligible employee wishing to donate may contribute to the pool by completing the Contribution to the Donated Sick Leave Pool form. Contributions are transferred immediately to the DSLPP, for use in any DSLPP allocation. Contributions to the DSLPP cannot be directed for the use of a specific individual.

Donating Shared Leave

- Sick leave may be donated upon accrual.
- Vacation leave may be donated upon accrual.
- Employee contributions are unlimited but the donating employee must maintain a balance of at least 80 hours of vacation and/or sick leave.
- Time must be donated in whole hours with a minimum donation of 8 hours.
- Donated hours are on a 1:1 ratio between the donor and the recipient.
- Donated hours cannot be rescinded once they are donated.

The donation of leave is strictly voluntary. No employee may intimidate, threaten, or coerce any other employee with respect to donating or receiving leave under this program. Individual sick leave records that apply to Shared Leave are confidential and no individual employees shall receive remuneration of any kind for sick leave donated.

Receiving Shared Leave

Shared leave is only available for an employee's health condition, except in the following cases:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, sponsored dependent, son, daughter, or parent, who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.
- In the event of an employee donating bone marrow and making an organ donation.

In order to receive shared leave, an employee must have exhausted all accrued vacation, sick

leave, and compensatory time. The maximum amount of DSLP benefits accessible to a recipient cannot exceed one-third of the balance of the pool, or 480 hours leave time per case, whichever is less. The leave granted will run concurrent with FMLA.

If an employee receives a medical release to return to full-time work prior to using all hours granted, the unused balance of hours granted returns to the DSLP. Employees receiving a medical release for return to work on a part-time basis (i.e., fewer hours per day per week than the regular work schedule), may continue to use donated leave for the balance of the regular work schedule until medically released for full duty. If intermittent treatment is required, unused approved DSLP benefits may be provided on an as-needed basis until the employee has been approved by their attending physician to return to work full-time. Leave can be taken intermittently.

It is not possible to make back payments to a DSLP recipient who may have already taken some leave without pay. Donated time will be available for use by the recipient in accordance with regular payroll procedures and deadlines. DSLP hours may not be converted to cash. The estate of a deceased employee is not entitled to payment for approved unused DSLP hours. If an employee earns additional leave benefits while drawing from the DSLP, the employee must use those hours before additional DSLP hours are used.

Requesting Sick Leave Pool Allocation

Employees may apply for a DSLP allocation under the eligibility standards stated above. Eligible employees must request DSLP hours by submitting a completed Application to the Office of Human Resources. Applicants request a specific number of hours from the Pool. In the DSLP, the corresponding allocation is held for the applicant, and applied to their absence during each payroll.

Allocating Hours from the Pool

Allocations are on a first come first served basis, per HR's date and time of receipt and having ensured the application is complete. HR will issue a response to the applicant and department.

Potential challenges to allocation may include:

- insufficient hours available in the DSLP.
- absence of signatures, or any supporting documentation.
- application submitted outside the appropriate submission timeline.

If an employee exhausts all other leave before a decision can be made about a DSLP allocation, leave without pay may apply.

Drug and Alcohol Testing Procedures (Rev: 7/25)

Purpose

The College of Southern Idaho recognizes the health risks and costs associated with the use of

illicit drugs and the abuse of alcohol and is committed to providing a drug-free and alcohol-free educational environment which supports the mission of the college.

Statement

It is the practice of the College of Southern Idaho that the unlawful manufacture, distribution, dispensation, possession, use of a controlled substance as listed in Idaho Code Section 37- 2705, intoxicants as defined by Twin Falls City Ordinance 3027, or the use of alcohol by students and employees is prohibited in the workplace, on college time, or on college property. This prohibition covers any individual's actions that are part of college activities occurring on college property or in the conduct of college business away from campus. At any time when an employee of the college, on college business, accompanies students away from campus, or is in a position to supervise students away from campus, the possession, use or dispensation of a controlled substance or the use of alcohol by such employee is strictly prohibited. The employee-student procedure applies even when the President, or his designee, deems it appropriate to permit the presence of alcohol at an off-campus college sponsored event.

