

# **CONSERVATION DISTRICT**

## **PERSONNEL POLICY MANUAL**

## **INTRODUCTION**

### **Purpose of Personnel Policy Manual**

This Personnel Policy Manual is designed as a reference guide and is not intended to be a complete or final statement of all XYZ Conservation District (XYZ) personnel policies and procedures. The Manual sets guidelines for personnel policies and practices of XYZ. This Manual does not constitute a contract of employment and should not be interpreted as creating an employment contract.

### **Termination at Will**

XYZ Conservation District does not guarantee or promise continued employment with the XYZ for any particular period of time. Just as the district employee can quit at any time without having to justify their decision, XYZ reserves the right to terminate an employee at any time "at will," with or without cause. While XYZ normally will have a sound reason for terminating an employee, and normally will have communicated the reason to the employee before the termination, XYZ reserves the right in its sole discretion to make the determination of whether to terminate an employee and when to terminate an employee. No supervisor or manager or other official of XYZ has any authority to make any contrary representations to an employee or prospective employee.

### **Separation from Employment**

Upon separation from employment with the district, whether through resignation or termination for any reason, the District employee will turn in any building keys issued to them and will ensure that all district files, electronic and hard-copy, are saved and backed up so that the district can access them. Since the separating employee's computer account will be terminated, the employee may need to back-up electronic district files on the server where the district or NRCS staff can access them. In no case will district equipment, records, files, or property of any kind be borrowed, removed, disposed of, or destroyed by separating employees.

## **EMPLOYEE CONDUCT AT XYZ**

### **Ethical Behavior**

Honesty and transparency are the most important principles in dealing with public funds. All involved with the XYZ shall work diligently to build accountability by following sound fiscal procedures. Likewise, strengthening accountability is a constant goal to ensure district funds are being utilized in a manner that is consistent with public accountability and maximum effectiveness.

Unethical actions, or even the appearance of unethical actions, are unacceptable under any conditions. The reputation of the XYZ depends, to a very large extent, on these considerations.

### **Standards of Conduct and Ethics**

#### Attendance

Employees are expected to report for work and leave work at the established times. Unexpected leave is to be reported to the district President as soon as possible.

#### Diligence During Work

Employees are expected to perform assigned duties during the entire schedule for which compensation is being received, except for reasonable periods of time provided for personal needs.

#### Work Performance

Employees are expected to meet established performance standards. Any conditions or circumstances in the work environment which prevent an employee from performing effectively are to be reported to the district President.

#### Sexual Harassment

Employees have a right to expect a workplace free from sexual harassment. Sexual harassment may consist of requests for sexual favors, unwelcomed sexual advances, threats, actual bodily contact, other deliberate verbal or physical conduct of a sexual nature. Such behavior shall not be tolerated and shall be reported to the district President as soon as possible.

#### Outside Employment

Employees should not engage in any outside employment or other activity which interferes with the full performance of duties and responsibilities for their position.

#### Property Usage

Employees should not use or allow the use of district, state, or federal property of any kind for anything other than officially approved activities.

#### Work Products

All work products created for the district, hard copy and electronic, are the exclusive property of the XYZ and cannot be borrowed, used, or removed from the district records without the district's expressed consent.

#### Official Information

Employees shall not use or allow the use of official or confidential information gained through employment, which has not been made available to the general public, for furthering a private interest.

#### Criminal Conduct

Employees should not engage in criminal, infamous, dishonest, immoral, notoriously disgraceful, or other conduct that could discredit the district.

**The following are unacceptable**

- Dishonesty
- Theft
- Falsification of documents
- Sexual harassment
- Use, possession, or being under the influence of alcohol, other drugs, or intoxicants while on company premises or business.

**Colorado Bureau of Investigation Check**

Any offer of employment may be contingent on the results of a background check completed through the Colorado Bureau of Investigation.

**EMPLOYMENT TERMS AND CONDITIONS****Work Hours and Location**

Normal work hours for District Employees are 8:00 a.m. to 5:00 p.m. Monday through Friday unless otherwise documented in their respective job description. The work schedule may vary subject to prior approval by the Board. All work will be completed at the XYZ Field Office unless prior approval is given from the Board.

**Timekeeping**

All employees are required to keep daily time records using the timesheet provided by the XYZ (see example in Appendix A). Timesheets will be reviewed and approved by the XYZ President or Vice-President prior to receiving compensation.

If an employee is going to be late for work or absent during their normal scheduled time of work because of illness or other reasons, it is the employee's responsibility to notify the XYZ President as soon as possible.

**Supervision**

Although the XYZ is governed by a board of supervisors, and official district decisions on policy items can only be made by a quorum of the board, many times the District Manager will need immediate leadership or input on program management issues. To operate in an efficient and effective manner, the XYZ President will act as the board liaison and supervisor of the District Manager. When the President is unavailable, the Vice-President will assume the board liaison and supervisor role until the XYZ President becomes available. When both the President and Vice-President are unavailable, the Secretary-Treasurer will assume the board liaison and supervisor role until either the President or Vice-President become available.

