



# CD Hiring Guide for Supervisors

When you have a position open and are actively looking to fill it.

## Employee Turnover

Your employee notifies you that they are leaving employment and gives you a written/verbal notice. What should you plan for prior to their final workday?

- If working with a payroll service, notify them to take employee off payroll.
- If payroll is managed internally, employee would add/subtract owed amounts for final paycheck.
- Prepare benefits, COBRA letter (if applicable)
- Collect forwarding address for future correspondence needed (W-2, etc.)
- If co-located in a USDA building, notify NRCS to remove network and building access.
- Collect company property such as keys, cell phone, computer, credit/debit card, employee ID, and others.
- Collect login and password data for network, computers, programs, grants, payroll, and others required for continuity of services.
- Prepare exit interview questions.
- Begin recruitment process for replacement (if applicable)

## Interim Duties

There may be instances where a conservation district may not have staff in the office. It may be short-term or take a bit longer than anticipated until you hire new staff. The best suggestion is to prepare for it. So, who handles the duties? CD supervisors would in the interim.

### Complete immediately:

1. Designate 2 supervisors as contacts for the public, taking meeting minutes, and interim CD duties.
2. Post a notice on the door.
3. “The **Conservation District Name** is currently seeking a District Administrator. If interested in this position, please email \_\_\_\_\_. Office consultations are currently by request only, please contact \_\_\_\_\_. The NRCS office continues to maintain its own office hours. We appreciate your understanding.”
4. Post a job announcement on the website.
5. “The **Conservation District Name** is currently seeking an Administrator. Contact \_\_\_\_\_ for details or to apply.”

### 310 Applications

1. Have collection location or drop box for 310 applications.
2. Review for completeness and once the application is accepted, the clock starts running.
3. Send a copy to Fish Wildlife and Parks within 5 working days.
4. Notify applicant.
5. Follow your 310-process. Each CD does things a little differently.

### Complete weekly if possible:

1. Check email.
2. Set up an automatic reply: “The **Conservation District Name** is currently seeking a District Administrator. In the interim, emails will be checked and replied to as frequently as possible. We appreciate your patience and understanding currently.”

3. Check voice mail and change outgoing phone message.
4. Set up an outgoing message: "The **Conservation District Name** is currently seeking a District Administrator. In the interim, phone messages will be checked and replied to as frequently as possible. We appreciate your patience and understanding currently."
5. Check mail.
6. If your mail is collected at the post office, make sure you have the box key and check once a week.
7. Print and file correspondence.
8. If there are emails that should also be filed, print those and file them as well. Correspondences can be brought to the board meeting if it requires board action.

### Complete monthly:

#### Finances

- Enter bills, deposits, and invoices into the district accounting program and pay any outstanding bills.
- Reconcile bank accounts, print reports, and file.
- Pay taxes as needed.
- Process payroll, if needed (most are bi-weekly)
- Print checks for supervisor signature at board meeting.
- Submit invoices for reimbursements for current grants.

#### Board Meeting Duties

- Post board meeting notice 7 days in advance
- Post final board meeting agenda at least 48 hours prior to a meeting.
- Post notices in the same areas every month. Some districts post notices on CD websites, Facebook page, bulletin boards, or post office.
- Mail/Email Board packet at least one week prior to meeting
  - a. Agenda
  - b. Previous meeting's minutes
  - c. 310 permit applications
  - d. Agency reports
  - e. Correspondence
  - f. Financial report – balance, profit & loss, check/credit card report, others

#### After the board meeting

- Once minutes are approved and signed at the board meeting email or mail them to your local County Clerk and Recorder's office and upload a copy to DNRC:  
[https://mtdnrc.formstack.com/forms/conservation\\_district\\_meeting\\_minutes\\_submission\\_form](https://mtdnrc.formstack.com/forms/conservation_district_meeting_minutes_submission_form).

## Important Deadlines

### January

- Election year only: Supervisors who are up for election must submit their Oath of Candidacy to the county election office. Open and close dates vary, but typically is in January through mid-March. Please check with your election office.
- Taxes

### April – June 30

- CD Administration grants open.

First Monday in July:

- Provide a written estimate of the money to be raised by assessment (mill levy) for the fiscal year.
- Hold (2) meetings (7) days apart on Permissive Mill Levy for Health Benefits (if you participate)

August

- First Monday: Certified Taxable Valuation mailed by the Department of Revenue to districts.
- Submit the mill levy verification form to the County.

