

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICIES AND PROCEDURES**

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**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** January 1, 2016  
**Supersedes:** July 1, 2004

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**SUBJECT: CALENDAR OF EVENTS (events listed each month could change)**

- January:    Monthly Meeting  
              -Board Chair will attend the Board Chair Meeting held for Area.  
              -Election of offices: chairperson, vice-chairperson, secretary and treasurer  
              -Set board dates for the year  
              -Appoint PDC's
- February:    Monthly Business
- March:        Monthly Business
- April:        Monthly Business
- May:         Monthly Business
- June:        Monthly Business  
              -District Director will conduct training for new board members  
              -Discuss budget for new year
- July:         Monthly Business  
              -Prepare budget for new year (KSU representative may attend)
- August:      Monthly Business  
              -Filing deadline on odd years for two members of the Governing Board.  
              -By August 1, publish budget  
              -By August 15, public hearing  
              -By August 25, budget file
- September:    Monthly Business
- October:     Monthly Business  
              -Discuss Evaluation Format  
              -Award of Appreciation
- November:    Monthly Business  
              -Election of board members on odd years (2 from each county)  
              -Evaluations  
              -Staff Salary Agreements (complete by the first week in December)
- December:    Monthly Business  
              -End of year expenses.

\*Staff salaries will be set by the Board and the KSU Representative when schedules permit and fund availabilities are known. (traditional September, October, November)

**CENTRAL KANSAS EXTENSION DISTRICT #3  
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**Effective Date:** July 1, 2013  
**Supersedes:** July, 2009

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**SUBJECT: PURPOSE OF MANUAL**

1. To provide guidance of the Central Kansas District Extension Board in accordance with Federal, State and local laws.
2. The manual and the provisions set forth are applicable to all Central Kansas District employees.
3. Policy provided by the Extension Handbook:  
<http://www.bookstore.ksre.ksu.edu/pubs/PM1.pdf> will be followed except where the Central Kansas manual Supersedes.

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POLICY AND PROCEDURES**

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**SUBJECT: FLOW CHARTS**

**EXTENSION DISTRICT GOVERNING BODY (4 FROM EACH COUNTY)**

Appoint 6 member PDC from each County

Ag Program	F.C.S. Program	4-H & Youth Program	Comm. Dev. Program	Hort. Program
Development	Development	Development	Development	Development
Committee	Committee	Committee	Committee	Committee

In cooperation with the District Extension Agents, develop District Extension Program

**COOPERATIVE EXTENSION SERVICE**

**Kansas State University**

Governing Body (8 members)

Approve District Plan of Work,

Supervise and Evaluate

the District Extension Agent

and Manage Extension District Funds.

**DISTRICT EXTENSION AGENTS**

Manage District Program as Determined  
by the Governing Body

**CENTRAL KANSAS EXTENSION DISTRICT #3  
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Effective Date: July 1, 2015  
Supersedes: July, 2013

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**SUBJECT: DIRECTOR RESPONSIBILITY**

The position is limited to selected counties where the director is to provide leadership to the overall district program. Responsibilities may be assigned by the extension district board and the Director of Extension's authorized representative.

1. Handle budget preparation, budget expenditures, submit financial reports and audits.
2. Employment and supervision of clerical and/or other non-agent staff.
3. Assist executive board and director in evaluation of agent and present evaluation to agents.
4. Spokesperson to **governing body** for agent and staff.
5. Be accountable to the governing body for the purchase of office supplies and equipment.
6. Coordinate staff conferences and the total district extension program.
7. Approve out-of-state travel and annual leave that is not approved by the governing body at monthly board meetings.

In absence of the Director, Carl Garten, the following chain of command will be followed:

Tom Maxwell, Agent, Agriculture  
Sarah Maass, Agent, 4-H and Youth  
Leah Robinson, Agent, Family and Consumer Science  
Deb Wood, Agent, Family and Consumer Science  
Jason Graves, Agent, Horticulture  
Anthony Ruiz, Agent, Agriculture  
Lisa Newman, Agent, Family and Consumer Science  
Candy Langley, Office Manager  
Dorothy Bray, Financial Clerk  
Paula Baccus, General Clerical  
Carol Craver, General Clerical

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**Effective Date:** Sept. 11, 2013      **Section No:** 10  
**Supersedes:** July, 2004      **Policy No:** 04

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**SUBJECT: GUIDELINES FOR THE EXTENSION DISTRICT OR PROGRAM  
DEVELOPMENT COMMITTEES**

As stated in Extension District law (a) The governing body of each extension district shall plan and conduct the educational extension programs for the extension district in accordance with this act. The governing body of the extension district shall appoint program development committees to develop educational program plans on extension work in agricultural pursuits, in home economics work, in 4-H club and youth work, and in economic development initiatives. Each program development committee shall consist of six or more members from each county. Each program development committee shall be chaired by a member of the governing body of the extension district and shall meet as needed to plan educational programs to meet the needs of the extension district. All program plans shall be subject to final approval of the governing body of the extension district.

The following are guidelines, some groups may meet less and others more. Remember groups can always invite other community leaders in to provide additional information and ideas.

1. At first meeting elect chairman and decide when to meet. Also have agents discuss action plans for the next year that has been developed.
2. At second meeting continue discussion on present action plans and how the committee can help make the program successful. The group may also want to discuss demographics about the county.
3. At third meeting discuss or brainstorm on what are the assets and needs of the Central Kansas District in your appropriate areas and how they could be strengthened or corrected through an educational program. Some areas should be handled by other community agencies or groups. Decide in what areas extension could do the most good and get the most visibility.
4. In the next meetings work to implement action plans and evaluate results of the program.

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**Effective Date:** January 1, 2016  
**Supersedes:** July 1, 2013

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**SUBJECT: EXTENSION DISTRICT ELECTIONS**

Except as otherwise provided in this act, an election to elect successors to members of the governing body whose terms are expiring shall be held on the first Tuesday in November in each odd-numbered year.

Elections to choose members of the governing body of an extension district shall be conducted, the returns made and the results ascertained in the manner provided by law for general county elections except as otherwise provided by this act. Each person desiring to be a candidate for membership on the governing body, in any election, shall file a declaration of candidacy in August of odd-numbered years, with the county election officer of the county represented by the member of the governing body whose county election officer is making up the ballots and in placing the names thereon shall place the names on the ballots in alphabetical order.

