

Dear XXXXXXXXX,

Welcome to the Missouri County Soil and Water Conservation district. You have been hired as a District Specialist I at an hourly rate of \$XXXX. Your regular work schedule will be from XXX AM to XXX PM XXXXXX thru XXXXXX. You have been placed on a XX day probationary period per the attached district personnel policy. Benefits include health insurance and retirement and begin as soon as you are hired. Please take the time to look over the included check sheet and other materials to help guide you through your first days on the job.

The job progression for district employees that includes years of service, training and testing is included. As you reach certain milestones there is an associated pay increase. The increases are provided at the beginning of the calendar quarter after you have reached either years of service requirements or other steps on the progression document which is included in materials provided.

Sincerely,

Board member

XXXXXXXXXX County Soil and Water Conservation District

NEW SOIL AND WATER CONSERVATION DISTRICT EMPLOYEE HANDBOOK



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

Items included:

1. Employee Checklist
2. Personnel Policy
3. Position Description
4. Health Insurance Information
5. Retirement Information
6. Progression Line
7. Common Abbreviations
8. Useful Contact Information

Employee Checklist

- Meet District Supervisors and Staff (SWCD, MDC and NRCS):** Take the time to formally introduce yourself to everyone you will be working with.
- Find your Office:** Familiarize yourself with your workspace and any common workspace that may be available to you.
- Complete all Required Paperwork:** Make sure you have filled out all tax withholding, benefit enrollment, background check and link pass documents.
- Read Your District Personnel Policy:** It is important to read this document in its entirety, because it outlines how your new employer administers benefits, promotions, discipline, leave and more. Make sure that you sign a copy of the policy after you read it and place in your permanent personnel file.
- Complete Contact Sheet:** Find out who your District Coordinator, DC, PLC, and others are, and record it for easy access
- Get Connected:** Obtain and test your login Information for the State network, MoSwims and Email
- Surf the Web:** Familiarize yourself with the Soil and Water Conservation Districts Intranet page <https://mosoilandwater.land/internal/home> Make sure to read the following:
 - The “New Supervisor and Employee Orientation” Powerpoint presentation from the 2019 training conference
 - Cost Share handbook
 - District Operations Manual
 - MoSWIMS Manual.

Internet access is for Soil and Water Conservation District (SWCD) business only. No other use of the Internet is allowed or is appropriate when using SWCD time and/or resources. An employee determined to be in violation of this policy is subject to disciplinary action, including dismissal. Internet use policy for state computers can be found at the following link, <https://dnr.mo.gov/policies/2.03.pdf> .
- Ask Questions:** Be sure to ask your supervisors and other staff if you are unsure about anything.

Documents to Insert:

District Personnel Policy:

Position Description:

Health Insurance Information:

Retirement Information:

Common Abbreviations

Acronyms (read as a word)

ACEP	Agricultural Conservation Easement Program (NRCS)
AFO	Animal Feeding Operations
AWEP	Agricultural Water Enhancement Program
CAFO	Confined Animal Feeding Operation
EQIP	Environmental Quality Incentive Program
E-FOTG	Electronic Field Office Technical Guide
FAPRI	Food and agriculture policy research institute (at UM-C)
FOIA	Freedom of Information Act (allows for a request for release of information)
FOSA	NRCS Field Office Service Area
HUC	Hydrologic Unit Code
MOCREP	Conservation Reserve Enhancement Program in Missouri
MOPERM	Missouri Public Entity Risk Management Fund (liability insurance)
MoSWIMS	Missouri Soil and Water Information Management System
NAIP	National Agriculture Imagery Program
RUSLE	Revised Universal Soil Loss Equation
SALT	Special Area Land Treatment Program
SAMII	Statewide Advantage for Missouri (System administered by Office of Administration.)
319	Refers to section 319(h) of the clean water act and a grant program administered by the DNR to address NPS pollution
USLE	Universal Soil Loss Equation
WHIP	Wildlife Habitat Improvement Project
WINPOND	Windows Pond Designing Tool

WIN-PST Windows Pesticide Screening Tool

Initialisms (read each character individually)

AC Area Conservationist for NRCS (now assistant state conservationist)

ACP Agriculture Conservation Program (replaced with EQIP)

AgNPS Agricultural Non-point Source Pollution

AOI Area of Interest (for Web Soil Survey)

BMP Best Management Practices

CCRP Continuous Conservation Reserve Program

CED County Executive Director, FSA

CIG Conservation Innovation Grants

CLU Common Land Unit

CNMP Comprehensive Nutrient Management Plan

COE Corp of Engineers

CRP Conservation Reserve Program

CSP Conservation Stewardship Program (NRCS)

C/S Cost-Share Program, DNR

CTA Conservation Technical Assistance

CWA Cooperative Working Agreement

CY Current Year contract (Federal)

DC District Conservationist, NRCS

DNR Department of Natural Resources (sometimes known as MDNR)