Testing

The State of Idaho has codified the procedure under which a political subdivision of the State of Idaho may test its employees for drugs and/or alcohol at Title 72, Chapter 17 of the Idaho Code. The Board of Trustees of the College of Southern Idaho has determined that it is in the best interest of the college, its administration, faculty, and staff to have drug and alcohol testing. The college may require any employee or prospective employee to submit to appropriate testing for the presence of drugs or alcohol under circumstances which may include, but not be limited to the following: post-accident, reasonable suspicion and return to duty/follow-up.

Employees will not be permitted to work with a detectable level of prohibited drugs in their system. The basis for determining "under the influence" and/or "detectable level" is a positive test result for drugs and/or alcohol. A positive result for alcohol shall be .02 alcohol concentration or more. Prohibited drugs include both illegal and legal substances, including alcohol or prescription drugs that have not been specifically prescribed, or used as prescribed, by a licensed physician for specific treatment purposes of the employee at that time.

The procedures of the College of Southern Idaho, which may be amended at any time, are as follows:

Post-accident:

Any employee whose performance either contributed to any accident or injury or cannot be completely discounted as a contributing factor to an accident will be tested based upon the following conditions:

- If the accident caused injuries resulting in medical treatment being provided by a physician or their designee (other than first-aid).
- If the accident resulted in significant property damage.

Reasonable suspicion:

When trained supervisory personnel determine there is reasonable suspicion to believe an employee is under the influence or in possession of any substance prohibited by these standards or is otherwise in violation, the college may:

- Require the employee to submit to a drug and/or alcohol test when at least one designated/trained employee and the President of the college, or his designee, have reasonable suspicion to believe that an employee is under the influence of drugs and/or alcohol. These beliefs will be based upon specific physical behavioral or performance indicators.
- Turn over to appropriate law enforcement agencies any illegal substance found on the premises. This may result in criminal prosecution.

Return to duty/follow-up:

An employee who tests positive for drugs or alcohol may not return to work until such employee tests negative. The College of Southern Idaho has the option of disciplinary action up to and including termination for a confirmed positive test. When disciplinary action has been chosen as an option, the employee may return to duty when the following conditions, which may be at the employee's expense, are met:

- The employee must have a negative return-to-duty test for drugs and/or alcohol as specified in these procedures. The sample collection and analysis of the specimen must be conducted at the company's designated site. The sample must have been collected no more than 24 hours prior to the employee's return to work.
- The employee must submit to an evaluation (a copy of which is sent to the employer) by the college's designated Substance Abuse Professional/Employee Assistance Program identifying:
- Recommendations for treatment, if any.
- A signed agreement from the employee stipulating to their commitment to the outlined plan/recommendations.
- A plan for follow-up drug/alcohol testing to be completed for a period of time to be determined by the substance abuse professional.

Testing Procedures

Any testing for drugs or alcohol on current employees will be considered work time for compensation purposes. Prospective employees shall not be paid for any time spent participating in drug/alcohol testing. The college shall pay all initial costs of drug or alcohol testing.

An employee does have the right to refuse to be tested. However, refusal to submit to the test may be grounds for disciplinary action up to and including termination.

Sample collection, testing and analysis for drugs or alcohol shall be performed by the third party administrator and within the guidelines as set forth within a Substance Abuse and Mental Health Services Administration (SAMHSA) approved lab and Department of Health and Human Services (DHHS). The third party administrator will assure validity, confidentiality and security of samples and test results. Sample selection and testing will conform to the above guidelines, including scientifically accepted analytical methods and procedures.

The third party administrator will designate a Medical Review Officer (MRO), or his designee, to interpret, evaluate and monitor the drug testing program and results. The MRO will be a licensed physician with knowledge of drugs, testing methods and drug abuse disorders.

The College of Southern Idaho and/or physician shall determine the drug testing technique (e.g., urine sample, breath sample, blood sample, physical examination, sobriety examination) to be administered.

All individuals who are required to be tested under the conditions of these procedures will report to the third party's administrator/College of Southern Idaho's designated collection site and at the requested time.

If the test or retest is negative, the chain of custody form is reviewed for completeness and accuracy and the results are reported to the College of Southern Idaho.

If any test is positive for drugs or alcohol, the College of Southern Idaho shall receive a confirmatory test.

If an employee or prospective employee tests positive for drugs or alcohol:

- The employee shall be contacted by the MRO, prior to notification of the College of Southern Idaho, so that the MRO may determine whether a legally prescribed medication resulted in the positive drug test. It is the employee's obligation to be available to the physician so the situation can be discussed.

