

Employee Handbook Changes - July 5, 2016

- Changed IDALS-DSC to IDALS-DSCWQ
- Changed Secretary to Conservation Assistant
- Checked fillable sections
- Checked and updated links
- Updated the Table of Contents page
- Page 2 – took out extra spaces and added fillable to all columns to delete or add more information
- Page 3 – made Vision, Mission, Value and Goals its own page
- Page 4 – made Your Employment its own page
- Page 4 – no limit of words and changed the indentation
- Page 5 – moved the sentence “(Refer to Chapters 4 and 5 of the Employer Handbook to develop your compensation package. Use sample forms provided.)” to the top and make it fillable to delete
- Page 5 – add fillable paragraph that states “List other employee compensation details, if any.”
- Page 5 – changed ESRP to Employer Shared Responsibility Payment in the 2013 Health Care Reform Information paragraph
- Page 6 – added the topic “Emergency Closing” with the statement “In the event of a federal government shutdown, the commissioners shall provide direction to the District employee.”
- Page 10 – Exhibit 1, updated the Core Conservation Partners
- Page 12- Exhibit 3, made title fillable to be able to delete
- Page 13- Exhibit 4, made title fillable to be able to delete
- Page 13 – changed “other” to “funding source”
- Acronyms - added the following acronyms: ACEP, CA, CStP, DMS, LWOP, FSAA, RCPP, TOM, WQI. Updated CET to Civil Engineering Technician.
- Page 24 – added tobacco use and social media in last paragraph of the Acknowledgement of Receipt of Handbook