

## TAB 3

### DISTRICT OPERATIONS

- Employee Application Process
  - Job Descriptions
  - New Employee Requirements
    - Probationary Letter
    - Evaluations
    - Personnel Folders
    - Office Etiquette
    - Dress Code & Appearance
- Employee Wages & Benefits Guide
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- Work Force Safety Forms & Policy
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# Personnel

## **EMPLOYEE APPLICATION PROCESS**

When a Soil Conservation District has the following employment positions open with the district it is good to follow a thorough process of advertising. Remember to utilize your local newspaper, website, newsletters, office postings, and State Job Service Office.

### Important Items to consider:

- Make sure the board has analyzed the financial situation through their budgets to help determine if the position will be full time, part time or on a grant revolving basis.
- It is key to make sure you have a current job description, baseline wage, and any current benefits your job has to offer to the applicants when they are inquiring for the job. Give a starting date on when you would like the applicant to start. Ask for a resume or provide them an application. **(See Tab 3 Template for Application)**
- Make sure to list a closing date on application process.
- Have a folder handy in the office for quick reference if you receive walk in applicants.
- Get your board involved in reviewing the application. It is very important that the board does adequate background/reference checks on employee candidates. ***This is a key component when finding the right fit for your district.***
- Develop a set of questions that you see fit for your candidates for your board to use during the interview process. (Some Examples Listed)
  1. How do you see your educational background helping you succeed in this job?
  2. What are your thoughts on continuing education, workshops, and training courses
  3. What kind of people do you find most difficult to work with? Why?
  4. Describe a situation in which you demonstrated your role as a team player.
  5. In what ways do you think your previous jobs have provided you with experience to assume a position with individual responsibilities?
  6. Give an example of your organizational skills.
  7. How do you deal with deadlines?
  8. If you had your choice between working in a team environment or working as an individual, which would you choose? Why?
  9. What duties did you enjoy most in past/present employment? Why?
  10. What duties did you find difficult to perform? Why?
  11. What is the most important thing you look for in an employer?
  12. What are your career goals?
  13. How do you see this position reaching your career goals?
  14. What characteristics do you feel you have that will make you successful in this job?
  15. What motivates you to excel?
  16. What things frustrate you most?
  17. How do you manage your frustrations?
  18. What words best describe your personality?
  19. The District holds evening Board meetings once a month. How do you feel about this?
  20. What are your expectations for salary and benefits?

## What you can and can't ask during an interview

SUBJECT	LAWFUL	UNLAWFUL
<b>Disability</b>	Applicants may be asked about their ability to perform specific job functions.	Employers may not ask job applicants about the existence, nature, or severity of a disability before an offer of employment has been made.
<b>Name</b>	Have you ever worked for this company under a different name? Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work record? If yes, explain.	Original name of applicant whose name has been changed by court or otherwise. If you ever worked under another name, state name and dates.
<b>Address or Duration of Residence</b>	Applicant's place of residence.	
<b>Photograph</b>	May be required after hiring for identification.	Requirement or option that applicant affix a photograph to employment form at any time before hiring.
<b>Citizenship</b>	Are you a citizen of the United States, do you intend to become a citizen of the United States? If you are not a United States citizen, have you the legal right to remain permanently in the US? Do you intend to remain permanently in the United States?	Whether an applicant is naturalized or a native-born citizen; the date when the applicant acquired citizenship. Birthplace of applicant. Birthplace of applicant's parents, spouse, or other close relatives.
<b>Education</b>	Inquiry into applicant's academic, vocational, or professional education and the public and private schools attended.	
<b>Experience</b>	Inquiry into work experience.	
<b>Relatives</b>	Names of applicant's relatives, other than spouse, already employed by a company.	Names, addresses, ages, number or other information concerning applicant's spouse, children or other relatives not employed by a company.
<b>Notice In Case of Emergency</b>	Names of persons to be notified.	Name and address of person to be notified in case of accident or emergency.
<b>Military Experience</b>	Inquiry into applicant's military experience in the United States or in a State Militia. Inquiry into applicant's service in particular branch of United States Army, Navy, etc.	Inquiry into applicant's general military experience.

SUBJECT	LAWFUL	UNLAWFUL
<b>Organization</b>	Inquiry into applicant's membership in an organization which the applicant considers relevant to his or her ability to perform the job.	List all clubs, societies, and lodges to which you belong.
<b>Race, National Origin, or Languages</b>	What languages do you read, speak, or write fluently? (only if pertinent to or required for the job in question).	Inquiry into applicant's lineage, ancestry, national origin, descent, parentage, nationality, race, or color. What is your native language? Inquiry into how applicant acquired ability to read, write, or speak a foreign language. Nationality of applicant's parents or spouse. What is your mother's tongue?
<b>Sex</b>		Inquiry as to sex. Do you wish to be addressed as Mr.?, Mrs.? or Ms.?
<b>Marital Status</b>	Can you meet specified work schedules, or do you have activities, commitments, or responsibilities that may hinder the meeting of work requirements?	Are you married? Are you single? Divorced? Separated? Engaged? Name or other information about spouse. Where does your spouse work? What are the ages of your children, if any? Who will care for your children when you work?
<b>Age or Date of Birth</b>	Are you between 18 and 65 years of age? If not, state your age.	How old are you? What is your date of birth? Requirement that applicant submit birth certificate, naturalization or baptismal record. Requirement that applicant produce proof of age in the form baptismal.
<b>Arrest Records</b>	Have you ever been convicted of a crime? (Give details*)	Have you ever been arrested?

## JOB DESCRIPTIONS

### Keeping Position Descriptions Current

Position descriptions should be kept up-to-date to ensure high productivity and to maintain communications between employees and supervisors. Position descriptions should be dynamic and reflect changes in duties and responsibilities. A joint review by the employee and the supervisor should be made annually, or more often if necessary, to discuss changes in duties and responsibilities.

Each of these can be found on the **Template CD Tab 3** to make changes applicable to your district.

