



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

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1.0 Introduction

This Employee Handbook includes the East Multnomah Soil and Water Conservation District’s (EMSWCD’s) formal resolutions, policies, rules, procedures, and guidelines (collectively hereafter referred to as “policies”). New and existing employees should become extremely familiar with the structure and content of the Employee Handbook and should refer to it often during their careers at EMSWCD.

After new employee orientation and after reviewing and becoming familiar with the contents of the Employee Handbook, each employee must sign and date Section 7 of this policy and submit a copy of the completed sections to EMSWCD’s Office Manager for retention in the employee’s personnel file. If any policy-related issue is unclear at any time during an employee’s employment at EMSWCD, employees should let their supervisor, the Executive Director, and/or a board member know.

The Employee Handbook and the policies herein are neither a contract nor a guarantee of continued employment and will be used by EMSWCD as guidance. The Employee Handbook is also not a promise that the arrangements and benefits described herein will not change or be eliminated. EMSWCD reserves the right to deviate from the policies and use its discretion on a case-by-case basis to make all employment decisions. EMSWCD reserves the right to change, add to, or delete policies at any time. The authorities to alter the policies are clearly identified in Policy 1.01. Employees will be informed in writing of all formal substantive changes, which will be effective on dates determined by EMSWCD with Board approval. Employees cannot rely on policies that have been superseded.

EMSWCD reserves the right to employ at-will. Employment can be terminated, with or without cause, and with or without notice, at any time, at the option of EMSWCD and its Board of Directors or at the option of the employee. The EMSWCD Board of Directors has the authority to change, downsize or discontinue any program and to eliminate any and all employees at any time, with or without cause.



2.0 Applicability of Policies

These policies apply to all EMSWCD employees and, where specifically stated, to all board members.

3.0 Purpose and Authority of EMSWCD

Nationally, Soil Conservation Districts (SCDs) came about in the 1930s during the *Dust Bowl*, when the Federal government realized conservation needs varied greatly by region and that local conservation districts could better help landowners with their specific challenges. The first Oregon SCD was formed in 1940; EMSWCD was formed in 1950. The “and Water” was added in 1963. A Soil and Water Conservation District (SWCD), similar to other types of Special Districts, such as Fire, Library or School Districts, is a unit of local government in Oregon created to serve a particular purpose. The general powers and authorities of Oregon SWCDs are described in State statute: *Oregon Revised Statutes (ORS) chapter 568* (<http://www.leg.state.or.us/ors/568.html>).

4.0 Administration and Review of Policies

EMSWCD policies are under the direct control of the Executive Director and the Board of Directors. Each employee, however, can assist in keeping the policies up-to-date. When new or revised policies are needed, a recommendation may be submitted to a supervisor, the Executive Director, the Personnel Committee, or an individual board member.



5.0 Policy Index

POL #	Subject Areas	Date
1.0.0	Finance & Operations	
1.0.1	Handbook Introduction, Index, and Employee Signature	01/2019
1.0.2	Decision-making authorities	11/2017
1.1.0	Human Resources	
1.1.1	EEO, Discrimination, and Harassment	11/2017
1.1.2	Job Families, Classifications, and Positions	11/2017
1.1.3	Salaries and Wages	11/2017
1.1.4	Job Recruitments	11/2017
1.1.5	Informational Interviews	11/2017
1.1.6	Position Parameters	11/2017
1.1.7	Scheduling, Breaks, and Overtime	11/2017
1.1.8	Time Off/Leave	11/2017
1.1.9	Employee Conduct	11/2017
1.1.10	Open Door, Grievances, and Whistle Blower	~
1.1.11	Workplace Safety	2013
1.1.12	Emergency Action Plan	11/2017
1.1.13	Employee Annual Performance Reviews	11/2017
1.1.14	Professional Development	01/2019
1.1.15	Non-pay Benefits	01/2019
1.1.16	Separation from Service and Disciplinary Actions	~
1.1.17	Public Commenting	2015
1.1.18	Provision of Clothing, Equipment and Supplies	~
1.2.0	Administration	
1.2.1	Filing Categories & Retention	2009?
1.2.2	Public Contracting	2005
1.2.3	Public Records and Disclosure	2008
1.2.4	Inter-Governmental Agreements	
1.3.0	Board & Committees	
1.3.1	Board & Committees Policies and Procedures	2016
1.3.2	Public Meetings	~
1.4.0	Facilities & Fleet	
1.4.1	Public Facilities and Use	uk
1.4.2	Security Alarm Procedures	2014
1.4.3	Vehicle Use and Accident Procedures	11/2015
1.5.0	Finance & Budget	
1.5.1	Fiscal Policies & Procedures	2014-2015
1.5.2	Employee Expenses	~
1.5.3	Time Keeping and Payroll	~



