



The New CD Employee

Hiring's done, what's next on the agenda?

Onboarding a new hire

As an unpaid elected/appointed official in service to the conservation district, your time is limited and voluntarily given. To help keep things on track, conservation districts may employ staff [76-15-315 MCA](#) and supervisors must manage those in their employment.

By providing structure and an investment of a few hours welcoming and onboarding, supervisors can set clear expectations while creating a positive experience for the new hire on their first day. It sets the tone for the employee for the job moving forward. Make it great!

Things to consider before the first day

1. Review and Prepare Their Work Area
 - a. Evaluate the workstation
 - i. If co-located in a NRCS office, have a prior discussion with the District Conservationist on office placement in building, square footage (space) allotted to the CD, and furniture/equipment ownership (CD or NRCS).
 - ii. Determine if all furniture (desk, chair, file cabinets, etc.) and technology (computer, telephone, software, etc.) are in good condition and/or repair?
 - iii. Are there adequate office supplies? Where are the supplies stored?
2. Departing Employee
 - a. Technology
 - i. Has the CD computer and/or laptop in the office or been returned?
 - ii. Did you receive a list of account information, logins, and passwords?
 - b. Company property
 - i. Do you have the keys to the building and file cabinets (if applicable)?
 - ii. Did you collect the CD cellphone, debit or credit card, employee Linc Pass?
 - iii. Where will you store this information securely?
 - c. Knowledge Transfer
 - i. Did the departing employee prepare materials for the next employee?
 - ii. Will the departing employee train the new employee?

The First Day

1. Give a tour of office/building and provide introductions
 - a. Conservation district employees in co-located USDA buildings may work with a variety of partners. Touring the office/building and introducing the new employee helps them adjust to their new surroundings and people right away.
2. Complete just hired paperwork
 - a. Employment Eligibility Verification
 - b. Employee's Withholding Certificate
 - Both the I-9 and W-4 should be kept in a personnel file in the CD office and doesn't need to be sent to any governmental entity.
 - c. Social Security number verification

- This free online service allows registered users to verify that the names and Social Security numbers of hired employees match Social Security records.
 - d. New Hire Form
 - Employers must report newly hired and rehired employees within twenty days from date of hire to Montana DPHHS
 - e. Public Employee Retirement System (PERS) (if applicable)
 - If the CD has a PERS retirement plan, do not delay in contacting the Montana Public Employee Retirement Administration or MPERA. Penalties may apply for missed contributions.
3. Complete NRCS Access forms for those in a co-located building (rent paid by NRCS)
 4. Provide and review company property and information
 - a. List of account information, logins, and passwords
 - b. Keys to the building and file cabinets
 - c. CD cellphone, laptop, debit/credit cards, petty cash (if applicable)
 - d. Supervisors contact information (can be handwritten)
 5. Have a discussion on a variety of topics
 - a. Establish office hours
 - b. Time sheets and payroll management
 - c. Important deadlines, projects, timelines – what is staff required to do right away?
 - d. Board meetings
 - e. Training opportunities
 - f. Others

Some optional but nice things to do for your new employee:

1. Bring them a welcome gift – food item, CD logo merchandise, others
2. Take them to lunch
3. End the day with a friendly in person conversation or call asking how everything went and if they had any questions or concerns.

Day one often results in information overload, so be patient and available to your employee.

What can a new employee expect in the first weeks/month at the job?

1. Answer incoming phone calls
 - a. Change outgoing message noting the hours the employee will be in the office or when the CD office is open
 - i. Questions can run the gamut
2. Greet and assist walk-in customers
 - a. Update and post CD hours on door or window (designated location)
 - b. Receive 310 applications.
 - i. Review that fields are completed in the application

- ii. Write time and date application received
 - iii. Notify your immediate supervisor of receipt of 310 application
 - iv. If application is accepted, notify MT Fish, Wildlife, and Parks within 5 days
3. Review current operations
 - a. CD files, 310, and grants
 - b. Become familiar with CD meeting minutes, agendas, and financials
 4. CD Board Meeting
 - a. Public notice
 - b. Meeting agenda
 - c. Previous month's meeting minutes
 - d. Add new employee to checking/savings accounts (if applicable)
 5. Pay bills and do payroll
 6. Training
 - a. Provided by supervisor and/or departing employee
 - b. Provided by Employee Organization representative
 - a. Provided by Conservation Districts Bureau (CDB) CD Specialist

Downloads

New Hire Paperwork

1. [Employment Eligibility Verification Form](#)
2. [Employee's Withholding Certificate](#)
3. [Social Security number verification](#)
4. [New Hire Form](#)
5. [Public Employee Retirement System \(PERS\)](#)

NRCS Access Paperwork

Which paperwork used depends whether the employee will be on the USDA network or not.

- a. Non-USDA network: [Building access only process](#)
- b. USDA network: [Network and Building Access Network and building access](#)

Employees will fill out the following forms whether they have network access or not.

- a. Linc Pass: [Person Model PII Sheet](#)
- b. Security Rider: [e-Quip Invite](#)
- c. Declaration for Federal Employment (may be used for contract employment) [of0306October 2019](#)

Websites

1. [Employee Organization](#)
2. [Conservation Districts Bureau](#)
3. [Montana Association of Conservation Districts](#)