## **POSITION DESCRIPTION EXAMPLE**

### **District Clerk**

Title: **District Clerk**

Introduction: This position is that of a district clerk responsible for performing secretarial and clerical duties in the \_\_\_\_\_ Soil Conservation District.

#### **Duties & Responsibilities:**

1. Serves as receptionist to the district and NRCS office.
2. Assist supervisors with preparation of the annual budget for the district.
3. Maintain adequate records of all receipts and disbursements.
4. Prepare monthly comprehensive financial statement to be reviewed by the board.
5. Prepare annual financial report for the Office of The State Auditor.
6. Prepare financial report necessary to apply for mill levy.
7. Keep record of and reimburse supervisors expenses as allowable.
8. Prepare all billings for district services.
9. Be familiar with the Soil Conservation District Supervisors Handbook.
10. Maintain personnel payroll records.
11. Issue payroll checks.
12. Assist with the preparation of NRCS reports.
13. File required payroll reports.
14. Maintain district property records.
15. Provide communication and correspond with board members as necessary to keep them informed of important district and conservation issues.
16. Answer routine correspondence.
17. Coordinate requests for assistance with NRCS and other appropriate resource agencies.
18. Attend all board meetings.
19. Assemble all regular and special meeting minutes.
20. Receive and route mail.
21. Gather information and prepare files for conservation plans.
22. Assist with preparing agenda for board meetings and sent out notice of meeting.
23. Assist in the planning and preparation for the annual meeting and banquet.
24. Determine need for office supplies and order needed materials.
25. Participate in the organization of field tours, workshops, educational activities and achievement program.
26. Make reservations for attendance at training sessions and conventions.
27. Assist in preparing news releases of district activities.
28. Publicize conservation efforts in cooperation with NRCS district conservationist and other district staff through news articles.
29. Attend training sessions when approved by the district board.
30. Report monthly to district board on activities and accomplishments.
31. Perform other related duties as requested by the district board.

**Supervision:** This position is the direct responsibility of the board of supervisors. However, other district employees or the NRCS district conservationist in the office may be designated to be directly responsible for the day-to-day duties of this position.

**Performance Review:** Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board.

**Wages:** Document the following salary information for the District Clerk. Wage for the position. Probationary period. Pay periods. Overtime and or credit leave policy. Workweek hours.

**Benefits:** Document the following benefits being provided to the District Clerk.

Annual, Sick, Family, Funeral, Military, Jury and Witness Leave. Holidays. Insurance. Retirement.

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Employee	Date
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SCD Supervisor	Date
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## POSITION DESCRIPTION EXAMPLE

### District Technician

Title: **District Technician**

Introduction: This position is that of a district technician which will provide technical assistance for the \_\_\_\_\_ Soil Conservation District.

### Duties & Responsibilities:

1. Promote conservation practices through cooperator contact and follow-up.
2. Maintain daily contact with the office. Notify office of any change in schedules.
3. Assesses the need for conservation work within the district and recommends actions and programs.
4. Maintains personal contacts with cooperators.
5. Knowledgeable of conservation program guidelines and practice specifications.
6. Maintains a cooperative relationship with natural resource agencies operating within the district.
7. Identify sources and recommends action for the district board to secure the needed personnel for district operations.
8. Keeps district board informed of actions taken, trends in conservation work and issues in which the district may have an interest.
9. Keeps abreast of all federal, state and local laws that affect the conservation work within the district.
10. Coordinates the district equipment and rental program.
11. Assume responsibility and exercise own initiative in furthering district programs.
12. Prepares and presents conservation programs to schools, groups and agencies.
13. Assist NRCS personnel assigned to the District.
14. Enter onsite and office contact and plan development into Toolkit and PRMS.

15. Prepares and presents conservation programs to schools, groups and agencies.
16. Advise NRCS personnel of landowners needing technical assistance.
17. Cooperate with NRCS personnel in carrying out conservation programs.
18. Assist with gathering data needed for conservation plans.
19. Assist with conservation practice design, layout, installation and associated paperwork.
20. Apply conservation practices according to NRCS specifications.
21. Assists with report writing and conservation plan development.
22. Participate in developing districts annual and long-range plan of work.
23. Report monthly to district board on activities and accomplishments.
24. Keep an up to date log on daily activities to present at the monthly district board meeting.
25. Publicize conservation efforts in cooperation with NRCS district conservationist and other district staff through news articles.
26. Record farmer contacts and significant follow-up in cooperator file assistance notes.
27. Manage district programs.
28. Coordinate requests for assistance with NRCS and other appropriate resource agencies.
29. Provide assistance to cooperators applying practices.
30. Seek follow-up on practices installed to evaluate their effectiveness.
31. Operate district and NRCS equipment safely for authorized purposes only.
32. Become familiar with NRCS field office technical guide for conservation practice specifications.
33. Be familiar with the published soil survey book and its uses in planning conservation practices.
34. Attend training sessions when approved by the district board.
35. Supervise the tree planting crew to make sure trees are planted according to plan.
36. Maintains district equipment, buildings and property.
37. Perform other related duties as requested by the district board.

**Supervision:** This position is the direct responsibility of the board of supervisors. However, other district employees or the NRCS district conservationist in the office may be designated to be directly responsible for the day-to-day duties of this position.

**Performance Review:** Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board.

**Wages:** Document the following salary information for the District Technician.

Wage for the position. Probationary period. Pay periods. Overtime and or credit leave policy. Workweek hours.

**Benefits:** Document the following benefits being provided to the District Technician.

Annual, Sick, Family, Funeral, Military, Jury and Witness Leave. Holidays. Insurance. Retirement.

Employee	Date

SCD Supervisor	Date

## **POSITION DESCRIPTION EXAMPLE**

### **District Manager**

Title: **District Manager**

Introduction: This position is that of a district manager for performing management functions for the \_\_\_\_\_ Soil Conservation District.

