EXTENSION MANUAL

University of Kentucky
Cooperative Extension Service

A reference on policies and procedures for Extension agents

Cooperative Extension Service
University of Kentucky
College of Agriculture

Revised 2000
References will be made to the University of Kentucky Policy and Procedure Manual in different sections of this manual.

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1. INTRODUCTION

1.1 VISION AND MISSION

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

**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 blacks 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

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

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 Taxing 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

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

The Cooperative Extension Service is an integral part of the University of Kentucky. It is the unit established to provide a link with 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 the source of new technology generated through continuous research. This new technology becomes the 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 effect a joint Extension program at the county, area 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 Rural 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 rural and economic development. Assisting in the development of these programs are Extension Specialists in subject matter roles.

Personnel Officer
Responsible for personnel management and coordination of recruitment, selection, and placement.

Specialist in Employee Relations
Administers benefits programs, processes personnel actions, handles workers’ compensation claims, serves as equal employment opportunity counselor, maintains personnel records, conducts training in benefits programs, and processes family and medical leave requests.

Area Program Directors
For administrative and programming purposes, the Extension Service is divided into 14 Extension areas, each with an Area Program Director. Major responsibilities include:

1. Provide leadership for 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.

Department Chairs
The College of Agriculture has eleven subject matter departments: Agricultural Economics, Agronomy, Animal Sciences, Biosystems and Agricultural Engineering, Entomology, Forestry, Horticulture, Landscape Architecture, Plant Pathology, Sociology, and Veterinary Science.

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

The College of Human Environmental Sciences has department chairs and specialists in the departments of Family Studies, Nutrition and Food Science, and Human Environment, Design and Textiles.
State Specialists
More than 100 state specialists in the College of Agriculture and the College 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 385 persons are County Extension Agents for Agriculture and Natural Resources, Family and Consumer Sciences or 4-H/Youth Development.

Paraprofessionals
Paraprofessionals are assigned to work in a specific program (EFNEP, 4-H, Small Farm, FDM, etc.) and are under the supervision of a specified County Extension Agent. 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 by performing all duties relating to efficient office operation.
Other Related Units
Additional Organizational Units or services within the College of Agriculture include: Agricultural Communications Services, Division of Regulatory Services, Livestock Disease Diagnostic Center, Dairy Herd Improvement/Dairy Records Program, Beef Performance Testing Program, Forage Analysis, Plant Disease Diagnostic Laboratory, Insect and Weed Identification, Integrated Pest Management, and Nursery Inspection Program.

2. CIVIL RIGHTS/EQUAL OPPORTUNITY/RELEVANT LEGISLATION

2.1 EQUAL OPPORTUNITY ORGANIZATIONAL POLICY

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

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 underrepresented, 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 of sex. Extension programs are open to all regardless of gender.

2.3 TERMS RELATED TO CIVIL RIGHTS COMPLIANCE

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

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. The University policy on sexual harassment and the complaint procedure are available on the University web site.

2.5 DISCRIMINATION COMPLAINT PROCEDURE

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)

UK Equal Opportunity
Room 8 Administration Bldg.
University of Kentucky
Lexington, KY 40546
(859-257-8927)

2.6 COUNTY AND STATE CIVIL RIGHTS PLANS

The Kentucky Cooperative Extension Service requires the development of comprehensive civil rights plans at the state and county levels. These written plans serve as guides for insuring equal opportunities in employment and Extension educational programs. Civil rights plans are written at the county level in conjunction with the Plan of Work. More information regarding county civil rights plans can be found at [http://www.ca.uky.edu/agpsd/diversit.htm](http://www.ca.uky.edu/agpsd/diversit.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.

2.7 STATE STATUTE FOR 4-H

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. EMPLOYMENT

3.1 EMPLOYMENT REQUIREMENTS

Agents are recruited, screened and selected through the College of Agriculture Personnel Office. A minimum of a Bachelor’s Degree is required to obtain an agent’s position. Master’s degrees are preferred. Applicants must have achieved a minimum grade point average of 2.5 (4.0 scale). 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 Area Program Director will receive input from the County Extension Council, program leadership and local agents. The input will center around the program needs and the desired skills and experiences of the new agent. Legal considerations will be explained. County input will be utilized in the selection process.