Any vacancy in the membership of the governing body of an extension district shall be filled by appointment by the governing body for the unexpired term of office. Each member so appointed shall be a resident of the county which was represented by the member creating the candidacy.

The governing body of each extension district shall organize annually in January by electing from among its members a chairperson, vice-chairperson, secretary and treasurer.



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**SUBJECT: BUDGET**

The governing body of the extension district and the director of extension of Kansas State University of agriculture and applied science, or the director's authorized representative, shall meet and adopt the annual budget for the extension district to provide for the extension programs, acting together as a body, in accordance with and subject to the provisions of K.S.A. 79-2925 et seq., and amendments thereto, regarding the budgets of taxing subdivisions, except as otherwise specified by this act.

The governing body of the extension district, in the same manner as provided by law applying to other taxing subdivisions, may make an annual tax levy upon all the taxable tangible property of the extension district for the purpose of raising funds to be used to plan and conduct the educational extension programs of the extension district, to be levied and collected as other taxes, at a rate fixed in accordance with the approved budget in the extension district. The governing body shall certify the levy so fixed to the county clerk of each county in the extension district who is hereby authorized and required to place such levy on the tax rolls of the county to be collected by the county treasurer and paid by the county treasurer to the treasurer of the extension district.

The last dates to complete the budget process:

August 5	Publish Budget
August 15	Public Hearing
August 25	File the Budget

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**SUBJECT: MONTHLY BOARD MEETINGS**

At all District board or program development committee meetings the secretary shall record the minutes. Agents should provide reports at monthly Board meetings.

The District board shall meet to conduct business and approve expenses. A blank agenda form is attached.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
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Effective Date: July 1, 2004  
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**SUBJECT: PURCHASING**

In purchasing items for Central Kansas District, maximum use of local suppliers will be utilized.

Purchasing performed by Central Kansas District shall be divided into three levels:

Non-Competitive Procurement (Level 1)

Purchases of \$3,000.00 or less. Non-repetitive purchases not to exceed an aggregate amount of \$3,000.00 may be made. Cost comparisons are encouraged but not required. Purchases likely to exceed \$3,000.00 shall not be divided into smaller purchases of \$3,000.00 or less.

Competitive Procurement (Level 2)

- A. Contracts may be competitively negotiated when one of the following conditions apply:
1. Purchase value is greater than \$3,000.00 and no greater than \$5,000.00.
  2. Over \$5,000.00 if approved by the Central Kansas District that competitive sealed bidding is not practical.
  3. If determined by the District Director that bid prices received by competitive sealed bidding either are unreasonable as to all or part of their condition, or were not independently reached in open competition and for which:
    - a. Each responsible bidder has been notified of the intention to negotiate and is given reasonable opportunity to negotiate; and
    - b. The negotiated price is lower than the lowest bid by any responsible bidder.
- B. Source Selection and Award:
1. Bids may be obtained as formal written proposals or as informal quotations obtained in person, by phone, FAX or other communication medium.
  1. Shall solicit bids from at least three (3) qualified suppliers; if fewer than three exist, then two (2) shall be accepted.
  1. A brief description of the item for which quotations were solicited including prices obtained and selection shall be recorded and submitted to the District Director for final approval.

Competitive Sealed Bidding (Level 3)

- A. Conditions for Use -  
Contracts exceeding \$5,000.00 shall be awarded by competitive sealed bidding unless it is determined by the District Director that this method is not practical. Factors to be considered in determining whether competitive sealed bidding is not practical shall include whether:
2. Specifications can be prepared that permit award on the basis of the lowest and best bid; and
  3. The available sources, the time and place of performance, and other relevant circumstances are appropriate for the use of competitive sealed bidding.
- B. Public Notice -  
Invitation for Bid shall be issued by mail to prospective bidders.
- C. Bid Opening -  
Sealed bids shall be delivered to and held by the District Director who will conduct a public bid opening at a designated time and place. Each bid together with the name of the bidder, price, items offered, delivery times, etc., shall be recorded and held open to public inspection.
- D. Award -  
The user department shall review all bids and prepare a request for action recommending and bidder to be awarded the contract. Final award will be made by the District Board. The District Board will always have the option to accept and/or reject any or all bids. Prompt notice in writing of contract award to the responsible bidder shall be issued by the District Director or the user department.
- E. Correction or Withdrawal of Bids -  
Correction or withdrawal of bids after opening may be allowed only to the extent permitted by the District Board.

Competitive Sealed Proposals

- A. Conditions for Use -  
Competitive sealed proposals may be used where it is necessary to insure fair and reasonable price analysis, but not to preclude competition for technical excellence or price. Generally, competitive sealed proposals may be used under the following conditions:
2. The purchase is for professional services.
  3. The purchase is for technical items or equipment.
  4. The purchase is for complex services.
  5. The purchase is for non-standard items.

- B. Evaluation Factors -  
The proposal evaluation criteria shall be standards which measure how well an offeror's approach meets desired performance requirements, and which permit an evaluation of the differences between the desired performance characteristics and what each offeror proposes. Price may not be the major factor in determining criteria for source selection; but realism, reasonableness and credibility of price must always be determined. The Request of Proposal shall state the evaluation criteria upon which selection decisions will be made.
- C. Public Notice -  
Request for Proposals shall be issued by mail from the District Director's office to prospective offerors and may, at the discretion of the District Director, be published in the local county newspaper allowing 30 days to elapse between the notice and the proposal award.
- D. Proposal Opening -  
Sealed proposals shall be delivered to and held by the District Director office, which will conduct a public opening at a designated time and place. Each offeror's name shall be recorded and be held open to public inspection.
- E. Award -  
Proposals received are evaluated according to the predetermined criteria. The user shall review all proposals and prepare a request for action recommending the proposer to be awarded the contract. The District Board will make the final award. Prompt notice in writing of contract award to the successful offer or shall be issued by the District Director office or the user.
- F. Discussion After Proposal Opening -  
Post-opening clarifications or discussions of proposals with offerors is allowed. Final agreements on price and other terms may be negotiated under a proposed contract.