#### **Duties & Responsibilities:**

1. In cooperation with various federal, state and local agencies assesses the need for conservation work within the district and recommends actions and programs to meet these needs.
2. Prepares a draft annual plan of work and a proposed budget for review by the district board.
3. Prepare grant applications for outside financial assistance as requested by the district board.
4. Provide guidance for district board to secure adequate insurance on district equipment and liability.
5. Identifies sources and recommends actions for the district board to secure the needed personnel for district operations.
6. Be familiar with the Soil Conservation District Supervisors Handbook.
7. Manage district programs and services.
8. Oversee financial and administrative activities of the district.
9. Assists in the planning and preparation for the annual meeting and banquet.
10. Maintains a cooperative relationship with all natural resource agencies operating within the district.
11. Supervises and directs the work of district personnel.
12. Coordinate requests for assistance with NRCS and other appropriate resource agencies.
13. Ensures the necessary information is reported on progress reports and funding requests on approved grants.
14. Enter onsite and office contact and plan development into Toolkit and PRMS.
15. Keep an up to date log on daily activities to present at the monthly district board meeting.
16. Develop agenda for monthly board meetings in cooperation with District Conservationist.
17. Initiates and directs a public information program through individual contacts, tours, district newsletter, newspaper, radio, public schools, youth groups and others.
18. Responsible for the proper maintenance and use of all district equipment and facilities.
19. Coordinates request for district assistance with NRCS district conservationist and other appropriate resource agencies.
20. Keeps abreast of all federal, state and local laws that affect the conservation work within the district.
21. Maintain adequate records and prepares various reports.
22. Keeps district board informed of action taken, trends in conservation work and issues in which the district may have an interest or wish to become involved.
23. Coordinates district involvement and assistance in a variety of programs and activities with NRCS district conservationist, State Soil Conservation Committee, ND Association of Soil Conservation Districts and others.
24. Assumes responsibility and exercise own initiative in furthering district programs.
25. Report monthly to district board on activities and accomplishments.
26. Attend training sessions when approved by the district board.
27. Perform other related duties as requested by district board.

**Supervision:** This position is the direct responsibility of the board of supervisors. However, other district employees or the NRCS district conservationist in the office may be designated to be directly responsible for the day-to-day duties of this position.



**Performance Review:** Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board.

**Wages:** Document the following salary information for the District Manager. Wage for the position. Probationary period. Pay periods. Overtime and or credit leave policy. Workweek hours.

**Benefits:** Document the following benefits being provided to the District Manager.

Annual, Sick, Family, Funeral, Military, Jury and Witness Leave. Holidays. Insurance. Retirement.

_____	_____
Employee	Date

_____	_____
SCD Supervisor	Date

## **POSITION DESCRIPTION EXAMPLE**

### **Watershed Coordinator**

Title: **Watershed Coordinator**

Introduction: This position is that of a watershed coordinator which will provide technical assistance for the \_\_\_\_\_ Soil Conservation District.

#### **Duties & Responsibilities:**

1. In cooperation with various federal, state and local agencies assesses the need for conservation work within the district and recommends actions and programs to meet these needs.
2. Become familiar with all aspects of the EPA 319 water quality program process.
3. Pursues financial assistance from alternative sources to match EPA 319 program.
4. Promote conservation practices through cooperator contact and follow-up.
5. Maintains personal contacts with cooperators, records contacts and significant follow-up items in their files.
6. Conducts planning activities for conservation programs and contracts using the Technical Guide, Soil Survey and other available tools.
7. Provides assistance to cooperators applying practices.
8. Evaluate practice effectiveness through follow-up.
9. Publicize water quality and conservation activities in cooperation with district, NRCS and ND Health Department staff through news media.
10. Prepares and presents water quality and conservation programs to schools, groups and agencies.
11. Participates in the development of annual and long-range work plan of the district.
12. Prepares monthly reports for the district's board on activities and accomplishments.
13. Operates the district and NRCS equipment safely and for authorized purposes.
14. Collect water samples and gauge measurements to track water quality changes and assist in biological monitoring.
15. Practice application monitoring and documentation.
16. Gather water quality and land use data to aid in prioritizing resource concerns in the district.
17. Educate producers on conservation practices and cost-share programs.
18. Assist the district with the organization of a watershed advisory committee and acquire new partners as members.
19. Contact potential watershed partners to improve the soil and water resources within the watershed.
20. Contact all producers within the boundaries of the watershed through one on one contact and small group meetings to determine their interest and needs.
21. Identify and promote the use of best management practices and/or set up public demonstrations that promote their use.
22. Exercise initiative in furthering the district's watershed program and investigate grant opportunities to fund program.
23. Maintain records and accomplishments; submit necessary grant applications, reports and in-kind documentation to proper individuals.
24. Enter onsite and office contact and plan development into Toolkit and PRMS.
25. Conduct informal meetings.
26. Coordinate with the ND Department of Health Water Quality Division.
27. Assumes responsibility and exercise own initiative in furthering district programs.
28. Keeps district board informed of actions taken, trends in conservation work and issues in which the district may have an interest.

29. Keeps abreast of all federal, state and local laws that affect the conservation work within the district.
30. Report monthly to district board on activities and accomplishments.
31. Keep an up to date log on daily activities to present at the monthly district board meeting.
32. Coordinate requests for assistance with NRCS and other appropriate resource agencies.
33. Record farmer contacts and significant follow-up in cooperator file assistance notes.
34. Maintains a cooperative relationship with all natural resource agencies operating within the district.
35. Gather data and design conservation plans for producers using the NRCS Field Office Technical Guide.
36. Conduct workshops, organize tours and coordinate with other watershed projects.
37. Compile annual and semi-annual reports.
38. Attend workshops to learn about best management practices and current management techniques.
39. Disseminate information through media, newsletter articles and direct mailings.
40. Perform other related duties as requested by the board of supervisors.

**Supervision:** This position is the direct responsibility of the board of supervisors. However, other district employees or the NRCS district conservationist in the office may be designated to be directly responsible for the day-to-day duties of this position.

**Performance Review:** Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board.

**Wages:** Document the following salary information for the Watershed Coordinator. Wage for the position. Probationary period. Pay periods. Overtime and or credit leave policy. Workweek hours.

