

10 Minute Supervisor Trainings



June 2022

POLICY AND PROCEDURES

In order to achieve a 100% on the District in Good Standing report (DIGS), districts must have a policy and procedures handbook on file at the conservation district. This handbook serves as a guide for any employees, volunteers, and board members that serve the district. While the Division of Conservation (DOC) does have a sample policy and procedures handbook on the DOC website that districts can utilize, it is recommended that districts customize it to best serve their needs. There are some policies that **MUST** be in the district's handbook, and there are others that are recommended.

Required Policies

- A schedule for evaluation of employees
- Travel procedures for board members and employees
- Leave policy (This policy needs to include how leave is earned, taken, and/or dispersed after termination of employment.)
- Job descriptions for all employees (Any time the board of directors creates a new position, that job description needs to be adapted into the policy and procedures handbook.)

Recommended Policies

While the above are required to have in your district's policy and procedures, there are several other policies your board should adopt and keep updates. These include, but are not limited to:

- Per Diem and Actual Expenses (Districts can determine what board members receive per diem for.)
- Emergency Plans
- Code of Ethics
- Telework
- Social Media
- Meeting requirements
- Committees
- Volunteer Policy
- Equipment Rental

Every time the district votes on a policy, it should be added to the manual!

Co-Located Offices

If your office is co-located with a federal agency or other business, ensure that your district is also maintaining any policies or procedures that are required by those entities. For example, if you are co-located with NRCS your district may be required to adhere to their civil rights policy. Make sure you know where those policies are located and how they relate to the district. Also make sure any emergency plans, including office closures, are adapted to best fit the conservation district. For example, if there is a federal shutdown and the district cannot access their physical office location, then what policies do you have in place to ensure district operations are still running smoothly? Can your employees telework? Is there a secondary location employees can work from? How will equipment rentals work?

In addition, it is a good idea to keep a copy of any lease agreements or memorandums of understanding in your policy and procedures handbooks as an appendix. Keeping all these documents in a central location ensure that they are easy to find in case they need to be updated.

How to Organize Your Policy and Procedures

Your policy and procedures should be in a central location in your office. This copy should be in a binder that is easy to navigate with a table of contents and/or tabs marking the different sections. This will make it easy to add, subtract, and update various policies as needed.

Ideally the district would have both a physical and digital copy available. The digital copy should be in a location such as Google Drive to ensure that a copy is saved in the event of a fire, natural disaster, or other such event.

Even if you adopt policies of other organizations, you should still have a copy on file at the district office. For example, if the district has chosen to adopt of the county's code of ethics a copy of that code still needs to be accessible at the district. The district should occasionally review any adopted policies to ensure no changes need to be made and that the policy is still applicable to the district.

It is also a good idea to have a copy of the Supervisor's Handbook in your policy and procedures. This makes it easy to locate and can be used as a good reference tool.

Your policy and procedures handbook should be more than the template that is on the Division of Conservation website. This template is the bare minimum of what the district should have on file. The board of directors should keep their policy and procedures up to date and relevant to the needs of the district. Keeping policies and procedures relevant can save time and reduce redundancies.