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DEPARTMENT OF NATURAL RESOURCES


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MEMORANDUM

2016-013

DATE: January 8, 2016

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: District Staff Progression

The Plan for the Future Program Delivery and Operations Subcommittee has been working over the last two years for development of district staff progression, which includes recruitment, professional development and retention. The Soil and Water Districts Commission has concurred with the format for staff progression. The progression line is attached.

Staff progression has two tracks: 1) district staff that work only for their district; or 2) district staff that share their skills with another district(s) to become a "shared" employee.

Sharing SWCD Employees between Multiple Districts

Sharing staff between Soil and Water Conservation Districts (SWCDs) is a way to utilize the strengths of your employees and to better serve the cooperators of the SWCD. The steps needed to have a formal shared employee scenario are:

1. The boards must hold a joint meeting to discuss sharing employees with their district coordinator, district employees and the Natural Resources Conservation Service (NRCS) District Conservationist in attendance.
2. A Memorandum of Understanding (MOU) must be drawn up to define expectations of what the specific shared activities will be for each employee based on the needs of each district. The MOU must be signed by both boards and submitted to the Soil and Water Conservation Program office.
3. The boards must hold a joint meeting once a year at minimum to evaluate how sharing is progressing.
4. Additional state stipend will become available at the beginning of the quarter following the joint SWCD board meeting and the MOU being developed and signed.



Recycled Paper

5. Sharing can be discontinued by either board – details should be included in the MOU. An example of an MOU will be sent to the districts at a later date.

Additional Items Related to Sharing

- Not all employees from the same district must be “shared” employees.
- There is a \$1.00/hour additional state stipend for “shared” employees.
- A “shared” district employee must work a minimum of 200 hours per year for another district(s). Shared activities are specific work tasks that an employee does for another district such as accounting, maps, Missouri Soil and Water Information Management System (MoSWIMS) contracts, grazing assistance, terrace layout and design, conservation plan designs, EQIP contracts, etc.
- Activities not considered shared include jointly held items such as Field Office Service Area (FOSA)-meetings, Regional and State Envirothon, Grazing Schools, Women in Agriculture, etc.
- If remote access to a computer in another SWCD(s) is needed for accounting, the board must contact their district coordinator.
- The program office must be contacted to give SWCD employees access to another district’s information in MoSWIMS.
- All SWCD employees can be provided access to MoSWIMS by the SWCD MoSWIMS administrators to work on contracts. MoSWIMS tracks the actions to an employee user account, so it is easily noted who entered information.
- Below are examples of sharing SWCD staff.
 1. SWCD A has two employees. Employee 1 is “shared” by doing the accounting for SWCD B; Employee 2 does technical work only in SWCD A, therefore, is not “shared.”
 2. SWCD B has three employees; all are “shared.” Employee 1 plans and certifies all grazing systems for SWCD A; Employee 2 is training SWCD A employee 2 on the terrace design tool and is laying out and designing terraces for SWCD A; Employee 3 is doing all the info/ed activities for both SWCDs.

Comments on the Progression Line

- All salary increases must be approved by the board and noted in the SWCD minutes.
- The Program Office has automatically increased stipends January 1st for all SWCD employees that qualify for an increase.
- State stipend for salary will only be updated at the quarter (July 1st, October 1st, January 1st or April 1st). If an employee becomes eligible during the quarter for the next step on the progression line, the state stipend will be increased and take effect on one of the dates listed above. The Employee Stipend Change Request Form must be completed and signed by the SWCD board for any future stipend increases. (This form will be posted on the SWCD intranet site.) For example, if an employee meets the qualification for a District

Specialist II on February 23, their state stipend will increase and take effect on April 1 but only if the Program Office has received the Employee Stipend Change Request Form from the district.

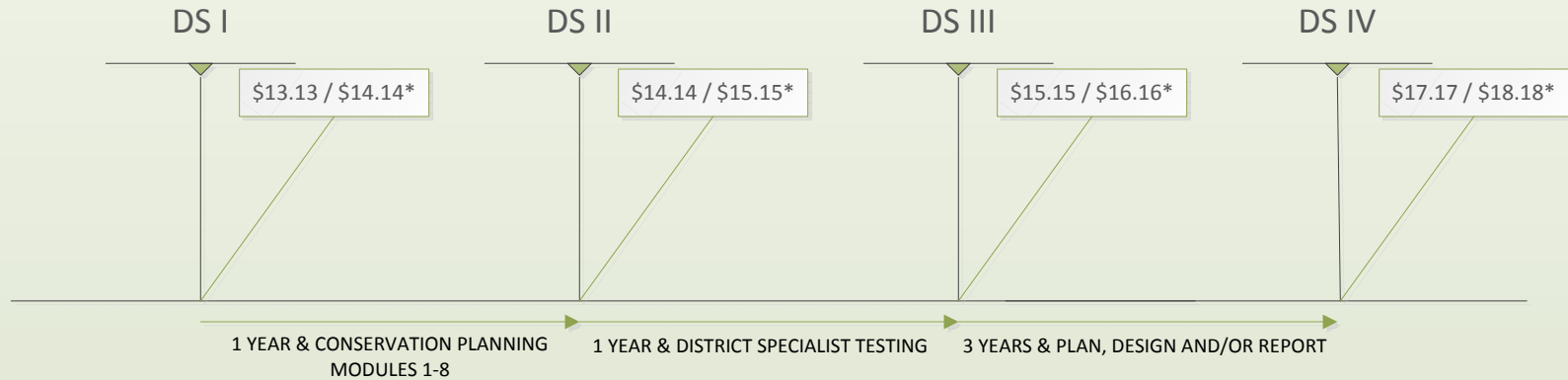
- In order to qualify for the engineering job approval authority, an employee must have level II approval authority in Design, Construction, and Inventory & Evaluation for one practice.
- Information on Nutrient Tracking Tool (NTT) and Document Management System (DMS) will be sent to the districts at a later date.
- If an SWCD employee completed their conservation planning before Conservation Planning Modules 1-8 were available, they still need to complete the modules. They have until the end of third quarter (March 31st) to complete the modules.
- Only time spent as an SWCD employee counts toward the progression line. Time spent as an NRCS or a Department of Natural Resources employee does not count.
- If a district hires a former intern as a permanent employee, the time the employee spent as an intern does not count towards the progression line.
- Years of service on the progression line will be prorated for part-time employees. For example if an employee is half time (1040 hours per year) they will need to work for the district for 10 years before they meet the 5-year progression to be a District Specialist IV.

If you have any questions, please contact your district coordinator. Thank you.

CM:jbd

Attachment

DISTRICT SPECIALIST PROGRESSION



* higher amounts reflected are for shared employees

BASELINE DISTRICT SPECIALIST TESTING (4 out of 7)

- Conservation Practices
- Soils
- Survey
- Planning
- District Operations
- Financial
- MoSWIMS

(2 out of 3 Categories)

- PLAN**
Certified Conservation Planner
- DESIGN**
Engineering Job Approval or
Grazing Certification or
Nutrient Certification
- REPORT**
NTT or
DMS