

## NRCS and District Personnel Policy

Administrative functions such as hiring, dismissal, job descriptions, training approval, performance evaluation, leave approval and payroll are the responsibility of the board. **These functions should never be delegated to an NRCS employee.**

NRCS employees shall not be involved in the District administrative operations, including election or selection process of District employees. The District Conservationist (DC) is responsible for furnishing technical guidance and assistance to the governing bodies of the district. The DC shall maintain a close working relationship with the governing body of the District and insure coordination of field office activities with the District programs, and with all agreements and work plans. A district employee can receive technical guidance from NRCS for those activities of the District that require technical consultation and technical approval.

NRCS will provide **technical supervision only** when a District employee is assigned by the District to NRCS to carry out federal functions (FSA, EWP). A separate agreement will be entered into between the State conservationist, the governing body of the district, and the State Conservation Agency, covering, but limited to, the appropriate approval authorities and working and training agreements.

NRCS employees **will not** provide administrative supervision to district employees. **In all cases at all times**, a district employee is under the supervision of the district or designated district employee.