

EXTENSION MANUAL

University of Kentucky Cooperative Extension Service

A reference on policies and procedures for Extension agents.

THIS MANUAL EXPLAINS THE COOPERATIVE EXTENSION SERVICE POLICIES AND PROCEDURES. SOME OF THESE POLICIES AND PROCEDURES ARE GENERAL SUMMARIES OF OTHER UK POLICIES AND PROCEDURES. IN CASE OF ANY CONFLICT OR ANY DIFFERENCE IN INTERPRETATION BETWEEN THIS MANUAL AND GOVERNING REGULATIONS, ADMINISTRATIVE REGULATIONS, THE HUMAN RESOURCES POLICY AND PROCEDURE ADMINISTRATIVE REGULATIONS (FORMERLY KNOWN AS STAFF PERSONNEL POLICY AND PROCEDURE ADMINISTRATIVE REGULATIONS) AND CONTRACTS, THE LATTER ARE THE CORRECT AND FINAL AUTHORITY.

**Cooperative Extension Service
University of Kentucky College of Agriculture**

Revised 10-20-09

The University of Kentucky Policy and Procedure Manual which is referenced in this manual may be found at <http://www.uky.edu/HR/policies/>

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1.0 Introduction

1.1 Vision and Mission

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Through a strategic planning process involving the general public, advisory council members and Extension faculty and staff, the Kentucky Cooperative Extension Service established the following shared vision and statement of its mission:

Vision

The Kentucky Cooperative Extension Service is the educational resource for all Kentuckians that serves as a catalyst to build better communities and improve quality of life.

Mission

The Kentucky Cooperative Extension Service serves as a link between the counties of the Commonwealth and the State's land grant universities to help people improve their lives through an educational process focusing on their issues and needs. We emphasize:

- valuing diversity and capitalizing on its potential to strengthen programs;
- being locally-driven, flexible, and responsive;
- identifying and supporting high priority statewide programming thrusts;
- educating people to solve problems, make decisions, and embrace change;
- applying knowledge and research-based information;
- accomplishing work through collaboration, volunteerism, and leadership development;
- fostering an empowered and contributing people;
- developing youth, adults, families, and communities; and
- fostering effective lifelong use of personal and natural resources.

1.2 Historical Background

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Morrill Act of 1862

In the mid 1800s, education typically ended after a few years of schooling. There was a need to extend the benefits of education to the great majority of Americans, especially to rural families, whose contributions to the entire nation were indispensable. A group of visionary congressmen led by Justin Morrill of Vermont proposed a *College Land Bill* to develop a different type of college, a college which was devoted to educating the people whose lives would not be spent in the professions, but in the nation's businesses and trades.

After half a century of increasing pressure from agricultural leaders and in the midst of the chaos of the Civil War, Congress passed the Morrill Act. With President Lincoln's signature on July 2, 1862, the Act created a national system of land-grant colleges. In the language of the Act the states were to establish:

...at least one college where the leading object shall be, without excluding other scientific and classical studies and including military tactics, to teach such branches of learning as are related to agriculture and the mechanic arts... In order to promote the liberal and practical education of the industrial classes in the several pursuits and professions in life.

Hatch Act of 1887

As Land Grant Colleges grew, they gradually realized that teaching "scientific agriculture" required an intellectual foundation based on a strong research program. Agricultural experiment stations had operated successfully in Europe for almost 50 years. Gradually experiment stations were established across the U.S. As the need and potential value of the experiment stations were recognized, federal support grew. In 1887 passage of the Hatch Act created agricultural experiment stations:

...to conduct original and other researches, investigations, and experiments bearing directly on and contributing to the establishment and maintenance of a permanent and effective agricultural industry of the United States... and such investigations as have for their purpose the development and improvement of the rural home and rural life and the maximum contribution by agriculture to the welfare of the consumer.

Second Morrill Act of 1890

As the endowments from the 1862 Morrill Act proved inadequate, Justin Morrill tried to increase them. In 1890, he was finally successful and the second Morrill Act was signed into law. It provided for "the more complete endowment and maintenance of colleges for the benefit of agriculture and the mechanic arts." Additionally, the 1890 Morrill Act included a provision that led to the creation of 17 predominantly black land-grant colleges in the southern states. States that established separate institutions for white and black students were in compliance with the act if they appropriated funds equitably between the separate institutions. In effect, the Morrill Act of 1890 accomplished for black citizens of the South what the first act of 1862 had accomplished for white citizens. Kentucky State University is Kentucky's 1890 Institution which provides teaching, research and extension functions to the people of Kentucky and works in concert with the 1862 land grant institution, the University of Kentucky.

Smith-Lever Act of 1914

As scientific research generated new knowledge in the late 1800s, how to disseminate this knowledge and apply it to agricultural or societal conditions became a major concern. Several states set up their own systems of providing this new information to the citizenry. In the early 1900s, USDA employed field agents to work with local farmers and citizens. In 1910, Kentucky formed an Extension Service and joined other states in urging Congress to create a nationwide system to extend education from the land grant colleges to the people of the states. In 1914, Congress responded to this need and enacted the Smith-Lever Act, providing for a comprehensive Extension education program in each state. The language of the original act called for Extension to:

... aid in diffusing among the people of the United States useful and practical information on subjects related to agriculture and home economics, and to encourage the application of the same.

A key provision of the Smith-Lever Act provided continued strength and stability by a cooperative partnership between three levels of government--federal, state, and county. The Commonwealth of Kentucky officially joined this three-way partnership when, in 1916, the Kentucky General Assembly enacted legislation (KRS-164.110) providing:

All Acts of the General Assembly giving assent to Acts of Congress providing aid for . . . agricultural Extension and experiment station work, shall, unless heretofore repealed, remain in force and apply to the University of Kentucky...

The land-grant system was then complete. Its Extension arm firmly supported by a cooperative state and federal funding procedure and a relationship that, over time, has changed and adapted but remains intact. Programs have changed as societal needs have changed, yet Extension's efforts continue to provide a wide range of educational programs responding to the diverse needs of modern society.

1.3 Philosophy

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The Kentucky Cooperative Extension Service is the result of a unique cooperative agreement between the University of Kentucky, Kentucky State University, the U.S. Department of Agriculture and each Kentucky County. It provides lifelong, continuing education for the people of the Commonwealth. In carrying out this responsibility, the Cooperative Extension Service is guided by the principle of *helping people to help themselves*. The process of Extension education involves working *with* people and not *for* them. Extension joins with people in helping them to identify needs, problems, and opportunities; study their resources; and arrive at desirable courses of action in line with their desires, resources and abilities.

Extension's strength is the involvement of people in the process of planning, developing, and carrying out programs that meet their needs. Since the beginning of Extension, it has been assumed that people must be reached where they are--in terms of their level of interest and understanding. Extension's focus on people is through programs in which self-improvement is encouraged.

Educational changes in people are a prerequisite to progress in a democratic society. The philosophy of Extension is that people be assisted within a democratic framework to achieve knowledge and progress. Cooperative Extension work is *education for action*--action by individuals--action by groups. It is education in which, through participation, individuals develop their own abilities in problem-solving and improve leadership skills for greater community service.

Thus, the primary focus of the Kentucky Cooperative Extension Service is to assist people to identify problems and their solutions through both the delivery of new knowledge and assistance in its implementation. To accomplish this, Extension arranges for significant involvement of the public in planning and conducting programs, thereby transferring relevant technology and information to the general public.

1.4 Funding

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The Kentucky Cooperative Extension Service is cooperatively funded by federal, state and local governments. The federal government's support for Extension is provided through the U.S. Department of Agriculture. As a part of the University of Kentucky, state funds are channeled through the University budget, and most local support for Extension is provided either by means of an Extension District (KRS 164.605-675) or through the county fiscal court. Other program support monies may be secured through other local sources, grants or contracts.

1.5 Memorandum of Agreement and Understanding

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Agreements between the University of Kentucky and each county within the state for conducting Extension programs are defined legally in a Memorandum of Agreement. These documents, prepared annually, indicate specific agreements by the county and by the University. They also list how county funds will be disbursed.

A Memorandum of Understanding and Cooperative Agreement between the University of Kentucky as a land-grant university and the USDA has been the basis on which Cooperative Extension work has been conducted since the passage of the Smith-Lever Act. The Director of Extension is appointed by the President of the University with the concurrence of the Secretary of Agriculture to administer Cooperative Extension Service programs.

1.6 Organizational Structure

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A current College of Agriculture organizational chart is available on the administrative web site at <http://www.ca.uky.edu/administration/organizational%20chart.pdf>.

The Cooperative Extension Service is an integral part of the University of Kentucky. It is the unit established to provide a link between the university and each of the 120 counties. The University's efforts in research, instruction, and outreach are brought together for all citizens in the Commonwealth.

The Cooperative Extension Service has a close and mutually supportive relationship with the research, instruction, and regulatory service components of the College of Agriculture. All four promote the mutual goal of improving Kentucky's citizenry. The Experiment Station is a source of new technology generated through continuous research. This new technology becomes a substance for Extension programs and classroom instruction. Problems identified by Extension field staff provide the basis for many new and valuable research projects.

Kentucky's two land-grant institutions, the University of Kentucky and Kentucky State University, work together to provide a single comprehensive Extension program. The Memorandum of Understanding between the universities and the USDA provides for:

- The mutual development of a single comprehensive program of Extension work for the state.
- The mutual development of a Plan of Work.
- The necessary steps to affect a joint Extension program at the county, district and state levels.

Kentucky State University Extension employees and University of Kentucky Extension employees often work out of the same County Extension Office. State Extension Specialists located at Kentucky State University are available to University of Kentucky Extension employees just as Extension Specialists located at the University of Kentucky are available to Kentucky State Extension employees.

