



Policy originally approved by EMSWCD Board of Directors on: 10/02/17

Policy revised and approved by EMSWCD Board of Directors on: N/A

Approval authority to establish, implement, change, and abolish EMSWCD policies (and programs) is identified in the table below. Any general authority is subordinated when a more specific authority exists and differs. Authorities specific to the Grants Program are identified in Policy 4.2.5. Approval authorities will be updated as-needed and as new policies are established. Regardless of approval authorities, the Personnel Committee will be informed of any changes.

POL #	Issue	ED	Committee	Board
Any	Initial establishment and abolishment			X
Any	Implementation	X		
1.0.2	Any changes to existing approval authorities or establishment of new approval authorities			X
1.1.2	Approval of new job families and classifications		PC	
	Approval of changes to existing job families, classifications, and position descriptions	X		
	Approval of new job positions			X
1.1.3	Approval of annual updates to salary and wage schedule to account for inflation (via board approved process).	X		
	Approval of annual merit-based salary/wage increases for individual staff	X		
	Approval of one-time salary/wage bonuses and bumps	X		
	Approval of exempt/non-exempt employee determinations	X		
	Approval of salary/wage exceedances of the previously approved salary schedule		PC	
1.1.4	Approval of recruitment team selection, process, and candidate selection	X		
	Approval of starting salary/wage for new employees	X		
1.1.5	Approval of substantive and non-substantive changes	X		
1.1.6	At-will employment divergence			X
	Dismissal of an employee within introductory/probationary period	X		
	Extension of introductory/probationary periods	X		
	Approval of job sharing	X		



	Approval of alternative work locations	X		
1.1.7	Approval of flexible/alternative work schedules	X		
1.1.8	Approval of all leave-related requests	X		
1.1.9	Approval of use of tools necessary for normal job duties	X		
1.1.13	Approval of process, forms, criteria/questions, and any implementation-related items	X		

Committee Key:

Budget Budget Committee

LLC Land Legacy Committee

PC Personnel Committee

Grants Grants Committee

PIC Partners in Conservation Grants Review Committee

SPACE Special Projects and Community Events Grants Review Committee