

New Employee Orientation

June 9-10, 2015

Draft Agenda

Tuesday Afternoon

1:00 Introductions

 Soil and Water Conservation Partnership

 Chapter 139 – District Law

 Website Resources

 Wikipedia for Districts

5:00 Break for Dinner

Tuesday Evening

7:00 Board Meeting Procedures and Review

Wednesday Morning – Break into Groups

	Technical	Administrative
8:00	Working with NRCS Standards and Cost Share Policies	Public Meetings Financial Administration
	Job Approval Authority	Public Records
	Detailed Training Plan	Travel Reimbursement Forms
12:00	Lunch	
1:00	Group Discussions with Assigned Cost Share Staff	
3:30	End Session	