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

3.2 TRANSFER POLICY

Vacancies will be announced through an official posting letter from which transfers may be requested. Employees should expect to remain in their current assignment at least two years and to 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 external applicants for vacant positions. Extension administration will make the final decision on requests for transfer.

3.3 NEPOTISM

Extension agents related by blood or marriage may not be employed in the same county. In a case where persons related by blood or marriage are employed in the same area, 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.

3.4 PERFORMANCE APPRAISAL

Each Extension employee shall receive a performance appraisal annually for the first 5 years of employment. After 5 years, Agents appraisal will be conducted on a 2-year basis, unless the agent or Area Program Director requests a yearly performance appraisal.
Each employee should have at least two counseling sessions per fiscal year with the Area Program 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.

3.5 INITIAL EMPLOYMENT PERIOD

The new employee probation period begins with the date of employment and continues ninety calendar days. During this probationary period, the agent and Area Program Director mutually assess the agent’s job performance relative to the job requirements. During this period the agent may not use accrued vacation leave, but may use accrued temporary disability leave (accumulated 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.

Periodic Progress Review sessions will be held 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 Area Program Director will recommend appropriate actions be taken, which could include recommending training, programming changes, further counseling/coaching sessions, continuation of employment or disciplinary action.

3.6 DISCIPLINARY ACTION

Situations may occur which require appropriate disciplinary 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 disciplinary 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).

3.7 DISMISSAL

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 firearm on University or Extension property other than by a staff employee authorized to possess a firearm (i.e., police, security, or military personnel);
   g) Gambling on the job;
   h) Destructive negligence 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;
   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) Job abandonment;
   m) 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;
   n) Fighting and/or physical assault while on the job; and/or;
   o) Other misconduct on the job.

2. Job-related performance reasons for dismissal may include, but not be limited to the following:

   a) Failure, neglect, or inability to perform assigned duties;
   b) Excessive absences or tardiness;
   c) Failure to appropriately inform Area Program Director of absences or expected tardiness;
   d) Failure to act in a courteous or cooperative manner toward the public, other Extension or University employees;
   e) Job-related performance.
3.8 RESIGNATION

To voluntarily leave “in good standing,” Extension professionals are to give the Area Program 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. and Civil Service Cards (if appropriate), 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.

3.9 CONFLICT OF INTEREST POLICY

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 Area Program 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 Dean C. Oran Little’s memorandum in the appendix dated June 20, 1997, subject - “Subpoenas and Expert Testimony,” for further clarification of current policy.

4. ORGANIZATIONAL EXPECTATIONS

4.1 AGENT ROLE

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 Rural 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.
- Carry out the elements of a County Extension Program. (Refer to “Elements” in appendix)
4.2 STAFF RELATIONSHIPS

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 Area Program Director
- Coordinate individual efforts and programs with those of other county and area 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 CONTACT AGENTS

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:

- Fiscal matters (County Budget and District Board)
- Secretarial supervision
- Office appearance
- Affirmative Action and Title IX
- All combined plans and reports (i.e., County Plans of Work, Report to the People, Civil Rights Plan, etc.)
- Office staff conference
- Ordering supplies
- Supply truck contact
- Receive and disseminate Agricultural Communications packets
- Office funds (petty cash)
- County Extension Council and other county program councils
- Area Extension Council and other area program councils
• Inter-office and staff communications
• Student recruitment
• Ag Alumni Association
• Inter-agency meetings
• Computers
• Maintain and update the county web page.
• Radio
• Newspaper
• Penalty mail and postage
• Marketing Extension (public relations)
• Legislative
• Inventory
• Others as needed

County contact agent assignments will rotate and are made at the discretion of Area Program Directors.

4.4 PROFESSIONAL EXPECTATIONS

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.