#### Non-competitive Negotiation

- A. Conditions For Use -  
A contract may be awarded by non-competitive negotiation in the following situations:
- 2) By will of the District Board
  - 3) Emergency purchases
  - 4) Resale purposes
  - 5) Sole source
  - 6) Purchase from another governmental unit at a price deemed less than that available commercially

#### Cancellation of Bid Opening or Request For Proposals

Proposals -  
An Invitation for Bid, a Request for Proposal, or other solicitation may be cancelled, or all bids or proposals may be rejected if it is determined that such action is taken in the best interest of the District and approved by the District Board.

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**Effective Date: July 1, 2004**

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**SUBJECT: AGENT AGREEMENT**

The following agreement was developed by KSU and covers: agreement period, salary, leave, probation period, termination, and etc.

<http://www.ksre.k->

[state.edu/employee\\_resources/documents/forms/Employee%20Agreement%20March%202012%20KSU1-2.pdf](http://www.ksre.k-state.edu/employee_resources/documents/forms/Employee%20Agreement%20March%202012%20KSU1-2.pdf)

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**SUBJECT: STAFF EMPLOYMENT AND POSITION DESCRIPTION**

[http://www.ksre.k-state.edu/employee\\_resources/employment\\_employee\\_relations/index.html](http://www.ksre.k-state.edu/employee_resources/employment_employee_relations/index.html)

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**SUBJECT: EVALUATIONS**

Evaluations will be conducted yearly on all staff.

Secretaries: Will be evaluated yearly by the District Director with input from staff.

Agents: Evaluation input comes 50% from the KSU Representative (Area Director) and 50% from the District Extension Governing Body with input from the District Director. The official KSU Evaluation Form must be used with additional instruments as requested by the District Governing Body. Care will be taken by all parties to keep information confidential.



**CENTRAL KANSAS EXTENSION DISTRICT #3  
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**Effective Date: July 1, 2014**

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**SUBJECT: SALARY GUIDELINES**

Salary adjustments can be done any time of year but are usually adjusted in October or November to go into effect January 1<sup>st</sup> or first pay period, to reflect the new district budget. Salaries must be considered at budget time in April or May to determine the amount needed in the salary line item. Individual amounts are not needed just the total dollars for budget considerations.

Some factors to consider in determining predicted salary are: State Extension pay plan, actual Extension pay plan, County pay plan, and other pay schedules (such as Federal, school, etc.). The State pay plan formula is the base salary plus \$3000 for master's degree plus \$1000 per year of tenure, up to a maximum of 5 years. The base salary for is BS: \$37,000 and MS: \$40,000 as of July 1, 2014. For an agent on the job for over 5 years, the predicted salary cannot be calculated using that simple formula. The predicted salary for each agent is determined by comparing that agent with their peers in the system. For example, an employee with 25 years and a M.S., would have a predicted salary based on what other 25 year employees with M.S. degrees receive. Discussion of individual salaries should only be discussed in executive session. Care should be taken to keep salaries equitable. Salaries on agents are set by the District Governing Body and the KSU Director of Extension or their assigned representative. One group cannot change salaries without the approval of the other.

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**SUBJECT: AT-WILL EMPLOYMENT**

The Central Kansas District reserves the right in its sole discretion to modify or change its policies and procedures from time to time as circumstances warrant. All employment with the Extension District is terminable at-will so that the employer and the employee remain free to choose to end the work relationship; i.e., either the employee or the Extension District can terminate the employment relationship at any time, for any or no reason, with or without notice. Nothing in these guidelines is deemed to create an expressed or implied contract of employment between the employee and the Extension District.

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**Effective Date:** Sept., 2014  
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**SUBJECT: YEARS OF SERVICE OF STAFF**

**Agents**

Garten, Carl - 06/05/78 - 36 years 1 month  
Maxwell, Thomas - 01/07/81 - 33 years 6 months  
Maass Sarah - 01/04/04 - 10 years 6 months

Robinson, Leah - 7/8/2001 to 2/28/2004 Nemaha County - 2 years, 7 months  
11/6/2005 to 6/2/2007 Haskell County - 1 year, 7 months  
6/3/2007 to 9/5/2009 Kearny County - 2 years, 3 months  
9/6/2009 -- Central Kansas - 5 years  
Total 11 years, 5 months

Newman, Lisa- 4/29/2012 - 2 year, 4 months  
Anthony Ruiz- 3/31/2013 - 1 year, 5 months  
Jason Graves- 11/14/2010 - 3 years, 9 months

Deb Woods- 12/13/1993 to 2/21/2009 K-State (Human Ecology)  
2/22/2009 to 5/1/2010 Ft. Riley Military Agent - 1 year, 3 months  
5/2/2010 to 1/5/2013 Geary County - 2 years, 8 months  
1/6/2013 -- Central Kansas - 1year, 9 months  
Total 20 years, 9 months  
Or District or County Service Only -- 5 years, 8 months

**Office Professionals**

Baccus, Paula - 10/01/96- 18 years 8 months  
Langley, Candace - 12/27/71 - 42 years 6 months  
Carol Craver – 09/15/14  
Bray, Dorothy - 11/01/04 - 10 years 8 month

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**SUBJECT: ANNUAL LEAVE AGENTS**

**State Policy:**

It is the expectation of the Division of Extension and the District Governing Body that each District Extension Agent will plan for and take adequate vacation each year in order to refresh and prepare himself or herself for the duties of the ensuing year. The agent's employment agreement reflects this expectation.

1. Earning Annual Leave. Each agent will earn one calendar month of annual leave with pay or 22 working days, excluding Saturday as a working day, for each full year of employment and a proportionate amount for shorter periods of employment. Annual leave is earned for the first and second biweekly pay periods during the first eleven months of the fiscal year. No vacation leave is earned on the third pay date in any month.
  
2. Use of Annual Leave. Annual leave may accumulate to 38 days (304 hours) or it is lost unless it is extended because taking leave was canceled at request of the Director of Extension or the District Director (see below).
  - a. Annual Leave

The use of annual leave should be arranged in advance, if possible, with the approval of the (District Board) for such periods as are most convenient for the conduct of the Extension work in the county. Every effort will be made to accommodate the personal wishes of the agent. In the event leave is not approved by the District Board, it may be approved by the District Director.
  
