

PERSONNEL GUIDANCE

EMPLOYEES & SUPERVISORS

All CD employees receiving a paycheck from your conservation district, no matter the funding source and no matter the job duties, are considered employees. As such, all applicable laws and policies pertain to every district employee. As the employer, conservation districts must apply policies and laws fairly to each employee. Therefore, having a personnel policy is important.

It is also important that a CD appoint a supervisor(s) to take care of supervisory functions for employees. These include:

- conducting performance evaluations.
- making pay recommendations to the board.
- setting and approving work schedules.
- handling personnel issues as needed.
- serving as the main employee contact.

POSITION DESCRIPTIONS

To effectively evaluate performance, each employee should have a current position description. A position description should include: the scope of duties (not specifics) to be performed by the district employee; supervision received and exercised; and skills needed to do the job.

PERFORMANCE EVALUATIONS & DISCIPLINE

CD employees should have a probationary period of a minimum of 6 months, and no longer than one year. Following that, performance evaluations should be conducted annually at a minimum. This ensures that there is communication and, when needed, corrective guidance can be provided to the employee. Everything should be documented in writing, including possible employee responses. Employee privacy is required and closed meetings may occur to complete performance evaluations and discuss employee-related issues. Legal counsel may be consulted for formal disciplinary procedures. Severity and frequency of offenses should be documented for this purpose. A personnel policy can also provide disciplinary procedures.

LEAVE ELIGIBILITY & TIMESHEETS

There are different classifications of employees, full-time, part-time, variable and different statuses, short-term, seasonal < 6 months, and seasonal. All of which affect leave eligibility.



For the different classifications, the following table can be used for reference:

| Number of Years | Full Time | Part time (prorated) | Maximum allowed to accrue (full time) |
|---|-----------|----------------------|---------------------------------------|
| Annual Leave | | | |
| 0-10 | 15 days | .058 x No. of Hours | 240 Hours |
| 10-15 | 18 days | .069 x No. of Hours | 288 Hours |
| 15-20 | 21 days | .081 x No. of Hours | 336 Hours |
| 21 + | 24 days | .092 x No. of Hours | 384 Hours |
| All annual leave credits are paid upon termination. | | | |
| Sick Leave | | | |
| One quarter of sick leave credits are paid upon termination. | | | |

Check the maximum amounts in the table and if your employee has leave credits in excess of the amounts shown—steps should be taken right away to reduce the number. A common mistake made by conservation districts is to not budget the amount of money it would take to pay your employee should he or she leave. Make sure you set up an account to cover the amount of leave you would have to pay if your employee were to quit.

It is important that timesheets be signed by a conservation district supervisor and the employee. It is also a good idea to have leave balances on the timesheet, so the board is in a position to manage that time, as mentioned previously. Calendars may not be used as timesheets.

OVERTIME & COMPENSATORY TIME

Conservation districts are required by the Fair Labor Standards Act (FLSA) to compensate employees overtime pay or compensatory time in the amount of 1.5 times the number of hours worked over 40 hours in a week. Make sure to have policies in place, specifically in a personnel policy, to address this, such as prior board approval required for either option.

Disclaimer

This training document is only guidance and is not meant to replace appropriate legal review and counsel. There is a model personnel policy, provided by CDB, that can also be used.