A distinction is made between professionals and wage-and-hour employees in that professionals are exempt from overtime rules and regulations.

All Extension staff members assigned to professional positions should seek to 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 average 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

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.

In planning for professional growth, a career development approach is encouraged. This involves taking a long-term, holistic look at one’s career. Personal and professional goals are articulated and then developmental opportunities for reaching those goals are identified.

Career development is seen as a series of stages through which professionals progress as their tenure with the organization increases. The four stages are: entry, colleague, counselor, and advisor. While progression from one stage to another is common, job satisfaction is dependent upon growth and development within any of the stages. Each professional staff member will complete a professional development plan that indicates long-term career goals and strategies for achieving them.
5. OPERATIONAL POLICIES AND PROCEDURES

5.1 REPORTS AND ACCOUNTABILITY

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**

Disciplinary 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. Disciplinary action can result when reports have not been submitted within 3 months of the due date. Three disciplinary 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

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 Advancement 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 *Secretary's 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

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

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). Professional improvement funds may be up to but not more that $1000 per agent per year. Secretary or program assistants may also receive professional improvement funds (up to $300 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 Area Program 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 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 area professional improvement meetings, before or after area staff meetings, or at regularly scheduled times not to exceed one-half day per month or six days per year.

5.5 TRAVEL

- 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 Area Program 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

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

The county Extension office (provided by the county funding partner under the annual Memorandum of
Agreement) is an extension 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 Area Program Director.
5.8 PENALTY MAIL

Authority for the use of penalty mailing privilege by the State Extension Directors and Cooperative Extension employees is provided by the act of June 30, 1914, making appropriations for the USDA, 39 U.S.C. 330, and the Postal Manual as amended November 14, 1966. Extension employees are authorized by the Director of the State Extension Programs to use the penalty mailing privilege in mailing all correspondence, bulletins, and reports relating to Extension work carried on in cooperation with USDA, as set forth in paragraph 2, Section A- Authority. County Extension Agents are authorized to use the penalty mailing privilege. They are personally responsible for each piece of mail carrying their name and title and must ensure compliance with all regulations under the penalty mailing privilege.

Specific regulations governing the use of the penalty privilege are found in Chapter IX of the Secretary’s Manual.

Each county is assigned a budgeted amount for penalty mail each year by the Area Program Director. Any amount spent over this level will be reimbursed to the University of Kentucky by the counties at the end of the fiscal year.

5.9 EQUIPMENT INVENTORY

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. The computer printout of UK-owned property must be carefully reviewed by the county contact agent, corrected if necessary, and returned to the office of Agricultural Business Affairs, University of Kentucky.

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.

(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.
5.10 PUBLICATIONS, SUPPLIES, FORMS

Certain publications, office supplies, 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.

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

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

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 agents 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**

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 appraised 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**

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**

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 Area Program Director.
6. 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. Additional information can be obtained from the College of Agriculture Benefits Office. 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.

6.1 EDUCATIONAL BENEFITS

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 in-service training and advanced study programs will be reviewed by Area Program Directors. Approval will be based on performance level and appropriateness of training to current job assignment. Agents requesting advanced study benefits must submit a written individual study program which outlines its educational goals.

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

Full-time University of Kentucky employees may take up to 6 credit hours each semester tuition free with the understanding that regular working hours missed would be made up at a later time. Only 3 of the 6 hours may be taken during the 8:00 a.m. - 5:00 p.m. (Monday through Friday) time frame. 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 Area Program Director prior to the deadline posted each semester. Employees should be aware that the amount of the tuition waiver for UK employees who already have a Bachelor's degree is considered taxable income. 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.
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 Area Program Director. A letter of explanation, the individual study plan and the Study Leave Request Form (Personnel #1) must be submitted to the Area Program 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.

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.

6.2 LEAVE

Vacation Leave (Human Resources Policy & Procedure #80)
Vacation leave is accrued at the rate of twenty-two days each year for professional Extension employees (1.83 days earned monthly). Three months of employment are required before vacation leave can be taken. Planned leave time is to be approved in advance by the immediate supervisor. Vacation leave accrued by June 30 must be taken within the next 15 months (by September 30 of the following year) or it is lost.