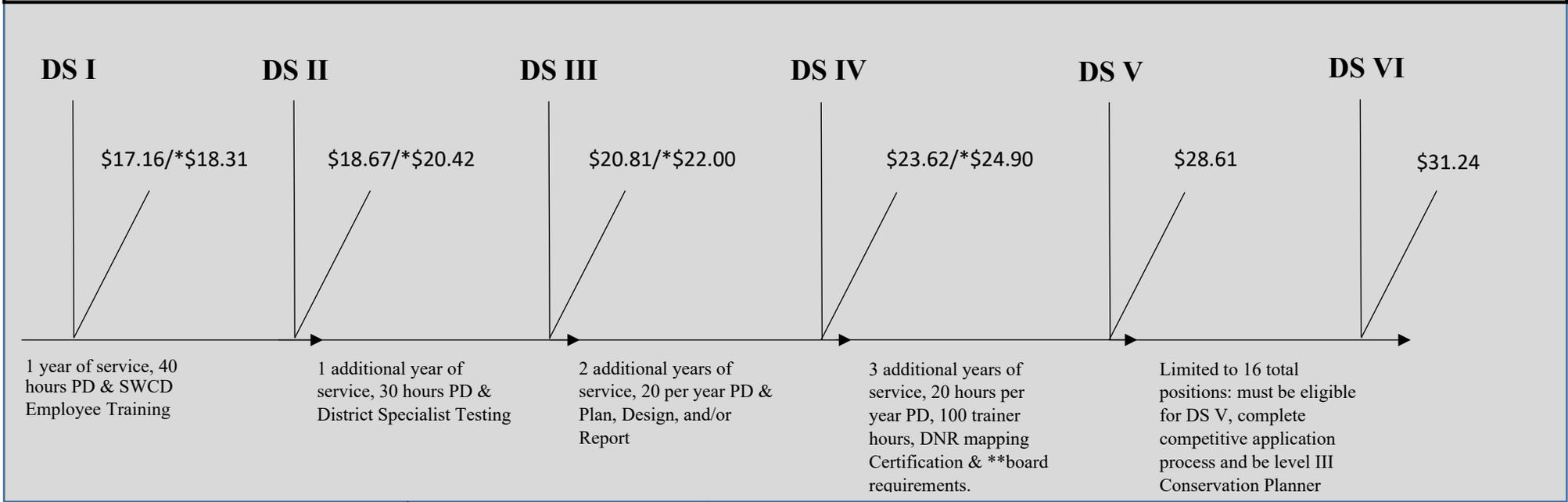
EPA US Environmental Protection Agency

FIP Forestry Incentive Program

FTP File Transfer Protocol

FO	NRCS Field Office
FSA	Farm Services Agency, USDA) (formerly ASCS)
FY	Fiscal Year (State July 1-June 30, Federal Oct. 1-Nov. 30)
GIS	Geographic Information System
GRP	Grassland Reserve Program (now combined into ACEP)
HEL	Highly Erodible Land
HFRP	Healthy Forests Initiative Program
LIS	Loan Interest-Share Program
LRA	Land Resource Area
LTA	Long Term Agreement
MASWCD	Missouri Association of Soil and Water Conservation Districts
MDC	Missouri Department of Conservation
MDA	Missouri Department of Agriculture
MSWCDEA	Missouri Soil & Water Conservation District Employees Association
MDA	Missouri Department of Agriculture
M/G	Matching Grant Program
MGS	Missouri Geological Survey (DNR)
MOU	Memorandum of Understanding
NACD	National Association of Conservation District
NPS	Non-point Source
NRCS	Natural Resource Conservation Service (formerly SCS)
OA	Office of Administration (State of Missouri)
OA ITSD	Office of Administration- Information technology services division (State of Missouri)
PL-566	Public Law 566 (Federal Small Watershed Program)

District Specialist Progression



***Higher amounts reflected for levels I-IV are for shared employees**

****Board requirements are: Minimum of 6 meetings with a quorum and 6 cumulative hours of approved training obtained by the board in the last 12 month period.**

District Specialist Testing (Must pass 5 of 7)
Conservation Practices Soils Basic Survey Conservation Planning District Operations Financial MoSWIMS

Fulfill 2 out of 3 categories and attend Grazing School

Plan
Conservation Planner Level 1
Design
Engineering Job Approval (Level 2) OR Grazing Job Approval OR Nutrient Certification OR Ecological Sciences
Report
Document Management System

State Stipend only increased at the quarter (July 1, Oct. 1, Jan. 1, and Apr. 1) and if all requirements have been met and appropriate documentation is received. In order to receive any stipend increase an employee must have a satisfactory performance appraisal within the last 12 months.

See the Progression Line Appendix for more details.

PLC	Private Lands Conservationist, MDC
PLS	Pure Live Seed
PY	Prior year contract (federal)
RC	Resource Conservationist, NRCS
RC&D	Resource Conservation and Development Project
RSMo	Revised Statutes of Missouri (state law)
SC	Soil Conservationist, NRCS
SCT	Soil Conservation Technician, NRCS
SS	Soil Scientist
SCS	Soil Conservation Service (now called NRCS)
SWCP	Soil and Water Conservation Program, DNR
SWCD	Soil and Water Conservation District
SWCS	Soil and Water Conservation Society of America
SWDC	Soil and Water Districts Commission
TA	Technical Assistance
TSP	Technical Service Provider
UM-C	University of Missouri-Columbia
USDA	United States Department of Agriculture
USFS	United States Forest Service
WAE	While Actually Employed (NRCS part-time employee)
WRP	Wetland Reserve Program (now combined into ACEP)

Useful Contact Information:

Soil and Water Conservation Program Office:

P.O. Box 176 Jefferson City, MO 65102
800-361-4827
573-751-4932
soil&waterconservationprogram@swcd.mo.gov

District Coordinator:

Missouri Association of Soil and Water Conservation Districts (MASWCD)

Phone: 573-298-1314
E-mail: maswcd.net@gmail.com

MASWCD President

MASWCD Representative:

Missouri Soil and Water Conservation District Employees Association (MSWCDEA) President

MSWCDEA Area Representative:

District Conservationist:

Private Lands Conservationist: