

# CHAPTER 9

## PERSONNEL SERVICES

Introduction.....	9:2
Employee Safety .....	9:2
Awards .....	9:2
Other Personnel Services .....	9:3
Here's What Employees Want.....	9:3

## **Introduction**

This chapter includes a variety of subjects or services to employees that will enhance the total personnel management program. The individual parts of this section are not directly related in some instances, although they are grouped together under the overall title of Personnel Services.

## **Employee Safety**

It should be the philosophy and policy of each district to provide a safe and healthful working environment for all of its employees. What a district does to promote safety may vary according to need, from issuing a basic policy statement to establishing specific rules and regulations and providing safety equipment. If NRCS provides office space for the conservation district, district employees are expected to observe NRCS safety-related policies, as well as any policy set by the district board. Conservation districts are indirectly covered by the Federal Occupational Safety and Health Act through NRCS.

The following sample safety policy statement can be adopted as is or modified to fit a particular situation.

1. People are our greatest asset; their safety is our greatest responsibility.
2. It is the policy of our district that every employee is entitled to a safe and healthful place to work. It is our desire and intention to provide a safe work place, safe equipment, and proper materials, and to establish and insist upon safe methods and practices at all times.
3. It is a basic responsibility for all to make the safety of human beings a part of their daily, hourly concern. This responsibility must be accepted by each one who conducts the affairs for the districts.
4. Employees are expected to use any safety equipment provided. Established rules of conduct and rules of safety shall be observed.
5. The joint cooperation of all employees in the observance of this policy will provide safe working conditions and accident-free performance to our mutual advantage.

Safety information is available from:

KS Department of Human Resources  
Industrial Safety and Health Section  
512 SW 6 Street  
Topeka, KS 66603  
(913) 296-4386

## **Awards**

An awards program can be established to improve district operations and provide recognition to worthy employees. Such a program, if properly conducted, can have the following benefits:

1. Employees appreciate receiving recognition for their contributions.

2. Employees are encouraged to make continued significant contributions.
3. Morale and productivity are enhanced.
4. The district receives favorable publicity through recognition of these employees.

Included in a program can be awards for length of service, superior performance, employee suggestions that improve work methods or increase productivity, heroism and professional accomplishment. Even though Kansas statutes prohibit payment of a bonus to conservation district employees' other awards may be considered such as:

1. A letter of commendation
2. A certificate of appreciation
3. A plaque, medal, jewelry or similar form of recognition

Awards should be made at appropriate ceremonies presided over by the district board. The awards presentation should be widely publicized in newsletters, press releases and by other means.

### **Other Personnel Services**

Districts may wish to consider other employee services that may increase morale or respond to a need of the employee.

1. Blood Bank
2. Office events such as picnics, sports events, family gatherings
3. Civic projects
4. Annual medical checkups
5. Meeting rooms.

### **Here's What Employees Want**

What an employee values varies as much from generation to generation as it does from one individual to another. A good manager will be able to determine the intrinsic and extrinsic values of their employees by working with them and communicating with them.