



K-STATE

Research and Extension

Central Kansas District

POLICIES AND PROCEDURES

Approved: January 11, 2022

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

SUBJECT: PURPOSE OF MANUAL

1. To provide guidance of the Central Kansas Extension District #3 Governing Body and its employees in accordance with federal, state and local laws.
2. The manual and provisions set forth are applicable to all Central Kansas Extension District #3 employees.
3. All policies provided for on the K-State Research & Extension (KSRE) Employee Resources website (https://www.ksre.k-state.edu/employee_resources/policies/) will be followed except where the Central Kansas Extension District #3 manual supersedes.

CENTRAL KANSAS EXTENSION DISTRICT #3 POLICY AND PROCEDURES

**SECTION: 10
POLICY: 01**

SUBJECT: CIVIL RIGHTS

K-State Research & Extension and Central Kansas Extension District #3:

- does not discriminate.
- does not provide services to agencies and organizations that engage in discrimination.
- has a responsibility to inform the public of these policies.
- proactively plans and implements its plans to meet compliance obligations.
- must document its progress in its efforts to comply with Civil Rights standards.
- must report its efforts to meet Civil Rights obligations.
- staff regularly evaluate their success and make adjustments for improving outreach and compliance.

As an integral part of a Land-Grant university that receives funds from USDA through the National Institute of Food and Agriculture (NIFA), K-State Research and Extension and the Central Kansas Extension District #3 are committed to fair and equitable treatment of all employees and program participants. In fact, as the nation's oldest Land-Grant institution, K-State has been putting service and compassion into action since 1863. The university was only the second public institution of higher learning in the U.S. to admit women and men equally. Throughout history, the university has remained committed to creating a level playing field where all can succeed and overcome challenges.

K-State Research and Extension and the Central Kansas Extension District #3 also believes in the principles of diversity, equity and inclusion because we know that human differences enrich our lives, work and communities. We embrace our responsibility to be a resource for all, regardless of their cultural, ethnic or economic background.

While there are clear distinctions between compliance concepts and diversity concepts, the two are intertwined. Our actions as Extension professionals should reflect our organizational beliefs. What is expected of us and the mechanisms used to demonstrate those actions are known as civil rights compliance.

More information about Policies and Procedures related to civil rights compliance that must be followed to ensure we remain a resource for all members of our communities can be found at https://www.ksre.k-state.edu/employee_resources/civil_rights/.

CENTRAL KANSAS EXTENSION DISTRICT #3 POLICY AND PROCEDURES

SECTION: 10
POLICY: 02

SUBJECT: ACCOMMODATIONS

The Americans with Disabilities Act requires that persons with disabilities be provided “reasonable” accommodations and prohibits discrimination against persons with disabilities.

Accommodations are generally considered reasonable if they do not change the fundamental nature of the program or alter the essential criteria for participation. Accommodations that meet these standards should typically be provided.

Reasonable accommodations are determined through an interactive process between the community member, K-State Research & Extension State 4-H Office, and Kansas State University Human Capital Services.

Examples of possible accommodations include, but are not limited to: modifications to rules and policies, elimination of architectural barriers, providing interpreters, modifying equipment, etc. Mental health diagnoses, physical limitations, visual impairments, deaf and hard of hearing, intellectual/developmental disabilities, temporary disabilities, and/or other medical conditions are all considered disabilities.

Funding for accommodations

Most reasonable accommodations do not require substantial funding support. Since it is the responsibility of K-State Research and Extension to provide accessible programs and services, accessibility requirements and funding streams have been considered by the Central Kansas Extension District Governing Body and it has been determined that the district will pay all reasonable costs associated with providing accommodations when offering district-wide Extension events.

Even though it is the responsibility of the Central Kansas District to provide funding for reasonable accommodation for an individual participating in a local KSRE program or event, CKD will work with K-State Research and Extension Administration and the Department of 4-H Youth Development collaboratively to ensure that KSRE programs and services are open to all community members.

Accommodation Request

K-State Research and Extension (KSRE) and the Central Kansas Extension District (CKD) strives to make its programs and events accessible to all Kansans who are otherwise eligible to participate in the activities. This applies to local and state events/programs. Reasonable accommodations are often possible for persons with disabilities who wish to participate, so long as granting the accommodations does not

fundamentally alter the nature of the program, cause undue hardship or otherwise cause a direct threat to the health or safety of others. K-State Research and Extension and the Central Kansas Extension District will work with the participant to identify a reasonable accommodation which provides access to the desired program. Please note that the accommodation may not be the one proposed by the participant.

K-State Research and Extension and the Central Kansas Extension District recognize that accommodations may be requested orally and in person, up to the date of the event. However, the timing and manner of a request potentially reduces our ability to determine a reasonable accommodation. It is essential for the Accommodation Request Form (https://kstate.qualtrics.com/jfe/form/SV_6ysgNQjck9pzig7r) to be filled out FIRST at the local level in collaboration with a CKD Extension professional to launch a formal accommodations process.

Because it can take time to plan for some accommodations, KSRE requests that the form be submitted no later than two weeks prior to the event or activity. Submitting a request for accommodation on shorter notice may reduce or limit our ability to implement the accommodations.

Regardless of the KSRE program or event, disability accommodations are coordinated through the Department of 4-H Youth Development. The process of accommodating for a disability is as follows:

1. Community member, volunteer, program participant, youth or family member communicates that accommodations are needed for an event to be accessible for equitable programming
2. Extension professional contacts 4-H State Office
3. Formalized interactive process is launched between the 4-H State Office, K-State Human Capital Services, and individual requesting accommodations
4. 4-H State Office contacts individual to schedule an "intake" that lasts between 30 minutes and one hour.
5. Intake consists of better understanding and formalizing the disability accommodations request and articulating what the Extension event entails to determine accessibility needs
6. Individual fills out Consent of Release of Information and a medical professional fills out a medical form and sends directly to HCS
7. 4-H State Office consults with K-State Human Capital Services
8. Individual and Extension professional are contacted with the determination of the disability accommodations request

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

**SECTION: 10
POLICY: 03**

SUBJECT: EXTENSION DISTRICT ELECTIONS

The governing body of each Extension district shall be composed of four representatives from each county included in the Extension district. At the conclusion of the terms of the members first appointed to membership on the Governing Body of the district, the four members representing each county in an Extension district shall be elected in a county-wide election by the qualified electors of the county.

At the conclusion of the terms of the members first appointed to membership on the Governing Body of the district, each member of the Governing Body shall hold office for a term of four years and until such member's successor is elected and qualified. Each such term of office shall commence on the date of receipt of certification of election by the member elected and shall continue until the member's successor is elected and qualified.

The election to elect successors to members of the Governing Body whose terms are expiring shall be held on the Tuesday following the first Monday in November of 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. Any person desiring to be a candidate for election to the Governing Body shall file a candidate's Declaration of Intention with the county election officer of the county represented by the member of the Governing Body whose successor is to be elected. Such candidate's filing shall be made in the manner as provided in K.S.A. 2015 Supp. 25-21a03, and amendments thereto, and K.S.A. 25-205, and amendments thereto.

Notice of the time and place of holding each election, shall be published by the county election officer in a newspaper published in the county in accordance with K.S.A. 25-105 and 25-209, and amendments thereto.

All direct election expenses shall be paid by the Extension district.

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 vacancy.

