District Manager

Orientation and Process Guide for MAEAP Technicians

Updated: 07/2016

Prior to start date:	• Confirm exclusive access to a computer meeting NACD specifications • Confirm availability of previous technician's records and database of clients involved with MAEAP • Establish an email address for the new technician • Begin all required paperwork for USDA security background investigation • Communicate with MDARD staff (gibsonf2@michigan.gov) and MACD staff (lori.phalen@macd.org) the new hire name, contact information and start date
First/Second week of orientation:	• Complete new hire documents (Michigan new hire form, MI W4, W-9, I-9 employee eligibility form) • Review district policies and procedures (work schedule, pay periods, travel and training procedures, employee handbook, work agreement, emergency response plan, district brochures, timesheets, travel log, direct deposit form, expense form, benefits information and forms, list of annual and upcoming events, copy of grant and grant deliverables, computer shared drives, partner information, past technician files and reports, office key, order business cards, map/plat book, etc.) • Establish an up-to-date written employee work agreement • Familiarize technician with the building and partner staff within the building • Prepare a press release about the new technician appointment; information should also be forwarded to Joe Kelpinski (kelpinskij@michigan.gov) for distribution on GS Points (include a short bio from the new hire) • Update district marketing materials with new technician name and contact information • Meet with technician, regional coordinator and verifier
Third/Fourth week of orientation:	• Familiarize technician with current resource assessments for the county and district programs • Familiarize technician with MAEAP database. Contact Bob Pigg (piggr@michigan.gov) should assistance be needed to utilize database • Schedule technician to visit other district managers and staff in the grant service area to provide orientation while working in other counties within the grant host area • Organize job shadowing opportunities with nearby experienced technicians, verifier, local NRCS staff and local MSUE educators • Encourage technician to start NRCS online courses: Water Quality, Conservation Planner modules 1-5, Nutrient and Pest Management Considerations in Conservation Planning modules 1-6 • Meet with technician and regional coordinator; schedule MAEAP goal setting meeting (include verifier, partners, board members)
Within 30 days:	• Introduce new technician at monthly CD board meeting; have technician provide training and background information as well as monthly activity report • Introduce technician to other county program partners • Request technician to submit monthly project status report by the 7th of each month
Within 90 days:	• Complete MAEAP goal setting/POW meeting with input from regional coordinator, verifier, program partners and board members • Complete employee development training plan (EDP) with input from program partners • Complete payment requests/reporting to MDARD • Monitor technician progress and program deliverables
First year and annually:	• Provide ongoing supervision and support of district employee • Actively participate in quarterly program review meetings with technician and MDARD regional coordinator • Update MAEAP goal setting/POW, EDP and work agreements • Commend successes and address any potential program deficiencies • Provide advice to increase program efficiencies to meet program goals

Regional Coordinator

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Prior to start date:	• Confirm that the new hire contact information has been shared with the appropriate staff within MDARD
First/Second week of orientation:	• Meet with technician, district manager and verifier • Explain program structure, program partners and responsibilities • Review the grant award levels and requirements to advance • Review MAEAP water stewardship internal web site for technician resources • Review MAEAP.org website for public resources • Review MAEAP Phase 1 educational meeting requirements and the technician's grant obligation • Arrange for attendance at an approved phase I event • Review training needs to be able to work with producers and the environmental risk assessments • Review current training schedule for core trainings (FAS, CAS, LAS, well closure, wind and water erosion) • Review grant reporting requirements, including MAEAP database, deadlines and to whom to report • Encourage working with NRCS staff to understand NRCS standards and to develop client prospects • Review MAEAP policy statements located on the internal website
Third/Fourth week of orientation:	• Follow up on the technician's orientation progress with a telephone call • Be sure technician is getting the required resources and desired assistance for a successful program startup • Confirm scheduled meeting for MAEAP goal setting/plan of work (POW)
Within 30 days:	• Revisit technicians to review progress • Discuss employee development training plan (EDP) and MAEAP goal setting/POW processes with technician and district manager; encourage involvement of program partners and board members • Confirm scheduled or completed job shadowing with other established technicians and verifier
Within 90 days:	• Conduct quarterly program review • Confirm completion of EDP and any involvement of program partners in that process • Participate in MAEAP goal setting/POW meeting with technician, district manager, verifier, partners and board members • Report completion of goal setting/POW and EDP
First year and annually:	• Continue quarterly program review • Update and advise MAEAP goal setting/POW, EDP and work agreements • Commend successes and address any potential program deficiencies • Provide advice to increase program efficiencies to meet program goals

Verifier	Orientation and Process Guide for MAEAP Technicians Updated: 07/2016
First/Second week of orientation:	• Meet with technician, district manager and regional coordinator • Confirm need for "Welcome Binder" and/or establish any required needs for updated content • Distribute available MAEAP gear to technician (Hat, Shirt, Jacket)
Third/Fourth week of orientation:	• Office visit with new employee and district manager • Review MAEAP program structure and the technician's role • Confirm scheduled meeting for MAEAP goal setting/Plan of Work (POW) • Schedule site visits in nearby counties for job shadow experience
Within 30 days:	• Conduct scheduled site visits in nearby counties for job shadow experience
Within 90 days:	• Office visit or phone call to confirm progress • Participate in MAEAP goal setting/POW meeting with technician, district manager, verifier, partners and board members
First year and annually:	• Office visit or telephone contact to review MAEAP accomplishments and planning for next year • Periodic contact to encourage program support and assistance to new and reverification producers

MDARD Administration	Orientation and Process Guide for MAEAP Technicians Updated: 07/2016
Prior to start date:	• Update staff directories on S:drive and all websites (MAEAP.org, Michigan.gov/MAEAP, MACD.org) • Establish a grant file for any newly established positions
First/Second week of orientation:	• Add individual to appropriate Microsoft Outlook contact groups once an email address is made available • Add individual to appropriate databases and record keeping forms • Email electronic orientation guide to technician; include verifier, regional coordinator and district manager
Within 90 days:	• Email excel spreadsheet for MAEAP goal setting to technician, include regional coordinator and district manager

MAEAP

Michigan Conservation Districts

Michigan Department of Agriculture & Rural Development