  - b. Maximum Annual Leave Used in One Year.

Not more than two calendar months or 44 working days (excluding Saturday as a working day) of annual leave may be used in any 12 consecutive months for any purpose or reason.
  
3. Transfer of Annual Leave. Total annual leave earned and/or accumulated in the employment of one county/district cannot be transferred to another county/district if an agent changes places of employment.
  
4. Annual Leave at Termination or Death. Upon termination from service for any cause, an agent shall be paid a lump sum payment for any unused or accumulated vacation earned through the last day worked. If the Agent terminates at any time other than the end of the month, vacation leave will be earned on a prorated basis for that month.

Upon the death of an Agent, a lump sum payment for the vacation time accrued will be made to the Agent's beneficiaries or estate.

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**SUBJECT: ANNUAL LEAVE CLERICAL**

All regular and probationary employees shall accrue leave. Leave accumulates from the beginning of the month in which the employment begins provided employment begins on or before the 15th of the month. If employment begins after the 15th of the month, leave accumulates from the first of the following month.

An employee is not entitled to take leave until he/she has been employed in a regular position for a continuous period of not less than six months after initial employment, during which time leave has been accumulated. After six months, the employee may use the accumulated leave.

If an employee has to be off work during the first six months of employment, and if the nature of the absence is something not covered by sick leave or some other type of leave, the employee may request a short period of leave without pay.

Intermittent and temporary employees are not eligible for leave benefits.

All clerical annual leave must be arranged and scheduled on a calendar. All staff have access to the calendar.

The Director will work with the clerical staff on the leave requested and has authority to deny the leave requested as to the work load anticipated of the department.

Consideration will be given to the needs of CKD and the wishes and seniority of the employee.

If an employee is denied a request for leave due to the work load of the department, and exceeds the maximum amount of leave, the District Extension Director may allow the employee to exceed the maximum. The employee then has until the end of the following month to take the extra leave time.

Paid holidays during a leave are not considered as a day of leave.

Leave benefits shall be considered only time off with pay. Payment for time accrued in lieu of leave will not be allowed.

If an employee taking vacation leave becomes ill, and is deprived of a significant portion of his or her vacation, the District Director, upon request of the employee may charge to sick leave some or all of the time the employee was ill while on vacation.

Upon termination from service for any cause, an employee shall be paid a lump sum payment for any unused or accumulated vacation earned through the last day worked. If the employee terminates at any time other than the end of the month, vacation leave will be earned on a prorated basis for that month.

Upon the death of an employee, a lump sum payment for vacation time accrued will be made to the employee's beneficiaries or estate.

Each office professional earns annual leave on the following basis:

	<b>Earn/Month</b>	<b>Earn/Year</b>	<b>Maximum Accumulation</b>
0-5 years	1	12	18
5-10 years	1.25	15	22
10-15 years	1.5	18	26
15 and over	1.83	22	31

Leave in excess of maximum of accumulation will be forfeited. Part time office professionals will be pro-rated.

\*Annual leave will be earned on a fiscal year basis, January 1 through December 30.

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**SUBJECT: SICK LEAVE AGENTS**

**State Policy:**

The Agent may accumulate sick leave at the rate of one (1) working day for each calendar month employed. With the approval of the Governing Body and the Director's Representative up to twenty-five (25) working days of sick leave may be advanced. Sick leave is allowed only for the Agent's personal illness, physical disability, quarantine, or family illness. Personal illness shall be defined to also include disability caused or contributed to by pregnancy, termination of pregnancy, child birth, and the recovery therefrom. Accumulated sick leave may be transferred from one county to another county with the Director of Extension assuming the salary cost of such sick leave if taken as sick leave. Sick leave is not earned while on sabbatical leave or leave without pay. In accordance with state law, at time of retirement if the Agent has one hundred fifty (150) days or more of accumulated sick leave and twenty-five (25) or more years of service time, additional salary will be paid for sixty (60) working days; for one hundred twenty-five (125) days of accumulated sick leave and fifteen (15) or more years of service time, additional salary will be paid for forty-five (45) working days; or for one hundred (100) days of accumulated sick leave and eight (8) or more years of service time, additional salary will be paid for thirty (30) working days.

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**Effective Date:** July 1, 2004  
**Supersedes:** \_\_\_\_\_

**Section No: 30**  
**Policy No: 04**

**Page 01**  
**OF 01**

**SUBJECT: SICK LEAVE CLERICAL**

Each secretary earns one (1) working day per month sick leave with no limit on accumulation. Sick leave is not earned when on leave without pay.

Sick leave with pay shall be granted for the following reasons: 1) Personal illness or physical incapacity resulting from causes beyond the control of the employee (personal illness shall be defined to also include disability caused or contributed to by pregnancy, termination of pregnancy, childbirth, and the recovery there from), 2) Family illness or incapacity, with family being defined as immediate family members including spouse, son, daughter, brother, sister, father and mother, and spouse's immediate family. 3) Enforced quarantine of the employee in accordance with community health regulations, 4) to supplement Funeral Leave.

In the event that you become ill, contact the Office Manager or District Director. If neither one cannot be reached, contact any of the other agents, make sure the office manager knows what you have been working on and what needs to be done if it is of an urgent nature. Either contact the office manager direct or ask the person you call to inform the manager.

If an employee taking vacation leave becomes ill, and is deprived of a significant portion of his or her vacation, the District Director, upon request of the employee may charge to sick some or all of the time the employee was ill while on vacation.

**Both Annual Leave and Sick Leave can be used for family illnesses.**

Employee's will be paid for one-half of any accumulated sick leave on the employee's record at the time of termination, not to exceed one-half of 1,440 hours provided the termination is the result of death, disability, or retirement as defined by KPERS.

In the event of termination for any other reason, except dismissal for cause, pay will be allowed for one-half (1/2) any accumulated sick leave at the time of termination, not to exceed one-half of 480 hours or 60 days, provided the employee has been employed by the Central Kansas District #3 for at least five (5) consecutive years.