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 leave for the necessary period that you suffer a temporary sickness or incapacitation making you unable to perform your assigned duties. It is the intent to provide leave for temporary disability occurrence which normally has a predictable time frame, encompassing an onset and end of a condition.

Paid temporary disability leave accrues at the rate of one day per month. Paid TD leave allowance is earned for a month when employment commences on or before the fifteenth day of the month. No TD leave 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.

Paid temporary disability leave for necessary time off due to illness or injury of an immediate family member whom you must aid may be used with the following guidelines:

- The immediate family is defined for this eligibility as spouse, unmarried children at home, or other relatives living in your household and under your care during a prolonged incapacitation.
- The maximum TDL time which can be used for this purpose is five consecutive working days for a single illness or injury or five working days used singly over a period of six calendar months.

Upon accumulating and maintaining a balance of sixty-six (66) temporary disability days, an employee may be granted necessary time off due to the illness or injury of an immediate family member in accordance with the following guidelines:

- The immediate family member for this eligibility is defined as a spouse, a child, a parent, a grandparent or another for whom the employee is legally responsible.
- As long as a balance of sixty-six (66) days is maintained, an employee may be granted accrued temporary disability leave days not to exceed thirty (30) days within a given twelve (12) month period for this purpose.
- Temporary disability leave for childbearing normally shall not exceed 30 working days (six calendar weeks). See FML section for additional information.
- Accrued paid temporary disability leave or vacation leave shall be used during a period of temporary disability. An employee may be approved for leave without status (up to 90 days) if neither accrued paid temporary disability leave nor vacation leave is available or when both accrued paid sick leave and vacation leave have been exhausted.
- An employee who is absent from work on a frequent or regular basis or who has attendance patterns which interfere with the accomplishment of assigned job responsibilities is not entitled to the provisions of this policy and may be subject to disciplinary action.

**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 for more details.

**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 following explanation is intended to acquaint employees with the Family and Medical Leave Policy. It is not intended as a full, complete explanation of the policy. Any final decisions on issues involving policy, procedure, and practice under this policy will be determined by the actual language in the administrative regulation, not this outline.

The Family Medical Leave Act (FMLA) of 1993 is legislation that requires all public agencies to give "eligible" employees the right to take unpaid leave, or paid leave if it has been earned, for a period of up to 12 work-weeks in a 12-month period due to FMLA specified reasons for a qualifying event. Eligible employees are those who have worked at UK for at least one year and who, over the previous 12 months, have worked at least 1250 hours.

FML shall be granted for any of the following reasons:

- the birth of a child, and to care for the newborn child;
- the placement of a child with the employee for adoption or foster care;
- the care of a spouse, child, or parent of the employee, who has a serious health condition; or
- a serious health condition that makes the employee unable to perform the essential functions of the position.

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 and medical certification. The taking of Family and Medical leave MAY be denied if the requirements are not met.

- Ordinarily an employee shall provide 30 days advanced notice when the leave is "foreseeable."
- An employee shall provide a medical certification (See Form 88.4.1 or Form AR II 1.1-12 page 10) to support a request for a leave because of a serious health condition.
- The University may require second and third opinions (at the University's expense) and a fitness for duty report to return to work.
- During a period of Family and Medical leave, the University continues to contribute the employer credit portion to the employee's health and life insurance plan. The employee shall
continue to contribute any portion toward any health or life plan cost beyond the University credit.

- Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FML shall not result in the loss of any employment benefit which accrued prior to the start of an employee's leave.

The Federal FMLA legislation makes it unlawful for the University to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement: The U. S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any state or local law which provides for greater family or medical leave rights.

Holiday Leave (Human Resources Policy & Procedure #83)
Seven national 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, and Christmas. In addition, four special "bonus" leave days may be granted between Christmas and New Year's Day. Presidential election day every four years is also granted as a holiday.