Internal Organization and Structure

The various organizational components of the University of Kentucky Cooperative Extension Service and their relationship to each other are illustrated by the organizational chart on the previous page. A general description of the primary responsibilities of each aspect provides an additional understanding of the organizational structure.

Dean and Director

The Dean of the College of Agriculture is also the Director of the Cooperative Extension Service. Ultimate responsibility for the direction and content of Extension programs is placed in this position along with all other administrative functions within the College of Agriculture.

Associate Dean for Extension and Associate Director

Responsible for overall administration of Extension programs throughout the state on a daily basis. Ultimately all Extension employees report directly or indirectly to the Associate Director.

Assistant Director for Program and Staff Development

Assists the Associate Director of Extension with administrative and programming responsibilities, including those relating to program and staff development, reporting, state advisory council, personnel, accountability for tax dollars and county Extension budgets.

Assistant Directors for Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, and Community and Economic Development

Provide overall leadership for Extension programs throughout the state in the fields of agriculture and natural resources, family and consumer sciences, 4-H youth development and community and economic development. Assisting in the development of these programs are Extension Specialists in subject matter roles.

Personnel Specialist

Responsible for directing recruitment, selection, placement and orientation of Extension Agents. Provides leadership to personnel policy development and compliance.

District Directors

For administrative and programming purposes, the Extension Service is divided into 7 Extension districts, each with a District Director. Major responsibilities include:

1. Providing leadership for county program development and management,
2. Personnel management and development,
3. Facilitating the management of financial resources,
4. Communicating program accomplishments, and
5. Serving as a link between field staff and central administration.

Regional Program and Development Coordinators

The state is divided into three programming regions, Western, Central and Eastern, each with a Program and Development Coordinator. Major responsibilities include:

1. Providing program leadership on a region-wide basis.
2. Forming work groups and quick response teams on critical issues.
3. Facilitating partnerships with other agencies and organizations in the region.

Department Chairs

The College of Agriculture and the School of Human Environmental Sciences includes the following subject matter departments: Agricultural Economics, Agricultural Education, Animal & Food Sciences, Biosystems & Agricultural Engineering, Community & Leadership Development, Entomology, Family Studies, Forestry, Horticulture, Landscape Architecture, Merchandising, Apparel & Textiles, Nutrition & Food Science, Plant & Soil Sciences, Plant Pathology, and Veterinary Science.

Each department chair is responsible for the Extension, research, and instructional programs of the department.

State Specialists

More than 100 state specialists in the College of Agriculture and the School of Human Environmental Sciences have, among other duties, the responsibility for:

- providing assistance, support, and subject matter training for field staff;
- developing Extension programs that respond to locally identified needs;
- researching answers to questions submitted by county agents;
- interpreting state, national and international data in their disciplinary fields; and
- providing a direct and quick communicative link between county agents and each subject matter department.

Most state specialists are housed with their respective departmental units and are administratively responsible to their respective department chairs, but programs are coordinated with appropriate Assistant Directors.

Extension Associates

Extension Associates generally have statewide responsibilities related to program thrusts or national initiatives of broad public concern. They sometimes work across departmental and program lines and provide assistance and training to Extension Agents in their respective fields.

Area Staff

Area staff members may be specialists or agents in a subject matter or a program area such as Farm Business Analysis or the Expanded Food and Nutrition Educational Program. Their function is to provide technical assistance, support and coordination for program planning and implementation, and in-service training to county staff members. They provide assistance as requested by county agents or may initiate programs through county staff.

County Extension Agents

County Extension Agents comprise the largest number of personnel in the Kentucky Cooperative Extension Service. Approximately 400 persons are County Extension Agents for Agriculture and Natural Resources, Family and Consumer Sciences, 4-H Youth Development, Community & Economic Development or Fine Arts.

Paraprofessionals

Paraprofessionals are assigned to work in a specific program (EFNEP, 4-H, Small Farm, FDM, etc.) and are under the supervision of County Extension Agents. Technical assistance and in-service training are provided by the supervising agents and area or state specialists. Job descriptions for paraprofessionals are found in the guidelines for the specific program in which the paraprofessional is employed.

County Extension Secretaries/Staff Assistants

County Extension secretaries are responsible to the county Extension agents and are expected to assist in furthering the local Extension program through the performance of all the duties relating to an efficient office operation.

2. Civil Rights/Equal Opportunity/ Relevant Legislation

2.1 Equal Opportunity Organizational Policy

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The Kentucky Cooperative Extension Service is committed to ensuring that its programs are available to all people and that there are equal opportunities of employment without regard to race, color, age, sex, religion, disability or national origin. This commitment includes involving local residents in the determination of program content and program implementation, as well as equal treatment in such areas as recruitment, hiring, professional development, promotion, and salary determination.

Every staff member is expected to exhibit a strong commitment to and compliance with civil rights legislation.

2.2 Overview of Federal Civil Rights Legislation

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Civil Rights laws require nondiscrimination in employment decisions and in the delivery of programs, services, or activities by any recipient of federal funds. It is not necessary to understand every aspect of these laws; however, it is necessary to become familiar with key components of the laws and terms that describe how we ensure compliance.

Title VI of the Civil Rights Act of 1964

No person in the United States shall, on the basis of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any **program** or activity receiving federal funding. Extension staff collect participation data to evaluate and monitor the extent to which programs and services are delivered to a cross section of the population. If segments of the population are under-represented, positive, affirmative steps (affirmative action) must be taken to reach all audiences.

Title VII of the Civil Rights Act of 1964

Employers are prohibited from discriminating on the grounds of race, color, sex, religion and national origin in **employment** decisions such as hiring, promotion, compensation, or termination.

Title VII of the Civil Rights Act of 1991

This law revised the 1964 statute to significantly increase damages for willful violations, allow compensatory and punitive damages, and give plaintiff's right to mandatory jury trial. It also allows women, religious minorities and people with disabilities to seek monetary damages.

Americans with Disabilities Act of 1990 (ADA)

This law prohibits discrimination by employers against qualified applicants/workers with disabilities, and requires reasonable accommodation of an applicant's/worker's disability unless proven to be an undue hardship to the employer. Also, under the public services area, it requires our facilities be physically accessible, and that with prior notification, reasonable accommodations will be made to allow persons with disabilities to participate fully in our programs and services unless that accommodation would create a proven undue hardship on our organization. A disability is defined as a physical or mental impairment that substantially limits one or more of an individual's major life functions.

The Rehabilitation Act of Section 501 and 504

Section 501 & 504 prohibit discrimination of individuals with disabilities in employment and in program participation by any agency or organization receiving federal funds.

Age Discrimination in Employment Act of 1967

This law prohibits age-based **employment** decisions affecting employees who are 40 years old and above.

Age Discrimination Act of 1975

Federally assisted **programs** are prohibited from discrimination based on age unless there are specific reasons for such limitations (i.e. elder or child care, pre-school).

Education Amendments of 1972 Title IX

Any educational program or activity receiving federal assistance is prohibited from discrimination based on sex. Extension programs are open to all regardless of gender.

2.3 Terms Related to Civil Rights Compliance

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Affirmative Action

In programming, affirmative action is a part of our day-to-day planning and delivery. It is the action we take to ensure our programs are "serving all Kentuckians." Affirmative actions or steps would include but are not limited to:

- Evaluating past participation in Extension programs and developing goals for reaching a more diverse audience.
- Making sure advisory councils and planning committees are representative of the county.
- Holding meetings at various times and locations.
- Utilizing assistance and advice of members of under-represented audiences.

Public Notification Plan

This is how we notify the public of our intent to serve all audiences. The plan would include:

- Public posting of *Justice for All* poster
- Nondiscriminatory statement on stationery and newsletters
- Disability prior notification statement on registration forms, newsletters and flyers
- Photos and graphics which portray a diverse audience
- Dated and signed nondiscrimination statements from Extension sponsored groups
- Nondiscrimination letter to groups requesting assistance

All Reasonable Efforts

Specifically planned efforts to reach audiences who are under-represented in Extension programming. Efforts are documented and kept in the County Affirmative Action File. Using “all reasonable efforts” would include involving members of the targeted audience in program planning as well as using media outlets, personal letters and contacts, or location of notices to publicize to the under-represented group.

Parity of Participation

Parity of participation is reached when the percent of minority Extension contacts for a particular location is equal to the percent of minorities living in that location. This percent is a guide for us to evaluate our ability to reach a racially diverse audience and will be considered as a minimum goal.

2.4 Sexual Harassment Policy

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Sexual harassment is a form of sex discrimination and is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. It is the policy of the University of Kentucky that sexual harassment of students, faculty, and staff is prohibited. Complaints of sexual harassment will be treated and investigated in a timely manner with full regard to the University’s due process requirements. For more information about the University policy as well as the complaint procedures are available at <http://www.uky.edu/EVPFA/EEO/>.

2.5 Racial Harassment Policy

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Racial harassment is a violation of the Civil Rights Act of 1964 and University policy. The policy defines and describes harassing conduct on the basis of race, color, or national origin and prohibits University employees from engaging in racial harassment, retaliating against the complainant, or making false accusations. For more information about the University policy as well as the complaint procedures are available at <http://www.uky.edu/EVPFA/EEO/>.

2.6 Discrimination Compliant Procedure

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Program Complaint

Any person who believes they have been discriminated against in any Cooperative Extension Service sponsored activity or program may file a complaint with the Secretary of Agriculture by writing to:

USDA Director, Office of Civil Rights, Room 326-W Whitten Bldg., 14th and Independence Ave. SW, Washington, D.C. 20250

A complaint must be filed no later than 180 days from the date of the alleged discrimination.

