

## ACTION ITEM

When renting vehicles through Enterprise, university employees must **put the State of Idaho contract number #PADD1073 on the rental agreement and request BOTH auto liability and physical damage coverage.**

## BACKGROUND INFORMATION

Renting vehicles through Enterprise is a great benefit for our travelers. We save \$ 500 in deductibles, and if a claim occurs, Enterprise is responsible for handling the claim for us.

However, in some recent claims, we found out that university employees have not rented the cars correctly, and lost out on coverage and claims handling. One even got their Personal Auto insurer involved.

### When renting Enterprise vehicles:

- State on the contract that you are renting this through the State of Idaho contract #PADD1073 This differentiates the contract from a personal rental.
- State on the contract that you choose BOTH auto liability and physical damage. This provides coverage for both the damage you do to others (liability) and any damage to the rental car itself (physical damage).

### Before you travel:

(1)

Learn more about preventing and reporting all types of losses with the attached “What to do about incidents and Losses”

(2)

If you are renting a vehicle, you must take along the attached

- Auto Accident Guide
- Citizen Claim Procedure

Attached please find electronic copies of the Auto Accident kits.

For each vehicle, please:

- Print out DOUBLE-SIDED Auto Accident Guide – **please make sure this prints out double-sided**
  - This will fold into a tri-fold brochure, with the Evidence of Coverage as the front page
- Print out SINGLE-SIDED Citizen Claim Procedure, and tuck it into the brochure

You can save these forms, and generate new brochures as needed.

## If an Enterprise (or any) auto claim occurs

- Follow instructions on the Auto Accident Guide
- Show the police the Certificate of Financial Responsibility on the front of the Auto Accident Guide  
(Remember, the TITLE of the vehicle will determine which auto coverage responds. Never give your Personal Auto Policy info out if you are traveling on university business in a rented vehicle or UI titled vehicle. If you are traveling in your personally titled vehicle, then your Personal Auto Policy must respond. Please know before you go.)
- Give the other party the Citizen Claim Procedure
- **In an Enterprise rental vehicle**, when you turn in the car, tell the rental desk the vehicle is on State Contract PADD1073, and Enterprise is responsible for the claim.

Questions?

Please contact me.

### Nancy Spink, ARM-E

Risk Manager

University of Idaho

call 208/885.6177

email [nspink@uidaho.edu](mailto:nspink@uidaho.edu)

visit *Facilities Annex*

mail 875 Perimeter Dr. MS 2285, Moscow, ID 83844-2285

**University of Idaho  
Auto Accident Guide**  
 **Safe Driving Tips**

- ✓ Choose to drive defensively
- ✓ Buckle up
- ✓ Take a moment to learn the car
- ✓ Operate cell phone ONLY when not driving
- ✓ Always check your blind spot
- ✓ Start slowly
- ✓ Keep a safe distance from vehicle in front of you
- ✓ Slow down
- ✓ Pass safely, if you must
- ✓ Back up safely
- ✓ Use "cover your brake" technique
- ✓ Stop safely

**What to give the other vehicle**

**If the other party feels that the university driver is responsible for the accident, provide him/her with the "Citizen's Claim Procedure (green form)." Do NOT give the other party a copy of the Auto Accident Guide.**

You may show the other vehicle and the police the Evidence of Coverage on the front of this Auto Accident Guide.

**University of Idaho  
Auto Accident Guide**  
 **Instructions**

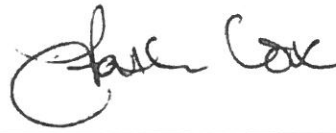
- 1. Offer Assistance to anyone injured**  
Do not move injured unless absolutely necessary
- 2. Notify the police**
- 3. Don't comment on the accident.**  
Give information as requested by police and provide all other information and comments only to University Risk Management Office.
- 4. Do not accept responsibility for the accident.**  
Do be courteous. If the other party feels that the university driver is responsible for the accident, provide him/her with the "Citizen's Claim Procedure (green form)." Do NOT give the other party a copy of the Auto Accident Guide.
- 4. Fill out this form.**  
Complete as much as possible at the accident site. Send to:  
[risk@uidaho.edu](mailto:risk@uidaho.edu)  
OR mail to  
University of Idaho Risk Management  
875 Perimeter Dr., MS 2285  
Moscow, ID 83844-2285
- 5. Obtain estimates of damage.**  
If the university vehicle is covered by auto physical damage insurance, please obtain two estimates of repair costs and forward to Risk Management at mail stop 2285.  
**NOTE: Do not delay sending this accident report: send estimates separately.**

