

## Soil and Water Conservation District

Completed by: \_\_\_\_\_

### Section 3

### Personnel Management

<i>Element</i>	<i>Discussion question</i>	<i>Yes</i>	<i>No</i>
Personnel policies	1. Does the district have written personnel policies?	—	—
	2. Does each employee's personnel file contain a signed statement that they received and reviewed the policies?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	3. Has the district reviewed the <i>SDAO Management and Policy Resource Guide</i> or the <i>OACD Personnel Management Handbook for Conservation District Directors and District Managers</i> for guidance in developing personnel policies?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	4. Has the board reviewed the personnel policies within the last year and updated them as necessary?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	5. Are employees involved or notified when the board updates a personnel policy?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>Comments/assistance requested</i>		
Job descriptions	1. Has the board approved written job descriptions for each employee's position?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Do the job descriptions include elements such as:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	a. Job title?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Overview of position including whether full or part time, exempt or non-exempt, salaried or hourly?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	c. Duties and responsibilities, or essential functions?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	d. Supervision?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	e. Civil rights?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	f. Required skills?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	g. Required certifications and job approval authorities?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	h. Physical requirements?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
i. Working conditions?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
j. Performance review process?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Does the district manager or board designee review job descriptions annually and modify them as necessary?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<i>Comments/assistance requested</i>			
Orientation and Staff Development	1. Does each new employee and volunteer receive an orientation?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Does orientation include:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	a. Job expectations and description?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Policies and procedures?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	c. Supervision and performance evaluation?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	d. Facilities and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
	e. Safety?	<input type="checkbox"/>	<input type="checkbox"/>
	f. Partner relations?	<input type="checkbox"/>	<input type="checkbox"/>
	g. Customer service philosophy?	<input type="checkbox"/>	<input type="checkbox"/>
	h. Training and mentoring opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
	i. Payroll and reimbursement procedures?	<input type="checkbox"/>	<input type="checkbox"/>
	j. Reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>
	k. Security measures and confidentiality?	<input type="checkbox"/>	<input type="checkbox"/>

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	3. Does the district identify staff training needs and offer training opportunities? <i>Comments/assistance requested</i>	—	—	
Evaluations	1. Is each employee's job performance evaluated at least annually?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	2. Do district performance evaluations have specific standards related to each employee's job description?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	3. Does the district include partners (e.g. NRCS, ODA, other) in the employee evaluation process regarding technical standards, job approval authority and certification requirements?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	4. Does the district provide an opportunity for employee feedback or input in the performance evaluation?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	5. Are evaluations signed by both the supervisor and the employee and then filed in the personnel file?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<i>Comments/assistance requested</i>			
Supervision	1. Is the district supervision structure clearly defined and understood by both staff and board?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	2. Does the board solicit input from district employees regarding the supervision provided by the district manager or designated supervisor?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	3. Does the district make supervision training available for the district manager or designated supervisors?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<i>Comments/assistance requested</i>			
Confidentiality	1. Does the district maintain confidentiality of, and restrict access to: a. Personnel files and medical information? b. Payroll information? c. Other records that are not public?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	2. Does the district assign responsibility for maintaining and securing these records?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<i>Comments/assistance requested</i>			
Legal postings	1. Are the following required posters displayed in the district office:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	a. State Minimum Wage?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	b. Oregon Family Leave Act?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	c. OSHA Job Safety & Health – It's the Law?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	d. Oregon's Smoke-free Workplace?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	e. Worker's Compensation Notice of Compliance?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	f. Employment Insurance Notice (form 11)?	—	—	
	g. Federal Minimum Wage?			
	h. Family and Medical Leave Act?			
	i. Equal Employment Opportunity is the Law? (Strongly recommended)	<input type="checkbox"/>	<input type="checkbox"/>	
	j. Uniformed Services Employment and Reemployment Rights Act (USERRA)?	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>Comments/assistance requested</i>			

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Safety	1. Does the district have a safety policy relating to:		
	a. Employees?	■	■
	b. Directors?	■	■
	c. Volunteers?	■	■
	2. Does the district provide safety training?	■	■
	3. Is there a primary district contact serving as safety officer?	■	■
	4. Is the district safety officer prepared to respond to an accident, familiar with reporting paperwork, and able to process a worker's compensation claim?	■	■
	<i>Comments/assistance requested</i>		