Employment Complaint

Any person who believes that discrimination in employment has occurred to them should contact:

Cooperative Extension Service Equal Opportunity Coordinator, C3 Agriculture Science Bldg. North, University of Kentucky, Lexington, KY 40546, 859-257-2630

or

Office of Institutional Equity and Equal Opportunity, Room 13 Main Bldg., University of Kentucky, Lexington, KY 40506, 859-257-8927

2.7 County and State Civil Rights and Affirmative Action Plans

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The Kentucky Cooperative Extension Service requires the development of comprehensive civil rights and affirmative action plans at the state and county levels. These written plans serve as guides for insuring equal opportunities in employment and Extension educational programs. Affirmative action plans are written at the county level in conjunction with the Plan of Work. More information regarding county affirmative action plans can be found at <http://www.ca.uky.edu/agpsd/planning.htm>. Every staff member is expected to exhibit a strong commitment to implementing civil rights strategies at the county and state levels.

The Cooperative Extension Service will conduct ongoing training to assist staff in developing plans to reach affirmative action goals. Periodic county program reviews will include evaluation of civil rights and affirmative action compliance.

2.8 State Statute for 4-H

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Traditionally there has been a very close working relationship between the Kentucky 4-H program and Kentucky's elementary and secondary school systems. The following state statute gives endorsement to the educational values of 4-H programs:

KRS 159.035. Be it enacted by the General Assembly of Kentucky: Anything in the statutes of the Commonwealth to the contrary notwithstanding, all pupils in the schools of the State who are enrolled in a properly organized 4-H club shall be considered present at school for all purposes when participating in regularly scheduled 4-H club educational activities, provided the student is accompanied by or under the supervision of a County Extension Agent or the designated 4-H club leader for the 4-H club educational activities participated in.

3.0 Employment

3.1 Employment Requirements

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Agents are recruited, screened and selected through the Extension Personnel Office.

A minimum of a Bachelor's Degree in an appropriate subject area is required to obtain an agent's position. Master's degrees are preferred. Agents are chosen from applicants based on their training, skills and needs of the county. Maturity and leadership ability are required.

When a vacancy occurs the District Director will solicit input from the County Extension Council, program council and local agents. The input will center around the program needs and the desired characteristics of the new agent. Legal considerations will be explained. County input will be utilized in the selection process.

Agent candidates will be interviewed and selected by a committee consisting of the appropriate District Director, Assistant Directors, Diversity Office representative, and the Extension Personnel Specialist. The Finalist will also interview with the Associate Director of Extension.

The new agent will be presented to the County Extension Council by the District Director at a reception.

3.2 Career Ladder Requirements for New Agents

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On July 1, 2005, a Career Ladder was implemented by Extension. Agents hired after July 1, 2005 who have a Bachelor's degree are required to obtain at least 12 hours of graduate credit hours toward an approved Masters degree within five years of employment. New Agents are also required to achieve a performance rating of at least a 3 on a 5-point scale within five years of employment. If these are not obtained in that time period, employment will not be continued.

Requirements for advancing through the career ladder and career ladder requirements for those hired before July 1, 2005 can be found in the appendix.

3.3 Transfer Policy

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Agents interested in a transfer to another position will apply through the regular employment process. Agents must remain in their current assignment at least two years and be performing at an acceptable level before a transfer will be considered. Experience and training will also be considered as it relates to the needs of the position. Transfer candidates must compete with other applicants for vacant positions. Extension administration will make the final decision on requests for transfer.

3.4 Nepotism

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In cases where persons related by blood or marriage are both employed by Extension, neither can have supervisory or line authority over the other.

Under University policy, persons related by blood or marriage include parents and children, husbands and wives, brothers and sisters, brothers- and sisters-in-law, mothers- and fathers-in-law, sons- and daughters-in-law, uncles, aunts, nieces, nephews, and step-relatives in the same relationships.

3.5 Performance Appraisal

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Each Extension employee shall be evaluated annually for the first 5 years of employment. After 5 years, Agents' will be evaluated on a 2-year basis, unless the agent or District Director requests a yearly evaluation.

Each employee should have at least two counseling sessions per fiscal year with the District Director. At these counseling sessions there will be frank and open discussion of the program.

An administrative review process is available to employees who wish to have their performance appraisal results reviewed.

3.6 Initial Employment Period

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New regular staff employee orientation is a period beginning the date of employment and continuing ninety (90) calendar days. During this orientation period, you and your supervisor mutually assess your job performance relative to your job requirements. During this period you may not use accrued vacation leave, but may use accrued temporary disability leave (sick leave.) At any time during this period, either party may terminate the employment relationship in accordance with the University's separation from employment policy. **(See HRP&P #8.0).**

Periodic Progress Review sessions will be held with the new agent by the District Director at 3 months, 6 months and 12 months. The purpose of these reviews is to determine the progress being made in each of 14 categories. An employee's rating within a category may vary from period to period depending on expectations for the person at that point in time. At the end of each Progress Review period, the District Director will recommend appropriate actions be taken, which could include recommending training, programming changes, further counseling/coaching sessions, continuation of employment or corrective action.

3.7 Corrective Action

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Situations may occur which require appropriate corrective action which may lead to either improvement of an employee's job performance and/or conduct or, if necessary, separation. The first notification of a specific problem may be oral. In the case where oral notice does not result in correction or identifiable progress toward correction, a supervisor may notify the employee in writing of failure to meet performance requirements of the job. This action may coincide with the employee being placed on probation (not to exceed 90 days).

Further disciplinary action such as probation and/or suspension in lieu of dismissal may occur based upon the severity of the infraction or violation, in accordance with the procedures within the **Human Resources Policy and Procedure Administrative Regulations (#62)**

3.8 Dismissal

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Employment at the University is “at will,” which means that employment may be terminated at any time by either the employee or the University, in accordance with the procedures within the **Human Resources Policy and Procedure Administrative Regulations (#12)**. Separation from University employment may either be voluntary by the employee or involuntary by the University through dismissal, lay off, or abolition of the position.

Employment in the Kentucky Cooperative Extension Service may be terminated if an agent’s personal conduct or job performance is unsatisfactory.

1. Misconduct reasons, for which no advance notice of dismissal need be given, are not limited to, but include the following:
 - a. Insubordination, which includes, but is not limited to, unwillingness to perform assigned duties;
 - b. Violation of University, or Extension rules;
 - c. Falsification of the application for employment, time records, or other University or Extension records;
 - d. Any act which serves to defame or malign the reputation of the University or Extension;
 - e. Dishonesty on the job;
 - f. Imperiling the safety of University or Extension employees or the public, or possession of a deadly weapon on University or Extension property or while on University business, other than by a staff employee authorized to possess a deadly weapon (i.e., police, security, or military personnel);
 - g. Gambling on University property or while the job;
 - h. Negligent Destruction of University or Extension property;
 - i. Drug and/or alcohol abuse, or the influence thereof, or the unauthorized use or consumption of while on the job; or while on University or Extension property
 - j. Acts which constitute a violation of local, state, or federal law on University or Extension property or on the job;
 - k. Incarceration in jail following a conviction of a misdemeanor or felony by a court of competent jurisdiction, which results in missing at least five consecutive working days;
 - l. Incarceration in jail following a conviction of a misdemeanor or felony by a court of competent jurisdiction, which results in missing a least five (5) consecutive working days (see note below);
 - m. Job abandonment;
 - n. Any action or creation or participation in a situation which recklessly or intentionally endangers mental or physical health or involves the forced

- consumption of liquor or drugs for the purpose of initiation into or affirmation with any organization;
- o. Fighting and/or physical assault physical violence or threat of physical violence or University or Extension property while on the job; and/or;
 - p. Other misconduct on University or Extension property or on the job.
2. Dismissal of a regular staff employee for reasons stated in this paragraph requires documented performances as outlined in **HRP&P #62.0**. Grounds for dismissal or other corrective action may include, but not be limited to, the following:
- a. Failure or neglect to perform assigned duties;
 - b. Inappropriate or unsuitable job performances;
 - c. Inability to perform assigned duties;
 - d. Failure to act in a courteous or appropriate manner toward the public or University employees; or
 - e. Excessive absences or tardiness;
 - f. Failure to appropriately inform the unit/department head or supervisor of absences or expected tardiness.

3.9 Resignation

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To voluntarily leave “in good standing,” Extension professionals are to give the District Director a written notice at least 30 days before the last working day, an inventory of all equipment assigned to them, all keys to Extension facilities, all I.D’s, current reports, leader lists, calendar of programs, and list of upcoming responsibilities. An employee must leave “in good standing” to be eligible for future employment with the University.

3.10 Conflict of Interest Policy

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Under no circumstances should an Extension worker conduct commercial transactions of any kind which might embarrass him/herself or the Extension Service. In no case should an Extension worker place him/herself in a position to profit personally from his/her own recommendations, operate a farm or other business or activity which uses time that rightfully belongs to the job.

Areas of potential conflict of interest include:

1. Favored treatment to some clientele.
2. Unfair market competition.
3. Time competition between employee’s job (normal working hours) and outside activity.
4. Creation of employer liability.
5. Misuse of public property for personal gain.
6. Work in areas that conflict with the positive image Extension must maintain in the community to be effective.

All of the above reasons, in one way or another, may constitute a misuse of public funds. This presents a potential violation of public trust and can be grounds for dismissal.

Five key areas of potential conflict of interest and steps to follow to avoid violation are stated below.

1. Outside consulting for pay or benefit

For many years employees of institutions of higher education, because of their special knowledge, education, or research, have been involved in consulting to businesses, government, and others outside of their normal job assignment. In some instances they receive pay for these consulting services. Many institutions provide a certain number of days (paid or unpaid) per year for their employees to do such consulting. In all instances, Kentucky Extension employees are not permitted to make consultations within the state.