**University of Idaho  
Auto Accident Guide**  
 **Evidence of Coverage**

Show evidence of coverage to police when requested

**State of Idaho  
CERTIFICATE OF FINANCIAL RESPONSIBILITY**

- Assured:** The State of Idaho, its agencies, health districts, and permissive users of these vehicles.
- Covered Vehicles:** All owned and leased vehicles of the State of Idaho.
- Guaranteed By:** The Department of Administration, Risk Management Program, which self-retains the automobile liability exposure for the State of Idaho.
- Effective Date:** July 1, 2015
- Expiration Date:** Continuous



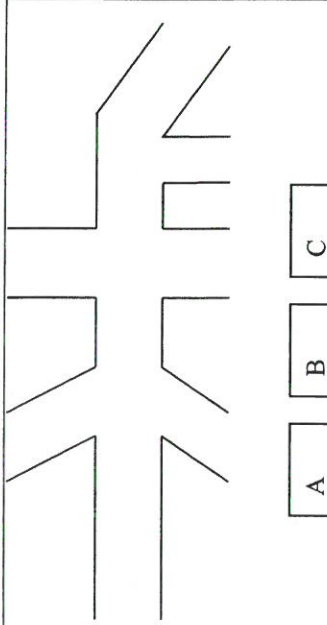
Faith Cox, Manager – Risk Management Program

**KEEP THIS CERTIFICATE IN VEHICLE AT ALL TIMES  
VALID ONLY IN STATE OWNED OR STATE LEASED VEHICLES**

Univ. Driver Name: Vandal #	Which Department: Dept. Owned Vehicle?	Yes	or	No
Work Phone #	Work Address:			
Univ. Contact: (If Not Driver)	Phone Number:			

If An Accident Involves Serious Injury or Extensive Property Damage, Contact (208) 885-6177 University of Idaho, Risk Management immediately.  
**Supervisor's Signature:**

<b>A. DESCRIPTION OF ACCIDENT</b>		<b>D. OTHER VEHICLE</b>		<b>G. Police &amp; Comments</b>	
Date:	Time:	Owner Name:	Name of Officer:	Which Police Force?	
Place/Location:		Address:		Report #	
Describe what happened:		Driver	What Citations were issued and to whom?		
		Phone Number			
		Yr./Make Vehicle	Who do you think was at fault?		
		License Plate #			
		Damaged Parts	Why?		
		Insurance Co. Name			
		Insurance Co. Policy #			

<b>B. DIAGRAM ACCIDENT</b>		<b>E. OTHER PROPERTY DAMAGE</b>		<b>H. WITNESSES</b>	
		Owner: Address:	Name: Address:		
		Describe Damage:	Telephone, Home Telephone, Work		
			Name: Address:		
			Telephone, Home Telephone, Work		

<b>C. Speed of your vehicle before accident:</b>		<b>F. INJURED</b>		<b>I. UNIVERSITY VEHICLE</b>	
Did either driver signal?		Injured Name:	Vehicle Plate#		
If so, Describe		Age	Make Model YR		
Weather	Road Condition	Nature of Injury:	VIN #		
Visibility		Injured Name:	Est. Damages \$	Damaged Parts:	
Traffic controls – note on diagram		Age:	Where can vehicle be seen?		
Comments		Address:			
		Nature of Injury:	If not drivable, move to a secure location.		

## CITIZEN'S CLAIM PROCEDURE FORMS

Carry in vehicle with UNIVERISTY AUTO ACCIDENT GUIDE

If the other party feels that the university driver is responsible for the accident, provide him/her with the "Citizen's Claim Procedure" slip.

### CITIZEN'S CLAIM PROCEDURE

Idaho Code § 6-901 through 929, known as the Idaho Tort Claims Act, makes provision for claims against the state or employees of the state.

A Notice of Claim must be filed within 180 days from the date the claim arose or should have been reasonably discovered. It must include the following accurate information:

1. Name and residence address of the person making the claim
2. Date, time, location of the occurrence
3. Description of circumstances, actions, conduct which gave rise to the occurrence
4. Description of any damage or injury resulting from the occurrence
5. Repair estimates (2), bills, or other documentation

No claim can be processed unless it is properly and timely filed with the Secretary of State.