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

**SECTION: 10
POLICY: 04**

SUBJECT: DISTRICT GOVERNING BOARD

The District Governing Board shall:

1. Conduct a yearly review of the Memorandum of Understanding between Kansas State University and the local board.
2. Transact all business of the local unit.
3. Control all property of the local unit.
4. In cooperation with the Director of Extension, select and appoint Extension agents.
5. In cooperation with the director's representative, determine Extension agent compensation.
6. In cooperation with the director's representative, supervise the Extension agents.
7. In cooperation with the director's representative, approve all accounts and expenditures of funds of the local unit.
8. Fill vacancies in offices and membership of the Governing Body and board.
9. Take and sign oath of public office.
10. Approve program plans prepared by Program Development Committees.
11. Pay for the bond of the Treasurer of the board.
12. Meet with the newly elected board each year during July for districts, to provide all reports, records, and other information necessary to the operation of the program.
13. Organize annually by electing from among the members a Chair, Vice-Chair, Secretary and Treasurer.
14. Appoint Program Development Committees to develop educational programming in agriculture, family and consumer science, 4-H youth development, and community development.
19. With the director's representative, adopt the annual budget for the district.
20. Make an annual tax levy to fund the local Extension educational programming.

Each of the foregoing duties is specified by law. The board may also desire to develop a written set of policies for the guidance of the Program Development Committees, Governing Body, and the board.

Extension Board Member Position Description

Purpose

- Extension board members, in partnership with K-State Research and Extension, have significant responsibilities for overseeing the budget, personnel and programs for the local unit.

Responsibilities

- Work in partnership with K-State Research and Extension and the local unit

director to transact the business of the local Extension program including oversight of educational programming, hiring and supervision of Extension agents and developing the budget.

- Become familiar with and participate in all programming areas (agriculture and natural resources, family and consumer sciences, community development and 4-H youth development.)
- Participate fully in regularly scheduled board meetings in order to carry out the duties of the board. Take time to review the minutes, financial statements and agent reports before each meeting.
- Review the Board Leadership website for resources to broaden the understanding of your role.

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Qualifications

- At least 18 years of age and a resident of the local unit.
- Interested in working within the mission of K-State Research and Extension.
- Willing to work closely with the local unit director, regional director and other members of the board.
- Sincere interest in improving the quality of life for community residents.

Time Required

- In districts, board members serve a four-year term.

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

SECTION: 10
POLICY: 05

SUBJECT: GENERAL CALENDAR (subject to change without notice)

- January: Annual Organizational Meeting
-Officer Elections
-Administrative Action Items
-Appoint Program Development Committee Members
- February: Monthly Business & Civil Rights Review
- March: Monthly Business & Risk Management
- April: Monthly Business
- May: Monthly Business & Board/PDC Recruitment
- June: Monthly Business
-June 1 filing deadline in odd years for two Governing Body candidates from each county
- July: Monthly Business
-Budget preparation for upcoming year (KSRE representative may attend)
- August: Monthly Business & Program Development
-By August 5: publish budget for at least 10 days prior to public hearing
-By August 15: hold public hearing
-By August 25: file budget
- September: Monthly Business & Professional Development
- October: Monthly Business & Intro to Agent Performance Review
- November: Monthly Business
-Public election of board members in odd years (2 from each county)
-Agent evaluations, approval of action plans and salaries
- December: Monthly Business & Board Assessment
-Audit preparation

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

**SECTION: 10
POLICY: 06**

SUBJECT: MONTHLY MEETINGS

To ensure that the proceedings of the Extension boards are open to the public, the Kansas Open Meetings Act requires boards to:

1. Conduct affairs and transact business in meetings that are open to the public.
2. Refrain from taking any binding action by secret ballot.
3. Provide notice of the date, time, and place of any regular or special meetings to anyone requesting such notice.
4. Make the agenda for any meeting available to anyone requesting the agenda.
5. Recess into executive session only for those reasons stated in the statute, which are as follows:
 - a. Personnel matters of nonelected personnel.
 - b. Consultation with an attorney, which would be deemed privileged in attorney-client relationships.
 - c. Matters relating to employer-employee negotiations.
 - d. Preliminary discussion relating to the acquisition of real property (districts only).
 - e. Matters relating to actions adversely or favorably affecting a person as a student, patient, or resident of a public institution.
 - f. Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, or individual proprietorships.

The motion for recessing into executive session must contain the following information:

1. The justification for executive session.
2. The time and place at which the open meeting will resume.
3. Any individual(s) invited to participate in the executive session.
4. Discussion shall be limited to subject stated in motion.
5. No binding action shall be taken during executive session.

The right of the public to view the workings of the board should not be confused with a right to speak at the board meetings. Visitors do not have the right to express their views or participate in the board meetings. The board may grant this right.

All district board or Program Development Committee meetings shall have minutes recorded and submitted by the appropriate Secretary or their designee.

The Kansas Open Records Act (K.S.A. 45-215 to 45-250) is a law that permits the public the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. Public records are defined as "any recorded information,

regardless of form or characteristics, which is made, maintained or kept by or is in the possession or any public agency....”

The local unit director, or their designee, has the responsibility for forwarding KORA requests to Kansas State University’s designated Records Custodian. Contact information for the custodian and additional information can be found at <http://www.k-state.edu/policies/ppm/3000/3060.html> .

CENTRAL KANSAS EXTENSION DISTRICT #3 POLICIES AND PROCEDURES

SECTION: 10
POLICY: 07

SUBJECT: PROGRAM DEVELOPMENT COMMITTEES

The local extension program is a partnership of K-State Research and Extension and residents of the county or district. Residents can become active partners by serving as members of a program development committee, or PDC.

Serving on a program development committee is an opportunity for individuals who have an interest in helping their local communities and who would like to develop their personal leadership skills.

PDC Formation and Structure

Kansas Extension District laws require the governing body of the extension district to appoint Program Development Committees to develop educational program plans on extension work in agriculture and natural resource pursuits, in family and consumer science work, in 4-H club and youth development work, and in community vitality initiatives. Other committees may be appointed in areas such as horticulture, livestock production, nutrition, or family resource management. Each program development committee shall consist of six or more members from each county. Each PDC 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.

Planning Educational Programming

The members of each PDC work together with agents to develop local Extension programming: a deliberate, continuing sequence of planned events, activities, and strategies focused on a common outcome. Program participants gain knowledge, acquire skills, make decisions, and change behaviors. Educational activities might include informal classes, presentations, workshops, experiential learning, websites, social media, group facilitation, and volunteer efforts.

Roles

Working with agents, PDC members understand and promote the mission of K-State Research & Extension and serve their communities by:

- Expanding committee membership to ensure representation of important constituencies in local communities considering geographic distribution, age, gender, race, or other factors.
- Identifying needs and issues of agricultural producers, communities, families, and youth.
- Noting audiences in the district who are not being served and developing a

- proactive plan to engage them.
- Locating programming resources from K-State Research & Extension to meet local needs.
 - Implementing and participating in educational programming.
 - Evaluating programming outcomes and reporting progress to the board.
 - Articulating to others the role of the local K-State Research & Extension program.

Qualifications

- At least 18 years old and a resident of the county in which the PDC is represented.
- Interested in working within the philosophy and mission of K-State Research & Extension.
- Willing to work closely with the local Extension agent and other members of the PDC.
- Sincere interest in improving the quality of life for community residents.

Time Required

- In districts, PDC members are appointed annually.
- Members are expected to participate in PDC meetings scheduled throughout the year.

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

**SECTION: 10
POLICY: 08**

SUBJECT: HOLIDAYS

State of Kansas

New Year's Day	Friday	December 31, 2021
Martin Luther King Day	Monday	January 17
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Veterans Day	Friday	November 11
Thanksgiving	Thurs / Fri	November 24 & 25
Christmas	Monday	December 26

CKD – Salina Office

New Year's Day	Friday	December 31, 2021
Martin Luther King Day	Monday	January 17
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Veterans Day	Friday	November 11
Thanksgiving	Thurs / Fri	November 24 & 25
Christmas	Monday	December 26
Discretionary Day (may be used any time in lieu of President's Day)		

CKD – Minneapolis Office

New Year's Day	Friday	December 31, 2021
Martin Luther King Day	Monday	January 17
Presidents Day	Monday	February 21
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Veterans Day	Friday	November 11
Thanksgiving	Thurs / Fri	November 24 & 25
Christmas	Monday	December 26

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

**SECTION: 20
POLICY: 01**

SUBJECT: HIRING

K-State Research and Extension and the Central Kansas District #3 are equal opportunity employers which guarantees the right of persons to apply and be evaluated for employment opportunities without regard to race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status or veteran status.