Funeral Leave (Human Resources Policy & Procedure #84)
As an Extension employee, you shall be granted funeral attendance leave with pay as follows:

1. Up to three working days for the death of a parent, brother, sister (including half-brother or half-sister), spouse, child, or other relatives for whom you are directly responsible. In cases requiring extensive travel time, you may be granted total funeral attendance leave up to five working days.

2. In the case of the death of a direct descendant grandparent (of whatever degree), grandchild, or an in-law relative of the degree indicated in (1) above, you shall be granted, upon request, funeral attendance leave up to one day. The total funeral attendance leave with pay, in cases requiring extensive travel time, shall not exceed three working days.

3. At the discretion of your department head or area program director, you may be allowed funeral attendance leave with pay up to one-half day to attend the funeral service of other relatives, associates, or close friends. When reporting funeral leave, relationship to the deceased must be recorded on the absence record and monthly service log. No additional time for extensive travel is allowed under this provision.
If you are not entitled to funeral attendance leave with pay, or if you need additional time off for funeral related matters, you may use vacation leave with pay, if appropriate, or you may be granted leave without pay, with the approval of your Area Program Director.

**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)*
A regular employee who must fulfill a uniformed services obligation, either by active duty or training, shall be granted Uniformed Services Leave. Uniformed Services leave with pay for Uniformed Services annual training shall be granted to a regular employee who is a member of the uniformed services. This paid leave shall not exceed ten working days in any federal fiscal year. Uniformed services leave exceeding ten working days shall be without pay unless the employee requests use of vacation leave with pay.

**Special Leave** *(Human Resources Policy and Procedure #85)*
As a professional Extension employee, you may be authorized special leave from University employment 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 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, for employees of the sectors, the appropriate chancellor 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 appropriate chancellor may approve special leave without pay. Ordinarily such leave shall not be granted for a period in excess of one year.

### 6.3 INSURANCE PLANS

**UK Group Life Insurance**

**Term Insurance** *(Human Resources Policy & Procedure #91)*
Regular full-time employees receive $7,500 group life insurance coverage for which the employee pays no premium. For persons employed before August 1, 1965, this policy does not terminate at retirement. For those employed after August 1, 1965, the policy terminates at retirement but can be converted to an individual contract.
Each employee can purchase additional insurance at group rates under this policy. Coverage equal to 1, 2, or 3 times your salary can be purchased at the time of employment. This optional insurance ceases at retirement but can be converted to an individual policy. Optional life insurance may be purchased after your initial employment during open enrollment periods with completion of a medical statement.

**Universal Life Insurance (Secure Choice)**

In addition to the term insurance described above, employees may purchase permanent life insurance coverage for themselves and eligible family members. This plan is also offered at group rates through payroll deduction. The coverage may be continued after retirement or resignation without change in benefits or costs. Permanent insurance differs from term in that it features life insurance protection plus tax-deferred cash accumulation.

**Federal Employees Group Life Insurance**

This life insurance is available only to those employees on federal appointments. The plan has four components. The first is basic insurance, with coverage equal to your annual salary rounded to the next highest thousand, plus $2,000.

- Option A: an additional $10,000 coverage
- Option B: coverage in the amount of 1, 2, 3, 4, or 5 times your annual salary
- Option C: family coverage

Premiums for Options A, B, and C are based on five-year age brackets. All options are available during open enrollment periods or upon completion of a medical exam if coverage is waived upon initial employment. Features relating to retirement and accidental death are included.

**UK Accidental Death & Dismemberment Insurance (ADB)**

*(Human Resources Policy and Procedure #91)*

Accident insurance for employees and their families is available under this policy. This program provides 24-hour coverage. Spouses are insured for 50 percent of the coverage selected while children are insured for 10 percent. In single parent families, children are covered at 25% of the principal amount. The maximum amount of insurance available is $100,000.