If the District Manager has a complaint or a grievance with an XYZ board member, he/she shall make an attempt to informally resolve the issue through direct communication with the board member. If the situation is not resolved within two weeks, the District Manager shall notify the XYZ President who shall make an attempt to resolve the situation informally. If the complaint involves the XYZ President, and the District Manager has made an attempt to resolve the issue directly with him/her, the District Manager shall notify the Vice-President, who shall attempt to resolve the issue. If the complaint or grievance is not satisfactorily resolved within an additional two weeks, the District Manager shall draft a formal letter of complaint to the XYZ board stating the grievance and describing the recommended remedial action. The board shall review the issue in an executive session no later than its next regularly scheduled board meeting.

**Compensation**

Pay is based on timesheets and therefore must be received before checks are cut. Employees are paid on the last day of each month. If the last day of the month falls on a weekend or holiday, they will be paid on the last workday of the month.

### **Annual Leave**

Employees must request the use of Personal Leave or Leave Without Pay using the leave request form (see Appendix B). All full-time employees shall earn annual leave at the rate of one day (8 hours) per month. Annual leave is earned from the first day of employment and may be used beginning six months after the first day of employment. If an employee is terminated before completing six months on the job, no leave is earned. All leave accrued beyond 80 hours shall be forfeited in the event of termination or retirement. An employee will be reimbursed at current pay rate for unused leave (maximum of 80 hours) upon termination of employment. Permanent part-time employees earn annual leave according to the above schedule but prorated by the percentage of full-time hours worked. For calculation purposes 40 hours is considered full-time. Temporary employees do not earn annual leave.

### **Sick Leave**

Sick leave is accrued at a rate of 6 hours per month for full time employees beginning with the first day of employment. Sick leave may be used beginning one month after the first day of employment. Permanent part-time employees earn sick leave according to the above schedule but prorated by the percentage of full-time hours worked. For calculation purposes 40 hours is considered full-time. Sick leave is not paid out at termination of employment.

### **Holidays**

Employees will receive paid time off on all Federal Holidays.

### **Other Benefits**

Social Security, Worker's Compensation Insurance, Unemployment Insurance, and match of the employee's contribution to Medicare are provided by the XYZ as required by law.

### **Training and Development**

An employee may request approval to attend appropriate training sessions, seminars, conferences, etc., which will provide a benefit to the district and its operations, by completing the Request for Training Form (see Appendix C). The Board may, at their discretion, approve or deny the request.

### **Vehicle use/Travel**

In those instances where it is necessary for the District Manager to use their personal vehicle on XYZ business, reimbursement will be made at the current Colorado State rate. Use of private vehicles must receive prior approval from the XYZ supervisors. The employee will be reimbursed for actual expenses of other preapproved travel related expenses. Before reimbursement will be made, a Travel Reimbursement Expense Claim Form (see Appendix D) must be filled out and submitted. The employee must have a valid driver's license and must have the vehicle registered and insured in accordance with state requirements. The employee should consult the XYZ Financial Policies and Procedures prior to any travel.

### **Performance Evaluation**

Job performance evaluations shall be conducted at least annually by the XYZ board of supervisors based upon the XYZ District Manager Job Description and Performance Standards (see Appendix E and F). Performance evaluations will be completed using the XYZ Performance Evaluation form (see Appendix G). New employees will also receive a 90 day evaluation. All employee evaluations shall be completed by the Board of Supervisors in an Executive Session. To encourage continued growth and development, each evaluation will be reviewed by the District Manager, in person, during an executive session of a quorum of XYZ supervisors. The evaluation will be documented and placed in the employee's personnel file.

**APPENDIX A  
Sample Timesheet**

**XYZ COUNTY CONSERVATION DISTRICT  
TIMESHEET**

Employee Name: \_\_\_\_\_

Pay Type	PAY PERIOD										TOTAL
	6-Jul MON	7-Jul TUE	8-Jul WED	9-Jul THU	10-Jul FRI	13-Jul MON	14-Jul TUE	15-Jul WED	16-Jul THU	17-Jul FRI	
WORKED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HOLIDAY											0.00
PAID PERSONAL TIME											0.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
FROM											
TO											
FROM											
TO											
FROM											
TO											
<b>LEAVE INFO</b>	<b>Beginning Balance</b>	<b>Accrual</b>	<b>Available</b>	<b>Used</b>	<b>Balance</b>	<b>EMPLOYEE:</b> _____					
PAID PERSONAL TIME	0.00	0.00	0.00	0.00	0.00	<b>SUPERVISOR:</b> _____					