**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004      **Section No: 30**      **Page 01**  
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**SUBJECT: CAFETERIA PLAN**

Cafeteria plans are available to all staff. Keating and Associates for Office Professionals and State program for Agents. This allows staff to pay medical and child care before taxes.

The following information is for county/district offices who participate in the Cafeteria Benefits Plan for Extension Council employees.

Some of you may have recently received a newsletter for employers from the IRS. The newsletter mentions IRS Form 5500 - Annual Return/Report of Employee Benefit Plan - and states that employers who maintain a Cafeteria Benefit Plan need to file the form.

You DO NOT need to file this. Keating and Associates, the firm here is Manhattan that administers the cafeteria benefits plan, files one form for the entire organization. The State Extension Advisory council pays Keating and Associates \$200 annually to take care of this documentation with the IRS.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004

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**Supersedes:** \_\_\_\_\_ **Policy No:** 06

**OF 01**

**SUBJECT: MATERNITY OR ADOPTION LEAVE**

No employee shall be compelled, coerced, or ordered to begin maternity leave at any time during the period of pregnancy. According to the state and federal law, employees affected by pregnancy and related conditions must be treated the same as other employees on the basis of their ability or inability to work. Employees may use accrued sick or vacation leave, a leave of absence without pay, or a combination of these leaves. The decision as to what type of leave will be used shall be made by the employee. When an employee begins a leave due to inability to work because of pregnancy or a related condition, a doctor's note stating the temporary disability shall be required. If leave is desired for longer than six weeks following the date of birth or adoption and there is no medical certificate stating that the employee is unable to work, annual leave, sick leave or leave without pay may be used with the District Director's approval for clerical staff, agents would need approval from the Governing Body and Area Extension Director.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** March 1, 2007  
**Supersedes:** \_\_\_\_\_

**Section No: 30**  
**Policy No: 07**

**Page 01**  
**OF 01**

**SUBJECT: FUNERAL LEAVE (CLERICAL ONLY)**

1. Each regular or probationary employee shall be allowed funeral leave for immediate family members of the employee and spouse, with the family members being defined as child, mother, father, spouse, brother, sister, grandparent, and grandchild.
2. Funeral leave, with pay, will be granted to attend the funeral of an employee or the employee's immediate family member, when approved by the District Director or Governing Board.
3. Regular and probationary full time employees:
  - a) The maximum allowed for out-of state funerals is forty (40) hours and for in-state funerals is twenty-four (24) hours.
  - b) Eight (8) hours of funeral leave will be allowed to act a pallbearer upon request.
4. Regular and probationary part-time employees:
  - a) The maximum allowed for out-of-state funerals is twenty (20) hours and for in-state funerals is twelve (12) hours.
  - b) Eight (4) hours of funeral leave will be allowed to act as pallbearer upon request.
5. Additional time needed for the attending of funerals shall be counted as sick leave, personal leave, or vacation.

**SUBJECT: FUNERAL LEAVE OR BEREAVEMENT LEAVE (AGENTS ONLY)**  
**STATE POLICY**

**Bereavement Leave:** The Agent may be granted leave with pay upon the death of a close relative. Such leave shall in no case exceed six (6) working days. The employee's relationship to the deceased and necessary travel time shall be among the factors considered by the District Extension Director in deciding whether to grant bereavement leave, and, if so, the amount of leave to be granted. The District Director leave is decided by the Area Extension Director.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** March 1, 2007  
**Supersedes:** \_\_\_\_\_

**Section No: 30**  
**Policy No: 08**

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**SUBJECT: JURY DUTY**

1. Each employee will be granted leaves of absence with pay for required jury duty, in order to comply with a subpoena as a witness before the Civil Service Board, the Kansas Commission on Civil Rights, the U.S. Equal Employment Opportunity Commission, or a court, legislative committee, or other public body, except for appearances that involve an employee, either as defendant or plaintiff, in a personal matter. In such cases involving a personal matter, vacation leave, compensatory leave, or leave without pay will be used.
2. Each employee granted such leave who receives pay or fees for a required appearance, excluding jury duty, shall turn over to the Central Kansas District the pay or fees in excess of \$50.00. The employee may retain any amount paid for expenses in traveling to and from the place of the jury duty or required appearance except that when an employee travels in a district vehicle for a required appearance before a court, or legislative committee, or other public body, the employee shall turn over to the Central Kansas District any mileage expense payments received.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004  
**Supersedes:** \_\_\_\_\_

**Section No: 30**  
**Policy No: 09**

**Page 01**  
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**SUBJECT: THREE-WEEK STUDY LEAVE AGENTS**

**State Policy:**

1. Use of Study Leave. A District Extension Agent may be granted three weeks of study leave with pay (in addition to the 22 days of earned annual leave) once every three fiscal years with the approval of the Governing Body of the District and Director of Extension provided:
  - a. That this leave shall not be granted the same fiscal year that sabbatical leave is granted.
  - b. That a three-week study leave shall not be granted immediately preceding or succeeding summer school or sabbatical leave; and
  - c. That the Agent is not granted in 12 consecutive months more than 44 working days of leave for study purposes including the Three-Week Study Leave and accumulated annual leave for advanced study.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004

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**Supersedes:** \_\_\_\_\_ **Policy No:** 10

**OF** 01

**SUBJECT: SABBATICAL LEAVE AGENTS**

**State Policy:**

1. Earning Sabbatical Leave. The State Board of Regents have approved the use of sabbatical leave by District Extension Agents who have given meritorious service in Extension work in Kansas for at least six consecutive full years. The sabbatical leave is normally granted only for advanced graduate study.
2. Use of Sabbatical Leave.
  - a. Sabbatical leave not to exceed eleven months at half-pay or five months at full pay may be granted to an agent with approval of the Governing Body, the Director of Extension, and Kansas State University through the State Board of Regents, provided that:
    - (1) The agent agrees to return to Board of Regents Institution employment for at least two years, one year of which shall be in the county from which the sabbatical leave is taken; or
    - (2) The agent agrees to refund that portion of his sabbatical pay as represented by the portion of the two years which he failed to serve following the completion of the sabbatical leave; and
    - (3) The agent's salary while on sabbatical leave shall be paid from state and/or Federal Extension funds.
  - b. Sabbatical leave shall not be granted in the same fiscal year (period of employment agreement) that Three-Week Study Leave is granted.
3. Application for Sabbatical Leave. An agent eligible for sabbatical leave should discuss his/her plans with the District Director at least one year in advance of the use of the leave. Tentative approval must be secured from the Governing Body and acceptance of the agent by the graduate school of the university where graduate work will be taken prior to the filing of the "Application for Sabbatical Leave".

The application form for Sabbatical leave is due in the Area Director's Office on or before the December 1 prior to the beginning of the next fiscal year (July 1) for Kansas State University. The sabbatical leave will begin within the next fiscal year mentioned above.
4. Sabbatical Agreements. Following the approval of the Kansas State University Budget, including sabbatical leave requests, two sabbatical leave requests will be prepared for the signature of the agent and other parties concerned.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004      **Section No:** 30      **Page 01**  
**Supersedes:** \_\_\_\_\_ **Policy No:** 11      **OF 01**

**SUBJECT: PERSONAL LEAVE CLERICAL**

This leave is granted on very special occasions where a clerical employee must be gone on urgent, personal business that cannot be handled at a time other than during regular office hours or due to an emergency that is unforeseen (examples: legal matters, doctor visits, subpoena for court, etc.) This leave should not exceed 2 times per month and 2 hours maximum each time unless special permission is granted by Office Manager or District Director. If more than two hours is used the total time is taken as annual leave.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004

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**Supersedes:** \_\_\_\_\_ **Policy No:** 12

**OF** 01

**SUBJECT: LEAVE WITHOUT PAY**

**Clerical:** This will very rarely apply or be needed. Arrangements must be made with the District Extension Director who in turn will consult with the Governing Body or Body Chairperson, whichever is needed to facilitate action at the time.

**State Policies:**

**Agents:**

1. Use of Leave without Pay.

- a. Leave without pay may be granted to a District Extension Agent for advanced study, for health purposes or occasionally for personal reasons of the agent. Approval for leave without pay must be given by both the Governing Body and the Director of Extension through the Area Extension Director. In addition if the leave exceeds 30 days and is for anything other than study leave it must also be approved by the Administrator of the Federal Extension Service.
- b. Application for leave without pay should be made as early as possible so proper approval may be given and arrangements for conduct of agent's work can be made during leave without pay period. The request for leave without pay (other than leave in connection with sabbatical leave) should be made to the Area Extension Director after the leave has been approved by the District Governing Body.

2. Obligations of Leave without Pay. The following obligations of the Division of Extension, Extension District and the individual agent should be accepted by all three parties before leave without pay is granted:

- a. The duration of a leave without pay may not exceed the fiscal year (period of employment agreement) in which it occurs, but it may be renewed.
- b. If leave without pay is granted, the three above-mentioned parties agree that the agent will return to the same conditions of employment as existed before the leave without pay was granted.



**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004      **Section No:** 30      **Page 01**  
**Supersedes:** \_\_\_\_\_ **Policy No:** 13      **OF 01**

**SUBJECT: MILITARY LEAVE**

1. Each employee shall be granted military leave as provided in K.S.A. 73-213.
2. An employee who is a member of the United States Armed Forces or the National Guard shall be allowed a leave of absence for required training or duty. While on military leave not exceeding two weeks, or ten working days, an employee shall turn over to the District either his/her District or military pay, whichever is less. The employee would only be required to turn over to the District the base pay; compensation received for expenses, etc. will not be submitted to the District. The employee also has the choice of using vacation leave which would not be turned over to the District.
3. In the event that the time of the training is optional, the scheduling of the leave shall be made when best for the District.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004  
**Supersedes:** \_\_\_\_\_

**Section No: 30**

**Policy No: 14**

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**OF 01**

**SUBJECT: CIVIL LEAVE**

**County Policy:**

1. Civil Leave with Pay - An employee shall be given necessary time off without loss of pay in the following situations:
  - A. When appearing in court as a witness in answer to a subpoena in an official capacity in connection with the District or as an expert witness either because of professional or observed knowledge.
  - B. When performing emergency civilian duty in connection with national defense.
  - C. For the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work.
  - D. When giving blood to a Red Cross sponsored blood bank, as approved by the department head.
  - E. When serving as a volunteer fire fighter if the employee lives in a rural fire district. The maximum time allowed per fire is four hours.
  
2. Civil Leave without Pay - If an employee is involved in court in a personal court case, either as the plaintiff or defendant in a suit not resulting from his/her duties with the District, leave may be granted. But the time off shall be charged to accrued vacation leave or to a leave of absence without pay.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
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**Effective Date: July 1, 2004**

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**Supersedes: \_\_\_\_\_**

**Policy No: 15**

**OF 071**

**SUBJECT: FAMILY AND MEDICAL LEAVE ACT (FMLA)**

Attached is Kansas State University's guidelines to meet Family and Medical Leave Act that went into effect in 1996.

Pursuant to Federal law, after 12 months continued employment, employees will be granted up to Twelve (12) weeks of unpaid family and medical leave during any Twelve (12) month period. Such leave will be available as a result of the birth, adoption, or placement of a child for foster care, to care for a spouse, child or parent with a serious health condition or due to the disabling illness of the employee. Where possible, employees are required to provide at least Thirty (30) days' notice before beginning to take leave.

**[http://www.ksre.k-state.edu/employee\\_resources/forms/FMLA.html](http://www.ksre.k-state.edu/employee_resources/forms/FMLA.html)**

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004

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**Supersedes:** \_\_\_\_\_

**Policy No:** 16

**OF** 01

**SUBJECT: KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)**

The Central Kansas Extension District #3 is a member of the Kansas Public Employees Retirement System (KPERS) which requires employee participation after One (1) year of continuous employment. After enrollment both the Extension District and the employee contribute to the system. The employee's contributions are fixed by statute as a percentage of gross salary.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** January 1, 2016  
**Supersedes:** July 1, 2004

**Section No:** 30  
**Policy No:** 17

**Page** 01  
**OF** 01

**SUBJECT: WORKER'S COMPENSATION**

Employees shall report any on-the-job accidents, injuries, or illnesses to the District Extension Director immediately upon occurrence. Unless medical necessity dictates, the employee shall report to the District or Area Extension Director before going to a physician. Workers' Compensation Insurance requires that all accidents and injuries incurred on the job be reported no later than three (3) days after incident. This will protect an employee's benefits under the Kansas Worker's Compensation Act. When an employee is injured on the job, or becomes ill as result of the employee's work, the employee may receive benefits according to the Kansas Worker's Compensation Act.

