**Supervisor Policy Handbook for**

*(insert your)*

**Soil Conservation****District**

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**adopted on (insert date)**

**Reviewed/Revised (insert date)**

**This policy book is intended as a template for districts to start with. Each district’s policies will look different because they operate differently. Not all topics and categories in the policy book will be used, and some will need to be added.**

**Remember: A policy is any motion passed in a business meeting dictating how supervisors will respond or guidance to receive outcomes. Policies can be both objective and subjective in decision making. The purpose of this policy book is to document the minutes in which the action by the board of supervisors was made and if an amendment or a change to the policy occurs, document the amendment.**

1. **District Identity and Culture**
   1. **Mission Statement**

(*write your local district mission statement here*)

* 1. **Vision Statement**

(*A vision statement is sometimes called a picture of your company in the future but it’s so much more than that. Your vision statement is your inspiration, the framework for all your*[*strategic planning*](https://www.thebalancecareers.com/build-a-strategic-framework-through-strategic-planning-1916834).)

* 1. **Supervisors Code of Conduct**

(*A code of ethics and professional conduct outlines the ethical principles that govern decisions and behavior at a company or organization. They give general outlines of how employees should behave, as well as specific guidance for handling issues like harassment, safety, and conflicts of interest.*)

* 1. **Supervisors Ethics policy**

(*If different than the code of conduct policy*)

* 1. **Goals**

(*A policy on developing and maintaining a strategic plan to tackle issues and topics that directly affect your local district in terms of conservation.)*

* + 1. **Short**
    2. **Medium**
    3. **Long**
  1. **Marketing strategy**

(*A policy on how to implement marketing strategies. Should be a general guide to planning and implementing any strategy that may arise.*)

**Supervisor Roles and Responsibilities**

* 1. **Qualifications**
  2. **Terms of office**
  3. **Organization of district Board**

(*policy on annual organization of supervisors and roles*)

* 1. **New Board member recruitment policy**

(*a policy on how supervisors will be appointed, recruited and/or replaced)*

* 1. **New supervisor orientation**

(*policy on how new elected and appointed supervisors are going to be introduced and educated on soil conservation districts*)

* 1. **Continuing Supervisor development**

(*Policy on continuing education for current elected and appointed supervisors*)

* 1. **State Soil Conservation Committee requirements**

(*policy on how the local district will implement or carryout NDSSCC requirements*)

* 1. **Supervision**

1. **Board Meetings**
   1. **Intro**

(*Policy on what method of parliamentary procedure will be used to conduct meetings*)

* 1. **Open meetings/records**

(*any policy in addition to the ND State open records and meetings laws*)

* 1. **Quorum**

(*policy on attendance methods, i.e. telephone or video*)

* 1. **Executive Sessions**

(*policy on when and how executive sessions will be used and held*)

* 1. **Types of meetings**

(*policy on annual, monthly, special, executive, committee, etc.*)

* 1. **Board meeting Conduct policy**

(*policy on how supervisors will address each other and resolve conflict during a meeting*)

* 1. **Minutes**

(*policy on the how minutes will be recorded, disbursed and/or stored/filed*)

1. **Financial Management**
   1. **Intro**

(*an overview of the financial structure of the district*)

* 1. **District financial laws**
  2. **Fund accounting**
  3. **Budgets**

(*policy on setting, adjusting, and reporting*)

* 1. **District financing**
     1. **Tax dollars**
     2. **State matching funds**
     3. **Locally derived funds**
     4. **Grants**

(*policy on how to request, increase, generate, and apply or specific funds. Also, the supervisor in charge of, responsible for, distributes.*)

* 1. **Internal control**

(*policy on daily financial operations, reporting, auditing, checks and balances, etc.*)

* 1. **Treasurer’s report**

(*policy on generating, revising, distribution, and approval of financial reports*)

* 1. **Audit**

1. **District Operations**
   1. **Agreements**

(*policy on working agreements with partners such as NRCS, Extension, RC&D, and auxiliary boards*)

* 1. **Planning**
     1. **Needs assessment**
     2. **Setting goals**
     3. **Writing the plan**
     4. **Implementation**
     5. **Evaluation**

(*policy on how issues are going to be addressed, goals are set, plans are developed, how the districts mission will be followed through, and how to measure the success of each plan. How many plans will there be? short, mid, and long term? What about special needs that arise? Which supervisors will address, carryout and evaluate*)?

