

**Conservation Districts of Iowa
Policies and Procedures
Updated January 27, 2014**

Access to Records

It is the policy of CDI to allow members to inspect the following records”

IRS Form 990

Original applications for tax-exempt status

Monthly accounting statements

Accounting/Bank Reconciliations

It is the policy of CDI to reconcile the association’s monthly checking statements. A copy will be submitted to the Treasurer each month. The statements will be distributed to the board of directors at the next board meeting.

Note: At the June 2006 CDI Board meeting, members approved to change the capitalization schedule from \$300 to \$1500.

Check Disbursements

All check disbursements will require invoices or expense sheet attached with receipts.

Check Endorsement Stamp

It is the policy of the organization to endorse checks with a stamp as follows: For deposit only Acct of Conservation Districts of Iowa

Check Signers

It is the policy of CDI to give check-signing authority to the following positions:

Executive Director

Treasurer

President

Vice President

Checks over \$1000 will require two signatures.

Contract Signing Authority

It is the policy of CDI to grant authority to sign contracts to the Executive Director as long as the financial implications of the contract are included in the organization’s budget.

If the financial implication of signing the contract is not included in the organization’s budget, board of directors’ approval is required before authority to sign the contract is granted.

Contributions

It is the policy of the organization to send thank you letters on the organization’s letter head acknowledging all contributions, regardless of the amount. The letters will indicate the dollar amount contributed.

District Event Attendance

The Regional Director shall have the first opportunity to attend a District Event in their region with reimbursement followed by the Alternate Regional Director, Second Alternate Regional Director, President and Vice President, in order of proximity.

Administrative Assistant

Specific and additional information can be found in the employee's contract or handbook.

Purpose: To provide clerical and program support for the Executive Director of Conservation Districts of Iowa.

Duties:

1. Clerical work including but not limited to:
 - a. Typing
 - b. Mailings, bulk mail and first class
 - c. Copying/collating
 - d. Answering the phone
 - e. Coordinating meetings
2. Program support for the Envirothon:
 - a. Handle registrations/mailings to teams
 - b. Other duties as requested by Envirothon Coordinator
3. Program support for other grant funded projects
4. Maintain CDI website

Time Commitment:

1. Approximately 15-20 hours/week. Some weeks may be more, others less.
2. Flexible hours. Some work can be done at home if a compatible computer is available.

Qualifications:

1. Good organizational and communication skills
2. Flexibility in schedule and work hours
3. Reliability
4. Basic typing and computer skills
5. Attention to details

Benefits:

1. \$13.00/hour, to be reviewed annually
2. Flexible hours and opportunity to do some work from home
3. Opportunity to get involved in environmental education programs
4. Reimbursements for mileage and expenses incurred in fulfilling duties.

CDI Full Time Personnel Policies

Specific and additional information can be found in the employee's contract or handbook.

1. Initial employment will be subject to a satisfactory performance evaluation after six (6) months of employment.
2. A permanent employee's anniversary date shall be established by the first day of his/her employment, with an annual review completed by the anniversary date.
3. Regular full time employees are employees who work a schedule of an average of at least 40 hours per week.
4. Full time employees will work a flexible schedule as is required for the fulfillment of their job descriptions and as agreed upon by the CDI President and executive director.
5. Association employees will be entitled to one hour of compensatory time for every one hour worked beyond 40 hours per week. The President of the Association will approve compensatory time. Maximum accrued compensatory time shall not exceed 80 hours. Employees are entitled to take off a maximum of one day of compensatory time per calendar week unless amended by the President. Accumulated compensatory time not take will be paid out at the end of employment.
6. Lunch hour consists of one (1) unpaid hour per day.
7. Two work breaks consisting of fifteen (15) minutes each are permitted each day and are considered part of the workday.
8. Employees will provide a regular report of activities, with a record of vacation, sick leave, overtime/compensatory time, other leaves and hours worked as requested by the President.
9. The following is a list of paid holidays observed by CDI:

Martin Luther King Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Labor Day	New Year's Day
10. Upon completion of the first year of employment, full time employees are eligible for 10 days paid vacation. At the completion of four (4) years, five additional vacation days will be added. Unused vacation may accumulate up to five (5) days maximum. Accumulated vacation days are paid out at the end of employment.
11. Employees shall accumulate sick leave at the rate of one day per month to a maximum of ten (10) days per year with an accumulation of a maximum of fifteen (15) days.
12. Bereavement leave shall be for immediate family (spouse, children, parents, siblings, and grandparents), which shall be up to three consecutive days. Employees can use accumulated days.
13. Military leave shall follow the provisions of the Code of Iowa.
14. A request for any other leave without pay must be in writing and approved by the Board before the leave is taken.
15. The Association shall compensate employees at the board rate for mileage driven to conduct official business approved by the Board. This rate shall not apply to

miles driven to and from the Association office and the employee's personal residence.

16. Extended trip compensation, including travel, lodging, and meals will be provided as approved by the Board.
17. Termination of employment may be for one of the following conditions: Retirement, Resignation, Mutual Agreement, Unsatisfactory Performance, Misconduct, or Reduction in Force. Notice will normally be one month in advance.

Conservation Districts of Iowa, CDI
945 SW Ankeny Road, Suite A
Ankeny, IA 50023
Phone: 515-289-8300

Policy Approved by the Board of Directors:

President: _____ Date: _____