Steps that must be followed to consult outside the state:

- Advance approval by the state Director or his/her designee is required.
- Ensure that consulting is done by the employee as a private citizen and not as an Extension employee. This includes avoidance of use of official position in solicitations for commercial or group activities such as overseas tours, etc. The institution's name, use of facilities and materials, etc. should not be used without prearranged approval.
- Consulting shall be done on the employee's own time (i.e., approved consulting time, vacation or other approved leave time).

2. Ownership or operation of a farm or other outside business

Occasionally employees may own or operate a business when entering Extension employment, or they may acquire it after being employed. This may or may not be a potential conflict of interest with the employee's Extension job.

Steps that must be followed:

- Determine the time commitments to manage, operate, or be involved in such business. If appreciable time is required away from the Extension job, suitable arrangements need to be made (i.e., time agreements, business divestiture, or employee termination).
- The approval of the state Director or his/her designee for all businesses which appear to conflict with the employee's Extension job is required.
- Time spent on such business shall be done on the employee's own personal time (i.e., vacation or other approved leave).
- The type of business shall not unfairly compete with similar private businesses. The employee shall not have an unfair advantage over private business because of special Extension job-related knowledge he/she may have about the private business' operation.

3. Buying, selling and/or trading real estate, livestock or crops, or other commodity transactions

As a side interest, employees may become involved in trading agricultural or other commodities or futures contracts that are closely interrelated to their Extension jobs. Personal investments (stocks and bonds, etc.) would not normally fall into this category, unless they required too much time away from work.

Steps that must be followed:

- Determine if the job assignment closely involves the commodity in question. If so, does the employee's involvement present unfair competition to others trading such commodities?
- If this activity appears to conflict with time demands of the job, the approval of the state Director or his/her designee will be required.

4. Holding elected or appointed public office

The Kentucky Cooperative Extension Service does not allow its employees to hold public office.

5. Expert testimony in litigation or pending litigation

Due to the areas of expertise and nature of the work of County Extension Agents, they are frequently requested by courts of law to provide expert testimony to assist in resolving claims of dispute. The response of the agents will depend on whether they have been asked to be an unpaid expert witness or a fact witness.

The following steps outline initial response procedure for an agent regardless of whether the agent has been requested to be an unpaid expert witness or a fact witness.

- An agent contacted or subpoenaed by anyone involved in pending litigation or litigation, should advise the individual that he/she will have someone contact him/her. The agent should then contact their District Director and Jim Lawson. If Jim Lawson is not available, contact Katherine Adams of the University's Legal Office.
- A valid, duly served subpoena shall be required prior to giving expert testimony.
- A copy of a subpoena or request for records received should be immediately faxed to Jim Lawson and to the University Legal Office.
- Make every effort to avoid the appearance of any favoritism in litigation.
- Refer to the memorandum in the appendix dated June 20, 1997, subject - "Subpoenas and Expert Testimony," for further clarification of current policy.

4.0 Organizational Expectations

4.1 Agent Role

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While no two county Extension agent positions are exactly the same, there are job functions that are similar for all agents. The following responsibilities are common to all agent positions:

- Work with county people in developing educational programs designed to improve the quality of life for individuals, families and communities.
- Work as a team member in close cooperation with other county staff and state specialists in planning, implementing and evaluating programs.
- Contribute to a well-balanced total county Extension program, including Agriculture and Natural Resources, 4-H Youth Development, Family and Consumer Sciences, and Community and Economic Development.
- Provide technical research-based information to clientele.
- Maintain and utilize appropriate advisory groups, Extension Councils and County Extension District Boards.
- Identify, enlist, train, involve and recognize volunteers to help carry out program responsibilities.
- Develop collaborative relationships with other organizations and agencies within the county.

4.2 Staff Relationships

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The working relationships between professional Extension staff members, whether on a county, area, or state level, are extremely important in the pursuit of effective programming in the Kentucky Cooperative Extension Service. Each staff member must give to other staff members his or her complete cooperation and support and receive the same in order to effectively and efficiently conduct educational programs and provide technical assistance to the people of Kentucky.

These types of activities are necessary for effective staff relationships:

- Plan programs together as a total county staff
- Hold regular county staff conferences to facilitate good communications among staff members with the minutes of these meetings sent to the District Director.
- Coordinate individual efforts and programs with those of other county and district staff members
- Maintain ongoing programs as effectively as possible when vacancies occur in any of the county staff positions
- Keep other staff members informed of programs, events, etc. which are not joint program efforts

- Assist new agents in becoming acquainted with the geography and people of the county, key leadership, past and current Extension programs, the general Extension philosophy, and the mechanics of doing the job
- Request and accept assistance from area and state specialists for program planning, technical information, and teaching methods

4.3 County Coordinators for Operational Responsibilities

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To assist in effective overall county Extension programming, to expedite certain office functions, and to aid in the development of satisfactory county staff relationships, county contact agents are designated for specific operational responsibilities in certain areas, including but not limited to:

1. County Offices/Support Staff Coordinator

Secretary/Support Supervision, Affirmative Action, Office Management, Office Staff Conference

2. County Fiscal Coordinator

Fiscal Matters, Ordering Supplies, Office Petty Cash/Credit Card Management, Penalty Mail, Equipment Inventory

3. County Extension Council and Marketing Coordinator

County & Staff Extension Councils, Program Development & Reporting, Mass Media, Legislative, Student Recruitment/Ag Alumni

County coordinator assignments will rotate and are made at the discretion of the District Directors.

4.4 Professional Expectations

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The term “professional” is regularly associated with an individual Extension staff member’s approach to his or her assignment. The concept of “being a professional” is recognized as necessary to effectively fulfill Extension’s programming role.

All Extension agents must acquire and practice the following criteria and personal traits generally associated with professionalism:

- Placing service to others over personal gain
- Developing a strong sense of public responsibility
- Developing proficiency in a field of specialization and in communicating that knowledge
- Being dedicated and loyal to the University of Kentucky and the Cooperative Extension Service
- Working toward self-direction on the job
- Working toward the improvement of colleagues’ welfare
- Pursuing personal professional improvement plans
- Working within acceptable ethical standards

- Being knowledgeable of professional literature in specific Extension program and subject matter areas
- Adapting Extension methods and programs when warranted
- Exchanging information with colleagues
- Understanding and practicing the language of the Extension profession
- Creating a positive image in the community
- Belonging to and supporting appropriate professional organizations and subscribing to professional journals
- Practicing personal grooming and appropriate dress for tasks at hand

As professionals, the normal work week for Extension agents will be at least 40 hours per week and the anticipation is that the average will likely exceed 40 hours per week with no allowance for compensatory time.

Extension programs and work with other community groups and agencies will require evening and week-end hours. Agents are expected to become an integral part of the community and thus are strongly encouraged to reside in the county in which they work.

Each agent's schedule of activity and location must be recorded in the Extension Office each day. The secretary should be notified of any changes of schedule and should know where agents are at all times and when they are expected to return.

Agents must avoid work habits which could create doubt about whether they are conducting business other than Extension business during regular office hours, i.e., working at home, keeping irregular hours, conducting business other than Extension at the office, or shortening office hours to conduct personal business.

4.5 Professional Development

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The Kentucky Cooperative Extension Service is committed to enabling all professional staff to reach their fullest potential both as individuals and as members of the Extension system. By supporting staff members in professional growth, both job performance and personal satisfaction are increased.

Agents are encouraged at all times to upgrade their professional competency. This is accomplished through participation in in-service training opportunities and advanced study programs. Requests for advanced study programs will be reviewed by District Directors and Assistant Directors. Approval will be based on appropriateness of training to current job assignment, time demands of course work and performance in current position. Agents requesting advanced study benefits must submit an **Extension Individual Study Plan: Graduate Degree Approval Form** which outlines educational goals and a time table for completion.

As a full-time employee of a publically funded university, agents are eligible for a tuition waiver of up to 18 hours per year. This benefit, as well as compensation for a completed Master's, is described in section 6.1, Benefits.

Career Ladder Promotion

The Extension Career Ladder is one mechanism for encouraging continued professional growth and development of county agents. This professional promotion system rewards individuals for completing additional education and training and achieving a high level of job performance. There are four advancement categories which are referred to as: Level I, Level II, Level III, and Level IV. Criteria and standards for the Career Ladder can be found in the appendix.

5.0 Operational Policies and Procedures

5.1 Reports and Accountability

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As a tax-supported organization, the Kentucky Cooperative Extension Service is obligated to provide external stakeholders with accurate and timely accountability data. It must also maintain an information management system which provides the information it needs to make organizational development and management decisions. To meet these external and internal informational needs, all employees of the Kentucky Cooperative Extension Service are required to make appropriate contributions to these systems on a regular basis.

Each county unit is responsible for development and submission of an annual plan of work which articulates the major program thrusts upon which programming will focus in the coming year. Results of programming are communicated through Monthly Statistical Reports, Impact Statements, and an annual Report of Priority Indicators.

Management information is communicated through a monthly summary of meetings and activities, travel and leave requests, a leave report, expense vouchers, and performance appraisal documents.

All employees are expected to submit required reports by the stated due date.

Reporting Policy

Corrective action shall be taken in accordance with **UK Human Resources Policy and Procedures Number (#62)** for the failure of any Cooperative Extension Service Agent to submit required reports on a timely basis.

Any late reports will be taken into consideration with the employee's overall performance and will be reflected in the annual performance appraisal. Monthly reports are due by the 10th of the month following the report period. Corrective action can result when reports have not been submitted within 3 months of the due date. Three corrective actions during any 12 month period may result in a recommendation of termination. The quality of the reports will continue to be considered as part of an agent's overall performance.

