



New Employee Onboarding

SCDNR-Conservation Districts

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In the Beginning....

- Black & White PowerPoint – 101 slides
- Death by PowerPoint
- Upgraded to Google Classroom Online Training Program
- Oklahoma 2024 NASCA Presentation



Conservation
Districts

Development

Conservation Districts 101

There are 46 Soil and Water Conservation Districts (Districts) in South Carolina divided by county lines. Districts are governed by a board of five nonpartisan commissioners authorized by the Soil and Water Conservation Districts Law (District Law). Two are appointed by the South Carolina Department of Natural Resources (SCDNR) Board and three are elected in the general election. Both elected and appointed positions serve four-year terms. Some districts have Associate Commissioners, Commissioner Emeritus, and/or a Chaplain.

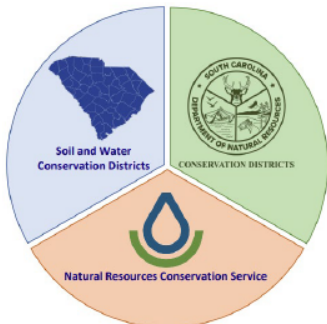
Authority & Purpose

Purpose: Districts are charged with promoting the wise use of soil and water through locally led conservation. They work closely with federal, state, and local government agencies to assist with the development and implementation of conservation programs within their district. These programs are offered to protect and conserve soil, water, farmland, woodland, wildlife, energy, and wetland resources through technical, administrative, and/or financial assistance.

Authority: State law created districts to provide grassroots leadership for developing and implementing conservation activities. Districts are a subdivision of state government and are organized pursuant to Section 48-9-10 of the South Carolina Code of Laws. The District Law provides general powers and authorities of districts and commissioners.

South Carolina Conservation Partnership

The SC Conservation Partnership is an agreement between each local district, SCDNR-Conservation Districts, and United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS) to facilitate the working relationship within each district. As partners, we have independent responsibilities, while depending on each other for successful delivery of programs. South Carolina Association of Conservation Districts (SCACD) plays a vital role in holding all partners accountable for the mission of locally led conservation.



District Employee Onboarding Checklist

- ☐ Invite district commissioners to attend
- ☐ District Employee Binder: SC Conservation Districts Handbook, Instructions to Access Training, Annual Conservation District Timeline, SCDNR-Conservation Districts Contact Sheet, SCDNR Resources for FAQs
- ☐ Verify employee information (contact information, work schedule, etc.)
- ☐ Review job description
- ☐ Ensure employees have access to:
 - ☐ District email (or assist in creating one)
 - ☐ Office keys (main door, office door, mailbox, etc.)
 - ☐ Files (meeting minutes, budget, newsletters, annual/long range plans, etc.)
 - ☐ Bank account(s)
 - ☐ Social media account(s)
 - ☐ Website platform
 - ☐ USDA-NRCS LincPass process started if applicable (refer to USDA-NRCS District Conservationist or local representative)
- ☐ Identify date for next board meeting and plan accordingly to assist in preparation
- ☐ Review SC Conservation Districts Handbook sections:
 - ☐ Conservation Districts 101
 - ☐ Partnership Roles and Responsibilities
 - ☐ Acronyms
 - ☐ General Operations
 - ☐ Commissioner
 - ☐ Employee
 - ☐ Board Meetings
 - ☐ Watershed Districts 101
 - ☐ USDA-NRCS Overview
 - ☐ Conservation Growth
- ☐ Discuss District Education Activities
 - ☐ Education and Outreach
- ☐ Bring and review the most recent SCDNR monthly report, SC Conservation Districts Annual Report, and SC Local Work Group Report
 - ☐ Local Work Group
- ☐ Ensure the employee has completed the online training and received their certification
- ☐ Discuss all questions to ensure the employee is equipped to be successful

Onboarding Checklist

District Employee Onboarding Checklist

SCDNR-Conservation Districts Team provides each new Soil and Water Conservation District employee with onboarding, trainings, and tools to be successful. Conservation District Area Coordinators serve as the main SCDNR point of contact for employees. The following is a guide for what district employees can expect from in-person visits with their coordinator (some employees may receive a modified version based on role).