<http://www.k-state.edu/hcs/forms/docs/KWC1101A.pdf>

To request a medical appointment for non-life threatening injuries call the State Self Insurance Fund Office at 785-296-2364.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004

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**Supersedes:** \_\_\_\_\_

**Policy No:** 18

**OF** 01

**SUBJECT: HEALTH INSURANCE**

When employment with the Central Kansas Extension District terminates, the employee shall reimburse the District for the pro rata share of health and life insurance premiums already paid.

Office Professional: Health Insurance is provided through the State health care plan and paid by the District and employee.

Agents: Health Insurance is provided through K-State University and paid by District, State and employee.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date: July 1, 2004**

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**Supersedes: \_\_\_\_\_**

**Policy No: 19**

**OF 01**

**SUBJECT: FORMS REQUIRED TO MAINTAIN EMPLOYEE LEAVE**

State requires that office professionals leave be kept on form KSU 8-25.

[http://www.ksre.k-state.edu/employee\\_resources/documents/forms/KSU8-25.pdf](http://www.ksre.k-state.edu/employee_resources/documents/forms/KSU8-25.pdf)

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004      **Section No:** 30      **Page 01**  
**Supersedes:** \_\_\_\_\_ **Policy No:** 20      **OF 01**

**SUBJECT: HOLIDAYS**

Office will follow their respective county policy or offices will follow the policy of the building where they are housed.

A legal holiday occurring within the period of an employee's vacation or sick leave shall not be charged to accumulated vacation or sick leave credits.

**Saline County Policy:**

One day (8 hours) pay shall be granted to all regular full-time and probationary employees for the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving (in lieu of Lincoln's Birthday), Christmas Day, another additional day during Christmas (in lieu of Columbus Day), this day will be observed as follows:

<u>December 25</u>	<u>Xmas Holiday</u>	<u>Floater</u>
Sunday	Monday	Friday
Monday	Monday	Tuesday
Tuesday	Tuesday	Monday
Wednesday	Wednesday	Tuesday
Thursday	Thursday	Friday
Friday	Friday	Thursday
Saturday	Friday	Monday

If the holiday falls on Saturday, the preceding Friday will be observed. If the holiday falls on Sunday, the following Monday will be observed.

**Ottawa County Policy:**

Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Day and other days designated by the Ottawa County Commissioners as days on which county offices are closed.



**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004  
**Supersedes:** \_\_\_\_\_

**Section No: 30**  
**Policy No: 21**

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**SUBJECT: COMPENSATION OF AGENTS EXPENSES**

1. Approval. All travel shall receive prior approval from the Governing Body when that is impossible the District Director shall give approval.
2. Expenses. All items should be charged if possible but on occasion that if not possible or the amount is too small to justify charging. On these expenses agents should sign the receipt or if no receipt make one and turn in on the agents monthly expense forms. Expense forms are reviewed and approved by the District Director before submitting to the Governing Body.
3. Car Mileage. Agents are encouraged to use Extension District vehicles when available, but when not available mileage will be paid at the State rate which is attached.
4. Expense Forms. Agents will fill out expense forms each month. Agents are encouraged to hold forms until they have at least \$5 or more in expenses. These forms are available at board meeting for board members to review if they wish.
5. Subsistence Allowance. **(State Policy)**

Subsistence allowances will be computed by day as follows:

A calendar day shall begin at 12:01 a.m. and shall be divided into four quarter day periods of six hours each. Employee shall count as a completed quarter the quarter in which travel began, and all other completed quarters.

No subsistence allowance shall be paid to any official or employee when such expenses are incurred in the city or town wherein the residence or official station of such official or employee is located, or within 30 miles of such official's or employees official station. No claim for subsistence should be made by any employee for subsistence furnished or paid for by a state or federal agency or any local subdivision of government.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004

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**Supersedes:** \_\_\_\_\_

**Policy No:** 22

**OF** 01

**SUBJECT: JUDGING FEES**

The State guideline addresses the use of Extension funds to pay judges fees and what fees agents can receive for judging.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** May 10, 1999      **Section No:** 30      **Page** 01  
**Supersedes:** \_\_\_\_\_      **Policy No:** 23      **OF** 01

**SUBJECT: ATTENDANCE AT STATE AND NATIONAL ASSOCIATION OR  
PROFESSIONAL MEETING**

**State Policy:** State Statutes states that the District Board may pay the Agent's expenses incurred at one State association meeting per year and one National Association or professional meeting per year.

**Central Kansas Extension District Policy:** Agents are allowed to attend one State association meeting per year and the Extension District will pay full expense in accordance with policy 30:21. Also agents are allowed to attend one National Association or Professional meeting per year and the Extension District will pay all expenses; in accordance with policy 30:21.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004  
**Supersedes:** \_\_\_\_\_

**Section No: 30**  
**Policy No: 24**

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**SUBJECT: OVERTIME SECRETARIES**

In order to comply with the Fair Labor Standards Act (FLSA) all employees who are non-exempt under the FLSA are requested to sign this document which signifies that the employee understands and agrees to the following:

1. Any hours worked over and above the defined 40 hour work week are to be approved, in advance, by the immediate supervisor.
2. In the event an employee is requested to work overtime, compensatory leave will be earned at the rate of 1-1/2 hours for each hour worked over 40 hours while in pay status per workweek.
3. The Cooperative Extension Service elected to grant compensatory overtime leave in lieu of paying for overtime hours. The Extension District Board, or Board Chair must approve the payment for overtime in those extenuating circumstances which may require reimbursement by pay warrant.
4. Any compensatory overtime leave should be used within one month after being earned.
5. KSU Form 8-25 (Record of Hours Worked and on Leave) will be maintained and accurately reflect the hours worked and on leave.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004  
**Supersedes:** \_\_\_\_\_