**Please submit the claim to:**

**Secretary of State**

**State of Idaho**

**P.O. Box 83720**

**Boise, ID 83720-0080**

**FAX: 208-334-2282**

**EMAIL: CLAIMS@SOS.IDAHO.GOV**

2016

State of Idaho

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2016

State of Idaho



## WHAT TO DO ABOUT INCIDENTS AND LOSSES (Before, during, after)

### RISK TOOLBELT

What could possibly go wrong?

<http://www.uidaho.edu/infrastructure/pss/risk-management/risk-planning>

“Types of Risk” from Risk Assessment Guide

### BEFORE A LOSS OCCURS – Prevent and mitigate

**If you see something, say something**

<http://www.uidaho.edu/infrastructure/pss>

#### People / reputation concerns

Your supervisor, and Matt Dorschel – behavior of concern

Todd Perry – Vandal Alert

Penny Martinez - Security

#### Physical safety concerns

Environmental Health and Safety

<http://www.uidaho.edu/infrastructure/pss/ehs>

Report a Safety Concern (lower left corner)

Facilities services

<http://www.uidaho.edu/infrastructure/facilities>

#### Reputation and competition – customer service

YOU

### TYPES OF RISK

*Have you considered...*

#### Hazard risk “Insurance”

Property /business income

Liability/negligence, auto

Workers compensation

#### Operational risk

People

IT

Management oversight

Business process

Compliance

#### Strategic risk

Reputation

Economic environment

Political environment

Demographics

Competition

#### Fiscal risk

Market Credit, Price,

Liquidity

### DURING A LOSS – Prevent further loss from occurring

You may be the first on the scene

#### Offer assistance to injured / preserve property

Do not move injured unless absolutely necessary

Notify the police if necessary

#### Don't comment on the accident.

Give information as requested by police and provide all other information and comments only to University Risk Management Office.

#### Do not accept responsibility for the accident.

Do be courteous. If the other party feels that the university is responsible for the accident, direct them to University Risk.

#### Get help from your university partners

See above. Workers Compensation? Report to your supervisor immediately.

### AFTER A LOSS – Recover – return to pre-loss conditions

**WHAT HAPPENED? REPORT IMMEDIATELY (24 – 48 hours) – Online reporting**

<https://www.uidaho.edu/infrastructure/pss/ehs/login?destination=/infrastructure/pss/ehs/login/accident-incident-report-form.aspx>

If you are asked to provide other information, please respond completely and promptly

Property Forms

<http://www.uidaho.edu/infrastructure/pss/risk-management/submit-a-claim>

Auto Forms

Should already be in any UI titled vehicles. If not, write to [risk@uidaho.edu](mailto:risk@uidaho.edu)

#### “I'm going to sue the University!”

Have them call Nancy Spink at (208) 885-6177

**Questions? Contact University Risk** <http://www.uidaho.edu/infrastructure/pss/risk-management>  
[risk@uidaho.edu](mailto:risk@uidaho.edu)

**Nancy Spink (208) 885-6177**

## The Who, What, When Where, Why and How of Trademark Use

Trademark law requires a trademark owner to appropriately enforce its rights in the mark. This is done through only licensing a finite number of companies to produce items utilizing our marks and monitoring the use by entities that are not licensed to do so. If we didn't, our rights to the trademark may be lost or substantially diminished.

That's the backend story of **Why** we have the policies in place that we do. More important for you are the other "W's" and the How.

**Who:** These steps are specific to the UI internal audience looking to purchase promotional and/or fundraising items. This includes, but is not limited to departments/colleges/student organizations/club sports...

**What:** You're looking for swag or apparel to promote your department/college/organization or to advertise an event you are hosting (t-shirt as a billboard)

**When:** Any time you want to use any of the identifying marks of the university on products you need to follow these steps. Exceptions are for items such as stationery, business cards, reports, official publications, and similar materials, and materials used in academic courses.

