

PREFACE

This handbook is designed to be used as a guideline, as well as a resource for each district to add their own specific information.

A separate Conservation District Accounting Manual covers district accounting procedures as approved by the State Conservation Commission and should be used in conjunction with the SDACDE Handbook. (Records Retention Manual and Supervisor Handbook are also valuable resources to have readily available.)

While revising this handbook we sought to modernize the information to coincide with ever-changing technology and resources. This handbook will be useful in dealing with the day to day workload as well as a wide overview of the many activities of the conservation district. Each district is unique and will have events and activities that may not be covered in this handbook and if you should need guidance in a 'special situation' please feel free to contact any one of the districts for assistance.

The handbook will be ever changing as the job changes, technology advances and so on. If you feel there is something that has been omitted in error or if you find something that needs to be addressed, please contact anyone on the committee.

Our goal is to help and if you would like to be involved with this committee please contact any one of us, we would be glad to have the input.

Sincerely,

SDACDE Employee Handbook Committee

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Miner Conservation District

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