Any employee or prospective employee who tests positive for drugs or alcohol must be given written notice of that test result, including the type of substance involved.

Any employee who tests positive for drugs or alcohol may not return to the work force until such employee tests negative.

Any employee or prospective employee who has a positive test result may request that the same sample be re-tested by a mutually agreed upon laboratory. A request for a retest must be made in writing to the Director of Human Resources within seven (7) working days from the date of the first confirmed positive test notification and be paid for by the employee or prospective employee requesting the test. If the retest results in a negative test outcome for an employee, the college will reimburse the cost of the retest and/or compensate the employee for his time if suspended without pay.

Upon receipt of a confirmed positive drug or alcohol test result or other proof which indicates a violation, or upon the refusal of an employee to provide a test sample or upon an employee's alteration or attempt to alter a test sample, the college may use that test result or the employee's conduct as the basis for disciplinary or refusal-to-hire action. The college may require that the current employee utilize the return-to-work procedure as a condition of continued employment or reinstatement. Actions by the college may include, but are not limited to, the following:

- Per the evaluation of a substance abuse counselor, the employee will enroll in a private employer-approved rehabilitation, treatment, or counseling program, which may include additional drug or alcohol testing, as a condition of continued employment;
- Suspension of the employee with or without pay for a period of time;
- Termination of the employee;
- Other disciplinary measures as deemed appropriate by the college.

All test results will be maintained by the College of Southern Idaho in a manner which assures their confidentiality and will be available to other parties only upon specific written consent of the individual tested.

This shall conform in all respects with the provisions of Title 72, Chapter 17, Idaho Code. This shall not in any way create a physician-patient relationship with the College of Southern Idaho and a prospective or current employee.

If an employee tests positive for drugs or alcohol, such employee shall not be considered disabled by virtue of the test results alone.

All prospective and current employees will be fully informed of the Drug and Alcohol Free Workplace Procedures prior to any testing being administered. All employees will be provided with a copy of these procedures. No current or prospective employee will be tested until this information is made available to him/her.

Education and Prevention

The College of Southern Idaho recognizes drug and alcohol dependency as a serious problem and as a health, safety, and security threat to the business of education. Employees who need help in overcoming such dependency should contact their supervisor, the Employee Assistance Program or the Director of Human Resources. A voluntary, conscious effort to seek such assistance is encouraged.

Employees are encouraged to learn more about the dangers of drug and alcohol abuse and may obtain more detailed information about available treatment and counseling options. For additional information contact the Director of Human Resources or the Employee Assistance Program.

Citations, Violations, and Convictions of Criminal Drug and Alcohol Statutes

The college serves as a public trust and it is in the public interest that all employees report any citations for violations to their supervisor or to the President. Employees must notify the President's Office of any criminal drug or alcohol statute conviction not later than five (5) calendar days after the employee is convicted.

Enforcement

Convictions or violations of CSI's Drug-free and Alcohol-free procedures will result in disciplinary action up to and including dismissal.

This complies with the requirements of PL 100-690, Title V, Section 5153. The alcohol procedures do not apply to the College of Southern Idaho Foundation.

DISCRIMINATION AND GRIEVANCE PROCEDURES

Claims of Discrimination (Rev. 7/25) (Link to Employment Policies and language removed from such)

The following steps must be followed to report and investigate incidents of unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment.

1. A person who believes they have been unlawfully discriminated, harassed or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment or retaliation, should report it to the Designated Official, their supervisor, department head, President, Director of Human Resources or legal counsel for the college. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to one of the other persons listed above.
2. Once a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. The Designated Official should promptly review the complaint and consult with legal counsel for the college and the Director of Human Resources
4. In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.
5. The Designated Official, in consultation with legal counsel for the college, should engage a neutral party to investigate the complaint.
6. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct

occurred.

7. At the conclusion of the investigation, the investigator will submit a report of the findings to the Designated Official, who will then route it as appropriate.
8. The Designated Official and/or the appropriate supervisors with assistance from legal counsel for the college will meet separately with both the complainant and the respondent to notify them in person of the findings of the investigation.
9. The complainant and the respondent may submit written statements to the Designated Official and/or supervisors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.
10. After the Designated Official and/or supervisors have met with both parties and reviewed the documentation, and after consultation with legal counsel for the college, a decision will be made as to what action, if any, should be taken by the President or department head.
11. At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant, unless otherwise required or made public by law.