**Benefits:** Document the following benefits being provided to the Watershed Coordinator.

Annual, Sick, Family, Funeral, Military, Jury and Witness Leave. Holidays. Insurance. Retirement.

Employee	Date

SCD Supervisor	Date

## POSITION DESCRIPTION EXAMPLE

### Tree Planter

Title: **Tree Planter**

Introduction: This position is that of a tree planter for the \_\_\_\_\_ Soil Conservation District.

#### Duties & Responsibilities:

1. Keep the district tree shed, grounds and equipment clean, neat and organized.
2. Learn to identify the various tree and shrub species for proper loading and planting.
3. Follows the proper storage and handling procedures for tree and shrub stock.
4. Does a good job of planting trees and shrubs by maintaining proper row width, planting depth and in the row placement.
5. Counts the number of trees planted and measures the planted footage at each planting site.
6. Records the weather conditions in the field, the condition of tree or shrub at planting.
7. Maintains the district tree planting equipment and uses it for authorized purpose.
8. Takes steps to prevent damage or theft of all district equipment by locking up the equipment and facilities after use.
9. Contacts the district office with any major machinery breakdowns and repair needs.
10. Develop proper knowledge of all fuels, oil types, fluids and tools used for district equipment.
11. Develops a working knowledge and safe operation of each piece of district tree planting and fabric weed barrier equipment.
12. Turns in all shop and district equipment expenditures to the district office.
13. Completes seasonal equipment maintenance and repair as scheduled.
14. Keep accurate records of maintenance and repair on all district equipment.
15. Maintain an inventory of equipment parts and shop supplies and tools.
16. Monitor tree cooler.
17. Sort, count and stack trees in cooler.
18. Water and cover trees for transportation.
19. Work cooperatively with district staff and producers.
20. Unload trees from planter.
21. Drive tractor.
22. Ride on tree planter while planting trees.
23. Help with tree sales, hand plant sales and unloading of trees and fabric as they arrive.
24. Load and unload fabric and install on the fabric machine.
25. Ride the fabric machine, mark fabric where the tree goes.
26. Walk behind machine cutting slits where marked, adjust size to fit tree, pull tree through the hole gently to avoid breakage.
27. Place soil on fabric where machine fails to cover.
28. Apply staples in-between trees and next to each tree as specified by the plan.
29. Collect and dispose of debris from fabric application process.
30. Performs other related duties as required by the district board or office staff.

**Supervision:** This position is the direct responsibility of the board of supervisors. However, other district employees or the NRCS district conservationist in the office may be designated to be directly responsible for the day-to-day duties of this position.

**Performance Review:** Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board.

**Wages:** Document the following salary information for the Watershed Coordinator. Wage for the position. Probationary period. Pay periods. Overtime and or credit leave policy. Workweek hours.

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Employee

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Date

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SCD Supervisor

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Date

## **NEW EMPLOYEE REQUIREMENTS**

### **Probationary Period**

Once you hire your employee these are just some of the tools that you may need to get them set up.

The employee's probationary period is to be determined by the Board of Directors District Policy set into place to determine the length of probation. The probationary period is used to assess the employee's work ethic and capabilities of the work that is required to be performed. Any insignificances or problems that arise during the specified period should be addressed to warrant continuation of employment.

When taking disciplinary steps, it is important to note the following:

1. Employees need to know what the problem is
2. Employee needs to know how to fix the problem
3. Employee needs to have time to fix the problem
4. Employee need's to understand the consequences of inactions

It is necessary to review and sign the probationary period upon employment and review it with the employee when probation has ended. Based on District Policies this probationary period is also a guide to the employee when additional work benefits can be obtained.

## **Probationary Letter**

Date \_\_\_\_\_

Employees Name \_\_\_\_\_

Employee Address \_\_\_\_\_

Employee Address \_\_\_\_\_

Dear Employee Name,

Congratulations with your recent employment with the \_\_\_\_\_ County Soil Conservation. We look forward to your knowledge and experience in our company and feel it will be a benefit to us and the clients we serve. The district has a (3) three month probationary period that is mandatory for all new employees effective on date signed. Your salary will be \$\_\_\_\_\_ per hour along with a paid single policy of Blue Cross and Blue Shield. You will accrue 4 hours of annual leave along with 4 hours of sick leave per pay period. Any above time earned over forty hours a week will be listed as comp time. Continued reference can be made with the Districts Annual Working Policy. Upon completion of your probationary period the board will review your performance and with continued employment a yearly performance review will be performed by the Board of Directors.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairman of Board: \_\_\_\_\_ Date: \_\_\_\_\_

## **Performance Evaluation**

All employees want and have a right to know what is expected of them in their jobs and how well they are performing. A performance evaluation based on objective criteria, should help achieve peak performance from employees. Evaluating the performance can be very rewarding and enjoyable but also very trying. It is perhaps the most important job a supervisor has to do.

District Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. Additional formal performance reviews are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. (You cannot assume that you will necessarily receive a wage or salary increase each time your performance is reviewed.)

The following benefits may be realized from a formal performance evaluation system.

1. Individual performance will improve
2. Supervisor-employee relationships will improve
3. Employee accomplishments and good work will be recognized
4. Personnel actions, such as pay increases, promotions, removals, and re-hires, will be based on sound, objective criteria and will be documented

5. Employees and supervisors will be more aware of job requirements and needed changes in job duties
6. Employees will be more aware of their supervisor's judgment of their performance
7. Training needs will be identified

### **Who Should Perform Evaluation**

An employee's performance should be evaluated by the person who is most familiar with the employee's work and who was involved in setting the performance standards. The primary responsibility for performance evaluation is the district manager or district official.

### **Steps in Evaluation**

**Prepare for the discussion** - Effective evaluations don't just happen – they are planned. Gather facts, review job description and performance standards, and decide what you want to accomplish.

**Pick a good time and place** – Arrange to hold the discussion where it will not be interrupted.

**Open the discussion in a friendly and permissive manner** – Let discussion develop naturally.

**Explain the purpose of the talk** – Once the meeting has been opened on a positive, friendly note, state clearly the purpose of the talk.

