



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM

2016-015

DATE: January 14, 2016

TO: All Soil and Water Conservation Districts

FROM: Colette Weckenborg, Fiscal and Administrative Manager
Soil and Water Conservation Program

SUBJECT: Employee State Stipend Change Requests

Any requested change to an employee's salary and/or benefits that is eligible for state stipend must be communicated to the program office through completion and signature of the Employee Stipend Change Request Form. Only information that is requested to be changed should be completed on the form. This form is to also be utilized to inform the program of benefits selection for incoming staff.

The form is located at: <http://swcd.mo.gov/internal/stipend-change-request-form.xsn>

POSITION

If an employee has met the years of service or certification requirement in order to meet staff progression advancement, the form must be provided to the program office to ensure appropriate stipend for the given individual.

SALARY

If any adjustments are made to the state stipend for salary, the program office must be notified by completion of the form. Modifications requested to state stipend for salary will be adjusted for the next upcoming quarter.

HEALTH INSURANCE

Selection of provided health insurance plans and/or participation must be communicated to the program office through completion of the form to determine the appropriate stipend is provided to the district. The form's information is for stipend allotment only; staff will still be required to complete any required enrollment forms with the health insurance provider.



Recycled Paper

RETIREMENT

To determine state stipend for retirement benefits for new employees or make adjustments to current staff, the form will be required to be submitted to the program. District boards should ensure the effective date provided complies with established district policy.

Any requested changes to state stipend mentioned above must be completed through the form and emailed to soil&waterconservationprogram@swcd.mo.gov.

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

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