



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Introduction

This manual is designed to provide you with information about working conditions, employee benefits, and of the policies affecting your employment. It describes our responsibilities as employees of the Department of Natural Resources and outlines benefits provided to employees. Our objective is to provide a work environment that is conducive to both personal and professional growth.

A policy says “what”. It is the behavior or action expected of staff. It is a value statement and principle that helps people makes decisions. A procedure says “how”. It is a way of doing something or getting something done, especially by a series of steps. It can contain forms or templates used to initiate, document and approved an action taken to implement a policy.

The official Administrative Policies and Procedures Manual is available through the department’s Intranet at the top of all pages (policies button) <http://n-nr1ntra.ads.state.mo.us/>.

These policies and procedures highlight the major terms of applicable rules, laws or state policies. For complete versions of any applicable rule, law or policy please refer to the references listed at the beginning of each policy and procedure. In all cases, rules and laws prevail.

As needed the department will revise, supplement, or rescind any policies or portions of the manual. Employees will be notified of such changes to the manual as they occur. Or, in the case of extraordinary circumstance or unusual events, revisions or exceptions to policies and procedures should be brought through the chain of command to the appropriate division director. The division director will decide the appropriate course of action.

In general each policy or procedure contains five sections:

POLICY STATEMENT

An opening section describing the purpose of the policy.

REFERENCES

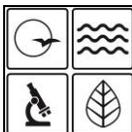
Additional information that may be helpful in understanding or interpreting a policy including legal citations and related policies and procedures.

DEFINITIONS

Definitions specific to and effective for the policy they are listed under. The definitions are to help with the interpretation and implementation of that policy.

GENERAL PROVISIONS

The requirements for that policy.



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ATTACHMENTS

Specific templates, forms or examples needed to implement a policy.

No policy can contain every provision, rule or regulation. This manual contains the information needed to administer the most commonly used policies for the most commonly addressed situations. For complete information please refer to the references or contact specific authorities listed for each policy. In addition, the following functional experts may be contacted for questions regarding implementation and interpretation of the policies and procedures.

Chapter	Functional Expert
Chapter 1: Employee Relations	Human Resources Program Director and Employee Relations Officer
Chapter 2: Communications	Office of Communications and the Office of Director Custodian of Records (for sunshine law)
Chapter 3: Work Environment	Human Resources Program
Chapter 4: Employment	Human Resources Program
Chapter 5: Employee Benefits	Human Resources Program
Chapter 6: Travel	Accounting Program and General Services Program (for vehicle related only)
Chapter 7: Financial Management	Accounting Program and General Services Program (for purchasing related only)
Chapter 8: Information Technology Governance	IT Governance Committee - http://n-nr1ntra.ads.state.mo.us/itsd/default.htm and the Information Technology Service Division-DNR (IT-DNR)