

Hiring Practices

The district board of directors has the sole responsibility to hire and set salaries, terminate and/or otherwise affect the working relationship of the district employee.

It is good business practices to advertise vacant positions, interview qualified candidates and check references on all potential employees.

Districts should make the effort to actively search for the best qualified applicants to fill jobs. Once the decision has been made to hire a particular type of employee and the qualification standards have been set, the district should identify recruitment sources that will supply the best candidates.

Employment of Relatives:

The hiring practices of government and industry are criticized if people in authority hire or influence others to hire members of their family (nepotism). Districts should avoid the favoritism or the appearance of favoritism which is associated with employing members of the immediate family of district officials, district employees or agency personnel having close working relationships with districts. This recommendation is made solely to eliminate the appearance of preferential treatment of the relatives of district personnel or district officials.

EMPLOYEE SUPERVISION:

The district personnel are directly responsible to the district board. Employees of the district and of the cooperating agencies are expected to work in a close and cooperative manner to ensure conservation priorities are addressed. Day to day supervision is normally not practical nor necessary; however, the district board chairman or committee should periodically review the performance of the district personnel. This performance review will provide the employee with insight as to the direction the board wishes to be taken in managing the district program.

In some instances, district employees are assigned to work directly with employees of cooperating agencies. The cooperating agencies should provide *technical guidance* of the district's employee to insure quality control of assistance rendered to the public in relation to the cooperating agencies' programs. **The district will maintain administrative control over the district employee. This administrative control will insure that district priorities are given proper consideration.**