**APPENDIX B  
Application for Leave**

1. Name (Print or type – Last, First, M.I.)		
2. Month	Day	Hour
FROM:		A.M. P.M.
2a. Month	Day	Hour
TO:		A.M. P.M.
2b. Total Number of Hours	3. Remarks	
4. Employees Signature:		5. Date (Month, Day, Year)
6. I hereby request <input type="checkbox"/> Paid Personal Time <input type="checkbox"/> Leave Without Pay		
<b>OFFICIAL ACTION ON APPLICATION</b>		
Approved		Disapproved (If disapproved, give reason)
Supervisor's Signature		Date (Month, Day, Year)

**APPENDIX C  
Request for Training**

1. NAME	
2. COURSE TITLE SEMINAR OR MEETING NAME, ETC	
3. LOCATION	4. MEETING DATES: FROM: TO:
5. SPONSORING ORGANIZATION	6. TRAVEL DATES: FROM: TO:
7. PURPOSE AND JUSTIFICATION STATEMENT (Attach Copy of Agenda);	

**8. ESTIMATED COST**

A. REGISTRATION	\$	
B. TRANSPORTATION	\$	
C. MEALS	\$	
D. ACCOMMODATIONS	\$	
E. OTHER	\$	
TOTAL	\$	

**9. OFFICIAL ACTION ON REQUEST**

APPROVED

DISAPPROVED REASON \_\_\_\_\_

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date (Month, Day, Year)

**APPENDIX D**  
**Travel Reimbursement Expense Claim Form**

1. NAME	
2. COURSE TITLE SEMINAR OR MEETING NAME, ETC	
3. LOCATION	4. MEETING DATES: FROM: TO:
5. SPONSORING ORGANIZATION	6. TRAVEL DATES: FROM: TO:
7. PURPOSE AND JUSTIFICATION STATEMENT (Attach Copy of Agenda);	

**8. EXPENSES**

A. REGISTRATION	\$	
B. TRANSPORTATION	\$	
C. MEALS	\$	
D. ACCOMMODATIONS	\$	
E. OTHER	\$	
TOTAL	\$	

**9. SIGNATURE**

I hereby certify that the above is a true statement of expenses incurred.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE

**10. OFFICIAL ACTION ON REQUEST**

APPROVED  
 DISAPPROVED REASON \_\_\_\_\_

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

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date (Month, Day, Year)

**APPENDIX E**  
**XYZ Conservation District**  
**District Manager Position Description**

The District Manager is responsible for day-to-day operations of the XYZ Conservation District. The employee performs administrative duties, provides assistance at board meetings, maintains the district's accounting system, and implements educational programs. Performance evaluations will be based upon standards of performance established for each major job duty listed below.

**Job Duties and Responsibilities**

**Administrative:**

The District Manager performs administrative duties to support district operations and programs including:

- Handle incoming telephone calls and walk-in requests for information by guiding the public to the appropriate source of information.
- Actively identify and write grant proposals as approved by the XYZ board of supervisors. Coordinate with the XYZ board in determining the scope and budget for any grant proposal to ensure that it fits the district's mission and goals.
- Act as the program manager for any district programs, including tree sales.
- Administer all aspects of the district's office operations including writing correspondence and reports, and maintaining district files and records.
- Ensure that all statutory requirements affecting the XYZ including board member elections, filing of an annual budget, completion of an annual application for exemption from audit, annual and long-range plans of work, and Open Meeting Act requirements are followed and are up to date.
- Recommend methods of financing district operations, including exploring means of obtaining locally earned funds
- Opens and distributes district mail to the appropriate board members and NRCS mail to the appropriate office staff.
- Compile and distribute the district newsletters.
- Develop programs and coordinate logistics for the district's annual meeting.
- Assist the NRCS staff by answering phones, and providing secretarial or other assistance based upon established agreements and guidelines from the district board.

**Board Meetings:**

The District Manager assists the district board with the operation of monthly and special board meetings including:

- Keep district board members advised of any issues needing board attention or action.
- Work with the district President on preparing meeting agendas.
- Maintains an active file of correspondence and other items to discuss at board meetings.
- Prepares financial statements and organizes correspondence and other materials for board review at meetings.

- Prepares and mails an agenda and minutes one week prior to board meetings.
- Takes minutes at board meetings, recording all board actions, types and edits the minutes, files minutes and financial reports as permanent record.

**Financial Records and Reports:**

The District Manager is responsible for developing and maintaining conservation district financial records in accordance with the district's Financial Management Policy and Procedures, and state and federal laws including:

- Maintaining an accurate and timely income and expense ledger, district financial records, grant financials, payroll, and other records using a computer based accounting system. Prepares checks for signature, makes deposits, pays bills, and receives payments to the district.
- Completing an annual Application for Exemption from Audit, or prepare books and records for the auditor.
- Maintaining time and leave reports for district employees, calculates payroll deductions including: computation and reporting for federal and state income tax, unemployment compensation, social security contributions, reports salaries for Workers Compensation benefits, and is responsible for W-2s and 1099s.