Attend First Board Meeting (timeline will vary)

- ☐ Arrive early to assist with setup, answer questions, and review meeting minute process
- ☐ Ensure employee understands board expectations and goals (for example: district activities, financials, etc.)

Visit 1 – Preferably first day but no later than 3rd day of employment (4 hours)

- ☐ Invite district commissioners to attend
- ☐ District Employee Binder: SC Conservation Districts Handbook, Instructions to Access Training, Annual Conservation District Timeline, SCDNR-Conservation Districts Contact Sheet, SCDNR Resources for FAQs
- ☐ Verify employee information (contact information, work schedule, etc.)
 - ☐ Share with SCACD and SCCDEA
- ☐ Review job description
- ☐ Ensure employee has access to:
 - ☐ District email (or assist in creating one)
 - ☐ Office keys (main door, office door, mailbox, etc.)
 - ☐ Files (meeting minutes, budget, newsletters, annual/long-range plans, etc.)
 - ☐ Bank account(s)
 - ☐ Social media account(s)
 - ☐ Website platform
 - ☐ USDA-NRCS LinePass process started if applicable (refer to USDA-NRCS District Conservationist or local representative)
- ☐ Identify the date for the next board meeting and plan accordingly to assist in preparation
- ☐ Review SC Conservation Districts Handbook sections:
 - ☐ Conservation Districts 101
 - ☐ Partnership Roles and Responsibilities
 - ☐ Acronyms
- ☐ For watershed district employees only (1 hour)
 - ☐ Invite SCDNR Watershed District Coordinator
 - ☐ Complete Visit 1 on Watershed District Employee Onboarding Checklist

Visit 2 – By day 7 of employment (2 hours)

- ☐ Follow up on previous visit and address questions
 - ☐ Ensure employee has gained access to the list above
- ☐ Review SC Conservation Districts Handbook sections:
 - ☐ General Operations
 - ☐ Commissioner
 - ☐ Employee
 - ☐ Board Meetings

Visit 3 – By the end of week 2 of employment (2 hours)

- ☐ Invite local USDA-NRCS staff and SCDNR Watershed Districts Coordinator (if pertinent)
- ☐ Follow up on pending items from previous visits and address questions
- ☐ Review SC Conservation Districts Handbook sections:
 - ☐ Watershed Districts 101
 - ☐ USDA-NRCS Overview

Visit 4 – By end of week 3 of employment (2 hours)

- ☐ Follow up on previous visits and address questions
- ☐ Discuss district education activities
- ☐ Bring and review the most recent SCDNR monthly report, SC Conservation Districts Annual Report, and SC Local Work Group Report
- ☐ Review SC Conservation Districts Handbook sections:
 - ☐ Local Work Group
 - ☐ Education and Outreach
 - ☐ Conservation Growth