* 1. **Legal / liabilities**

(*is there a policy on legal council should the need arise?*)

* 1. **Information / education**
     1. **Youth**
     2. **Producers**
     3. **legislators**

(*policy on how stakeholders and other local beneficiaries, learn about local programming, opportunities, and meetings. How is work being completed in the district conveyed or shared with the taxpayers?*)

* 1. **Public Relations / media**

(*who is the supervisor in charge of media relations? What message will be shared with the public? Is there an appointed person in charge of being the spokesperson for the district? What is the policy for staff if they should be contacted by a local or state media outlet?*)

* 1. **Assisting agencies / organizations**(*policies to implement the boundaries that district staff are allowed and not allowed to assist in, as well as priorities for when district employees are available to assist other agencies*)

1. **Services offered**
   1. **Tree planting policy**

(*policy on down payments, order of completion of jobs, contract requirements to fulfill service for landowners. Policy on how to handle unsatisfied clients, refund policies.)*

* 1. **Grass seeding policy**

(*policy on down payments, order of completion of jobs, contract requirements to fulfill service for landowners. Policy on how to handle unsatisfied clients, refund policies and policies on rental equipment as well as service/maintenance of district owned equipment*)

* 1. **Soil testing policy**

(*policy on down payments, order of completion of jobs, contract requirements to fulfill service for landowners. Policy on how to handle unsatisfied clients, refund policies.* )

* 1. **Other services offered**

1. **Personnel Management**
   1. **Recruitment and Hiring**

(*policy in place for how to scout and hire potential employees*)

* + 1. **New Hire Process**

(*policy on how and when a new employee or a previous position will be refilled after a vacancy*)

* + 1. **Job Descriptions**

(*policy on how descriptions will be created and reviewed before advertising*)

* + 1. **Posting open positions**

(*policy on where positions will be posted to advertise to local taxpayers and recruit new hires*)

* + 1. **Employment Application**

(*policy on all required documentation needed for a successful, complete application*)

* + 1. **Interviewing**

(*Supervisors in charge of interviewing, policy on ways in which a candidate can interview {via telephone, video conference, in person} policy on discriminatory questions*)

* + 1. **Selection**

(*policy on selecting a candidate, ranking system, negotiating policies and supervisor in charge of offering position)*

* + 1. **On-boarding**
       1. **Reasonable accommodation requests**

(*policy on a process or way requests must be made*)

* + - 1. **Pre-employment screenings**

(*policy on any background checks or other screenings what will occur before or after a person is hired but starts working*)

* + - 1. **New hire paperwork**

(*employee or supervisor in charge of creating a new hire packet and delivering packet to new employee on first day. Also, a resource available to new employee in the occurrence of questions)*

* + - 1. **Employment verification**

(*supervisor or employee in charge of contacting previous employers*)

* + - 1. **New employee orientation**

(*policy on who will oversee welcoming a new hire on the job*)

* + - 1. **Follow up**

(*policy for time when supervisors will check back with employees and* listen to any concerns or issues that may need to be addressed)

* 1. **Employee Communications**
     1. **Employee Handbook**
        1. **Review and update policy**

(*policy on when employee handbook will be reviewed and updated and the supervisor or committee in charge*)

* + 1. **Employee Communication methods**

(policies on how concerns, grievances, and other displeased viewpoints can be shared with supervisors)

* + 1. **Employee Trainings and Career Development opportunities**

(*policy on professional development and training opportunities. Which ones are mandatory and which ones are voluntary, and the frequency*)?

* 1. **Employee Performance**
     1. **Expectations**

(*policy on the how and why employee performance reviews will be carried out*)

* + 1. **Performance evaluations**
       1. **Policy and process**
       2. **see appendix**
    2. **Progressive discipline**
       1. **Warning policy**
       2. **Suspension policy**
       3. **Termination policy**
    3. **Resolving Conflict**

(*policy on how a supervisor and/or committee can work through conflict or disagreements in an employee’s performance review*)

* 1. **HR Recordkeeping**
     1. **Maintenance of personnel files**

(*policy on employees that have access to, can revise or archive*)

* + - 1. **Medical**
      2. **Form I-9**
      3. **Payroll records**
      4. **Health and safety records**
      5. **Time sheets**
      6. **Requests for leave**
      7. **Workers compensation**
    1. **Policy on electronic recordkeeping**

(retention, back up, and storage of electronic files)

* + 1. **Employee access to HR files**

(*policy on where and how files will be stored*)

* 1. **District Manager Duties/Expectations**

(*policy on any job duties that are bestowed upon the district manager that would have been voted upon and approved during an official meeting and be recorded in the minutes.*)