**Ask the employee to review their responsibilities** – It is not unusual that clarity is lacking concerning some aspects of the job. Ask the employee to give a general review of their major assignments. Ask which assignments they consider the most important, which efforts have produced successes, and where problems have appeared. Encourage the employee to talk and don't interrupt unnecessarily.

**Discuss each job duty** – Review the performance of each job duty with the employee and let them know how well they performed each duty.

**Jointly develop next year's performance standards** – This gets the employee involved and promotes mutual understanding. Make any needed adjustments in duties and responsibilities.

**Jointly develop plans for improvement** – Discuss with employee in which performance can be improved. Discuss areas where additional training is needed.

### **Guidelines for Evaluating Employee Job Performance**

**Don't rely on gimmicks.** Even the best performance evaluation form won't relieve the supervisor of the responsibility of making decisions about an employee's competence. The best way to judge competence is to work with the employee day by day, to make observations during moments of routine, and stress in a variety of assignments. Tell an employee when they have done well and when they have not. They won't resent correction handled in a natural manner.

**Make sure the employee has the same understanding of the job that the supervisor has.** An employee's job performance cannot be judged fairly if they have not fully understood the duties of the position. Let the employee do some of the talking.

**Get down to cases.** Vague generalities don't work. Explain in precise language where the employee is falling short, and what can be done to correct mistakes. Make sure the employee understands precisely.

**Criticize the work, not the person.** Avoid being personal when discussing an employee's job performance.

**Don't laugh it off.** Some supervisors try to hide criticism behind humor. This is a mistake. If confrontation is necessary to improve performance and competence then the seriousness must be conveyed as well. Supervisors who confront with constructive criticism will often earn the respect of their employees.

**Comment on improvements.** If an employee corrects a shortcoming that has been criticized, comment on the improvement. This will encourage the employee to continue in excellence and improve the response to future corrections.

**Don't be a debater.** The supervisor is the final judge of an employee's job performance. This doesn't mean to cut off all discussion. Let employee state a point of view, and if correct, say so. Don't permit the discussion to turn into an argument.

**Don't compare.** Comparisons are odious. This is especially true in discussing job performance. An employee may be willing to accept criticism of deficiencies, but they may be resentful if another individual is pointed out as an example to be followed.

**Emphasize strong points.** The skillful leader plays up the strength of subordinates. It's better for a worker to develop special talents and skills than to spend the entire time trying to correct weaknesses. Point out an employee's deficiencies and help try to minimize them, but keep things in balance. If concentration is entirely on the negative, little will be accomplished in developing the positive.

### **The Value of an Evaluation Form**

Because employee performance evaluations are important, use of an evaluation form is advisable to make the task as systematic as possible. Many supervisors are reluctant to conduct an overall review of performance, unless the completion of a form makes it necessary to do so. Any performance appraisal form should be correlated with the position description.



# SOIL CONSERVATION DISTRICT

## Employee Performance Review

EMPLOYEE INFORMATION	
Name	Employee ID
Job Title	Date
Department	Manager
Review Period	to

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

EVALUATION
ADDITIONAL COMMENTS
GOALS (as agreed upon by employee and manager)

VERIFICATION OF REVIEW	
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.	
Employee Signature	Date
Manager Signature	Date

# PERSONNEL FOLDERS

## Suggested Employment Contents

- Suggest using a 6 Part Folder or an Employee Personnel Record (can be found at Quill.com) Employees are allowed to have access to their employee records.
  1. Applications/Resume
  2. Compensation History- should have all wage increases noted in this section and a current paystub showing newest increase along with current W4.
  3. Job Description and Employee Benefits and Wages signed by both parties.
  4. Performance Reviews and Probationary Letter
  5. Training/Education any applicable certifications
  6. Miscellaneous /History (Emergency Contact Information), Copy of Valid Driver's License

## OFFICE ETIQUETTE

Your District's image is a reflection of you. The customer will form his/her opinion about the quality of the district's services from you. Because your District wishes to provide the most efficient, most courteous service possible, you too will want to provide efficient, courteous service.

### **Working with your supervisors & advisors**

1. When you notice an article your board should read—clip it out and send them copies.
2. Underline or highlight pertinent points in articles and speeches so they won't have to read the unrelated items.
3. Keep a schedule for the board members—noting and reminding them of reports due, meetings, and appointments.
4. Post a wall chart or calendar showing coming events.
5. Remind them of regular monthly meetings.
6. Practice the same office manners on your board that you do on others.  
Optional: Have that coffeepot on for board meetings—maybe some donuts or cookies, too.

### **Greeting Office Visitors**

1. Greet your visitors with a friendly smile; look them in the eyes.
2. Don't let them wait to be greeted. Acknowledge their presence promptly. If you are busy, take time to greet them. If you are talking on the telephone, excuse yourself, greet your visitors and tell them you will be with them shortly. If you are helping another office visitor, use the same procedure.
3. Always use a pleasant tone of voice. Even if your visitor is critical, emotional, and impolite—don't copy or reflect his attitude or behavior. Don't argue, don't contradict. Do be tactful but do not compromise standard District or NRCS policies.

4. Be a good listener and show a genuine interest. Courtesy shows in your tone of voice, body position, choice of words, and your alert and responsive manner.
5. Learn the names of those who visit the office regularly.
6. Know the schedules of the other office personnel, even if this means reminding them as they leave the office.
7. If a visitor must wait until someone is free, see that he/she is offered a seat. If he/she hasn't time to wait, offer to take a message, arrange an appointment, or have someone call.
8. Learn about the services offered by your District and other agencies so that you can properly direct visitors. Don't send a visitor to some other office just because it might be the right one.
9. If everyone will be out of the office, leave a note on the door telling when someone will return.