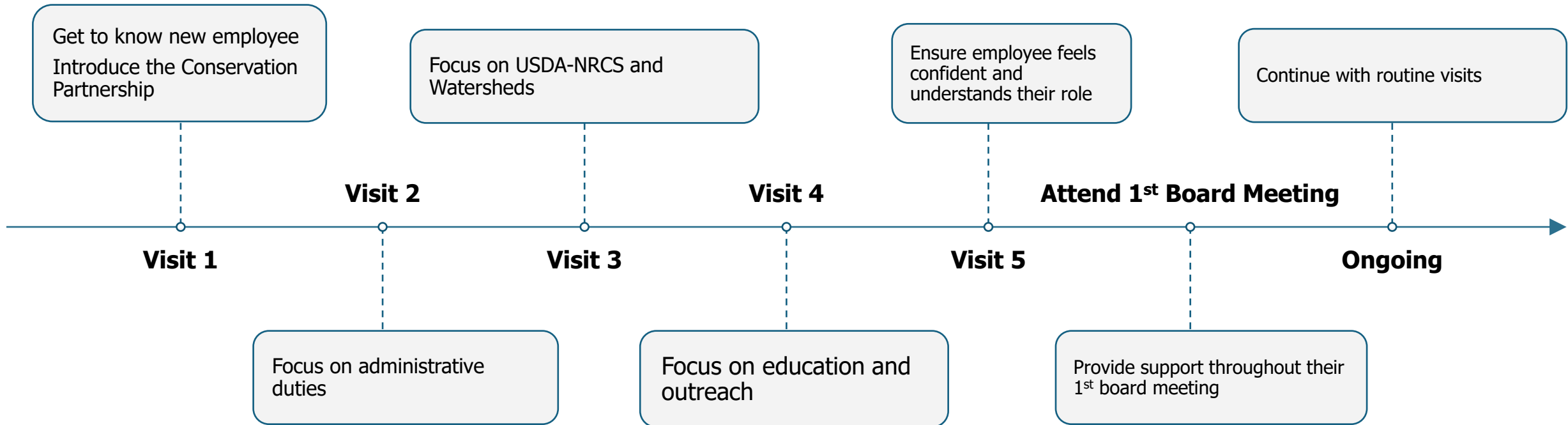
Visit 5 – By end of week 4 of employment (1 hour)

- ☐ Ensure employee has completed the online training and received their certification
- ☐ Discuss any and all questions to ensure employee is equipped to be successful!

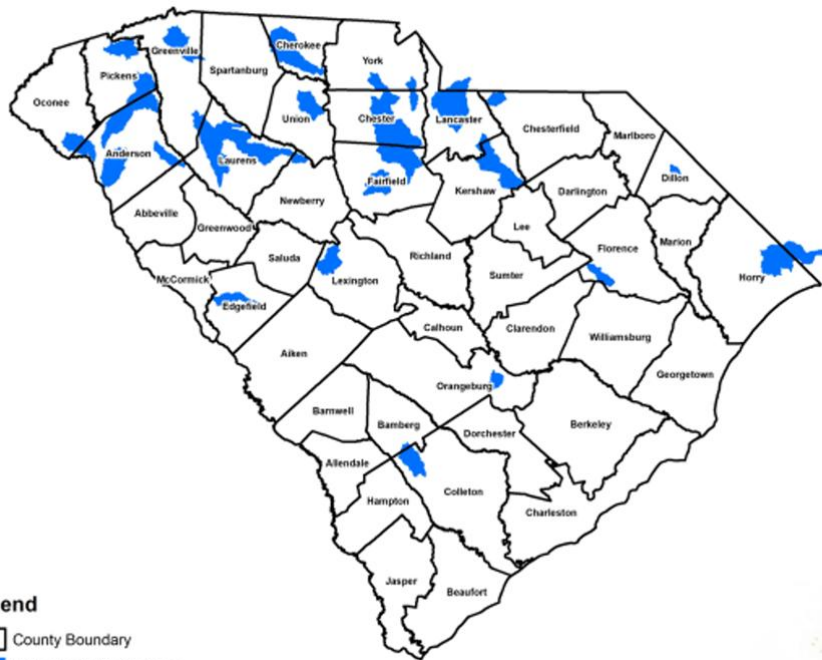
Routine visits with SCDNR-Conservation Districts Area Coordinator

- ☐ Attend approximately every other board meeting (report sent monthly), Local Work Group meeting, banquets, etc.
- ☐ Drop-in office visits and check-in calls

Timeline



Watershed Checklist



Legend

- County Boundary
- Watershed District Areas

Watershed District Employee Onboarding Checklist

The following is a guide for what district employees can expect from in-person visits with SCDNR-Conservation District Watershed Coordinator.

Attend First Board Meeting (timeline will vary)

- ☐ Arrive early to assist with setup, answer questions, and review meeting minute process
- ☐ Ensure employee understands board expectations and goals (for example: dam maintenance, financials, etc.)