**Health Insurance**

**UK Health Insurance**

Extension employees not on federal appointment will be covered by the University of Kentucky health insurance plan option. Four carriers currently offer several plans that comprise the UK health insurance program: Anthem, UK HMO, United Healthcare, and Humana. HMO plans are limited to counties within each plan's service area. Coverage can be changed each spring during an open enrollment period. Employee premiums paid by payroll deduction are deducted on a pre-tax basis. Employees not on federal appointment should refer to *Human Resources Policy & Procedure #93*. 
Federal Health Insurance
Extension employees on federal appointments have the option of choosing health coverage from several federal plans. Selection can be made from: (1) government-wide plans, (2) employee organization plans, or (3) health maintenance organizations (limited to specific service areas).

Federal health coverage can be changed annually during a November-December open enrollment period. Employee premiums paid by payroll deduction are deducted on a pre-tax basis.

Long-Term Care Insurance
This optional insurance is available for employees and family members. Coverage may be purchased for nursing home care and home health care. Premiums are group rated and do not increase with age. The insurance is portable in that it may be continued after termination of employment with no increase in costs or reduction in benefits.

6.4 TAX SHELTERING WITH CATSELECT

The CATSelect program consists of two tax sheltering components:

1. **Health Care Reimbursement Account**
   Even if you are covered by one or more insurance plans, you probably have some health care costs you must pay on your own. You can redirect tax-free money into an account to reimburse yourself for those expenses. You never pay income or Social Security taxes on the money you set aside. The maximum plan year contribution is $4,000. The minimum is $250. You must work one year before participating in this option of CATSelect.

2. **Dependent Care Reimbursement Account**
   Whether it is day care for children or the elderly, or special care for disabled people of any age, dependent care is expensive. You can redirect tax-free money into your account to reimburse yourself for out-of-pocket expenses up to $5,000. In general, any dependent care service for which you file a claim must be necessary in order for you to work. If you are married, the service must be necessary for you and your spouse to both work.

You must use the available funds for qualified expenses incurred within the plan year. Unused funds will be forfeited, so estimate your expenses carefully. The plan year is July 1 - June 30.

6.5 WORKER’S COMPENSATION AND DISABILITY

Worker's Compensation
Federal and state worker's compensation programs provide coverage for job-related injuries or disability. Any job-related 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. Employees not on federal appointment should refer to Human Resources Policy and Procedure #96.

Short-Term Disability and Accident Insurance
This optional program is designed to complement the sick leave and long term disability plans provided by UK. Premiums are group-rated and are paid by payroll deduction. The short-term disability benefit will replace a portion of your income if you lose time off from work because of an illness, pregnancy, or off-job injury. The short-term disability protection covers employees only, but accident insurance coverage may be purchased for family members. Coverage may be continued upon termination of employment with no loss of benefits and no increase in costs.

Long-Term Disability
A University-paid program is in effect for Extension staff members (those not on federal appointment) who become disabled for longer than six months (See Human Resources Policy & Procedure #95). All regular, full-time employees, except those on federal appointments, are automatically covered after one year of service. There is no employee cost for this coverage.

Employees on federal appointments are covered by disability retirement provisions under the Civil Service Retirement System and the Federal Employees' Retirement System.

6.6 RETIREMENT PLANS

Retirement plan participation is generally dictated by date of employment.

Civil Service Retirement System (CSRS)
Extension employees hired before January 1, 1984 are enrolled in the Civil Service Retirement System unless transfer into the Federal Employees Retirement System (FERS) was made between July 1, 1987, and December 31, 1987. Currently, 7.4% percent of salary is deducted. The University of Kentucky contributes 8.5% of salary to this fund. Should you leave federal service, your contribution is refundable. More information on federal retirement is available from the Agriculture Benefits Office or through the following website: www.opm.gov/retire

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.

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.

**UK Extension Employees (Non-Federal Appointment)**
Extension employees hired after July 1, 1987 do not participate in any federal fringe benefit programs unless they transfer from another federal agency or have creditable federal service within five years prior to their employment with Kentucky Extension. Contributions to the UK Retirement Plan equal 5 percent of each employee’s salary matched by the University of Kentucky’s contribution of 10 percent. Social Security deductions will equal the annual withholding rate.