Whereas the Central Kansas Extension District employs Office Professionals and Program Assistants solely and Kansas State University and the district jointly employ Extension agents, both entities share the responsibility for equal opportunity and non-discriminatory hiring practices.

When a vacancy occurs:

- The local unit board and the regional director, acting as the Director for Extension's representative, must agree to fill the vacancy.
- Prior to a position announcement being issued, all members of the search committee must complete the appropriate hiring module. This includes local board members, any local unit staff who will view applicant materials or participate in the interview process, and campus based screening committee members. Training can be done as a group during a board meeting, or individually via online module.
- Board members and local staff who wish to participate in the hiring process must sign the K-State Research and Extension Ethics and Confidentiality Commitment and return it to the regional director.
- Board members and staff who do not complete the training and/or return their signed agreement to the regional director within 15 days of the decision to fill the position will not be allowed to view applicant materials or participate in interviews.
- Board members and staff will review the Unlawful and Inappropriate Interview Questions prior to conducting interviews.
- Board members and/or staff who ask inappropriate/unlawful questions during the interview, or make inappropriate comments during discussion of the candidates, may be asked to leave and not participate in the rest of the interview and hiring decision process.
- The regional director and supervising local unit director, as members of the screening committee, will have full access to all candidate files. Board members will have access to full candidate files for only the final candidates. Staff can only see letter of application and resume for the final candidates.
- Local unit staff can be included in the interview session, but must be excluded

(except for a supervising local unit director) from the board's candidate deliberations to protect the privacy of the candidates. These discussions should take place in executive session.

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

**SECTION: 20
POLICY: 02**

SUBJECT: DISTRICT EXTENSION DIRECTOR

A director will be appointed by the board and KSRE representative and be delegated the responsibility for supervising, coaching and evaluating the work performance of local Extension agents and support staff, as well as all other duties and responsibilities included in this position description.

The District Director will have the same minimum educational degree requirements as an agent. He or she will also be required to have Extension experience or other related administrative experience. An Extension board and KSRE representative can recommend to raise these minimum qualifications as deemed necessary to best fulfill the administrative responsibilities at the local extension unit level on a case by case basis.

The responsibility of the District Director is given by the Extension board and the Director of Extension through the director's representative. This administrative assignment may be in addition to fulfilling programming responsibilities with a specific area of program focus.

The purpose of the position of the local unit director is to coordinate and direct the administrative functions to include: the fiscal operations of the unit; supervision of personnel; the development, delivery and reporting of extension programming; and such other administrative functions assigned by the Extension board and the director's representative.

A. Major Duties and Responsibilities

Plan and coordinate the budgetary and fiscal operations, personnel management, and office management by:

1. Providing leadership in developing annual budgets; securing extramural funds to support Extension programming, supervising fiscal operations and submitting financial reports and reviewing audits.
2. Handling legal responsibilities of the local extension unit as directed in Extension District laws.
3. Supervising, coaching and evaluating agents, local office professionals and program assistants.
4. Holding regular staff conferences and coordinating staff activities.
5. Planning adequate office space, equipment, and technology for staff and overseeing procedures to purchase all office supplies and equipment.

Coordinate the planning, development and delivery of a well-rounded and comprehensive local Extension educational programming by:

1. Assuming leadership and working with the Extension board, local stakeholders, Extension agents and staff, regional and state specialists, and the KSRE representative to develop comprehensive programming to meet the needs of local people.
2. Coordinating the utilization of Extension program development committees and other local interest groups in developing and conducting educational programming.
3. Providing leadership in the implementation of agent action plans by scheduling of Extension activities and events, creation of educational resources, and the securing of the services of regional and state specialists and other human resources.
4. Leading training sessions, and utilizing educational resources for local leaders who serve on the Extension board and program development committees, as well as other extension affiliated groups.

Provide leadership at the local level to assure that Extension educational programming and materials are accessible to all people of the district without regard to race, color, religion, national origin, sex, age or disability and that all reasonable efforts are being made to reach underserved audiences.

Provide leadership in implementing a comprehensive process for selecting and screening volunteers and staff, following K-State Research and Extension policies and procedures. Assure that all volunteers working with youth, beyond a single program or short term learning activity, are registered volunteers and comply with the 4-H Volunteer Code of Ethics.

B. Administrative Accountability

The District Director is administratively responsible to the Extension board and the KSRE representative for budget and fiscal operations, personnel supervision and management of agents and local staff, overall program development, delivery and evaluation, and assurance of accessibility to local programming by all individuals.

In absence of the District Director, Cade Rensink, the following administrative succession will be followed:

Sarah Maass, District 4-H & Youth Development Agent
Leah Robinson, District FCS Agent
Deb Wood, District FCS Agent
Jason Graves, District Horticulture Agent
Jay Wisbey, District Crop Production Agent
Justine Henderson, Livestock Production Agent

CENTRAL KANSAS EXTENSION DISTRICT #3 POLICY AND PROCEDURES

SECTION: 20
POLICY: 03

SUBJECT: DISTRICT EXTENSION AGENTS

Legislative Authority:

Kansas Extension District Laws state that local Extension programs are established for the sole purpose of giving instruction in agriculture, marketing, family and consumer sciences, 4-H youth development, and community development and that Extension agents are employed to carry out such instruction.

Purpose of Position:

K-State Research and Extension is a community-based education unit serving Kansans by engaging residents with the research, educational and technological resources of Kansas State University. As K-State faculty, Extension agents are professional educators who provide a link between the university and communities across Kansas. They lead their clientele to increased knowledge and understanding and to better decision-making through pro-active and intentional instructional methods.

District Extension Agents are administratively responsible to the Director of K-State Research and Extension (represented by a designated administrator), the District Director, and the local Extension board.

Job Responsibilities:

As a professional educator the District Extension Agent:

1. Provides leadership for educational programming related to family and consumer sciences, 4-H and youth development, agriculture and natural resources, horticulture and/or community vitality.

Develop and implement a comprehensive, pro-active educational program including these steps:

- a) Identify local needs and emerging issues related to K-State Research and Extension's five Grand Challenges (water, community vitality, health, developing tomorrow's leaders and global food systems) by engaging with Program Development Committees and other community organizations and professionals. Where there is alignment, develop focused Action Plans which outline educational outcomes, outputs and inputs.
- b) Design appropriate educational strategies to engage clientele. These strategies might include delivering educational programming in a community-based setting, coordinating events and activities that provide experiential

learning opportunities, using innovative technologies, providing individual educational consultations and facilitating groups seeking similar educational outcomes.

- c) Develop and implement strategies to expand the reach of educational programming to under-served audiences. Make certain K-State Research and Extension is an equal opportunity provider of educational programs and materials to all people of the district without regard to race, color, religion, national origin, sex, age or disability.
- d) Collect evidence of educational program impact. Work with the office team to develop and implement a communication plan to demonstrate the public value and the impact of educational programming to both internal and external audiences.
- e) Develop specialized knowledge and skills by engaging as a member of a Program Focus Team and implementing an annual Professional Development Plan. The plan will include both subject matter and core competencies.

2. Administers KSRE's comprehensive volunteer management process for recruiting, screening, orienting, and educating volunteer leaders to expand the reach of the local educational program.