### **Telephone Etiquette and Usage**

A major portion of the District's business is done by telephone and many impressions are formed from these contacts. It is important that employees be courteous, helpful and respectful. General guidelines are:

1. Answer the telephone promptly.
2. Identify your agency and yourself, "Conservation Office", (your name).
3. Maintain a cheerful, enthusiastic tone of voice.
4. If you need to put someone on hold, keep him or her posted periodically.
5. Transfer calls to the proper place.
6. Keep colleagues informed when you leave your work area.
7. Be prepared to take messages.
8. "Listen!" to what the caller is saying.
9. The telephone is to be used for business purposes. While personal calls are sometimes necessary, they should be kept to an absolute minimum.

### **E-mail Etiquette and Usage**

E-mail is part of our daily workload and should be viewed no differently than mail from the post office. We receive and send e-mails on a regular basis. Check your e-mail daily and respond in a timely manner just as you would to a message on the answering machine.

### **Voice mail/Answering machine**

Acknowledge phone messages as soon as possible. Even if you don't know all the information requested by the caller, you should contact the caller to let him/her know that you got the message and are working on the request or have forwarded the request to the appropriate co-worker.

When leaving a message be clear and concise. Prior to calling, know the message you want to convey. Sometimes it helps to jot a few notes down prior to calling so that you are ready just in case you get that 'beep'. Be sure to leave your name and a phone number where you can be reached.

## **Preparing Correspondence**

A good letter is pleasant and to the point. Of course, the letter should also furnish the help the recipient needs. To accomplish this, your letter should:

1. Be complete. Your letter should include everything pertinent. The person receiving it shouldn't have to write again to ask for more information. A good guide is to imagine yourself as the addressee and consider whether or not you would still have a question.
2. Be Clear. The receiver shouldn't have to write again for an explanation.
  - a. Use the familiar word instead of the \$50 word. If technical words or phrases cannot be avoided, use them but define them.
  - b. Use a conversational, friendly tone, just as you would in person. Use "we" and "you" and other personal references.
  - c. Make the sentences and paragraphs short—but don't overdo it to the point that your letter sounds choppy.
  - d. Favor the active voice over the passive—"We received your letter" is better than "Your letter was received". Better still, "Thanks for the letter;" he'll know you got it, and you will have made him feel appreciated too.
3. Be concise. Don't delay in getting to the point; just answer what he asked and give him the information he needs.
4. Always check spelling and grammar.
5. Use the proper letterhead. If you're writing on behalf of the district, use the district's heading. If you are writing on behalf of NRCS, use the NRCS letter heading.

## **DRESS CODE/APPEARANCE**

An employee's dress code and appearance should be a positive reflection upon the district. Based on current work duties for the day you will be required to sometimes dress for adequate field situations which should include proper shoes and outwear. When reporting to the office it is necessary to maintain proper office attire as well. Some inexcusable examples could be: holes in jeans, body piercings, advertising logos or any explicit graphics, and untactful body revealing. An employee can and will be asked to return home and make necessary changes to their appearances as deemed necessary by the supervisor.

## **SOIL CONSERVATION DISTRICT HUMAN RESOURCES POLICY**

The State Soil Conservation Committee adopted a human resources policy for the State Soil Conservation Committee and North Dakota's Soil Conservation Districts. The human resources policy adopted for the districts is virtually identical to the policy the State Soil Conservation Committee adopted with minor changes for district names and positions and is modeled after the NACD Human Resources Policy developed for SCDs nationwide. Your district may have already adopted a policy similar to the attached; however, the State Soil Conservation Committee determined that all districts should have a uniform human resources policy.

## **I. Nondiscrimination -- Equal Opportunity**

The Soil Conservation District does not discriminate against any person on the basis of race, religion, color, gender, national origin, ancestry, age, marital status, veteran status or disability. This policy covers all programs, services, and procedures of the District, including employment.

The District will aggressively pursue equal opportunity for all qualified or qualifiable employees and applicants for employment. Positive action will continue to be taken to ensure conformance to the policies set forth herein. The objective of this policy is to obtain individuals qualified and trainable for positions by virtue of education, training, experience and personal qualifications without regard to race, religion, color, gender, sexual orientation, national origin, ancestry, age, marital status, veteran status or disability. Its further objective is to maintain a workplace free from discrimination or harassment in any form.

## **II. Harassment**

### **A. General**

Harassment in any form is an unacceptable behavior and will not be tolerated by the District. In general, harassment is any conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Harassment is defined to include: participating in coercive or repeated, unsolicited and unwelcome verbal comments or gestures; or using implicit or explicit coercive behavior in the process of conducting business, or to control, influence or affect the career, salary or job of an employee.

Harassment includes such unwelcome behavior as: verbal abuse; insults; suggestive, demeaning or degrading comments; jokes; notes or picture displays alluding to race, religion, color, gender, sexual orientation, national origin, ancestry, age, marital status, veteran status or disability. Harassment may also take the form of physical aggressiveness, threats or other intimidating behaviors.

### **B. Sexual Harassment**

Sexual harassment is a specific type of discrimination based on sex, and is prohibited by Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment, like other forms of harassment, includes: coercive or repeated, unsolicited and unwelcome verbal comments, gestures or physical contacts of a sexual nature; or using implicit or explicit coercive sexual behavior in the process of conducting business, or to control, influence or affect the career, salary or job of an employee. It can also include: verbal abuse, insults, whistles, or suggestive comments; jokes; notes or

pictures; touching and physical aggressiveness; pressure for dates; or threats or sexual assault.

The rules and guidelines concerning sexual harassment are not confined just to the office, but also apply to business trips, meetings and conferences away from the regular workplace, and off-the-clock, work-related social activities.

### **C. Policy**

Supervisors, employees and others affiliated with the District must maintain high standards of conduct at all times. Any such individual engaging in harassing behavior or activities is subject to disciplinary action, which may include removal from office or employment. Managers and supervisors who tolerate such behavior, who fail to take appropriate action on reports of harassment, or who retaliate against individuals who report incidents or file complaints of harassment are also subject to disciplinary action for failure to perform their supervisory or managerial duties. This District policy applies to supervisors, employees and others affiliated with the District. It also applies in their working relationships with non-District employees, contractors and cooperators.