Reporting to the Public

Reports highlighting Extension efforts shall be made by the County Extension Staff on at least an annual basis. A report should be made at the fall County Extension Council meetings. Reports should also be presented to the general public including appropriating bodies, Extension Councils, agencies, legislators and media. Accountability to the public is a continuous process.

5.2 Handling of Funds

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Extension employees shall not handle funds for individuals, groups, or organizations. This applies to all funds other than those which originate within the Extension Service. It is recognized that at times it is necessary that funds for Extension projects and activities come through the Extension office; however, agents, secretaries, and other Extension employees shall not become the custodians of these funds. Neither agents nor secretaries shall sign checks. (Guidelines for receiving and expending funds can be found in the **Operations and Management Handbook.**) The following guidelines shall be observed.

- Funds associated with programs shall be handled through the treasurer of the respective program areas i.e., Homemaker, 4-H Council, Ag Advisory Council, etc
- The Extension District Board treasurer shall handle funds not associated with the program councils. Funds from granting agencies or private donors may have as a requirement that funds be received by a non-profit organization. If this is the requirement then money can be handled through the Extension District Board. A separate fund (not a separate account) should be established to manage these dollars. If they are private funds, the Director of Extension must approve such contributions in advance [KRS 164.655(16)].
- In the event funds are collected at the Extension office, written receipts are to be issued and signed by the person receiving the funds, with one copy given to the contributor and one copy kept on file. A transmittal sheet and/or receipt is to be prepared to accompany funds when transferred to the appropriate treasurer. (*Operations and Management Handbook*)
- It is permissible to keep an office petty cash fund; however, the fund shall be kept small, not to exceed \$100, and there shall be receipts for all expenditures from this fund. Cash-on-hand plus the receipts-on-hand shall equal the initial amount of the petty cash fund.
- Extension workers shall not engage in commercial transactions involving the soliciting of orders, soliciting ads for county fairs, receiving money, and payments of bills even if such activities directly or indirectly support Extension programs. These activities should be handled by established business agencies or by special arrangements which place the business transactions in the hands of a responsible Extension volunteer or committee. Additional details are included in the **Office Procedures Manual.**
- Credit cards, cellular phones, computers, vehicles or other property leased or owned by the Extension District Board shall not be used for personal benefit by the agents.

5.3 Program Support Funds

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Many county Extension budgets include funds for program enhancement. All program areas should have allotted equal amounts of funds for these purposes. Extension agents should prepare an annual budget for the allocation of these funds. Funds for program support can be expended only after Extension workers submit receipts for legitimate expenses.

5.4 Professional Improvement Funds

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County Extension budgets may include identifiable funds for Extension agents' professional improvement. Funds thus identified may be established only if all other needs of the county Extension program are met in the budgeting process (travel, rent, secretary salary and additional agent salary, etc). Professional improvement funds may be up to but not more than \$2,000 per agent per year. Secretary or program assistants may also receive professional improvement funds (up to \$500 is suggested). Use of such funds will be restricted to expenditures for state and national meetings of agents, secretaries and program assistants associations, Epsilon Sigma Phi, other professional associations, and other professional improvement expenditures as approved by the District Director.

Agents are not permitted to use professional improvement funds to pay professional association dues. Funds budgeted for one year cannot be carried over to the next year to increase the agent's total amount over the annual guideline. Funds expended must follow the current state expenses reimbursement guidelines for travel, meals, lodging, etc.

Accounting Procedures

1. A line item account for each agent, secretary, and program assistant is to be established in the county Extension Budget for professional improvement funds.
2. An electronic request should be submitted to the District Director for use of professional improvement funds prior to participation in the event.
3. Agents and staff are responsible for keeping their account accurate and balanced.
4. Any over-spending of professional improvement funds must be repaid by the agent or other staff involved. This cannot be accomplished by transfer of funds from travel, etc. A paper trail must prove the repayment.

Attendance At Professional Meetings

All staff members are encouraged to participate in professional associations relating to their fields of training or position of assignment. Attendance at one national professional meeting per year will be approved. Travel time of one day to and from the meeting will be allowed. Time at this meeting will be on official time.

Attendance at other professional meetings will be reviewed on the merits of each case. Additional approval to attend, allowed time, possible reimbursement, etc. will be based on the agent's role at the meeting, participation at other meetings, and the effect on the county program.

Agents are allowed time without expenses for district professional improvement meetings, before or after district staff meetings, or at regularly scheduled times not to exceed one-half day per month or six days per year.

5.5 Travel

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- Travel within the State of Kentucky is permitted without prior authorization when carrying on day-to-day business of the Cooperative Extension Service, provided that the agent is traveling on their normal or usual travel funds.
- Travel associated with professional improvement funds, out-of-state travel, travel required by the University, and travel on accounts other than the agent's normal or usual funds such as for state committee, task forces and assignments, will require prior authorization.
- Prior approval by the District Director is required when traveling outside the State of Kentucky or when requesting expenses be paid from other than usual or normal funds. Requests for travel should be submitted at least 30 days in advance.

5.6 Use of Computer Resources

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Computer resources and internet services are for the purpose of conducting the business of the Cooperative Extension Service. Access to and use of these computing resources is granted to University of Kentucky Cooperative Extension Service employees for conducting official business. Appropriate, ethical and legal use of computing resources is the responsibility of each individual. Unauthorized use of computing resources will result in disciplinary action appropriate to the violation. Examples of inappropriate activities are:

- Conducting an illegal or unauthorized act
- Transferring or sharing access with other individuals
- Not maintaining the security of the system
- Spending excessive work time on the computer for personal or recreational purposes
- Accessing inappropriate or pornographic material
- Using the computer for commercial purposes

5.7 Office Appearance

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The county Extension office (provided by the county funding partner under the annual Memorandum of Agreement) is a reflection of the University of Kentucky and the College of Agriculture. To establish a setting for effective Extension education, county offices should look attractive, be equipped to provide efficient and adequate service, be easily accessible, and provide a welcoming atmosphere. It is expected that the location of the office will be convenient for the clientele to be served.

Office and Name Signs

An adequate and attractive sign(s) should be displayed outside each county Extension office and inside the building if needed to provide directions to the Extension reception office and/or agents' offices. All signs are to be consistent with the recommendations contained in *Marketing Extension Manual* and guidelines posted on the internal web site. Upon entering the office, signs should give

directions for office locations, meeting rooms, restrooms, etc. Names and titles of individual agents should be appropriately displayed on office doors and/or on desks.

Office Hours

Office hours should be posted in a visible, prominent place. Office hours may vary from one county to another, depending upon the local situation, but the office hours should be regular, convenient to clientele and consistent. Changes in office hours require the approval of the District Director.

5.8 Mail Privilege

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The authority to mail correspondence, newsletters, publications, reports, and other business-related materials is given to all Extension professionals by the Director of Extension. County Extension Agents are therefore authorized to use this mailing privilege.

All employees are responsible for the mail carrying their names and titles and must ensure compliance with regulations under the mailing privilege. Mail cannot contain personal messages, advertising, nor solicit funds under Extension's authority. First class mail is sent by metered mail and bulk mailings are by non-profit permit.

Each county is assigned an annual budgeted amount for mail by the District Director. Any amount spent over this amount will be reimbursed to the University of Kentucky by the county at the end of the fiscal year.

5.9 Equipment Inventory

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Inventory

An inventory of all equipment, furnishings, books, resource materials and important records should be reviewed annually. Separate lists should be kept for county-owned and UK-owned property.

Sale or Disposal of Equipment or Properties

1. University of Kentucky-owned: All equipment or furnishings on the UK inventory and bearing a UK property decal must be returned to UK for disposal.
2. County-owned: If an Extension District has been formed, the County Extension District Board has the power to receive and dispose of property acquired by the board under advisement by the local County Attorney. Other county-owned property can be disposed of with approval of the appropriating body which acquired the property.
3. Equipment or property received from the Federal Surplus Property Program must be returned to the Federal Surplus Property Office at UK for disposal.

5.10 Publications, Supplies, Forms

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Certain publications, CD's, DVD's, videotapes and slide sets are available through the web-based order entry system. Additional supplies must be obtained with local funds and secured from local suppliers or through the UK contracted vendor.

Suggestions for ordering from UK:

- The order entry system may be accessed through the College of Agriculture website.
- Supplies - Agents and secretaries should discuss and coordinate orders of supplies to avoid submitting several orders. The Order Entry Computer Program lists supplies available from UK and complete ordering instructions.
- Supply orders should be anticipated and placed at least two weeks before pickup or delivery by the truck on pre-set dates. Counties will be charged for supplies purchased from the Agricultural Distribution Center. There will be an annual accounting of the balance due for supplies ordered.
- Each county is sent one copy of new, revised and reprinted publications in the weekly packet and an e-mail is sent announcing the availability of new publications. Do not order anticipated publications until you have received notice of availability.
- A limited number of publications require payment. A check payable to the University of Kentucky is required when ordering these publications. Cash transactions are discouraged.
- The Agricultural Distribution Center maintains only numbered series publications. Back orders are held for annual 4-H/Youth publication orders only.

Publication Distribution

Single copies of agricultural and family and consumer sciences publications are available to individuals, schools and other agencies, along with permission to reprint. Should organizations not affiliated with Extension request copies, it is our policy to distribute publications to the group on the basis of one copy per family. Vocational instructors **must** obtain publications directly from the County Extension Agent. Vocational instructors will be given camera ready copies of publications with permission to reprint. A charge is made for some publications and this cost should be passed on to the individuals or organizations using the publications. Publications are printed on a "demand" basis and only a small quantity is kept at county Extension offices.