**Where:** [www.uidaho.edu/swag](http://www.uidaho.edu/swag)

### **How:**

1. Select Product - You can browse catalogs or talk to a sales rep for ideas
2. Research Pricing - It's a good idea to contact a few companies to get a price comparison. Be sure to ask about shipping charges, set-up fees, rush charges, low-minimum fees, and charges for additional imprint colors.
3. Choose Vendor – Choose a company from our list of licensed vendors. We accept new companies, but it is also up to the vendor if they choose to license with us. Not the best route as it could take months for them to get online. Although price is important, a company's customer service should also be a determining factor.
4. Ask for a Sample - Just to make sure you will get what you are expecting.
5. Select Design – Our licensed vendors are experienced at working with members of the Idaho community; they will assist you in obtaining the desired logos and securing the necessary approvals for your design.
6. Fill Out Request Form - Linked to on both the main T&L website and the /swag redirect.
7. Place Order

**Contact:** Sue Smalley, [sasmalley@uidaho.edu](mailto:sasmalley@uidaho.edu), 885-4007

# University of Idaho

## **I-9 Process and Policy Reminders for EPAFs Users**

The following information is intended to be a brief summary of the I-9 process and how it directly affects EPAFs. We will be focusing on compliance, background checks, expiration dates, start dates, and process updates to ensure compliance and accuracy. Please make sure the information that pertains to hiring process is shared with hiring supervisors

➤ For **I-9 Compliance, Effective Dates and I-9 Date for EPAFs**

- Contact Human Resources at 885-3638 or [hr@uidaho.edu](mailto:hr@uidaho.edu)

➤ For **Background Check Questions**

- Contact Shelby Hurn at 885-3050 or [crimcheck@uidaho.edu](mailto:crimcheck@uidaho.edu)

➤ For **EPAF Questions**

- Contact Dan Noble at 885-3677 or Myung Chun at 885-3728 or [hrepaf@uidaho.edu](mailto:hrepaf@uidaho.edu)



## I-9 Compliance + Reminders

- I-9 compliance – The Form I-9 is required for all employees on the payroll at the University of Idaho, as it verifies identity and employment eligibility.
  - **Section 1** of the form must be filled out by the employee **ON OR BEFORE** the first day of employment
  - **Section 2** must be filled out by Human Resources or authorized designee for off-site locations **WITHIN THREE DAYS** of the employee starting work for pay. If the employee does not provide documents for the employer to fill out Section 2 within three days, they must **stop working**

- I-9 Timeline:



Please keep a couple things in mind when your departments are hiring new employees:

- Background check will need to be completed prior to employee visiting HR to complete I-9 process! Only after Background Check & I-9 Completion can the employee start working
- Employee will need to know the **first day they will work for pay** (this will need to match EPAF, we will discuss more later!)

***Remember any job related training = paid employment***

- We Need Original Non-Expired Document: HR needs original, non-expired documents for verification. A list of acceptable documents is available at <http://www.uscis.gov/i-9-central/acceptable-documents>
- DO NOT SPECIFY which documents the employee should present
- Long Distance I-9s - Let's be Proactive! If your department is hiring employees who will be working offsite or who will need to start working prior to being on campus HR can make arrangements to have this process completed remotely

- Non Compliance Fees \$\$\$: If departments allow employees to start working without completing I-9s, it causes us to be out of compliance with U.S. Citizenship and Immigration Services. If we are audited and fined because of non-compliant I-9s, the hiring **department** (not HR) is responsible for the fine. Fines can range from \$100 – \$1,100 or more, depending on the severity of the situation. This could come from department or college budget
- I-9 Expiration: I-9s expire after 3 years. If you attempt to apply an EPAF for an employee whose I9 is expired you will get “I-9 EPAF Error” – Please be especially cautious regarding I-9s that are close to expiring. If the EPAF is not completed prior to the I9 expiration date it will create an error when you start the EPAF!

**PEAEMPL: United States Regulatory tab** – Be Proactive - Prior to discussing start date please look here if you are reappointing previous employees

- If the date is more than three years old and they have had a break in service, the employee will need a new I-9
- This means you cannot put on an EPAF for this person until we have a new I-9, meaning the employee will need to provide their documents again
- In this example below, if you were reappointing Mandy on August 21, 2015, Mandy would need to visit HR, since it is after her three-year I-9 expiration date

The screenshot shows the Oracle Fusion Middleware Forms Services interface for the 'PEAEMPL' form. The 'United States Regulatory' tab is selected. The I-9 section is highlighted, showing the following details:

- FLSA:** FLSA Indicator: Cash; Work Period: CLAS Standard Work Week
- I-9:** Form Indicator: Received; Date: 13-AUG-2012; Expiration Date: (blank)
- Social Security Name:** First: Mandy; Middle: (blank); Last: Charbonneau; Suffix: (blank)
- California Pension:** Current Membership Status: (None); 1042S Recipient: (None)
- Electronic W-2 Consent:** Employee Consent: checked; Capture Date: 01-NOV-2013; Updated By: W:MANDYC
- IPEDS:** IPEDS Primary Function: (None); IPEDS Medical or Dental Reporting: unchecked; IPEDS reporting - employee paid with Soft Money: unchecked

A red arrow points to the 'Date' field in the I-9 section, which is set to '13-AUG-2012'.