Visit 1 – In conjunction with Area Coordinator's Visit 1 (1 hour)

- ☐ Invite watershed district chair(s)
- ☐ Review Watershed Districts 101 Section of Conservation Districts Handbook
 - ☐ Brief history and explain PL-566
 - ☐ General Operations of Watershed Districts
 - ☐ Watershed maintenance and bid process
 - ☐ Board meetings
 - ☐ Tax millage
- ☐ Ensure employee introduces themselves to:
 - o Landowners around the structures
- ☐ Key partners (SCDES, USDA-NRCS, etc.) Identify date for next board meeting and plan accordingly to assist in preparation

Visit 2 – By end of week 2 of employment (2 hours)

- ☐ Review key watershed documents
 - ☐ Emergency Action Plans (EAPs)
 - ☐ Easements
 - ☐ Operation & Maintenance (O&M) Agreement
 - ☐ Map of PL-566 Structure(s) in the county
 - ☐ Inspection Reports / Forms
 - o SC Department of Environmental Services (SCDES)
 - o USDA-NRCS
 - o SCDNR

Visit 3 – By end of week 6 of employment

- ☐ Follow up on pending items from previous visits and address questions
- ☐ Visit dam sites and conduct mock inspection
 - ☐ Invite watershed district directors
 - ☐ Invite conservation district commissioners



Conservation
Districts

Handbook and Online Training

South Carolina Conservation Districts Handbook

*Since 1937, SC Soil and Water Conservation Districts have been promoting
the wise use of soil and water through locally led conservation.*



A screenshot of a Google Classroom interface for "SC Conservation Districts Training". The left sidebar shows a navigation menu with options like Home, Calendar, Teaching, To review, Training (highlighted), Enrolled, To-do, and Archived classes. The main content area is divided into sections: "South Carolina Conservation Districts Handbook" (posted Feb 5, 2025), "Conservation Districts 101" (expanded to show a presentation and a 14-minute YouTube video), "Conservation Districts 101: Supplemental Resources", "Conservation Districts 101 Quiz" (no due date), "Conservation Districts 101: Self Certification" (posted Feb 5, 2025), "Fundamentals of a District: General Operations" (expanded to show a presentation, supplemental resources, and a quiz), and "General Operations Quiz" (no due date). The interface is clean and professional, with a light blue and white color scheme.

Exit Checklist

District Employee Exit Checklist

To ensure a smooth transition for the new district employee, SCDNR-Conservation Districts will meet with the district employee or commissioner to review the following:

Access Information

- ☐ Office keys (main door, office door, mailbox, etc.)
- ☐ District email (or assist in creating one)
 - ☐ Username: _____ Password: _____
- ☐ Payroll (Social Security W-2/1099, Department of Employee Workforce (DEW), etc.)
 - ☐ Username: _____ Password: _____
 - ☐ Username: _____ Password: _____
- ☐ Social media account(s)
 - ☐ Username: _____ Password: _____
 - ☐ Username: _____ Password: _____
- ☐ Website platform
 - ☐ Username: _____ Password: _____

Files (physical or on the computer)

- | | |
|--|---|
| <ul style="list-style-type: none">☐ Board meeting<ul style="list-style-type: none">☐ Meeting minutes☐ Agendas☐ Financials<ul style="list-style-type: none">☐ Bank statements/Checkbook☐ Budget☐ Aid to Conservation Districts☐ Contact Lists<ul style="list-style-type: none">☐ Affiliate members☐ Associate commissioners☐ Partners☐ Watershed District files | <ul style="list-style-type: none">☐ Planning<ul style="list-style-type: none">☐ Annual☐ Long-range☐ Reporting<ul style="list-style-type: none">☐ Monthly☐ Annual☐ Educational/ Outreach<ul style="list-style-type: none">☐ Schools☐ Community☐ Workshops☐ Newsletter/eNewsletter☐ Promotional Items |
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