



Conservation Districts of Iowa
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Policies and Procedures

Updated September 5, 2017

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 and savings statements. A copy will be submitted to the Treasurer and Financial Committee each month. A financial report will be distributed to the board of directors at the next board meeting.

At the June 2006 CDI board meeting, members approved to change the capitalization schedule from \$300 to \$1,500.

Check Disbursements

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

Check Endorsement Stamp

It is the policy of CDI 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 \$1,000 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 CDI 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 First Alternate Regional Director, Second Alternate Regional Director, President and Vice President, in order of proximity.

CDI Full Time Employee Personnel Policies

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

1. Formal performance evaluations will be conducted annually by the CDI Board or Executive Director to provide both CDI and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
2. Employee's anniversary date shall be established by the first day of their employment.
3. Lunch break consists of one unpaid thirty (30) minutes per day.
4. Two work breaks consisting of fifteen (15) minutes each are permitted each day and are considered part of the workday.
5. CDI recognizes eleven (11) paid holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	
6. Bereavement leave for immediate family (spouse and children) shall be up to five (5) consecutive days plus an additional five (5) consecutive days unpaid with no repercussions. Bereavement leave for immediate family (parents, siblings and grandparents) shall be up to three (3) consecutive days. In these instances, the CDI

President or Executive Director in consultation with the employee involved will grant leave. Employees can use paid time off.

7. Military leave shall follow the provisions of the Code of Iowa.
8. Employees are eligible for paid Civil Duty Leave but must show the jury duty summons to the CDI President or Executive Director as soon as possible so that arrangements can be made to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.
9. A request for any other leave without pay must be in writing and approved by the CDI President or Executive Director before the leave is taken.
10. Employees are paid bi-weekly. Timesheets must be turned in to the Office & Projects Manager on Monday following the end of the bi-weekly pay period, and serve as the basis for issuance of paychecks. Each employee is responsible for maintaining their own time sheet on the “honor system” to accurately report hours of paid time off, etc.
11. It is important that up-to-date personnel records are maintained on every employee. Whenever there are changes in personal data, employees are to notify the CDI Executive Director or Office & Projects Manager. An individual personnel file for each employee contains office records of employment, necessary forms, performance standards, and performance reviews.
12. CDI makes available to full time employees a comprehensive medical, dental and vision insurance policy with CDI paying 100% of the individual’s premium cost. Employees will begin coverage the first of the month following a one-month waiting period. Insurance benefits are subject to change.
13. CDI will match 1:1 up to 3% of full time employee’s salary contributions to a Simple IRA. CDI and employee retirement contributions will begin the first of the month following a one-month waiting period and once application approval is received from Fidelity. Retirement savings plan benefits are subject to change.
14. All work related injuries must be reported to the CDI President or Executive Director immediately.
15. All meetings and events that require payment or reimbursement must be preapproved with the CDI President or Executive Director. The CDI Executive Director or Office & Projects Manager will be responsible for booking hotel rooms and completing registrations, unless employees are asked to do so. CDI will reimburse for meals not covered in registration.

16. Unless specified in your contract, CDI employees are classified as “at-will”. At-will employees serve at the pleasure of the Board and 1) are not covered by the State merit system; 2) are not covered by a collective bargaining agreement; 3) are not covered by Iowa Code provisions relating to cause or just cause discipline and discharge hearings; or 4) are designated by the Iowa Codes as being at-will. Therefore, at-will employees may be dismissed for any lawful reason at any time without regard to the just-cause standard.
17. Employees who choose to resign from their position with CDI should provide a two-week notice of resignation.

CDI Permanent Full Time Employee Personnel Policies

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

1. Permanent full time employees are employees who are housed in the CDI office and are not part of a staffing agreement.
2. Permanent full time employees will serve a six (6) month probationary period. Before the employee’s probationary period is completed, the CDI Board or Executive Director will evaluate the employee’s work performance. At such time, the employee may be granted permanent status or may be terminated. There is no right of appeal if employees are terminated during their probationary period.
3. Permanent full time employees will work a forty (40) hour work week with a flexible schedule to fulfill their job descriptions. Overtime must be authorized by the CDI President or Executive Director.
4. Permanent full time employees will provide the CDI Board with a staff update at each board meeting.
5. The CDI Board will determine wage increases for permanent full time employees.
6. Permanent full time employees are eligible for ten (10) days paid time off the first of the month following a one-month waiting period. At the completion of four (4) years of employment, five (5) additional days of paid time off are authorized. Unused paid time off may accumulate up to a maximum of five (5) days. Accumulated paid time off is paid out at the end of employment.

7. Permanent full time employees shall accumulate personal leave at the rate of one (1) day per month to a maximum of ten (10) days per year with an accumulation of a maximum of fifteen (15) days. Unused personal leave is not paid out at the end of employment.
8. Permanent full time employees are granted up to ten (10) weeks maternity leave. Employees will use paid time off followed by personal leave, any time beyond that will be unpaid.
9. Permanent full time employees will have access to the CDI vehicle. If it is not available, CDI will reimburse \$0.39/mile for travel to and from meetings and events preapproved by the CDI President or Executive Director. Employees assume liability when driving their own vehicle. CDI is not responsible for wear and tear, accidents, acts of god, etc.

CDI Temporary Full Time Employee Personnel Policies

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

1. Temporary full time employees are employees who are housed in DNR or USDA-NRCS offices that are part of a temporary staffing agreement.
2. Temporary full time employees will serve a three (3) month probationary period. Before the employee's probationary period is completed, the CDI Board or Executive Director will evaluate the employee's work performance. At such time, the employee may be granted temporary status or may be terminated. There is no right of appeal if employees are terminated during their probationary period.
3. Temporary full time employees will follow the working hours of the DNR or USDA-NRCS office in which they are housed. Overtime is not authorized for temporary full time employees. They are not to work more than forty (40) hours per week.
4. Temporary full time employees will provide the Executive Director with quarterly reports as indicated on their work plan.
5. The Executive Director will determine wage increases for temporary full time employees based on the staffing agreement.
6. Temporary full time employees are eligible for ten (10) days paid time off the first of the month following a one-month waiting period. Additional days of paid time off will be determined by the Executive Director based on the staffing agreement. Unused paid time off is not paid out at the end of the term. Paid time off will restart on the

employee's anniversary date. Unused paid time off cannot be used during employees two weeks' notice of resignation.

7. Temporary full time employees are granted up to eight (8) weeks maternity leave. Employees will use paid time off, any time off beyond that will be unpaid.
8. Temporary full time employees are asked to request the use of a DNR or federal vehicle or carpool with other individuals, but will reimburse \$0.39/mile for travel to and from meetings and events preapproved by the Executive Director. Employees assume liability when driving their own vehicle. CDI is not responsible for wear and tear, accidents, acts of god, etc.