- **Continuously employed** individuals without a break-in-service do not need to fill out an I-9 after three years. You can check the I-9 date in PEAEMPL. (Screenshot above)  
Example: Employee hired with original start date of 8/15/12. Changing positions effective 10/1/15. As long as end date on original position is 9/30/15 & new position starts 10/1/15 employee does not have a break in service, therefore not needing I9 updated (Continuation or Change EPAF Categories)
  - **AS LONG AS THE EPAF PROCESS IS COMPLETED PRIOR TO EXPIRATION DATE!**

**International Employees: There is a different expiration scheme:** Work authorization documents for International Employees may expire prior to I-9 expiration. International employees will have an I-9 status of “Temporary” instead of “Received” in the Form Indicator box and will have an expiration date as well as an I-9 received date. If you are rehiring an international employee who has had a break in service and/or it is near the expiration date, the international employee will need to visit Human Resources to ensure they provide appropriate documents to verify eligibility of employment.

## **What Does Human Resources Provide the Employee:**

Temporary Employees: will receive a Work Authorization Card after completing the I9 process. Typically you should follow the rule no Work Authorization Card = no work

- Includes Employee Classes: Work-Study (SF/SI), Student (ST), Temp Help non-PERSI (T4), Temp Help PERSI (T1) and Temp Faculty, non-Benefit (F9)
- The Vandal Card (if needed) can be requested after the EPAF is applied

Classified, Exempt, Faculty, and Post Doc Employees: HR sends their information to the Vandal Card Office (Supervisor is cc'd on email request). No Work Authorization Card is issued

- The exception to this is an employee that fills out Section 1 of the I-9 but needs to provide documents. The employee has 3 business days to provide documents. If they do not provided documents within that timeframe they are required **stop working**. Supervisors will be emailed with a deadline for these employees. HR will provide the employee with a Work Authorization Card / Vandal Card information once documents are presented

## Effective Dates and I-9 Date for EPAFs

- ***All EPAFs for Original Appointments get put on starting with the actual first day of work for pay***
- HR can always confirm if an employee has completed their I-9 or not. It is not acceptable to request the date the employee completed paperwork to use for your EPAF start date. ***All EPAFs for original appointments get put on starting with the actual first day of work for pay***

## Revised HR Processes Evaluating Start Date / I-9 Compliance Issues:

We have recently been taking a closer look at start dates on Original Appointment EPAFs in a few areas:

- **An EPAF Jobs Effective Date that is not the same as what the employee originally provided as a start date**
- **An EPAF Jobs Effective Date that would resolve an original non-compliance**
  - Example: Employee visits HR & states “I did training yesterday and my supervisor told me it was OK to come down here after I was done.” All work related training is paid employment; If the employee does visit HR on or before the first day of employment this is a clear non-compliance. EPAF is then created with a different date than what the employee provided.
- **An EPAF Jobs Effective Date that creates a non-compliance**
  - Example: Employee visits HR on a Monday and states she will start working today. EPAF Jobs Effective Date is Sunday.
- **A start date that is on a Sunday that is for an employee class that typically does not work on Sunday**
  - Example: Typically only GA, Faculty, Exempt and Postdoc employee classes are OK to have Sunday start date..... **IF** the I-9 was completed prior to their Sunday start date!

## Actions we take (for above examples):

1. Supervisor will be emailed to verify **first day employee worked for pay**
2. If date provided by supervisor does not match EPAF, instructions are sent to modify EPAF
3. If date on EPAF and date provided by supervisor conflict with documented information from employee, the Business Partner will make contact to clarify why there is a discrepancy

**\*\*Note:** We do document information obtained when an employee states they have started working prior to filling out I-9

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4. Ask for a Sample - Just to make sure you will get what you are expecting.
5. Select Design – Our licensed vendors are experienced at working with members of the Idaho community; they will assist you in obtaining the desired logos and securing the necessary approvals for your design.
6. Fill Out Request Form - Linked to on both the main T&L website and the /swag redirect.
7. Place Order

**Contact:** Sue Smalley, [sasmalley@uidaho.edu](mailto:sasmalley@uidaho.edu), 885-4007