3. Secures external funding such as grants, gifts and cost recovery to supplement local tax revenue to support and expand educational programming.

4. May periodically be requested to serve on organizational task forces or committees or as a mentor.

5. May periodically be assigned other functions as assigned by the director's representative, the District Director and/or the Extension board.

CENTRAL KANSAS EXTENSION DISTRICT #3 POLICY AND PROCEDURES

SECTION: 20
POLICY: 04

SUBJECT: DISTRICT PROGRAM ASSISTANTS

Program assistants play a vital role in K-State Research and Extension's expansion and implementation of educational programming for Kansas residents. Program assistants are para-professionals who may be employed by local extension boards. They are generally employed for the completion of well-defined program objectives. The local unit provides all salary, benefits, and travel expenses associated with the responsibilities of this position.

Program assistant positions are to be developed by the Extension board in partnership with the Regional Local Unit Director.

Following is specific information related to the employment of program assistants by local units.

- 1) The local extension board and the area extension director will meet together to define the responsibilities of the program assistant position. An Approval to Employ an Extension Program Assistant (EXOP 3-5) will be signed by both parties.
- 2) The program assistant reports to the local unit director and/or an agent for their responsibilities and performance. The board and area director should be kept informed of the progress toward assigned responsibilities. A performance review is to be conducted at the end of the first three months of employment and at least annually thereafter.
- 3) The program assistant's responsibilities are to be specifically focused with well-defined objectives and a targeted audience. In contrast, an Extension agent gives leadership to a comprehensive educational program directed to a wide variety of the residents of the district. Program assistants will assist in provide educational programs and materials to all people of the county / district without regard to race, color, religion, national origin, sex, age or disability.
- 4) Program assistants who work more than 1,000 hours annually are eligible for the Kansas Employees Public Retirement System and the State of Kansas Health Insurance program, if the local board provides these benefits.
- 5) Program assistant positions are non-exempt from the overtime provision of the Fair Labor Standards Act and thus the assistant will be paid an hourly wage and overtime or compensatory time for any hours worked over 40 in a workweek.

6) It is recommended that the minimum educational requirement for a program assistant position be a high school diploma or associate degree.

7) Appropriate professional development for the program assistant is to be arranged through the supervising agent.

CENTRAL KANSAS EXTENSION DISTRICT #3 POLICY AND PROCEDURES

SECTION: 20
POLICY: 05

SUBJECT: DISTRICT OFFICE PROFESSIONALS

The district Office Professionals report to the District Director and the Central Kansas Extension District #3 provides salary and benefits.

Central Kansas Extension District office professionals provide general administrative support to the local K-State Research and Extension educational program. In general they will:

- Present the first impression of the local extension program and K-State Research and Extension while greeting the public and answering the telephone.
- Respond to routine requests from the public and refer other requests to the appropriate individual.
- Provide educational materials to all people of the district without regard to race, color, religion, national origin, sex, age or disability.
- Be familiar with schedules of agents in order to respond to phone calls and office visits.
- Open, sort and date-stamp mail. Scan and note due dates for responses. Make copies as appropriate to keep everyone informed of important information.
- Organize correspondence, records and other information for future retrieval.
- Copy and distribute correspondence, news releases and meeting and event notices via mail, email, or social media.
- Create documents such as newsletters, fliers, brochures, etc.
- Maintain web pages and social media with up-to-date information.
- Receive and record registrations for events.
- Prepare regular and routine documents, logs, reports and schedules.
- Coordinate ordering of supplies, equipment and publications.
- Keep publications racks stocked and rotated.
- Manage the documentation associated with the volunteer screening process.
- Perform routine maintenance of office equipment and make arrangements for repair when necessary.
- Keep mailing lists and databases up-to-date.
- Maintain accounts payable, accounts receivable and budgets.
- Prepare monthly financial reports for the board.
- Prepare monthly payroll including filing of state and federal reports.
- Receive and record cash and checks.
- Operate equipment such as computer and copy machines.
- Delegate duties as appropriate to part-time or student employees.
- Carry out other related duties as assigned by the District Director or other agents

District office professionals should have:

- The ability to represent the local offices of K-State Research and Extension in a professional manner.
- Ability to keep sensitive information in a confidential manner.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.

CENTRAL KANSAS EXTENSION DISTRICT #3 POLICY AND PROCEDURES

SECTION: 20
POLICY: 06

SUBJECT: EMPLOYEE EVALUATIONS

Performance Evaluations will be conducted annually with all employees. Care will be taken by all parties to keep information confidential.

Support Staff will be evaluated annually by the District Director with input from other agents.

Agents will be evaluated annually with 50% of the input coming from Regional Local Unit Director and the other 50% from the Central Kansas Extension District Governing Body and District Director. Guidelines for completing the annual performance review and supporting instruments are outlined in the Agent Performance Review section of the Employee Resources page of the K-State Research & Extension website.

The quality of K-State Research and Extension is sustained through the dedicated, excellent and creative work of its local unit agents. As K-State faculty, Extension agents are professional educators who provide a link between the university and communities across Kansas. Extension agents lead their clientele to increased knowledge and understanding and to better decision-making through proactive and intentional instructional methods and facilitating conversation about local issues in Kansas communities.

Flexibility in work time is essential for successful Extension programming. Often the nature of the educational event and/or the availability of constituents necessitate faculty to work during lunch hours, evenings and weekends and outside a normal office environment. K-State Research and Extension supports agents in their role as family members and active participants in their communities and recognizes that these kinds of responsibilities may take them away from the workplace during routine office hours. In today's world, agents are rarely completely separated from their work. Consequently, agents cannot always consistently separate their work demands from their personal life. Rather, agents must often blend the two, and it is the responsibility of the agent to manage their work/life integration.

The Agent Performance Review process, conducted annually in the fall, provides an opportunity for board members, the District Director and the K-State Research and Extension representative to assess an Extension agent's professional growth, development and progress toward these criteria as well as their professional goals.

Specifically, the goals of the performance review process are:

- To provide agents an opportunity for self-assessment
- To increase job satisfaction and understanding
- To recognize performance that meets or exceeds expected levels
- To identify areas where development is needed
- To establish agreement on professional development plans

As part of the agent evaluation process, consideration will be given to the expectations set forth below. These expectations fall into six criteria essential to the quality of a local unit agent's work as well as the overall impact and reputation of K-State Research and Extension. These five criteria include:

- Engagement
- Program Planning, Implementation, Evaluation and Reporting
- Education and Facilitation
- Program Management
- Volunteer Development and Management
- Administrative and Supervisory*

While the relative importance of the criteria may differ among agent positions, meaningful contributions in each area are essential for an agent's success and in receiving "meets expectations" as a part of the annual performance review process.

Engagement

Engagement is integral to Extension. It is the process of connecting with individuals, families and communities to better understand their needs, develop educational strategies that address those needs and to collect evidence of program impact. An essential component of engagement is in reaching new or historically underserved audiences.

Indicators for Engagement:

- a. Actively lead or participate in an appropriate program focus team
- b. Meet with the program development committee and other potential stakeholders to get to know your community
- c. Engage in appropriate professional development to enhance core competency and subject matter knowledge (an agent should devote approximately 10% of their time to professional development)
- d. Serve on extension committees, as needed
- e. Serve on task forces identified by leadership, as needed
- f. Be a good organizational citizen and colleague to help achieve the mission of K-State Research and Extension

Program Planning, Implementation, Evaluation and Reporting

Program planning, implementation, reporting and evaluation is the intentional creation and continuous improvement of timely, high-quality educational programs that result in positive changes in participants' knowledge, attitudes, skills and behaviors.

