



Missouri Department of dnr.mo.gov

NATURAL RESOURCES

Michael L. Parson, Governor

Carol S. Comer, Director

MEMORANDUM 2021-006

DATE: September 1, 2020

TO: All Soil and Water Conservation Districts

FROM: ^{JB} Jim Boschert, Environmental Program Manager
Soil and Water Conservation Program

SUBJECT: New Soil and Water Conservation District Employee Handbook

The Soil and Water Districts Commission directed the Soil and Water Conservation Program staff to develop a “New SWCD Employee Handbook”. The handbook is intended to provide information to your new employee as he/she starts their new career with the Soil and Water Conservation District (SWCD). The new handbook can be found on the SWCD intranet page at the following link <https://mosoilandwater.land/internal/home> and is also attached.

The handbook contains some general information such as a SWCD employee checklist of items to be completed by the new employee, the SWCD progression line, common abbreviations and contact information. To complete this handbook, the SWCD needs to include their personnel policies, position description, benefits offered by the district (health insurance and retirement) and additional contact information. The district can incorporate other items in this handbook as well that your district feels would benefit new employees in your district.

If you have additional items to include in the handbook that you feel would benefit all SWCDs please let the program office know. If you have any questions please contact your district coordinator. Thank you.

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:

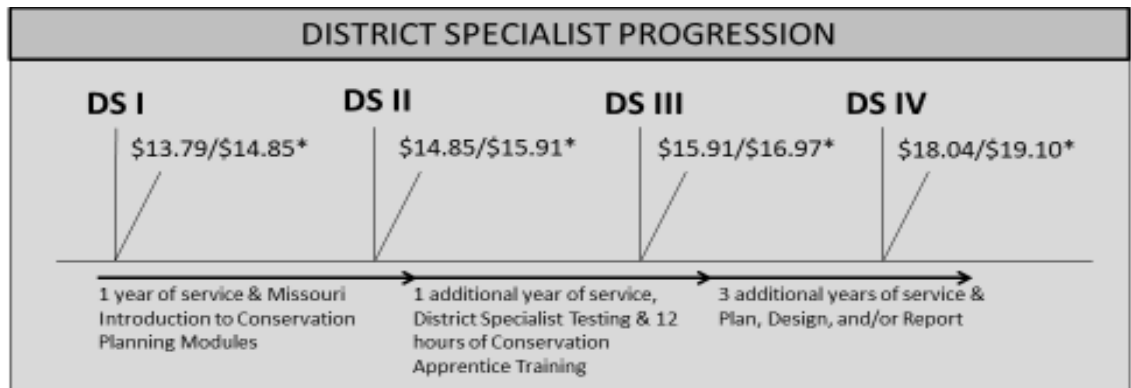
District Personnel Policy:

Position Description:

Health Insurance Information:

Retirement Information:

Progression Line



* Higher amounts reflected for each level are for shared employees

District Specialist Testing (Must pass 4 of 7)
Conservation Practices Soils Survey Conservation Planning District Operations Financial MoSWIMS

State stipend only increased at the quarter (July 1, Oct 1, Jan 1 or Apr 1) only after testing and years of service criteria has been met and appropriate forms received.

Fulfill 2 out of 3 categories and attend Grazing School
Plan
Certified Conservation Planner (until January 2022) /Apprentice (once training is available)
Design
Engineering Job Approval (Level 2) OR Grazing Certification OR Nutrient Certification OR Ecological Sciences OR Streambank Assessment
Report
Document Management System

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)
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)

1209 Biscayne Drive Jefferson City, MO 65109
Phone: 573-893-6790
Fax: 855-826-0253
E-mail: peggyl@maswcd.net

MASWCD President

MASWCD Representative:

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

MSWCDEA Area Representative:

District Conservationist:

Private Lands Conservationist:

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