### **D. Complaint Procedures**

Persons who believe that they are being, or have been, subjected to harassing or discriminatory behavior should report the incident(s) to their immediate supervisor. If a complainant's supervisor cannot satisfactorily resolve a complaint, it should be brought to the attention of the District Chair who will work with them to attempt a resolution. Throughout any harassment resolution process, the confidentiality of the complainant(s) and witness(es) will be maintained.

Every attempt will be made to satisfactorily resolve matters internally at the initial stage of a complaint. However, other alternatives are available to a complainant if he or she is not satisfied with District-proposed resolution. An individual may file a formal complaint through the appropriate state human rights commission within 300 days of an incident, or with the US Equal Employment Opportunity Commission within 300 days of an incident.

### **E. Sanctions and Disciplines**

Any District supervisor or employee who violates this policy either by engaging in such previously defined inappropriate conduct, or by allowing such conduct to go unaddressed, will be subject to disciplinary actions. Such actions include, but are not limited to, counseling, reprimands, suspensions without pay and/or removal from office or termination of employment.

## **FAMILY LEAVE**

Family leave is provided for by state law and by federal law - the state Uncompensated Family Leave Act of 1989 and Medical Leave Act of 1993. The following is a combination of the provisions in the federal and state laws that authorize family medical leave.

- Family leave is an unpaid leave of absence available to an employee for the birth, adoption or foster placement of a child; or for the serious health condition of a parent, child, spouse of employee.

- Family leave is available to all employees who have worked for one year, at least 20 hours per week.
- The maximum length of leave available is 16 weeks in a twelve-month period, which is prorated for part-time employees.
- When leave is completed, employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- Certification may be required by the agency, however, it is limited to stating only that: a serious health condition exists, the date of commencement and probable duration; or the medical facts to the best of the provider's knowledge.

Enforcement: The U. S. Department of Labor is authorized to investigate and resolve complaints of violations; an eligible employee may bring to a civil action against an employer for violations; the Act does not affect any federal or state law prohibiting discrimination; or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **EMPLOYEE WAGES & BENEFITS GUIDE**

The following guide may be used for determining work schedules, wages, and benefits governing employment. Many districts have employee policy statements and job descriptions already in place. This section provides excellent information for developing or updating employee policies.

### **BASICS:**

SALARY: \_\_\_\_\_ per \_\_\_\_\_ on a \_\_\_\_\_ basis.

Payday is \_\_\_\_\_.

Your performance will be evaluated \_\_\_\_\_, at which time salary negotiations may be entered into.

NORMAL WORKING HOURS: \_\_\_\_\_ to \_\_\_\_\_.

Monday Tuesday Wednesday Thursday Friday (circle applicable)

Breaks: Employee is entitled to two fifteen minutes breaks one in am and pm.

OVERTIME:

Payable at \_\_\_\_\_ times base salary for all hours over \_\_\_\_\_ in \_\_\_\_\_ weeks.

Comp Time maybe allowed based on your district policies.

**BENEFITS: (Check if applicable) Please reference SCD Supervisors Handbook for State allowable.**

### **LEAVE:**

\_\_\_\_\_ **Annual Leave (Vacation)**

\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

Available to: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time

Earned at the rate of \_\_\_\_\_ per \_\_\_\_\_. Will this accrual rate increase after a specific number of years of employment? \_\_\_\_\_

If yes, indicate rate of increase here: \_\_\_\_\_

Is there a limit to how much annual leave may be accrued? \_\_\_\_\_

If yes, indicate limits here \_\_\_\_\_

Will annual leave be pro-rated for part-time employees? \_\_\_\_\_

If yes, indicate arrangements here \_\_\_\_\_

If this is a paid leave plan, will accrued annual leave be eligible for payment in lieu of taking time off? \_\_\_ yes \_\_\_ no

If this is a paid leave plan, will accrued annual leave be eligible for payment at time of:

\_\_\_\_\_ termination \_\_\_\_\_ retirement \_\_\_\_\_ death

\_\_\_\_\_ paid or \_\_\_\_\_ unpaid leave of absence? \_\_\_\_\_

Prior approval for over \_\_\_\_\_ day(s) leave must be obtained \_\_\_\_\_ days in advance from \_\_\_\_\_

Must be employed \_\_\_\_\_ before annual leave is allowable.

## EMPLOYEE POLICIES – BENEFITS

### \_\_\_\_\_ Sick Leave

\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

Available to: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time

Must be employed \_\_\_\_\_ before allowable.

Earned at the rate of \_\_\_\_\_ per \_\_\_\_\_.

\_\_\_\_\_ Sick Leave will be pro-rated for part-time employees on the basis of \_\_\_\_\_ hours per pay period.

\_\_\_\_\_ Sick leave accrual limited to \_\_\_\_\_

\_\_\_\_\_ No sick leave accrual limit

Sick leave \_\_\_\_\_ may \_\_\_\_\_ may not be advanced.

If paid sick leave plan, payment \_\_\_\_\_ will \_\_\_\_\_ will not be made for all or part of accrued sick leave at time of: \_\_\_\_\_ termination \_\_\_\_\_ retirement \_\_\_\_\_ death \_\_\_\_\_ paid or \_\_\_\_\_ unpaid leave of absence.

The minimum amount of time that may be taken on sick leave is \_\_\_\_\_ hour(s).

Notification should be made to \_\_\_\_\_ within \_\_\_\_\_ if sick leave is being taken.

Sick leave over \_\_\_\_\_ will require a physician's statement.