Indicators for Program Planning, Implementation, Evaluation and Reporting:

- a. Collaborate with the program development committee and the appropriate partnering organizations to plan and implement impactful educational programming that address critical issues of the community
- b. Identify 2-3 program action plans including at least one signature program to deliver in the local unit
- c. Collaborate with other KSRE agents on interdisciplinary and trans-disciplinary programs when appropriate
- d. Implement program plans in a timely, professional manner
- e. Intentionally plan to engage underrepresented audiences and maintain appropriate documentation for civil rights files
- f. Evaluate educational programming to measure positive changes in participant's knowledge, attitudes, skills, behaviors and condition change.
- g. Prepare meaningful and significant periodic reports including annual reports to boards utilizing PEARS
- h. Communicate program/evaluation results to the board, program development committee(s) and other stakeholders to demonstrate program impact

Education and Facilitation

The primary role of the local unit agent is to design and/or deliver appropriate research-based educational strategies to engage clientele. Extension education is complex because conditions must be conducive so the learner can increase awareness and knowledge and change attitudes, skills, behaviors and condition changes.

Indicators for Extension Education:

- a. Demonstrate effective teaching and facilitation skills
- b. Develop/adapt educational programs to fit the various needs and learning preferences of the target audience (i.e. face-to-face, webinars, online programs)
- c. Use appropriate technology in program delivery
- d. Proficiently use appropriate (research and/or evidence based) educational programs in primary program focus
- e. Write clearly, accurately and thoroughly to clearly articulate thoughts

Program Management

Diverse, evolving extension programs need to be managed and delivered in an effective, efficient manner. Local unit agents may manage multiple programs at one time affecting the lives and/or livelihoods of internal and external customers

Indicators for Program Management:

- a. Utilize effective strategies for organizing educational programs including promotion, selection of program sites, and registration logistics
- b. Provide marketing and outreach to yield appropriate program contacts
- c. Seek resources, such as sponsorships, user fees and grant funding to support the program
- d. Adopt at least one K-State Research and Extension signature program to deliver in the local unit
- e. Follow K-State Research and Extension and local unit policies

Volunteer Development and Management

K-State Research and Extension relies on volunteer involvement in all program areas to extend the reach of our educational programs and resources. Volunteers are fundamental to many successful Extension programs.

Indicators for Volunteer Development and Management:

- a. Utilize volunteers as appropriate in order to expand programming. Establish clear expectations for how volunteers will assist in carrying out the extension program
- b. Implement and manage a comprehensive process for recruiting, selecting, screening and training volunteers. Manage volunteers according to K-State Research and Extension policies.
- c. Maintain a record of volunteer involvement in your extension program
- d. Provide an adequate number of training opportunities to meet the needs of participants wanting to be involved as volunteers
- e. Create a path for volunteers to grow and take on additional responsibilities and leadership roles
- f. Conduct an annual review of volunteer performance that provides clear expectations of their responsibilities and feedback and training to enhance their performance
- g. Determine effective strategies for volunteer recognition

Administrative and Supervisory* (this section may not apply to all local unit agents)

The purpose of the local unit director is to coordinate and direct the administrative functions including fiscal operations; personnel; and providing overall leadership for the planning, development and delivery of a comprehensive local Extension education program. Agents with supervisory responsibilities also fulfill some of these administrative functions for their respective program areas.

Indicators for Administrative and Supervisory

- a. Work effectively with the local unit board and K-State Research and Extension to administer the Extension program
- b. Manage the fiscal operations for the local unit including the annual budget, day-to-day expenditures, financial audit/review and reporting
- c. Effectively supervise and coach office staff, program assistants, and agents if in a district or larger county.
- d. Follow K-State Research and Extension and local unit policies
- e. Communicate impact of local extension program to board, county commissioners, legislators and other key stakeholders
- f. Provide leadership to effectively market the local Extension program
- g. Provide leadership to assure that Extension programming is accessible to all individuals and that reasonable efforts are being made to reach underserved audiences

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

**SECTION: 20
POLICY: 07**

SUBJECT: EMPLOYEE SALARIES

Salary adjustments can be done any time of year, but are usually adjusted in October or November to go into effect January 1st or first pay period of the following year in order to reflect the new district budget. Salaries must be considered at budget time in June and July to determine the amount needed in the salary line item for the upcoming year. Individual amounts need not be established just the total dollars for budget considerations.

Factors to consider in determining predicted salary are:

For support staff

- Salary should be commensurate with professional experience and available funding
- Compensation of similar external positions
- Compensation of support staff in other similar sized Extension units throughout the state

For agents

- Salary should be commensurate with professional experience and available funding
- KSRE base starting salary is \$43,000 for a BS degree with no professional experience and \$47,000 for a MS degree with no professional experience.
- For an agents on the job for over five years, the predicted salary should be 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 employee salaries should only be discussed in executive session.

Care should be taken to keep salaries equitable.

Salaries of support staff are determined by the District Director. Salaries of agents are set by the Central Kansas Extension District #3 Governing Body and the KSU Director of Extension or their assigned representative. One entity cannot change agent salaries without the approval of the other.

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

**SECTION: 20
POLICY: 08**

SUBJECT: CONFLICT OF INTEREST

K-State Research & Extension and the Central Kansas Extension District recognizes the value of staff interaction with business and industry, private foundations, and government agencies to foster the University and Extension missions, facilitate professional development, and promote expansion of knowledge.

In some cases, the external activities of staff, such as consulting, outside employment, public service, pro bono work, or serving as an officer of an external entity, even without compensation, can result in real or apparent conflicts regarding commitment of time.

This policy states that staff owe their primary professional responsibility to their employing organizations and their primary commitment of time and intellectual effort should be to the education, service, research, and scholarship missions of the University and district.

Staff should maintain a presence in the office commensurate with their appointments. External professional activities that take time away from work responsibilities should be discussed with the District Director to obtain concurrence that the activities do not constitute a conflict of time commitment. Disclosure of relevant significant financial interest and/or time requirements is required of all staff who have potential or possible conflicts of interest or time commitment. Failure to comply with the policy may result in disciplinary action.

Further explanation of this policy can be found at <https://www.k-state.edu/conflict/>.

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

**SECTION: 20
POLICY: 09**

SUBJECT: AT-WILL EMPLOYMENT

Employment agreements will be used annually to specifically outline the employee's title, period of employment, compensation, leave, and expectations as they may relate to professional development, reporting, policy, probation and termination.

The Central Kansas District #3 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.

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

**SECTION: 20
POLICY: 10**

SUBJECT: DISCIPLINARY ACTION PROCEDURES

K-State Research & Extension and the Central Kansas Extension District are committed to providing a positive, supportive, and harmonious work environment where employees can perform to their best ability. KSRE recognizes also that there are times when disciplinary action is necessary. First, it is important that performance and discipline problems be settled at the earliest state possible through timely and appropriate verbal and written counseling by the employee's immediate supervisor. If, however, these local level actions do not correct the situation, the guidelines in this policy address formal disciplinary measures for Office Professionals and Program Assistants who violate policies, fail to perform work satisfactorily or behave in a manner detrimental to K-State Research & Extension.

Considerations Prior to Taking Disciplinary Action

- Did the employee clearly understand the rule or policy that was violated?
- Did the employee know in advance that such conduct would be subject to disciplinary action? (Dependent on conduct)
- Was the rule violated reasonably related to the safe, efficient and orderly operation of the organization's business?
- Is there substantial evidence that the employee actually did violate the rule?
- Is the action planned reasonably related to the seriousness of the offense, the employee's record with the organization, and to action taken with other employees who have committed similar offense?

