

EXAMPLE 2 JOB DESCRIPTION-EMPLOYMENT AGREEMENT:

XXX Conservation District

JOB TITLE: Conservation Technician (Grant Funded)

LOCATION: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

SOURCE OF FUNDS: NRCS and Colorado state funds administered through the State Conservation Board subject to annual re-appropriation; District contribution.

SUPERVISOR: The filed office NRCS District Conservationist will supervise daily work. Technical and other training will be provided by NRCS. The Board of Supervisors has sole authority to make changes to the conditions of employment.

RESPONSIBILITIES

- Facilitate cooperator access to technical assistance
- Assist with/undertake conservation plan development and report writing.
- Assist with/undertake conservation practice implementation within NRCS standards and specifications as required
- Assist with/undertake conservation plan review and spot checks.
- Write and present technical information for educational or other purposes
- Prepare and maintain files, correspondence, and some administrative duties necessary to carry out conservation technician responsibilities in a professional and timely fashion
- Drive NRCS vehicle for the performance of necessary job duties
- Attend six District Board meetings a year and other meetings or training as required by supervisor
- Other reasonable duties as assigned by supervisor
- All duties will be performed in a manner that reflects favorably on the District.

MINIMUM REQUIREMENTS:

- Ø High School Diploma or GED
- Ø Clean Colorado Drivers license
- Ø At least two years experience in agriculture and/or natural resource conservation
- Ø Demonstrate good oral and written communication skills – preferably including within rural communities and government agencies
- Ø Demonstrate experience or interest in private land conservation issues and technical requirements.
- Ø Ability to operate a variety of software programs necessary to complete work assignments.
- Ø Demonstrate ability to maintain confidentiality of cooperator business and records.

PERFORMANCE EVALUATION: An initial 3 month probationary period will be assessed by the supervisor for this position. A six-month performance evaluation will be conducted by the supervisor and a member of the Board of Supervisors. Thereafter, an annual performance evaluation and review will be completed by the supervisor and a member of the Board of Supervisors. Evaluations will be based on the current job description and any changes to compensation or conditions of employment will be made through Board of Supervisors approval.

GRIEVANCES – The employee will first approach their supervisor with any grievance issues unless special circumstances prevent this as a reasonable course of action. In such cases, the employee may approach any member of the Board of Supervisors with their grievance.

DETAILS OF EMPLOYMENT

Hours - This is a full time position. Normal hours are 40 hours per week, Monday through Friday, from 8:00am to 5:00pm with an hour for lunch. Meetings, training sessions and fieldwork may require some work outside of normal hours and occasional overnight travel.

Salary – The salary is \$XX per month. Overtime will not be paid except by approval of the Board of Supervisors. Compensation time may be earned at the discretion of the supervisor on and may not accrue beyond 10 hours per month. Monthly salary will be paid by check on the last working day of the current month. Any pay increases will be merit-based, awarded annually and based on performance evaluations.

Holidays -Ten paid holidays will be provided each year: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Annual Leave and Personal Leave - Annual and Personal Leave will be earned at a rate of 8 hours per month and cannot be used until after six months on the job. A maximum of 80 hours of annual and personal leave may be carried over to the next year. Upon separation an employee is paid for all unused accrued annual leave up to the 80 hour maximum. A signed leave slip submitted and approved by supervisor in advance will be required.

Sick Leave and Family Leave - Sick and family leave will be earned at a rate of 6 hours per month from time of employment. A maximum of 100 hours of sick leave may be carried over to the next year. However, any balance will be lost at the time of job termination. Sick leave earned in excess of the 100 hour maximum will be converted to annual leave at a rate of 1hr. Sick = .25 annual. The maximum 80 hours carryover will still pertain. If more than 24 hours of sick time is taken consecutively, a doctor's note will be required to be provided to supervisor in order for sick hours to be paid.

Other benefits

Workers' Compensation, unemployment and general liability insurance will be provided by the District. Other benefits may be provided as agreed at time of hiring and attached as part of this employment agreement.

Work-related Illness, Injury or Accident - An employee who suffers an on-the-job injury, illness or accident is responsible to report the injury, illness and/or incident to his or her supervisor immediately.

Expense Reimbursement

Standard forms are available in which business expenses due for reimbursement can be reported to the board for approval.

Termination of Employment

This employment agreement does not imply a contract. Employment is "at will" and may be terminated at any time by either party with or without cause. However, a courtesy expectation of 10 working days notice by either party is expected for release of employment.

If the employee is absent from work for more than three consecutive working days without contacting his or her supervisor, the employee will be considered to have resigned.

Signatures:

Employee Date: _____

XX Conservation District Date: _____

NRCS District Conservationist
(Daily Supervisor) Date: _____