**Section No: 30**  
**Policy No: 25**

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**SUBJECT: OVERTIME AGENTS**

Due to the nature of Agents positions, Agents may need to work more than 40 hours in any given week. Agents are compensated for performing a function or certain responsibilities not for the time that they work. Therefore, agents shall not be paid additionally for hours worked in excess 40 hours per week.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date: July 1, 2004      Section No: 30      Page 01**  
**Supersedes: \_\_\_\_\_ Policy No: 26      OF 01**

**SUBJECT: Professional Scheduling Policy-AGENTS (STATE POLICY)**

[http://www.ksre.k-state.edu/employee\\_resources/policies/docs/Professional%20Scheduling%20Policy.pdf](http://www.ksre.k-state.edu/employee_resources/policies/docs/Professional%20Scheduling%20Policy.pdf)

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004      **Section No:** 30      **Page 01**  
**Supersedes:** \_\_\_\_\_ **Policy No:** 27      **OF 01**

**SUBJECT: CONFLICT OF INTEREST (STATE POLICY)**

State Guidelines on Agents Conflict of Interest Policy.

<http://www.kansasregents.org/resources/PDF/About/BoardPolicyManual.pdf>

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<http://www.k-state.edu/provost/universityhb/fhxs.html>

**CENTRAL KANSAS EXTENSION DISTRICT #3  
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**Effective Date: July 1, 2004**  
**Supersedes: \_\_\_\_\_**

**Section No: 30**  
**Policy No: 28**

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**SUBJECT: GOVERNMENTAL ETHICS STANDARDS**

The state policy for Governmental Ethics Standards to be followed by Agents.

[http://www.k-state.edu/employee\\_resources/documents/administrative\\_handbook/AdminHandbk\\_complete.pdf](http://www.k-state.edu/employee_resources/documents/administrative_handbook/AdminHandbk_complete.pdf)



**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004

**Section No:** 40

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**Supersedes:** \_\_\_\_\_

**Policy No:** 01

**OF** 01

**SUBJECT: USE OF EXTENSION EQUIPMENT, VIDEO'S, BOOKS**

The extension District provides equipment for use in educational programs in which extension is involved.

1. Equipment can be scheduled through the secretaries, but agents will have first priority.
2. Equipment should be returned promptly after use. If not, individual will be contacted.
3. Secretaries will record name of person borrowing and collect deposits, if required.
4. All equipment should be returned clean and in working order. Needed repairs should be reported.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
SALINA POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004  
**Supersedes:** \_\_\_\_\_

**Section No: 40**  
**Policy No: 02**

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**EXTENSION MEETING ROOM  
CITY-COUNTY-BOARD OF EDUCATION BUILDING  
POLICY OF OPERATION**

1. A schedule for using the Meeting Room can be done online by CKD Staff.
2. A room contract and set-up drawing (attached) will be made for each meeting scheduled for room 109.
3. A copy of the room contract will be given to the person signing up.
4. A copy of room set-ups will be given to the custodians. The schedule book will be available to the custodian, for their information, in room set up, building, use, etc.
4. Room 109 use:
  - a) First priority will be given to extension agents in carrying out their educational programs.
  - b) Meetings will not be scheduled more than two weeks in advance, except extension meetings which are part of an educational program.
  - h) Any situation not covered by the above statements will be dealt with individually.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** May 2014  
**Supersedes:** \_\_\_\_\_

**Section No: 40**  
**Policy No: 03**

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**SUBJECT: USE OF EXTENSION DISTRICT VEHICLES**

The extension District provides vehicles to be used in conducting educational programs.

1. District owned vehicles shall be used only for official Extension District business which includes incidental uses provided they occur on route to travel.
2. Vehicles are scheduled on a calendar that is available with the keys. When conflicts in scheduling occur agents are to work them out or discuss with the director. Usually out-of-county travel will supersede in-county travel. Agents are encouraged to schedule out-of-county travel as soon as possible and in-county travel no more than 7 days in advance.
3. Keys are to be returned to the storage area as soon as possible upon return.
4. After use of the vehicle it should be filled with fuel. Oil level and tire pressure should be checked frequently.
5. Vehicles should be cleaned if travel causes excessive filth either inside or out. All trash should be removed from the vehicle after use and the vehicle vacuumed.
6. All drivers are to have a valid driver's license and driving records approved by the insurance company.
7. Drivers are not allowed to use any electronic device while driving (example: cell phones, computers, tablets) unless hands free. Stop to make a call or text.
8. Vehicles should not be taken home unless approved by the director in advance.
9. Vehicles will be parked in the assigned space at the city-county building.
10. Vehicles are to be used whenever possible for extension business over private vehicles.
11. If a vehicle is damaged, needs attention, or is involved in an accident, the district director should be notified immediately.

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004      **Section No:** 40      **Page** 01  
**Supersedes:** \_\_\_\_\_ **Policy No:** 04      **OF** 01

**SUBJECT:    POLICY ON GENDER, SEXUAL HARASSMENT and RACIAL AND/OR  
                  ETHNIC HARASSMENT**

University's Policy.

**<http://www.k-state.edu/provost/universityhb/fhxj.html>**

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004      **Section No:** 40  
**Supersedes:** \_\_\_\_\_      **Policy No:** 05  
**SUBJECT:** AMERICAN DISABILITY ACT (ADA)

**Page 01  
OF 01**

Guidelines for ADA.

<http://www.k-state.edu/policies/ppm/3000/AmericansWithDisabilitiesAct.pdf>

**CENTRAL KANSAS EXTENSION DISTRICT #3  
POLICY AND PROCEDURES**

**Effective Date:** July 1, 2004      **Section No:** 40      **Page** 01  
**Supersedes:** \_\_\_\_\_      **Policy No:** 06      **OF** 01

**SUBJECT: PROCEDURE FOR ISSUES AND GRIEVANCES - AGENTS**

Attached are the University's Policy for "Informal and Formal Procedure for Issues and Grievances for K-State Research and Extension".

<http://www.k-state.edu/provost/universityhb/fhxg.html>