Grounds for Disciplinary Actions

A. PERSONAL CONDUCT. Grounds for decision-making leave (suspension with pay), demotion, or dismissal of an employee for personal conduct detrimental to service includes, but is not limited to, the following:

1. Gross or immoral conduct unbecoming an employee
2. Conviction of a criminal act
3. Immoral conduct
4. Willful abuse or misappropriation of funds, materials, property or equipment
5. Making a false statement in the employee's application for employment
6. Participation in any action that would in any way seriously disrupt or disturb the normal operation of the Central Kansas Extension District or K-State Research & Extension
7. Trespassing on the property of any local unit employee for the purpose of harassing or forcing dialogue or discussion from the occupants or owners of such property

8. Willful damage to or destruction of district property
9. Careless, negligent, or improper use of district property
10. Willful endangerment of the lives or property of others, or both
11. Possession of unauthorized firearms or other lethal weapons while on the job
12. Performing duties in a brutal manner, mistreating or neglecting a person in the employee's care
13. Refusal to accept a reasonable and proper assignment from an authorized supervisor (insubordination)
14. Being under the influence of alcohol or drugs while on the job
15. Knowingly releasing confidential information from official records
16. Use of the employee's position, use of the employee's time on the job, or use of county or district property or facilities by the employee in connection with a political campaign
17. Sexual harassment arising out of, or in connection with, employment
18. Gross carelessness or gross negligence
19. Grossly improper use of property

B. WORK PERFORMANCE. Grounds for decision-making leave (suspension with pay), dismissal or demotion, of a permanent employee for deficiencies in work performance include, but are not limited, to the following:

1. Inefficiency or incompetency in the performance of duties, or inability to perform the duties
2. Negligence in the performance of duties
3. Careless, negligent, or improper use of property
4. Failure to maintain satisfactory and harmonious relationships with the public and/or fellow employees
5. Habitual or flagrantly improper use of leave privileges
6. A habitual pattern of failure to report for duty at the assigned time and place or to remain on duty

Disciplinary Procedures

Prior disciplinary actions of a year or more past will not ordinarily be included in current requests for disciplinary procedures.

Nothing in these procedures prevents the district from immediately requesting a decision-making leave (suspension with pay), demotion, or dismissal of an employee for actions warranting such a measure.

DISCIPLINARY ACTION

1. Oral Reminder

- a. In preparation, the immediate supervisor should gather information, observe the situation first-hand when possible, and plan a meeting designed to help the employee recognize the problem.
- b. During that private conference, the District Director should avoid the role of adversary, trying instead to guide the employee as follows:

- State the problem clearly
- Identify the changes that are expected
- Ask for and listen to the employee's point of view
- Encourage the employee to offer solutions
- Reach agreement on actions that will be taken and a timetable for that action

c. Immediately after the meeting, the supervisor should document the discussion and the resulting agreement in a memo to the employee, a copy of which may be retained in the District Director's working file rather than a personnel file. The employee should be informed that such a notation is being made.

2. Written Reminder

a. If the problem continues, the District Director should send the employee a copy of the above memo or form with a cover note stating that the problem has not been resolved and that a second conference is necessary.

b. During the second counseling session, the District Director should continue to pursue a problem solving approach, rather than a punitive one. The objective is to prevent recurring problems, not to punish for prior wrongdoing. A problem-solving approach, however, does not prevent a supervisor from expressing concern over an employee's continued unacceptable behavior. Each of the points to be included in the written notification, outlined below, should be covered orally during the meeting.

c. Following that meeting, the director should provide the employee written notification that includes the following:

- A statement that this is a written reminder
- A clear, objective statement of the problem
- The desired changes not made to date
- An additional opportunity to correct the problem and the time period
- An offer of assistance as their supervisor
- Disciplinary consequences

d. The employee's signature is requested to acknowledge receipt, not necessarily agreement; one copy of the notification is given to the employee and one copy is placed in the personnel file.

3. Suspension with Pay (Decision-Making Leave)

a. The purpose of a decision-making leave day is to provide an employee with some critical thinking time. During this paid leave, an employee must decide whether he or she wishes to continue employment and, if so, what positive steps the employee will take to correct past deficiencies.

b. A decision-making leave day for an employee will be offered at the approval of the Regional Local Unit Director, board chair and District Director.

c. Immediately upon return from a decision-making day, the employee will meet with the District Director to discuss the employee's decision. If the employee elects to remain employed, he or she will be advised as follows:

- Immediately correct the problem situation; maintain fully acceptable performance and conduct in every area of the job, whether immediately related to the current problem or not. Any further problems that require disciplinary action may result in dismissal.

4. Dismissal

a. For dismissal of an employee, the district must submit documentation to the board and Regional Local Unit Director, including why the action is being requested, what prior steps were taken to correct the situation, and any other pertinent documentation and information.

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

**SECTION: 20
POLICY: 11**

SUBJECT: CONFLICT RESOLUTION

When conflicts arise within K-State Research and Extension the first step toward resolution is for the two parties to work to address the issue together. If that does not lead to the desired outcome, the conflict should be addressed through supervisory channels.

Support staff

All support staff are responsible to the District Director. Any employee having a grievance shall submit his or her grievance to the District Director for review. The Central Kansas Extension District Governing Body shall determine whether or not there is a factual basis of the action of the Director or if the action of the Director was arbitrary or capricious.

Upon request for such review, the District Director shall immediately contact the board who shall place the matter on the agenda at the next meeting or as soon thereafter as is reasonably convenient for said board. All such review before the board shall be supported by written documentation or other competent evidence supporting the grievance alleged. The final decision as to whether or not the employee will be retained will be made by the board.

Agents

Due process is a legal term that has been adapted into an informal process in today's employment environment. The process provides a framework to all performance issues to be addressed by the local Board and the Director's representative.

Steps in Due Process

- Board and Director's representative agree that performance issues are significant and lack of improvement could lead to a change in an agent's employment status.
- In Executive Session, the Board and Director's representative discuss the nature of the issue and provide the employee an opportunity to address the issue.
- If the Board and Director's representative determine the agent's performance does not meet expectations, a probationary period and process is established.
- The Board and Director's representative prepare a written plan with the performance issue to be addressed, specific actions that need to be taken to improve performance, evidence that will be required to document improved performance, and the date by which the improved performance will be achieved. At the end of the probationary period, the agent will prepare for the Board documentation of how they have addressed the performance issue.

- The Board and Director's representative will jointly determine whether the criteria has been met and if the probation will be ended, extended, or if dismissal proceedings will begin.

For more information on employee conflict resolution and grievance procedures, please go to https://www.ksre.k-state.edu/employee_resources/employment_employee_relations/dispute_resolution.html.

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

**SECTION: 30
POLICY: 01**

SUBJECT: ANNUAL LEAVE

It is the expectation of K-State Research & Extension and the Central Kansas Extension District Governing Body that each employee plan for and take adequate vacation each year in order to refresh and prepare himself or herself for the duties of the ensuing year.

Support Staff

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.

Intermittent and temporary employees are not eligible for leave benefits.

Each support staff earns hours of annual leave on the following basis:

	Per Month	Max per Year	Max Accumulation
0-5 years	8	96	144
5-10 years	10	120	176
10-15 years	12	144	208
15+	14.67	176	248

*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 calendar year basis, January 1 through December 30.

All support staff annual leave must be arranged and scheduled with the District Director. The director will work with the support 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 the district.

If an employee is denied a request for leave due to the work load of the office and exceeds the maximum amount of leave, the District 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 annual leave, 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 annual earned through the last day worked. If the employee terminates at any time other than the end of the month, annual leave will be earned on a prorated basis for that month.

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

Agents

Annual leave is earned on a per-pay-period basis and employees earn up to a maximum of 304 hours. Leave is credited and available for use following the pay period in which it is earned. Agents accrue a maximum of 8 hours per pay period to a limit of 176 hours per year.