4-H/Youth Development and EFNEP publications are distributed through County Cooperative Extension offices for use in organized 4-H/Youth Development programs, clubs or groups. Distribution is not intended for the general public, but for leaders, teachers and 4-H/Youth Development participants.

5.11 Maintenance of Records and Office Filing System

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For the County Extension Office to function properly, good records must be kept in a convenient location for all persons using them. However, it is not necessary to maintain all records forever.

Recommendations on records to maintain and length of time to keep records are found in the *Filing Guide for Kentucky Cooperative Extension Service County Offices* located in the *Secretary's Manual*.

5.12 Radio and Television Programs

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Radio and television are valuable communication tools. The following guidelines should be observed by Extension personnel.

- It is preferable that stations allot public service time for programs to employees of the Cooperative Extension Service.
- Agents should be clearly identified on each program as employees of the University of Kentucky Cooperative Extension Service.
- Extension agent's positions and responsibilities should be fully understood by the station manager or program director.
- Agents should avoid becoming too closely allied with a particular station or product.
- Extension personnel should limit their program effort to the promotion of Extension educational information and related programs. They should not serve in the role of staff member of the station, handling programs out of their field (such as being a disc jockey, weather, market, or sports reporter) at any time construed as "normal" working hours.

Commercially Sponsored Radio and Television Programs

Extension Service personnel will be allowed to use commercially sponsored time for their educational radio and TV programs with the following stipulations aimed at safeguarding the Extension Service from endorsing or appearing to endorse specific commercial products:

- Participation will not be approved on any program that may lead the public to believe that the sponsor is making the time available on the air as a means of obtaining special consideration from the Extension Service.
- The Extension Service cannot be put in the position of directly or indirectly endorsing or calling attention to any firm or its product. The program of the Extension Agent must, therefore, clearly avoid endorsement. A disclaimer is not considered a sufficient safeguard. An Extension worker shall neither participate in nor supply statements for use in a commercial program if what he/she says or the materials he/she prepared seem to be an endorsement of the sponsor's product or services.
- The Extension Service will maintain full control of subject matter presented by its employees and must be free to present information or recommendations without influence by the sponsor.
- All arrangements concerning participation in commercial sponsored broadcasts will be carried out by the Extension Service with the radio station management and not through the sponsor or some other advertising agent.

- Extension Agents are advised to use a disclaimer statement if they feel such is to their advantage. Example: “It is the intention of the Cooperative Extension Service to present this program information based on research. It is not the policy of the Extension Service or its employees to endorse any particular brand or product.”

5.13 Political Activity

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The Kentucky Cooperative Extension Service does not allow its employees to hold public office. The Extension Service is charged with the responsibility of working with all people. Active participation in political activities can serve as a deterrent to carrying out this responsibility.

Communication with public officials for the purpose of developing support for the Extension program is primarily the responsibility of the Extension leadership. Extension employees are to facilitate and support that effort. Contact with state and federal officials to solicit financial support for Extension should always be coordinated with the Extension Director’s office.

Extension employees are expected to keep the Director’s office apprised of any communication with public officials at the state and federal levels. Preferably, the Director’s office should be informed in advance.

The same procedures should be observed in communication with other colleges and departments of state and federal government.

5.14 County Fairs

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Extension agents should serve in advisory capacity to the County Fair Board. They should neither serve as a voting member of the Fair Board nor serve as an officer. The solicitation of advertising and the printing of the fair catalog is not the duty of the Extension agent. The amount of time an agent spends working with a county fair should be proportionate to the educational value of the fair to the Extension program in the county.

5.15 Other Agency Requests

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Questionnaires, project proposals, mailing lists

Extension agents are often requested by representatives of other agencies to complete questionnaires, sign project proposals, supply mailing lists, and endorse programs. Agents are not free to sign documents, complete questionnaires, endorse programs, supply mailing lists or agree to devote significant blocks of time to another agency unless it is in accord with the provisions of an understanding agreed to by the Extension administration and the other agencies, in advance of the request. Therefore, agents should not automatically respond to questionnaires from other agencies and organizations without administrative clearance from the District Director.

6.0 Benefits

The information contained in this section is not a part of the employment contract with the University. Reference should always be made to official federal and University documents. The **Human Resources Policy & Procedure** sections referenced below may be viewed online.

It is the intent of the University to provide a benefits program with a broad foundation upon which employees can build for their security and well-being. The University reserves the right to seek quotations and/or competitive bids as well as modify, change, or eliminate these programs and plans as deemed appropriate and in the best interest of the University and its employees. Benefits coverage is governed by the specific contracts that are issued and provided after enrollment. The eligibility of employees for certain benefits may be based on employment status, date of employment and/or geographical location.

Employees can make changes in insurance programs during open enrollment. These time periods provide the opportunity to change plans, increase or lower the amount of coverage or enroll in a program in which you had waived coverage earlier. Open enrollment is generally in April-May for University benefits and November-December for Federal benefits.

6.1 Educational Benefits

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UK Tuition Waiver (Human Resources Policy & Procedure #51)

Employee Education Program (EEP)

The Employee Education Program (EEP) allows full-time University of Kentucky employees to take up to 6 credit hours each semester (or 8 hours if the class has a lab) tuition free with the understanding that regular working hours missed will be made up at a later time. Only 3 of the hours may be taken during the 8:00 a.m. - 5:00 p.m. (Monday through Friday) time frame. Employees are eligible for a maximum tuition waiver of 18 hours per year. Courses taken shall not compromise the efficiency of any University organizational unit. To receive the tuition waiver, agents must submit a copy of the UK Employee Educational Program Form to their District Director prior to the deadline (10 days prior recommended) posted each semester. Classes may be taken at the University of Kentucky, Lexington Community College, state supported regional universities, or the Kentucky Community and Technical Colleges. UK tuition waiver forms and deadlines are available online. Agents who enroll in classes at universities other than UK will still complete the UK Employee Educational Program Form and also any forms required by the institution they elect to attend. Agents are responsible for finding out what forms are needed and the deadlines that are to be followed to ensure the tuition waiver is granted.

Family Education Program (FEP)

The Family Education Program (FEP) allows the employee to transfer their education benefit to a child (up to age 25) or spouse/partner in the form of a tuition discount on undergraduate classes. The amount of discount depends on the number of years the employee has worked as follows:

- 10% - 1 or more years
- 20% - 2 or more years
- 30% - 3 or more years
- 40% - 4 or more years
- 50% - 5 or more years

While the EEP can be used at any state-funded Kentucky college, the FEP can only be used at UK.

The EEP and the FEP cannot be used simultaneously. In other words if an employee is using the EEP to take classes, there would not be a benefit for family members until the employee is no longer using the benefit themselves. If both spouses/partners are employed by UK, the tuition discount can be combined. The FEP is only good for undergraduate coursework and for one individual at a time (ie. if two children are attending UK at the same time, only one would get the discount.)

Compensation for Master's Degree

Agents acquiring a Master's degree while on the job will receive a salary adjustment for this achievement. The exact amount awarded may be adjusted periodically as economic and budget situations warrant. Compensation for a Master's degree is predicated on an approved advanced study program having been developed. Agents requesting advanced study benefits must submit an **Extension Individual Study Plan: Graduate Degree Approval Form** which outlines educational goals and a time table for degree completion.

6.2 Leave

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Study Leave

The purpose of study leave is to provide opportunities for professional growth and development which will enhance the employee's service to the University. After six years of continuous service, an agent may apply for one year's leave at half salary or six months leave at full salary. After three years of continuous service, an agent may apply for six months leave at half pay. To request study leave, an agent must review his/her individual study plan with the District Director. A letter of explanation, the individual study plan and the Study Leave Request Form (Personnel #1) must be submitted to the District Director following the initial review.

Study leave must be approved by the UK Board of Trustees. Study leave is granted with the understanding that the employee, following the leave of absence, will continue service at the University for at least one year. County positions can be held for agents on study leave for six months. The prospect for holding a county position vacant for a year because of a full-year study leave will be determined before approval of the study leave. In general, holding a county position open for a year is discouraged.

Special Leave (*Human Resources Policy and Procedure #85*)

Agents may be authorized for special leave for reasons other than those normally provided by policies within this handbook. The primary consideration for authorizing such special leave shall be the best interest of the University.

Special leave may include reasons such as necessary additional education, care of a relative in the immediate family (provided temporary disability leave and/or FMLA is not applicable), attendance at a professional meeting, or service temporarily with an outside agency. Other leaves may be considered as requested, whenever special circumstances exist.

The President or, the provost may grant special leave with pay for a period not to exceed 30 days. A leave of absence with pay for more than 30 days must be approved by the Board of Trustees.

The President or the provost may approve special leave without pay. Ordinarily such leave shall not be granted for a period in excess of one year.

Vacation Leave (*Human Resources Policy & Procedure #80*)

Agent vacation leave is accrued at the rate of 1.83 days per month or twenty-two days per year. Three months of employment are required before vacation leave can be used. Planned leave time is to be approved in advance by the District Director. Vacation leave is earned on a July 1 to June 30 fiscal year. Up to one year's worth (22 days) of vacation leave can be carried over to the next year. Vacation leave accrued by June 30 must be taken by June 30 of the following year or it will be forfeited.

Current vacation leave (not to exceed 22 days) can be paid as terminal leave upon resignation or retirement. Terminal vacation will not be paid if you leave employment within the first three months.

Temporary Disability (Sick) Leave TDL (*Human Resources Policy & Procedure #82*)

Extension employees shall be granted temporary disability (sick leave) leave for the necessary period that you suffer a temporary sickness or incapacitation making you unable to perform your assigned duties.