**Conservation Education / Information Activities:**

The District Manager works to maintain an active conservation education program working with schools, organizations, groups, and agencies including:

- Working with schools to develop outdoor classrooms and natural resource days, conduct poster contests, make presentations to schools and other groups, conduct conservation tours, develop new educational programs, and conduct or assist with conservation education workshops and events.
- Ordering supplies and materials for poster contest, agricultural days, fairs, etc.
- Continually reviewing conservation education activities to evaluate their effectiveness and makes recommendations to the board on which activities should have priority.

**APPENDIX F**  
**XYZ Conservation District**  
**District Manager Performance Standards**

**Administrative:**

- Administrative duties as defined in the position description are performed in a business like and professional manner.
- Drafts and submits Board approved grant applications that meet all content and format requirements on time. Grant reports are complete and submitted on time.
- As the program manager for district programs, the District Manager develops and maintains accurate records, makes day-to-day operating decisions within district policy, provides updates and status reports to the board, and seeks board input and leadership when needed.
- The district filing system is maintained in accordance with federal and state law, and district policies. Records are filed in a timely fashion and are kept in an organized manner so that files can be easily retrieved and filed.
- All statutory requirements are correctly completed and submitted on-time.
- Alternative financing methods are researched and presented at board meetings for discussion.
- Annual and Long-Range Plans are drafted based upon information gathered at local input sessions, district workgroups, and board input. Plans are submitted to the State on time.
- Relevant news articles, informational pieces, and information on conservation programs are compiled or written for newsletters. Advertising spots are marketed and sold to help offset the cost of developing and mailing newsletters.
- The annual meeting program is developed with board input and appropriate arrangements for facilities, logistics, food, speakers, and guests are made. Advertising spots and promotional opportunities are marketed and sold to help offset the annual meeting expenses.
- Assistance and all interactions with cooperators and the NRCS are performed courteously, professionally, and in a timely manner.

**Board Meetings:**

- Communication with board members at and between meetings is effective and professional.
- Important information, materials, and notices of needed action are distributed to board members in a timely fashion.
- Professional and accurate meeting agendas, financial reports, district program reports, and other materials are developed in a timely manner with input from the district President, Secretary-Treasurer, and other board members as needed. Meeting materials, including agendas, minutes of the last meeting, financial reports, and other appropriate materials are distributed to board members prior to meetings in accordance with district policy.
- Appropriate correspondence is maintained and presented at board meetings for board discussion and possible action.
- Complete and accurate minutes are taken in compliance with state law, and are available for review in a timely manner.

**Financial Statements and Reports:**

- All state and federal laws and district financial policies are followed. Financial statements and reports are available for review in a timely manner.
- Accurate financial income and expense ledgers are up-to-date and maintained using an approved electronic accounting system and chart of accounts.
- Financial records are reconciled monthly with bank statements.
- Working with the Secretary/Treasurer, accurate and complete Application for Exemption from Audit forms are to be filed in a timely manner or documentation is prepared for an auditor.
- Financial records and supporting documentation is maintained in the district filing system in accordance with federal and state laws, and district policy.
- Complete, current, accurate, and understandable Balance Sheet and detailed Profit & Loss Statements are prepared for all board meetings.
- Payroll deductions, social security contributions, sales tax reports, Workers' Compensation, Unemployment payments, W-2s, 1099s, and other financial statements are accurately calculated and submitted in a timely fashion.

**Conservation Education / Information Activities:**

- New opportunities to provide educational programs or ways to improve existing programs are researched and brought to the board for discussion.
- Educational programs and materials are well organized, contain quality information, and are delivered in an effective manner.

Standards of Performance reviewed and discussed on: \_\_\_\_\_

\_\_\_\_\_  
Board member

\_\_\_\_\_  
Employee

**APPENDIX G  
XYZ Conservation District  
District Manager Performance Evaluation**

**Performance Elements:**

	Does Not Meet Standards	Meets Standards	Exceeds Standards
<b>Administrative</b>	_____	_____	_____

Comments:



<b>Board Meetings</b>	_____	_____	_____
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Comments:



<b>Financial Records/Reports</b>	_____	_____	_____
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Comments:



<b>Conservation Education Information Activities</b>	_____	_____	_____
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Comments:



**Overall Performance Rating:**

\_\_\_\_\_ Does Not Meet Standards     
 \_\_\_\_\_ Meets Standard     
 \_\_\_\_\_ Exceeds Standards

**Performance reviewed and discussed with employee:**

_____	_____	_____
Board Member	Employee	Date

This policy was adopted by the XYZ Conservation District Board of Supervisors on \_\_\_\_\_  
2009

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member