Sick leave is allowed for the following reasons (Check applicable):

\_\_\_\_\_ Personal illness (including maternity leave)

\_\_\_\_\_ Personal medical appointments

\_\_\_\_\_ Care & attendance for members of immediate family

\_\_\_\_\_ Medical appointments of immediate family

\_\_\_\_\_ Exposure to contagious disease that would endanger the health of co-workers  
(requires explanatory medical certificate from physician)

\_\_\_\_\_ Death in family

\_\_\_\_\_ Accident not occurring on the job

Immediate family is defined as:

\_\_\_\_\_ step \_\_\_\_\_ parents \_\_\_\_\_ step \_\_\_\_\_ children

\_\_\_\_\_ step \_\_\_\_\_ grandparents \_\_\_\_\_ step \_\_\_\_\_ grandchildren

\_\_\_\_\_ spouse \_\_\_\_\_ step \_\_\_\_\_ siblings



\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Maternity Leave**

(Refer to the Family Leave)

**EMPLOYEE POLICIES – BENEFITS**

\_\_\_\_\_ **Administrative Leave (Holidays)**

\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

Available to: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time

Legal holidays (Check applicable):

\_\_\_\_\_ New Year's Day

\_\_\_\_\_ Martin Luther King Day

\_\_\_\_\_ President's Day

\_\_\_\_\_ Memorial Day

\_\_\_\_\_ Independence Day

\_\_\_\_\_ Labor Day

\_\_\_\_\_ Partial or \_\_\_\_\_ Full day near  
Thanksgiving

\_\_\_\_\_ Partial or \_\_\_\_\_ Full day near  
New Year's Day

\_\_\_\_\_ Other (specify):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Native American Day

\_\_\_\_\_ Veteran's Day

\_\_\_\_\_ Thanksgiving Day

\_\_\_\_\_ Christmas Day

\_\_\_\_\_ General Election Day

\_\_\_\_\_ Good Friday

\_\_\_\_\_ Partial or \_\_\_\_\_ Full day near  
Christmas

If a legal holiday falls on Sunday, Monday is the holiday. If a legal holiday falls on Saturday, Friday is the holiday.

\_\_\_\_\_ Administrative leave (holiday) \_\_\_\_\_ will or \_\_\_\_\_ will not be pro-rated to part-time employees on the following basis: \_\_\_\_\_.

\_\_\_\_\_ **Blood Donation** \_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

\_\_\_\_\_ May be excused \_\_\_\_\_ hours for subsequent rest and recuperation if not compensated for donation.

\_\_\_\_\_ **On-The-Job Injury**

\_\_\_\_\_ Not charged leave for initial emergency treatment or exam. For subsequent absences, consult sick leave policy or worker's compensation policy.

\_\_\_\_\_ **Hazardous Weather**

- A. If office is declared closed, or authorities publicly declare driving limited and employee is unable to report for duty, the employee is excused without charge to annual leave.
- B. If weather conditions are unusually severe, tardiness not in excess of \_\_\_\_\_ hours may be excused.
- C. If employee does not report to duty during hazardous weather (except under A. above), annual leave is to be charged unless it is determined that the employee made every reasonable effort to get to work but was unable to due to weather conditions. Then excused absence may be approved in amounts up to \_\_\_\_\_ hours.

\_\_\_\_\_ **Funeral Leave** Approval procedure \_\_\_\_\_

\_\_\_\_\_ **Court Leave**

\_\_\_\_\_ Jury Duty Approval Procedure \_\_\_\_\_

\_\_\_\_\_ Witness Duty Approval Procedure \_\_\_\_\_

#### **EMPLOYEE POLICIES –BENEFITS**

\_\_\_\_\_ **Military Leave** (must be offered as a benefit as prescribed by statute)

\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

Applicable to all employees, other than temporary

Prior approval to be requested from the board. Maximum time allowed is \_\_\_\_\_ unless emergency exists. Such cases shall be reviewed by the board.

\_\_\_\_\_ **Registration & Voting Leave**

Approval procedure: \_\_\_\_\_

#### **INSURANCE:**

\_\_\_\_\_ **Life Insurance**

Information filed \_\_\_\_\_

Contact person: \_\_\_\_\_

\_\_\_\_\_ **Health Insurance**

Information filed \_\_\_\_\_

Contact person: \_\_\_\_\_

\_\_\_\_\_ **Disability Insurance**

Information filed \_\_\_\_\_

Contact person: \_\_\_\_\_

#### **RETIREMENT:**

\_\_\_\_\_ Coverage offered

Information filed \_\_\_\_\_

Contact person: \_\_\_\_\_

#### **TRANSPORTATION:**

\_\_\_\_\_ The district will provide a vehicle for official business.  
\_\_\_\_\_ The district \_\_\_\_\_ will \_\_\_\_\_ will not provide mileage compensation in the amount of  
\$ \_\_\_\_\_ per mile when a personal vehicle is used for official business.

**PROFESSIONAL MEMBERSHIPS:**

\_\_\_\_\_ Acceptable memberships and approved fees:

\_\_\_\_\_  
\_\_\_\_\_

**TUITION REIMBURSEMENT:**

\_\_\_\_\_ Approval procedure for workshops, training seminars, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above policy and procedures have been read and reviewed by both employee and employer.  
Acknowledgment of signature states approval.

EMPLOYEE \_\_\_\_\_ DATE: \_\_\_\_\_

SCD CHAIRMAN \_\_\_\_\_ DATE: \_\_\_\_\_

**W-4 FORM**

The W-4 Form is used as a tool so that your employer can withhold the correct federal income tax from your pay. An employee should complete a new W-4 Form every year preferably before first pay period of the current year. It is the employee's responsibility to address any changes personally or financially.

**SAFETY POLICY**

It is very important that your Soil Conservation District recognizes that the safety, health, and well being of your employees. Making sure your district has a safety policy is a valuable tool to prevent accidents and properly report incidents to required agencies. An employee has the right to notify your employer about any workplace hazards. All employees are required to report work-related injuries and illness to management immediately. Management is responsible to file a claim with the ND Workers Compensation within 24 hours of injury. Failure to compile with the 24 hours notification period could result in additional assessment fees to the district. ***(A Safety Policy form and WSI's First Report of Injury in the Tab 3 template.)***

**TIME SHEETS**

Timesheets need to be filled out on a daily basis and submission is required to personnel officer prior to receiving paycheck. Make sure you are utilizing your (2) 15 minute breaks and are accountable for your lunch break. Time sheets should be cross checked to make sure employees are using and accruing the proper leave allowances. ***(Timesheet templates can be found in Tab 3)***