Paid temporary disability leave accrues at the rate of one day per month. Paid TDL allowance is earned for a month when employment commences on or before the fifteenth day of the month. No TDL accrues before the fifteenth day of the month. As a continuing employee, the one day of temporary disability leave earned each month is available for use after the fifteenth day of that month. There is no maximum amount of paid temporary disability leave which can be accumulated.

TDL can be used to care for an immediate family member if UK guidelines are met. For complete information, refer to the policy noted above.

Conversion of Temporary Disability Leave to Vacation Leave

Regular employees who have accrued a minimum of 66 TDL days have a conversion option for extra vacation leave. An eligible employee may voluntarily convert accrued TDL days for vacation days on an annual basis. The employee must have a minimum balance of 66 TDL days after the conversion takes place. Only accrued days in excess of 66 may be converted. One vacation leave day shall be acquired for each three TDL days surrendered. A maximum of 12 TDL days may be converted in any one fiscal year. One extra day of leave can be earned for perfect attendance. The conversion can only occur during July. **See Human Resources Policy and Procedure #87.**

Unused Temporary Disability Leave At Retirement

A federal employee who retires on an immediate annuity (or who dies leaving a widow or widower entitled to a survivor annuity) has his/her service time increased by the days of unused sick leave to his or her credit. For UK Extension employees (not on federal appointment and employed prior to 7/1/95), there are several choices for use of unused TD leave at retirement. Among these, employees may receive a lump sum payment for up to 22 days of unused sick leave and receive service credit for the remaining days. Employees must have a minimum of 66 days accumulated unused sick leave in order to take advantage of this policy. **Refer to Human Resources Policy & Procedure #87.** For UK Extension employees (not on federal appointment) hired after 7/1/95, there is no payment for unused TD leave. However, it may be used to increase service time.

Family Medical Leave (FML) HR Policy and Procedure #88 or Administrative Regulation (AR) II 1.1-12

The family medical leave policy (FMLA) provides employees with up to 12 work-weeks of job-protected leave in a 12-month period for certain family or medical reasons. To be eligible, an employee must have worked at UK for at least one year and, over the previous 12 months, have worked at least 1250 hours.

FML shall be granted for any of the following reasons:

- to care for your child after birth;
- for placement for adoption or foster care;
- to care for your spouse, son or daughter, or parent who has a serious medical condition; or
- a serious health condition that makes you unable to perform your job.

Accrued vacation and temporary disability leave must be substituted for unpaid leave in accordance with the personnel policies that are applicable to those leaves. An employee shall provide advance notice when the leave is "foreseeable".

Holiday Leave (Human Resources Policy & Procedure #83)

Eight holidays are designated as paid leave days. They are New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), and Christmas. In addition, four special "bonus" leave days will be granted between Christmas and New Year's Day (Extension Offices close during this time). Presidential Election Day every four years is also granted as a holiday.

Funeral Leave (Human Resources Policy & Procedure #84)

An Extension Agent shall be allowed funeral leave with pay in accordance with University policy. The amount of leave depends on the employee's relationship to the deceased and the required travel distance. To clarify the amount of funeral leave allowed, please refer to the University policy by clicking on the link above.

Jury Duty (Human Resources Policy and Procedure #73)

Each employee should fulfill his/her obligation as a citizen when called on to do so. An employee serving on jury duty will do so with no reduction in pay. Payment for jury duty is to be retained by the employee.

Uniformed Services Leave (Military Leave) (Human Resources Policy & Procedure #75)

Employees who must fulfill a uniformed services obligation, either active duty or training, shall be granted Uniformed Services Leave.

6.3 Insurance Plans

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UK Health Insurance

Extension employees not on federal benefits are eligible for University of Kentucky health insurance plans. Employee premiums are deducted on a pre-tax basis.

Federal Health Insurance

Extension employees who have federal retirement have the option of choosing health coverage from several federal plans. Employee premiums are deducted on a pre-tax basis. Employees on federal benefits can also elect to sign up for UK supplemental plans such as dental and eye insurance and other voluntary benefits.

UK Life Insurance

Regular full-time employees receive basic life insurance in the amount of one times (1x) their salary at no cost. Additional life insurance may be purchased by the employee to raise the amount of coverage or for spouse or dependents. The life insurance coverage is effective the first day of employment and ends the last day of employment. (Exception: persons employed before August 1, 1965, have a \$5,000 policy that continues after retirement.)

Federal Employees Group Life Insurance

Extension employees who have federal retirement are eligible for Federal Employees Government Life Insurance.

Additional Insurance

Other voluntary UK benefits are available including Accidental Death and Dismemberment insurance, Long-term Care, Short-term Disability, Universal Life, Auto/home insurance, and pet insurance.

6.4 Tax Sheltering

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Flexible Spending Account Program

This program allows employees to use pre-tax dollars to pay for eligible health care and dependent care expenses that are not paid by an insurance plan and are considered tax deductible.

Any money left in the employee's account at the end of the plan year (June 30) must be used by September 15 or be forfeited.

6.5 Worker's Compensation

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Worker's Compensation Human Resources Policy and Procedure #96.

Employees are entitled to Workers Compensation benefits prescribed by state statute for injury, occupational disease, or death, without regard to fault, if it occurs as a result of employment. Any on-the-job injury must be reported to your supervisor immediately. This coverage is automatic with employment and is free. Coverage is effective only during the performance of job duties.

6.6 Retirement Plans

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Retirement plan participation is generally dictated by date of employment.

UK Retirement

Extension agents hired after July 1, 1987 participate exclusively in UK Retirement unless they transferred from another federal agency or have creditable federal service within five years prior to their employment with Kentucky Extension. Employees contribute 5 percent of their salary to the UK Retirement Plan which is matched by the University of Kentucky's contribution of 10 percent. For employees who are at least 30 years old, participation in the retirement plan is mandatory.

Federal Employees Retirement Systems (FERS)

Extension employees hired between January 1, 1984 and June 30, 1987, became part of the new Federal Employees Retirement System (FERS). Employees in this classification waived the right to transfer into the University of Kentucky retirement system that was permitted during June 1987. FERS employees are covered under a three-tier retirement plan that includes Social Security, Basic Benefit Plan, and the Thrift Savings Plan. More information on FERS retirement is available from the Agriculture Human Resources Office.

Civil Service Retirement System (CSRS)

Extension employees hired before January 1, 1984 are enrolled in the Civil Service Retirement unless a transfer into Federal Employee Retirement System (FERS) was made between July 1, 1987, and December 31, 1987. More information on CSRS retirement is available from the Agriculture Human Resources Office.

Thrift Savings Plan (TSP)

Both CSRS and FERS employees are eligible to participate in the Thrift Savings Plan. CSRS employees can contribute a maximum of five percent of salary into TSP. Contributions are not matched by the employer. FERS employees can contribute a maximum of ten percent into the TSP. The first five percent is matched by UK. All money invested by CSRS or FERS employees in the TSP is tax-deferred.

CSRS and FERS employees are eligible to participate in the UK Retirement Plan on a voluntary basis. In addition to the basic retirement plan provisions described above, employees have the option to contribute additional tax-deferred dollars to supplemental retirement annuities or to a state deferred compensation plan.

6.7 Other Benefits

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Employees are encouraged to visit the [UK Benefits website](#) for a complete listing of all benefits.

Appendix

MEMORANDUM

TO: Extension Specialists Department Chairs/Unit Directors County Agents
Area Program Directors

FROM: C. Oran Little

DATE: June 20, 1997

SUBJ: Subpoenas and Expert Testimony

This memorandum is an attempt to provide some guidance to you whenever you are approached by attorneys or other individuals who are seeking assistance in the form of expert testimony in pending litigation. Most often, this request for assistance will come in the form of a subpoena directing you to appear for a deposition or to testify in a trial. Given the nature of your work and your areas of expertise, I think we can anticipate that these requests for assistance will continue in the future. After discussing this carefully with the University's Legal Office, I have prepared this memorandum to provide you some guidance in this area. As always, please seek any additional guidance as needed by contacting Jim Lawson. If Jim is not available, Katherine Adams of the University's Legal Office has agreed to provide advice to you regarding this matter.

The manner in which you approach requests for assistance from attorneys depends upon whether you have played any role in the matter that is the subject of the litigation. If you have played no role in the litigation, then the attorney may be asking you to be an unpaid expert witness. This generally occurs when an attorney asks the agent or specialist to review and analyze facts involved in the controversy or lawsuit and provide detailed expert opinions. Unfortunately, this means you become an expert for one party. This places you squarely between the two parties and makes it appear you are favoring one party over the other. I believe this is contrary to the role of the Extension Service. In keeping with our mission, agents and specialists should be factual resources for the community. This does not mean that you can never be involved in litigation, but means that you must be careful to avoid becoming an expert for one party. If you are contacted by an attorney, company, insurance agent or a party in litigation, advise the individual that you will have someone contact him/her. Then contact Jim Lawson.

Often, the request for assistance involves a case in which an agent or specialist, as a part of his or her regular duties, may have provided an opinion or an analysis. Examples would be where an agent or specialist had been asked by a farmer to provide an opinion on possible damage to a crop as a result of drift from a herbicide, on whether a product has performed up to its expectations, or whether damage or injury to crops or livestock may be related to the use of a product. In these situations, the agent or specialist would be a fact witness. As a result, the attorneys involved in the

case will frequently want to interview you in anticipation of taking your deposition or asking you to testify at trial. Also, as a part of the interview process, the attorneys may ask to review any report that you have prepared in connection with the matter under investigation or to review any notes or photographs that you prepared regarding the matter. Generally, your files, including any notes or photos, can be discovered in civil litigation if you are served with a subpoena. The attorneys can also obtain copies of most of the documents in your file through an Open Records Request pursuant to state law, although preliminary notes are not generally subject to the Open Records Act.