Additional information on annual leave accrual, usage, and payment can be found in the official Kansas State University Policies and Procedures Manual (<https://www.k-state.edu/policies/ppm/>).

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

**SECTION: 30
POLICY: 02**

SUBJECT: SICK LEAVE

Support Staff

Each support staff 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:

- 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)
- 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
- Enforced quarantine of the employee in accordance with community health regulations
- To supplement Funeral Leave.

In the event that an employee becomes ill, they should contact the District Director. If he/she cannot be reached, contact any of the other agents or staff. Make sure someone knows what you have been working on and what needs to be done if it is of an urgent nature.

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.

Employees will be paid for one-half of any accumulated sick leave on the employee's record at the time of termination not to exceed 720 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 any accumulated sick leave at the time of termination not to exceed 240 hours. Employee must have been employed by the Central Kansas Extension District #3 for at least five (5) consecutive years.

Agents

Sick leave is earned at a rate of 3.7 hours per pay period. It may be used for these reasons only:

- Illness or disability of the employee and personal medical or dental appointments, including pregnancy and childbirth.
- Illness or disability of the employee's family member and for appointments with a family member if the employee's presence is necessary, such as for minor children.
- Legal quarantine of the employee.
- Adoption of a child by an employee or initial placement of a foster child in the home, when the initial placement reasonably requires the employee to be absent from work.
- Family member is defined as any person related to the employee by blood, marriage, or adoption and any minor residing in the employee's residence as members of the employee's household because of court proceedings.

Additional information on sick leave accrual, usage, and payment can be found in the official Kansas State University Policies and Procedures Manual (<https://www.k-state.edu/policies/ppm/>).

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

**SECTION: 30
POLICY: 03**

SUBJECT: MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) is a federal law enacted to protect employees' benefits and to provide job protection for medical absences and other qualifying events.

Eligible employees are entitled to up to twelve workweeks of job-protected leave for the birth, adoption, or foster placement of a child; for a serious health condition of the employee; or for an employee to care for the employee's family member with a serious health condition. Eligible employees may also be entitled to up to 26 weeks of job-protected leave to care for certain illnesses or injuries of a covered member of the Armed Forces.

Kansas State University has developed policies (<https://www.k-state.edu/policies/ppm/4800/4860.html#40a>) to outline both the employee's and the University's rights and obligations under FMLA and state law.

These policies should be construed and applied in a manner consistent with Kansas law, FMLA, and federal regulations implementing FMLA.

Workers' Compensation

Each employee who is injured on the job and awarded workers' compensation will be granted use of accumulated leave upon the employee's request to supplement workers' compensation payments. The compensation for accumulated leave used each pay period is that amount which, together with workers' compensation, equals the regular pay for the employee. Vacation leave and compensatory time will be used only after sick leave has been exhausted unless the employee requests that vacation leave and/or compensatory time be used first. Employees are not required to use accumulated compensatory time in conjunction with workers' compensation.

Complete information on Workers' Compensation is available on the Benefits website on Workers' Compensation Insurance (<https://www.k-state.edu/hcs/benefits/work-comp/>).

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

**SECTION: 30
POLICY: 04**

SUBJECT: SPECIAL PURPOSE LEAVE

PERSONAL LEAVE

Support Staff

This paid leave is granted on occasions where a support staff member must be gone on personal matters that cannot be handled at a time other than during regular office hours (ex: legal, doctor visits)

Personal Leave should be used sparingly and not exceed two (2) hours maximum each time unless approved by the District Director. In each instance, when the Personal Leave taken is less than two hours, it does not need to be reported. If more than two hours of Personal Leave is taken for a certain occasion, the total time should be reported as Annual Leave or Sick Leave, whichever is most appropriate.

ADMINISTRATIVE LEAVE

Administrative leave is leave with pay as authorized for situations that create dangerous or unsafe work conditions or for other circumstances that necessitate the closing of an office or building.

Kansas State University and/or the Central Kanas Extension District Governing Body has the authority to impose Administrative Leave (with or without pay) for personnel issues when doing so is in the best interest of the organization.

CIVIL LEAVE

Civil Leave with Pay

Leave with pay may be authorized for any employee 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. An extension employee should not volunteer to be a witness for either party involved in a civil lawsuit. If a court subpoena is issued the individual would appear as an expert witness. If subpoenaed the individual would state only the facts and would not make a judgment as to damages that ought to be awarded.
- B. When performing emergency civilian duty in connection with national defense or local disaster.

- 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 District Director.
- E. When serving as a volunteer fire fighter if the employee lives in a rural fire district.

Civil Leave without Pay

If an employee is involved in a personal court case, either as the plaintiff or defendant in a suit not resulting from his/her duties with the Central Kansas Extension District, leave may be granted, but the time off shall be charged to accrued vacation leave or to a leave of absence without pay.

FUNERAL / BEREAVEMENT LEAVE

Each district employee shall be allowed funeral leave for close relatives that are defined as spouse, child, mother, father, brother, sister, foster parents, step parents, step children, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren, unmarried domestic partner, or any relative or legal guardian residing in the household.

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.

Full-time Support Staff:

- 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 as a pallbearer upon request.
- c) One day is allowed in the case of death of an aunt, uncle, niece or nephew of the employee or the employee's spouse.

Part-time Support Staff:

- a) The maximum allowed for out-of-state funerals is twenty (20) hours and for in-state funerals is twelve (12) hours.
- b) Four (4) hours of funeral leave will be allowed to act as a pallbearer upon request.
- c) Four (4) hours is allowed in the case of death of an aunt, uncle, niece or nephew of the employee or the employee's spouse.

Additional time needed for the attending of funerals shall be counted as sick leave, annual, or personal leave.

Agents

- a) A maximum of six working days may be granted as paid leave for bereavement or to arrange for and to attend the funeral services of a close

- relative.
- b) The employee's relationship to the deceased and necessary travel time are all factors in determining whether or not to grant paid leave and the number of days if granted.
 - c) One day is allowed in the case of death of an aunt, uncle, niece or nephew of the employee or the employee's spouse.

JURY DUTY

Each employee, excluding an employee on a temporary appointment, will be granted a leave 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 Human Rights Commission, the U.S. Equal Employment Opportunity Commission, or a court, legislative committee, or other public body, except for appearances which involve an employee, either as defendant or plaintiff, in a personal matter.

The length of time for jury duty leave will be determined by the department/unit head, using the following factors as guidelines: (1) actual hearing/court time, (2) location of hearing/court, and (3) employee's residence location in relationship to the hearing/court location. Department/unit heads may require documentation to support this determination.

In such cases involving a personal matter, vacation leave, compensatory leave, or leave without pay will be used.

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.

LEAVE WITHOUT PAY

Authorized leave from regular district duties for purposes not related to district duties and during which the employee receives no district compensation constitutes leave without pay. The reason(s) for leave without pay may include professional growth, significant public service, health or other personal reasons.

Support Staff

Any support staff may be considered for leave without pay (LWOP). All accrued leave must be exhausted before LWOP can be approved. This leave may be for any of these purposes:

- Illness, disability, pregnancy, childbirth, miscarriage, abortion, and recovery
- Adoption of a child by the employee
- Initial placement of a foster child in the employee's home
- Care for a family member with a serious health condition
- Other good and sufficient reason deemed by the appointing authority to be in the best interest of the Central Kansas District

Family members are persons related to the employee by blood, marriage, or adoption, and minors residing in the employee's home as a result of court proceedings pursuant to the Kansas Code for Care of Children or the Kansas Juvenile Offenders Code.

As the appointing authority of the Central Kansas Extension District, the District Director may require a physician's statement to document illness or disability cited as the reason for leave without pay.