Upon enrollment by the employee, UK begins its employer contribution after one year of regular, full-time employment. Enrollment in the UK Retirement plan is mandatory upon attainment of age 30 and completion of one year of regular, full-time service. Three carriers are available: TIAA-CREF, Fidelity, and American Century. Employee contributions to the UK Retirement Plan are tax-deferred. Employer contributions and earnings on all contributions are also tax-deferred. Income taxes are not paid until contributions are withdrawn.

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

**Blood Bank**
As a community program, employees are encouraged to donate blood through the Central Kentucky Blood Center. Blood drives are held in the spring and fall each year at the College of Agriculture. Blood is available to employees and their families with only a processing charge. There is no donation requirement in order to be eligible for this benefit.

**Wellness Program**
Health screenings, exercise programs, smoking cessation, nutrition, and other health-related programs are available. Screenings are conducted annually at community colleges and selected Extension offices.

**Elder Care Program**
UK Elder Care offers telephone consultation, educational material, and referrals at no charge to employees with needs related to elder family members. The service does not recommend care providers, but offers referrals for evaluation by the employee.

**Credit Union**
The University of Kentucky Federal Credit Union is a non-profit organization available to UK employees, their family members, students, and alumni of certain colleges. The Credit Union offers services similar to banks, including checking and savings accounts and loan programs. Personal financial
planning services are also available. Membership requires a one-time $5.00 fee and a minimum savings balance of $25.00. Payroll deductions may be directed to savings accounts, and the checking account has no monthly service charge.

**American Express**
The University offers employees a corporate American Express charge card with no annual fee. Employees are responsible for all charges and the balance must be paid in full each month.

**Savings Bonds**
Bonds may be purchased through payroll deduction in denominations ranging from $50 to $1,000. A bond is issued each time payroll deductions accumulate sufficiently to purchase the bond denomination specified.
APPENDIX
ELEMENTS OF A COUNTY EXTENSION AGRICULTURE & NATURAL RESOURCES PROGRAM

LEADERSHIP DEVELOPMENT
- Consists of educational programs and activities that provide local citizens with the opportunity to learn and practice leadership.
- Individuals and groups develop and realize evasion of agriculture and natural resource-based industries.
- Leadership rejects the diversity of the county and all groups have significant involvement in planning, conducting and evaluating programs.
- Develops a communication system for keeping leaders informed.

COUNCILS
- An Agricultural Advancement Council that is organized and functioning to provide guidance to Extension programming and provides an opportunity for individuals to practice leadership skills.
- Membership on the AAC is representative of the community and includes all commodities, racial and ethnic groups and uses rotation of membership as a means of keeping the council vital.
- Council and agents have an interdependent relationship in setting priorities, planning, conducting and evaluating programs.
- AAC has representation of the CEC and area AAC.

EDUCATIONAL PROGRAMS
- Programs are developed with a curriculum approach which addresses local, state and national issues.
- Programs for the appropriate audiences based on their interest and learning style.
- Pro-active educational approach used.
- Programs designedly sequentially build understanding with a progression of subject matter and a variety of educational methods.

ACCOUNTABILITY/PUBLIC RELATIONS
- Effective communication system with public officials, the general public, leaders and clientele through a variety of methods which may include newsletters, news articles, radio, TV and personal contact.
- Program interprets and markets Cooperative Extension Service, as well as agriculture.
- Programs contain evaluation and accountability components.

FACILITATION/COLLABORATION
- Collaboration with community development and community organizations that best complement Agriculture and Natural Resources Programs.
- Teamwork within the Extension organization.

SERVICE
- Assists clientele with day to day issues and concerns such as soil testing, diagnostic work and making recommendations when requested.
ELEMENTS OF A COUNTY EXTENSION FAMILY AND CONSUMER SCIENCES PROGRAM

LEADERSHIP DEVELOPMENT
• Provide educational opportunities for local citizens in learning and practicing leadership skills.
• Provide leadership development opportunities for Extension Homemakers to enable them to teach their own members and as volunteers to teach other groups.
• Provide opportunities for Extension Homemakers to develop skills in designing a program of work.
• Develops a communication system for keeping leaders informed.