Policy 1.0.1: Employee Handbook Introduction
East Multnomah Soil & Water Conservation District

January 7, 2019

POL #	Subject Areas	Date
1.6.0	Marketing	
1.6.1	Media and Outreach Responsibilities	~
1.6.2	Branding Guide	~
1.7.0	Information Technology	
1.7.1	Cyber-Security	
1.7.2	Use of District I.T. Equipment	
1.7.3	Replacement of I.T. Equipment	
2.0.0	Land-based Assistance	
2.0.1	Integrated Pest Management	2012
2.0.2	Complaint Policy/ Addressing Resource Concerns	2003
3.0.0	Conservation Legacy	
3.1.0	Land Legacy	
3.1.1	Land Conservation Program Establishment	2013
3.2.0	Grants	
3.2.1	Grant Disclosure & Avoidance of Bias	2014
3.2.2	Grant Program Decision-making	2015
3.2.3	Partners in Conservation (PIC) Process and Criteria	
3.2.4	Strategic Conservation Investment (SCI) Grants	2015
3.2.5	Cooperative Landowner Incentive Program (CLIP) Guidelines and Process	2016
3.2.6	SPACE Grant Process	2018
3.3.0	Headwaters	
3.3.1	HIP Farmer's Manual	2015
3.3.2	HIP Fine Structure	2013
3.3.3	Headwaters Farm Opportunities for Private Events	2015



6.0 New Employee Notification Check List

Please contact your supervisor if you have not completed any of the items below.

- I have read/received a copy of the Employee Handbook and understand that I am responsible to know and follow the policies and procedures therein, printed and signed the Acknowledgement Form on the last page and submitted it to my manager.
- I have received a copy of my job description.
- I have received documentation of COBRA benefits available. (N/A for temporary positions.)
- I have received/read/completed/submitted coverage and enrollment documents for health, dental, vision, life and disability insurance. (N/A for temporary positions.)
- I have completed/submitted forms W-4 and I-9.
- I have received building and office keys, read and practiced the security system procedures, and received my building security code.
- I have been shown the bulletin boards and am aware of the posted documents.
- I have received a copy of the EMSWCD's retirement account information and enrollment forms. (N/A for temporary positions.)
- I have received/submitted a copy of the electronic payroll enrollment form.
- I have been informed of/read the form for the reporting requirements for an on-the-job-injury.
- I have provided EMSWCD with my emergency contact information.
- I have provided (or opted not to provide) EMSWCD with my emergency medical information.
- I have received a copy of the EMSWCD staff and board contact list



7.0 Acknowledgement of New Employee Checklist Completion and Receipt of Employee Handbook

EAST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT

I, _____ acknowledge that I have completed each item contained within the new employee checklist and that I received the EMSWCD Employee Handbook. I understand that the Employee Handbook is not intended to cover every situation which may arise during my employment, but is simply a guide to the policies, practices, procedures, plans, and benefits (collectively, “policies”) of the EMSWCD.

I am aware that I am expected to read, become familiar with, and follow the policies set forth in this Handbook. I understand that if I ever have any questions about any of the policies or expectations, I should let my supervisor, the Executive Director, and/or a board member know. I am also aware that I am expected to read and be familiar with any future updates/changes to the information contained in this Handbook.

I understand that the Handbook is not a contract of employment and should not be deemed as such, and that I am employed at-will.

I understand EMSWCD employment is based on the availability of funds designated for this purpose.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Distribution of this form after completion:

- Employee
- Supervisor
- Personnel file