



Missouri Department of dnr.mo.gov

NATURAL RESOURCES

Michael L. Parson, Governor

Carol S. Comer, Director

MEMORANDUM 2021-008

DATE: September 10, 2020

TO: All Soil and Water Conservation Districts

FROM: *KOB* Kurt Boeckmann, Director
Soil and Water Conservation Program

SUBJECT: MOSWIMS Access Change

In an effort to assist Soil and Water Conservation Districts (SWCD) during these unique times, the Soil and Water Conservation Program has decided to make MOSWIMS available through a public domain. MOSWIMS can be accessed remotely from any internet connection. By allowing MOSWIMS to be accessed from any internet connection employees can work on cost-share contracts, change orders, payments, financial records and complete timesheets remotely. The Web address for MOSWIMS is changed to <https://apps5.mo.gov/swims/> allowing it to be accessed through a public Web connection. The new address will be used when accessing MOSWIMS from the state network as well. There is a redirect set up from the old web address to the new one when accessing MOSWIMS from the state network. If a link to MOSWIMS is on the user's desktop or bookmarked as favorite, the user may want to update those links with the new address to insure no issues are encountered. When accessing MOSWIMS, Internet Explorer is the web browser that has to be used whether on the state network or on a different internet connection. MOSWIMS does not function properly with other web browsers such as Google Chrome and Microsoft Edge.

MOSWIMS is made available on a public domain to help districts where office access is limited to district employees whether it is for a 7 day closure, personal safety or required quarantine. The SWCD board must approve their staff to work from home and be aware of what employees are working on from home. A Temporary Telework Agreement for COVID 19 is attached. The SWCD boards should consider using this agreement form to document the work activities of their staff while teleworking. Prior to allowing their staff to work from home, the board should consider the following items:

Landowner Confidentiality – If an SWCD employee is working on cost-share remotely there may be circumstances where the employee needs to take cost-share files home. Memorandum 2020-011 on landowner confidentiality must be reviewed by the district board and employee prior to working remotely. The section in the memorandum on “in office procedures” apply to working remotely also. The employee must ensure that landowner confidentiality is maintained while working remotely.

Conduct and Ethics Policy – As part of the SWCDs policies, boards must have a Conduct and Ethics Policy. This policy must be reviewed with the employee prior to the employee working remotely.

Computers – State provided computers and printers are not allowed to be taken out of the office. The SWCDs' administrative funds or technical funds cannot be used to purchase computer equipment to support a SWCD employee working remotely. This also includes printer cartridges, printer paper, etc...

Sunshine Law - The SWCD employee's personal computer may be subject to a sunshine law request if the employee stores SWCD records on their personal computer while working remotely. The board should discourage SWCD staff from saving work related documents to their personal computer. Staff should consider batching work to print from the office if possible. This would reduce the amount of trips to the office if necessary and utilizing personal devices for storage or printing.

File Access – The option being made available is to access MOSWIMS only from a public domain. This option does not provide access to employees' district computers or the shared drives. Therefore there will have to be decisions on how to transfer necessary files between employees working remotely and the office.

Program office staff has discussed this option with ITSD and we have been assured that the security risk is minimal. All program office and SWCD users in MOSWIMS have a unique login and password that allows MOSWIMS to track all activity by the user's login.

Please contact your coordinator if you have any questions. Thank you.

Enclosure

Soil and Water Conservation District

TEMPORARY TELEWORK AGREEMENT FOR COVID-19

EMPLOYEE INFORMATION			
EMPLOYEE NAME		SUPERVISOR NAME	
DESCRIPTION OF REMOTE WORK LOCATION			
ADDRESS	CITY	STATE	ZIP CODE
PERSONAL CELL/HOME PHONE NUMBER			
TELEWORK SCHEDULE			
PROPOSED TIME IN REMOTE LOCATION (DAYS AND WORK SCHEDULE)			
PROPOSED TIME IN OFFICE (DAYS AND WORK SCHEDULE) – ACCESS TO OFFICE TO GATHER FILES ETC.			
PROPOSED CHECK-IN TIME AND COMMUNICATION METHOD WITH SUPERVISOR (e.g.. daily emails/calls at 9:00 etc.)			
TYPE OF WORK			
DESCRIBE THE WORK TO BE DONE AT REMOTE LOCATION			
EMPLOYEE SIGNATURE (Typed in name acceptable in lieu of signature)			DATE
SUPERVISOR APPROVED (Typed in name acceptable in lieu of signature)			DATE