In these cases where you have provided an opinion or analysis as a part of your job, you should make it clear to the attorneys that you are a fact witness. You can advise the attorney that the Extension Service will need to be compensated at an hourly rate that fairly reimburses the University for your time. You should advise the attorneys that you will be happy to talk about the role of the Extension Service, any report that you have prepared and what you have done. You should also advise that you understand that the documents in your file could be produced pursuant to subpoena, but that to avoid the appearance of any favoritism in litigation, that you have been advised that you may not voluntarily produce any documents from your files. You should also advise the attorney that, since you are a fact witness, you are equally available to talk to any other party in the litigation, on the same terms and conditions.

As you are aware, we have had a long standing policy that agents and specialists are not permitted to consult within the state of Kentucky. If the matter involves a case outside Kentucky then you should follow the steps outlined in the policy regarding consultations.

I trust that the information in this memorandum will be useful as a general guideline. As noted above, you should always contact Jim Lawson at (606) 257-3879 or Katherine Adams at (606) 257-2936 when you are contacted by attorneys or others regarding litigation or threatened litigation. A copy of any subpoena or request for records that you receive should be immediately faxed to Jim at (606) 323-3842 and to the University Legal Office at (606) 323-1062.

COL:pgp

C: Katherine Adams Associate Deans

Correspondence witness.mem

Professional Promotion Procedures for County Extension Agents

Cooperative Extension Service, College of Agriculture, University of Kentucky

Introduction

County Extension Agents are professional educators who work collaboratively with faculty, specialists, associates and clientele in carrying out educational programs of the Cooperative Extension Service in all counties of the Commonwealth. The Cooperative Extension Service is the primary outreach arm of the University of Kentucky. In accomplishing the University's outreach mission, Extension agents are expected to develop and conduct educational programs that meet the needs of individuals and communities across the state.

One of the most important factors in ensuring the success of the Cooperative Extension Service involves the employment, development and retention of high quality personnel. One mechanism for encouraging continued professional growth and development is through the implementation of a professional promotion system. Such a system outlines specific expectations of different stages of professional development and employee performance, and thus provides the motivation that encourages professionals to achieve a high level of performance.

Often referred to as a "career ladder," an agent professional development system rewards individuals for securing additional education and training, as well as for outstanding job performance and experience gained through Extension program development. The result is that the Cooperative Extension Service will advance and retain the best qualified individuals who will develop into top notch professionals carrying out the highest quality educational programs. This high level of performance will reflect positively on the University of Kentucky Cooperative Extension Service and will have a positive impact on the lives of individuals, families and communities.

Titles

Four titles are used to describe Extension agents. These titles are for internal use and are not intended for use with the public.

The four advancement categories are referred to as:

- Level I
- Level II
- Level III
- Level IV

Promotion Criteria and Standards

There are two tracks for advancement in the career ladder. Track A applies to employees hired July 1, 2005 or after. Agents employed before July 1, 2005 can advance through Track A, Track B, or they can start in Track B and then switch to Track A. The criteria and minimum standards for each track are spelled out in the following table.

Agent Professional Promotion System: Criteria and Standards			
Grade Level	Requirements	Track A <i>(If start date is on or after July 1, 2005, agent must advance within track a)</i>	Track B
I	Formal Education	Bachelor's degree <i>(*must be promoted by end of year 5)</i>	Bachelor's Degree
	Professional Development	N/A	
	Service		
	Performance		
II	Formal Education	12 hours in approved graduate program	N/A
	Professional Development	<ul style="list-style-type: none"> • New Agent Orientation • All sessions of core training • State and Regional Extension conference training • At least 48 hours of in-service training 	<ul style="list-style-type: none"> • State and Regional Extension conference training • At least 48 hours of in-service training
	Service	≥ 3 years	≥ 8 years
	Performance	≥ 3 rating on last performance evaluation	≥ 4 rating on last 3 years of performance evaluations
III	Formal Education	Master's Degree in an approved program of study	Bachelor's Degree
	Professional Development	<ul style="list-style-type: none"> • State and Regional Extension conference training • At least 72 hours of in-service training since promotion to Level II 	<ul style="list-style-type: none"> • State and Regional Extension conference training • At least 72 hours of in-service training since promotion to Level II
	Service	≥ 8 years	≥ 20 years
	Performance	≥ 4 rating on 3 of the last 4 years of performance evaluations	At least one 5 rating over the previous 5 years
IV	General Criteria	<p>Agents admitted to this grade will be recognized for outstanding performance through demonstration of these characteristics:</p> <ul style="list-style-type: none"> • Leadership: recognized as a leader among peers • Program Accomplishments: documented success in serving clientele of the county and beyond • Teamwork and Organizational Support: recognized as a strong proponent of teamwork in the county and with program peers, specialists, and administrators; support of CES, College, and UK • Contributions beyond county to the program and organization 	<p>Agents admitted to this grade will be recognized for outstanding performance through demonstration of these characteristics:</p> <ul style="list-style-type: none"> • Leadership: recognized as a leader among peers • Program Accomplishments: documented success in serving clientele of the county and beyond • Teamwork and Organizational Support: recognized as a strong proponent of teamwork in the county and with program peers, specialists, and administrators; support of CES, College, and UK • Contributions beyond county to the program and organization

Agent Professional Promotion System: Criteria and Standards			
Grade Level	Requirements	Track A <i>(If start date is on or after July 1, 2005, agent must advance within track a)</i>	Track B
	Formal Education	Master's degree in an approved program of study (required), plus: <ul style="list-style-type: none"> Evidence of further professional or academic training (desirable) 	Bachelor's Degree (required), plus: <ul style="list-style-type: none"> Evidence of further professional or academic training (desirable)
	Professional Development	<ul style="list-style-type: none"> State and Regional Extension conference training At least an average of 10 hours per year of in-service training since promotion to Level III Evidence at the highest level of additional professional development experiences such as: (1) study leave that results in significant enhancement of knowledge and skills, (2) a significant role in the development and/or delivery of new educational materials or programs that are used beyond the person's county, (3) supervision of interns or mentor for new agents, (4) completion of a significant professional certification or in-service training program, and/or (5) participation in a professional international assignment 	<ul style="list-style-type: none"> State and Regional Extension conference training At least an average of 10 hours per year of in-service training since promotion to Level III Evidence at the highest level of additional professional development experiences such as: (1) study leave that results in significant enhancement of knowledge and skills, (2) a significant role in the development and/or delivery of new educational materials or programs that are used beyond the person's county, (3) supervision of interns or mentor for new agents, (4) completion of a significant professional certification or in-service training program, and/or (5) participation in a professional international assignment
	Service	≥15 years	≥ 30 years
	Performance	At least one 5 rating since the Career Ladder was implemented July 1, 2005	At least one 5 rating since the Career Ladder was implemented July 1, 2005
	Peer Review	<ul style="list-style-type: none"> Positive recommendation of a peer review committee named by the Associate Director (to be composed of agents who have attained Level IV) Approval of the Dean and the Associate Director of the Kentucky Cooperative Extension Service 	<ul style="list-style-type: none"> Positive recommendation of a peer review committee named by the Associate Director (to be composed of agents who have attained Level IV) Approval of the Dean and the Associate Director of the Kentucky Cooperative Extension Service

Note: All requirements outlined in this document are subject to further review and future revision.

**Applies to employees hired on or after July 1, 2005*

Incentive

There is a monetary promotion incentive when a person moves from one level to the next. Although standard incentive amounts have been established for advancement at each level, the amount of the incentive may vary from year-to-year depending upon the resources available.

Application Process

The application provides information as to how the agent meets the criteria for promotion established for each level. It is the responsibility of the agent to apply for consideration for promotion to the next level. The application will guide that process.

Timeline for Applying

The completed application must be submitted to the District Director no later than February 1 in the year in which the agent is requesting promotion. The District Director will forward the application to the Assistant Director for Program and Staff Development. Promotions will be effective July 1 of that year.

Final Decision

The final decision on promotions will be made by the Dean and Associate Director of the Cooperative Extension Service.

Peer Review Committee

A Peer Review Committee is appointed to review applications and recommend to the Associate Director persons qualified for promotion to Level IV. The final decision on promotion will be made by the Dean and the Associate Director after reviewing the application, the committee recommendation, and the input of Cooperative Extension administration. The committee is composed of five agents who have already been promoted to Level IV. They are from different parts of the state and from the different program areas. Committee members will be appointed for three-year terms with persons rotating on and off each year. The review process of the committee is established by the Associate Director of the Cooperative Extension Service.

Appeals Procedure

Agents have the right to present grievances concerning promotion decisions. Agents are encouraged to seek resolution of concerns through established supervisory channels, however if the matter cannot be resolved satisfactorily, the agent may seek a hearing by an Appeals Committee appointed by the Director.

Implementation

1. Persons employed July 1, 2005 or after must be promoted to Level II within five years of the first July 1 after initial employment or their employment will be terminated. This provision will not apply to persons hired before July 1, 2005. Exceptions to the five-year period can be requested for such reasons as family medical leave or military leave.
2. Only Extension experience in an agent, associate or specialist position will count as service time for purposes of promotion. This experience can be from any state Extension Service. Non-Extension work experience will not count toward promotion. Even though Extension service time in other states will be counted, required performance ratings must be with the Kentucky Cooperative Extension Service.
3. Agents who are working toward completion of a Masters must have been admitted into an approved graduate program in a subject matter discipline relevant to the agent's Extension position (as judged by the District Director and the appropriate Assistant Director). To meet the 12 hour requirement, the hours must count toward the approved Masters.
4. The number of in-service training hours taken each year should represent a reasonable amount of time for agents to be away from their county (typically 20 to 40 hours) and the training should be directly related to the agents' program area.

05-09