COUNCILS
• Establish Extension Homemakers Council (see KEHA Manual List) that helps identify local issues and conducts educational programs.
• Homemakers and Family and Consumer Sciences Council are representative of diverse groups and agencies.
• Establish Family and Consumer Sciences Council involved in setting priorities, planning, conducting and evaluation programs.
• Homemakers and Family Consumer Sciences Program have representation on CEC and Area Homemakers’ Council.

EDUCATIONAL PROGRAMS
• Programming through a curriculum approach which addresses local, state and national issues.
• Programs on family and consumer issues including nutrition, diet and health; individual and family development; and public issues education.
• Programs for diverse audiences.
• Utilize a variety of educational methods such as workshops and mass media.

ACCOUNTABILITY/PUBLIC RELATIONS
• Effective communication system with public officials, general public, leaders, and clientele through a variety of methods which may include newsletters, news articles, radio and TV, and personal contact.
• Programs interpret and market Cooperative Extension Service, as well as Family and Consumer Sciences.
• Programs contain evaluation and accountability components.

FACILITATION/COLLABORATION
• Collaboration with other agencies involved with community development and community organizations that best complement Family and Consumer Sciences Programs.
• Teamwork within the Extension organization.

SERVICE
• Assists the clientele with day to day issues and concerns such as proper procedures for food preservation and stain removal.
• Clientele involved in an active role in enhancing community.
ELEMENTS OF A COUNTY EXTENSION 4-H/YOUTH DEVELOPMENT PROGRAM

LEADERSHIP DEVELOPMENT
• A leader development plan (teens and adults) that results in leader led clubs, continually expanding leadership base and development of new leaders in a variety of roles.
• Formal and informal leader and club officer training and educational programs.
• A Leader and member recognition program.
• Teen leadership programs with teens serving in leader roles at the county and area levels.
• An agent serves in program management role, managing volunteers and programs.

COUNCILS
• 4-H Council involved in priority setting, planning, conducting and evaluation programs.
• 4-H Council representative of county population, including adults and teens, as well as club and community leaders.
• Membership is diverse with rotating terms, continually adding new members.
• Council works with a committee structure, includes an expansion and review committee.
• 4-H Council has representation and involvement in CEC and area 4-H Council.
• 4-H Council provides for adequate financial support of county 4-H Program.

EDUCATIONAL PROGRAMS
• Reaching diverse youth audiences with a balance and a variety of delivery methods including organized clubs, camping, special interest groups, school enrichment, after-school programs, individual study and television.
• Focus on club work with a balance of community clubs, project clubs, after-school clubs, and classroom clubs, with clubs lead by volunteer leaders.
• Programming through curriculum approach, which address local, state, and national issues.
• Make maximum use of camping as a resource and delivery method.
• Programs and activities addressing communication and life skills.
• Individual and group project work.
• Teen programs, led by volunteer leaders, with teens involved in educational experiences appropriate to their age group.
• In-depth, multiple contacts with youth by leaders and agent with a minimum of 6 hours instruction in a subject area.
• Use of newest technical information and learning opportunities for audiences.
• Promote opportunities for involvement of youth in state, national and international programs.

ACCOUNTABILITY/PUBLIC RELATIONS
• Effective communication system with public officials, the general public, leaders, members, and parents through a variety of methods which may include newsletters, news articles, radio and TV, and personal contact.
• Program interprets and markets the Cooperative Extension Service, as well as 4-H.
• Program contains evaluation and accountability component.

FACILITATION/COLLABORATION
• Collaboration with community development and community organizations that best complement 4-H programs.
• Team work within the Extension organization.

SERVICE
• Youth Involvement in community service and citizenship projects.
MEMORANDUM

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

FROM: C. Oran Little

DATE: June 20, 1997

SUBJECT: 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