If it is determined that unlawful discrimination, harassment, or retaliation has occurred, an appropriate course of action will be taken by the college. The action taken will depend on the following factors:

1. The severity, frequency, and pervasiveness of the conduct.
2. The conduct of the respective employees.
3. Prior complaints made against the person alleged to have committed the offenses; and the quality of the evidence (first-hand knowledge, credible corroboration, etc.).

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

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state, and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The college's insurer may also be engaged to assist in all phases of any proceeding or investigation.

Grievance Procedures (Rev. 7/25)

The College of Southern Idaho is committed to supporting students, faculty, and staff in and outside the classroom. Grievance Procedures exist to ensure students, faculty and staff have avenues to voice concerns and address both academic and non-academic matters in safe, unbiased environments.

CSI Faculty and staff strive to maintain a safe learning environment conducive to community and student success. A positive, productive learning environment is founded on mutual respect between CSI employees and the individuals they serve. These relationships can be achieved and maintained when parties engage in open discussion and active listening.

CSI Faculty and staff are committed to providing an effective conflict resolution and grievance process. The following principles guide these procedures:

Individuals will not suffer any form of disadvantage as a result of filing a grievance or an appeal. The grievance resolution will be handled informally, where possible and appropriate. Conflicts and grievances will be resolved confidentially and expeditiously. An individual's rights to due process will be guaranteed.

Students, faculty, and staff are provided the opportunity to voice concerns without fear of consequence by following the appropriate steps. Individuals may begin the process of grievance resolution any time they feel there has been unfair treatment, lack of communication, or breach of procedures. It is beneficial to resolve conflict and grievances as soon as possible. Be advised, approaching the person/people directly involved first and attempting to work out solutions is usually most effective. If a satisfactory solution is not obtained or the individual feels uncomfortable approaching the person/people involved, the individual may report their concern to CSI Administration using the 'Report a Concern' link on the CSI website Home page.

It is unprofessional, counterproductive, and inappropriate to take concerns and grievances to individuals who are not involved in the resolution process.

Americans with Disabilities Act

Student Accessibility Services at the College of Southern Idaho, in concert with the faculty, staff, and administration, strives to ensure the provision of reasonable accommodations for all qualified students with disabilities. Our goal is to create equal access to all curricular and co-curricular offerings in order to provide an equal opportunity for students with disabilities to demonstrate their skills, knowledge, and abilities as they pursue their educational goals.

In accordance with Section 504 of the Rehabilitation Act of 1973 as amended and with the Americans with Disabilities Act (ADA) of 1990 as amended, Student Accessibility Services is proactive in developing specialized accommodations to support the abilities of each individual eligible for such services.

Non-Discrimination Statement

The College of Southern Idaho does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, gender identity, protected veteran status, or sexual orientation.

This policy applies to all programs, services, and facilities, including applications, admissions, and employment. The Dean of Students has been designated to handle inquiries regarding non-discrimination policies and can be reached at (208) 732-6289 or at the Taylor Building, Room 235, on CSI's campus, 315 Falls Ave, Twin Falls, ID, 83301.

Title IX of the Education Amendments of 1972

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX requires all colleges to promptly respond to allegations of sex discrimination, including sexual violence and sexual harassment, limit its effects, and prevent its recurrence. Title IX prohibits all forms of sex and gender based discrimination including sexual harassment and sexual violence. For additional information refer to CSI's, Unlawful Discrimination and Harassment Policy the CSI Student Code of Conduct, and information posted on the CSI Title IX website.

For more information or if you believe you have been subject to discrimination, please contact:

Jonathan Lord
Vice President for Student Affairs and Enrollment Management
Title IX Coordinator
Email: JLord@csi.edu
Phone: (208) 732-6280
Office: Taylor Building 120 E

OR

Eric Nielson
Director of Human Resources
Deputy Title IX Coordinator
Email: enielson@csi.edu
Phone: (208) 732-6267
Office: Taylor Building 212

OR

Rosa Lopez
Dean of Students
Deputy Title IX Coordinator
Email: rlopez@csi.edu
Phone: (208) 732-6289

Office: Taylor Building 235

Students and employees may also file a complaint with:

U.S. Department of Education Office of Civil Rights (OCR)

810 3rd Avenue #750

Seattle, WA 98104

(206) 607-1600

OCR.Seattle@ed.gov