September

- First Thursday after the first Tuesday in September: County clerk & recorder certifies levies to the Department of Revenue

### **District Fiscal year**

- If the district fiscal year runs from January 1 – December 31, the Annual Financial Report must be submitted no later than June 30 to Local Government Services.
- If the district fiscal year runs from July 1 – June 30, the Annual Financial Report must be submitted no later than December 31 to Local Government Services

### **Important Considerations:**

- Good time to hire an accountant to clean up things prior to a new employee starting.
- Can you outsource payroll? Any changes to this should be communicated with employees. Most payroll is completed every 2 weeks.

## **Personnel Model Policy**

As a governmental employer, conservation districts follow many rules and laws. This document was developed to guide supervisors with best personnel management practices to include recruitment, hiring, benefits, and others. If the CD hasn't already, it is recommended the personnel policy is placed on the agenda and adopted at a public board meeting. As required by law, once a policy has been adopted, it must be followed.

## **Hiring Committee**

It is recommended that the conservation district appoint two to three board members ensuring that the hiring committee is less than a quorum of the board.

**Example: A five-member board has a quorum of three supervisors, a seven-member board's quorum is four.**

This committee will comply with all federal, state, and local laws. The full board should decide what authority the hiring committee will have. Questions for consideration may be:

1. Will the hiring committee be able to interview and hire staff or
2. Will they only provide recommendations to the board for final discussion and decision?

### **The committee will:**

1. Based on financials, determine if the position is full-time, part-time, or on a grant-revolving basis.
  - a. Permanent full-time: hired to fill a continuing position requiring 40 hours per week of work.
  - b. Permanent part-time: hired to fill a continuing position requiring less than 40 hours per week.
  - c. Temporary, seasonal, or short-term: hired to fill a position of limited duration (no more than 90 days in a continuous 12-month period).

2. Review and update the job description that includes:
  - a. Scope of the job duties
  - b. Minimum knowledge, skills, and abilities
  - c. Experience needed to reasonably accomplish the work.
  - d. Salary range
  - e. Benefit package to include health insurance, retirement, and others.
3. Review and update the job application.
  - a. If receiving by mail, double-check physical address.
  - b. If receiving applications electronically, double-check email address.
  - c. Are the supplemental questions relevant?
4. Review, update and/or develop interview questions.

## Immediate Supervisor

Do you appoint an immediate supervisor to the newly hired employee, or do they report to the full board? That is a board decision, but for the newly hired employee, having an immediate supervisor may prove to be beneficial.

This supervisor would be responsible for communications with the employee regarding work schedules, leave requests, and work assignments.

Performance evaluations, pay increase, benefit package adjustments, and disciplinary conversations would still require full board action.

## Advertising and Timeline

**Advertising a vacancy:** No laws specify how CDs advertise. Here's some options: community newspaper, Montana Job Service, other job boards, CD website, social media, listservs, Montana Association of Conservation Districts, and other associations.

**Recruitment timeline:** No laws specify for how long CDs are required to advertise positions. Good rule of thumb is a minimum of 5 business days up to two to three weeks, but it will depend on the CD's needs.

## Accepting and Reviewing Applications

The hiring committee receives and reviews applications for the open position.

### Actions:

1. Screen and rejection applications:
  - a. Doesn't possess minimum qualifications.
  - b. Unsatisfactory employment record demonstrating unsuitability for position.
2. Select applications for interviews!

## Interview Process

### **Who interviews:**

1. Hiring committee
2. Full Board

**How many applicants to interview:**

1. A full slate of qualified applicants is usually 2-3 people.

**Time and date:**

1. Contact hiring team members to discuss availability of time/dates to interview.
2. Contact prospective applicants to schedule interview times and advise location.

**At Interview:**

1. Provide applicant with interview questions and allow 5-10 minutes for them to prepare.
2. Schedule 30-45 minutes for interview and applicant questions.

**After interview actions:**

1. Discussion of each applicant and offer of job pending reference check.

**Reference check!** It's important to conduct reference checks.

1. May signal a quality employee-GOOD!
2. May reveal past performance issues.
3. May reveal false information on the application.

## Selection Process

Full board or hiring committee moves forward with selection and job offer.

**Job offers:**

The written offer of employment includes:

1. Position title
2. Hire date
3. Salary
4. Benefits (if applicable)
5. Probationary period

Both the employee and immediate supervisor signs the employment letter.

**Compliance with ADA:**

In accordance with the American Disability Act (ADA), the conservation district will make reasonable accommodations for known physical or mental disabilities of an employee, unless undue hardship would result. The employee must advise the immediate supervisor of any accommodation needed to carry out duties, as appropriate in accordance with state or federal laws.

**Probationary period:**

All new employees will serve a *probationary period of one year* to determine whether the employee can effectively perform the duties of the position. During the probationary period, employment may be terminated at the will of either the CD or employee for no reason.