

**Sloughhouse Resource Conservation District
Board of Directors Meeting**

Agenda Date: September 15, 2026

Agenda Item #: 1

Agenda Item Subject: HR Policies

To: SRCD Board of Directors

From: SRCD Staff

Background

After meeting with legal counsel regarding creating a new Program Coordinator position for SRCD, counsel has required the following items to be review and approved by the Board of Directors:

- Job Description – approved at July meeting
- Employment Handbook- approved at July meeting
- Workers Compensation Insurance – has been secured
- Posted Employment Notices – at July meeting
- Injury and Illness Prevention Program – provided for review, template was provided by Department of Labor
- Workplace Violence Prevention Plan – provided for review, template was provided by Department of Labor
- Time of Hire Notice -July
- Notice of Terms and Conditions of Employment - July
- Employment Eligibility Verification - July
- Tax Documents - July
- Required Handouts – July
 - o DE 2515 Disability Insurance Pamphlet
 - o DE 2511 Paid Family Leave Pamphlet
 - o DE 2320 Unemployment Benefits

Recommendation:

To approve Injury and Illness Prevention Program and Workplace Violence Prevention Plan as presented.