

## 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?	■	■	
	2. Do district performance evaluations have specific standards related to each employee’s job description?	■	■	
	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?	■	■	
	4. Does the district provide an opportunity for employee feedback or input in the performance evaluation?	■	■	
	5. Are evaluations signed by both the supervisor and the employee and then filed in the personnel file?	■	■	
	<i>Comments/assistance requested</i>			
Supervision	1. Is the district supervision structure clearly defined and understood by both staff and board?	■	■	
	2. Does the board solicit input from district employees regarding the supervision provided by the district manager or designated supervisor?	■	■	
	3. Does the district make supervision training available for the district manager or designated supervisors?	■	■	
	<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?	■	■	
	2. Does the district assign responsibility for maintaining and securing these records?	■	■	
	<i>Comments/assistance requested</i>			
	<i>Comments/assistance requested</i>			
Legal postings	1. Are the following required posters displayed in the district office: a. State Minimum Wage? b. Oregon Family Leave Act? c. OSHA Job Safety & Health – It’s the Law? d. Oregon’s Smoke-free Workplace? e. Worker’s Compensation Notice of Compliance? 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) j. Uniformed Services Employment and Reemployment Rights Act (USERRA)?	■	■	
		■	■	
		■	■	
		■	■	
		■	■	
		■	■	
		—	—	
		□	□	
		□	□	
	<i>Comments/assistance requested</i>			

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<i>Element</i>	<i>Discussion question</i>	<i>Yes</i>	<i>No</i>
Safety	1. Does the district have a safety policy relating to:		
	a. Employees?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Directors?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	c. Volunteers?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	2. Does the district provide safety training?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	3. Is there a primary district contact serving as safety officer?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	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?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>Comments/assistance requested</i>		