



10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

JULY 2012

SETTING DISTRICT POLICIES

In the District in Good Standing Program, districts are asked to establish policies concerning travel, time and attendance for employees, a schedule for evaluations among many other things. Often times, these policies are recorded during the board meeting and the minutes are the only place that the policy is recorded. This makes for time consuming research through the past meeting minutes whenever there is a question on policy.

Why Establish District Policies?

District employees and board members need to know what policies are for a variety of district operations. For example: Supervisors need to know what they can receive per diem for.

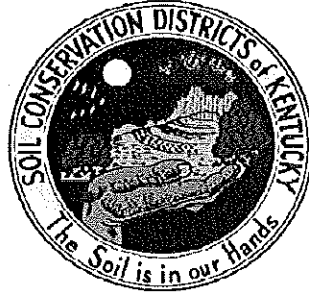
District employees are required to work with limited supervision and guidance. Good policies can make their job easier and result in less problems. Employees need to know what is required of them concerning the taking time off, earning and using compensatory time, attending meetings, travel and reimbursement of expenses.

Keeping up with a set of policies can make district supervisors better in the supervisory role and make them more aware of their responsibilities.

Once policies are established by the board and made accessible to board members and employees, it will be easier to keep them current.

A Few Suggested Areas Where District Policies Might be Needed

1. District office hours
2. Financial Management
3. Office policies (who has keys, who is responsible for locking the building, etc)
4. Equipment policies (Policies establishing charges for equipment rental and how to handle late payment for the use of equipment, can equipment go out of the county, etc. This assures good customer service and that all landowners are treated fairly.)
5. Assistance to NRCS
6. Sick, annual, and compensatory leave (usage, pay out of unused leave when an employee resigns or is fired, notification of use of leave, etc.)



7. Supervisor's Per diem (what per diem is paid for, how much is per diem, does the district participate in \$75 per diem for attending meetings, etc.)
8. Evaluations (When evaluations will be performed on employees, what will the employee be evaluated on, etc.)
9. Job descriptions for each employee including the secretary, education specialist, technician, etc.
10. District Cost Share Programs (to ensure fair customer service to all landowners).
11. Any other areas where policy is needed to help carry out day to day functions.

How to Organize District Policies

Districts should consider a binder that has categories such as the ones listed above. This will aid when searching for a policy and maintaining policies.

Whenever a new policy is established, it should be recorded in the minutes but also place in the binder with reference to the specific board meeting.

Policy Review

Policies should be reviewed yearly to ensure that all staff and supervisors are aware of and are in compliance with the established policies.

Appointing a committee to draft the district policy is recommended. It would be a good idea to include your field representative. They may have suggestions from their other counties that could assist in the creation or update of the district policy. Once the policy is created, all employees and district supervisors should review the document. The supervisors will need to vote to adopt the policies in a board meeting.

DISCUSSION

1. Does your district have a policy manual? If so, when was it last updated? If not, what is your reason for not having a district policy manual?
2. Why is it important to employees of the district to have a policy manual?
3. What other categories, besides the ones listed above, does your district need policy on?