Support staff may be granted leave without pay for a period not to exceed 90 days. *Exceptions may only be made by the Central Kansas Extension District Governing Body.*

Request for leave without pay for 30 days or less must be approved by the District Director prior to the beginning of the leave. Leave without pay for more than 30 days requires approval by Central Kansas Extension District Governing Body.

Agents

All agents are eligible for LWOP when on an approved FMLA leave. Only employees in budgeted positions and who are not on term appointments qualify to be considered for leave without pay for non-medical absences.

For leave without pay of less than 30 days, the request should be made to the Regional Local Unit Extension Director after the leave has been approved by the Central Kansas District Governing Body.

For leave without pay exceeding agents should make a request to and work with Extension Administration

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.

MILITARY LEAVE

The Federal Uniformed Services Employment and Reemployment Rights Act (USERRA), codified at 38 U.S.C. 4301 et seq. provides enhanced leave rights and job protections for employees absent for military duty.

Employees who are called to full-time active duty or who must fulfill Reserve or National

Guard training requirements are eligible for leave benefits described in this section. Military leave provisions include military leave with and without pay.

The employee must notify the District Director of the military order requiring active duty as soon as possible. The request for military leave should be made as soon as possible under the circumstances of the order. Military leave not requested as prescribed in this policy will not be approved unless the employee provides satisfactory evidence of extenuating circumstances.

Each employee in a leave-earning position will be granted military leave without pay or, at the employee's request, granted accrued vacation leave for induction, entrance, or examination into a Reserve or National Guard unit. Upon completion of the induction, entrance, or examination, the employee is to return to work.

Military leave is included in the employee's length of service. No paid leave will be earned or accrued while on military leave without pay.

For purposes of this policy, any reference to the military Reserve of the United States is considered to include members of the National Guard.

Upon each employee's release from a period of active or inactive duty or upon discharge from hospitalization or convalescence from illness or injury incurred or aggravated by the military duty, each employee will be permitted, if qualified, to return to a position with status and pay similar to that which the employee would have had if the employee had not been absent for military purposes. If the employee is no longer qualified to perform the duties of the position because of disability sustained during the military duty but is qualified to perform the duties of any other position, the employee will be offered employment in a position comparable to the former position in status and pay.

PARENTAL LEAVE

KSRE and the Central Kansas Extension District recognize the importance of supporting new parents with time off to bond with their child. The parental leave program allows eligible employees paid time off for welcoming a new child into their home. Parental leave provides up to six weeks of paid time off for purposes of bonding with and caring for the child.

Any agent and support staff in a non-temporary position requiring at least 1,000 hours per year who has been employed for twelve months is eligible.

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

**SECTION: 30
POLICY: 05**

SUBJECT: KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)

The Central Kansas Extension District #3 is a member of the Kansas Public Employees Retirement System (KPERS). Participation in KPERS retirement is mandatory at date of hire.

	KPERS 1	KPERS 2	KPERS 3
Membership Date	Contributing members on 7/1/2009	Employees first employed 7/1/2009 to 12/31/14	Employees first employed on or after 1/1/2015
	Vested employees who return to work	Active members who return to employment 7/1/2009 to 12/31/2014	
	Employees in "year of service" 7/1/2008-6/30/2009 and are still employed	Former members who withdrew and begin new membership 7/1/2009 to 12/31/14	
Vesting	5 years of covered service	5 years of covered service	5 years of covered service
Contributions by Employees	6% of gross pay	6% of gross pay	6% of gross pay
Full Retirement Eligibility	Age 65 plus 1 year of covered service Age 62 plus 10 years of covered service 85 points (age plus covered service)	Age 65 plus 5 years of service or Age 60 plus 30 years of service	Age 65 plus 5 years of service or Age 60 plus 30 years of service
Early Retirement Eligibility	Age 55 plus 10 years of contributions with reduction in benefits	Age 55 plus 10 years of service with reduction in benefits	Age 55 plus 10 years of service with reduction in benefits

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

**SECTION: 30
POLICY: 06**

SUBJECT: HEALTH INSURANCE

Support Staff

The Central Kansas Extension District #3 Governing Body has determined that a group health plan is an asset to retention of current employees and enhances the ability to attract new hires.

Requirements to participate in the State of Kansas Health Benefits Program are:

- Employee and employer contribution rates must be at least equal to the State of Kansas contributions.
- Plan design and funding are not subject to negotiations.
- All employees are eligible who work a minimum of 1,000 hours per year (1560 hours is considered full-time).
- The group must have and maintain enrollment of at least 70% eligible employees enrolled in the State Employee Health Plan (SEHP).
- Employers may not create, maintain or provide incentives for employees not to join the SEHP.
- Employees must be offered the choice of all SEHP plan benefits and vendor options.
- Employer must elect to participate for a minimum of three years.

The SEHP is available to Central Kansas District employees on a cost-share basis and is optional. For those that choose to participate, the district pays the full premium (employer share + employee share) of an individual (single) policy for both medical and dental insurance. All vision plan premiums and/or additional premiums on plans that cover persons beyond the employee (employee + spouse, employee + children, family) are shared per state guidelines. These premiums are collected through monthly payroll deduction. The employee costs of these plans adjust annually on January 1 and employer costs adjust on July 1 of each year.

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

Agents

The State of Kansas (through the Kansas Department of Health and Environment) and Kansas State University provide benefits-eligible employees with health insurance plans and related programs as part of their total compensation. Enrollment in these programs is optional.

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

**SECTION: 30
POLICY: 07**

SUBJECT: CAFETERIA PLAN (FLEXIBLE SPENDING ACCOUNT)

Employees can set aside a portion of their salary on a pre-tax basis for reimbursement of uninsured medical and dependent care expenses. They save Social Security and income tax on the portion of their salary that is set aside to pay for these expenses.

Eligible expenses include:

- Health insurance premiums for employer provided health insurance
- Unreimbursed health care expenses if the employer provides health insurance
- Dependent care expenses

The Keating & Associates plan is designed for employees of the local Extension unit such as office professionals, program assistants and maintenance staff.

Extension agents can participate in the State of Kansas Flexible Spending Account, but not this plan.

Employees must work at least 20 hours per week to be eligible to participate.

New employees or those that have a change in family status (marriage, divorce, death of spouse, etc.) can enroll within 30 days after hire or the change in status.

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

**SECTION: 30
POLICY: 08**

SUBJECT: COMPENSATORY TIME

The federal Fair Labor Standards Act (www.dol.gov/compliance/laws/comp-clsa.htm) prescribes payroll standards for public and private employers. The FLSA designates which employees are, or are not, subject to overtime pay. Extension agents are exempt under the teacher exemption, and thus not eligible for overtime pay. It has been determined that Office Professionals, Program Assistants, Program Managers and interns are non-exempt employees and thus are subject to the Fair Labor Standards Act. Therefore, they must be compensated for each hour worked and with overtime/compensatory time for any hours worked over 40 in a work week.

The FLSA requires that a daily and weekly record of hours worked with overtime hours over 40 recorded separately under each employee's name (KSU form 8-25 or a similar form from an office supply store can be used to record hours worked).

The Central Kansas Extension District #3 Governing Body has established the work week as Sunday through Saturday. Each work week stands alone and weeks cannot be averaged.

Office Professionals, Program Assistants and interns are to be compensated for each hour worked in quarter hour increments. Compensatory time is to be awarded for any hours over 40 in a work week at a rate of 1.5 hours of paid time off for each hour of work over 40 in a week. For ease in accounting, the monthly pay of support staff will be computed by multiplying the hourly pay x the normal hours in a work week x 52 weeks. This figure is then divided by 12 to determine the monthly compensation. Hours worked beyond 40 in a work week are compensated by the awarding of compensatory time off during the pay period in which it was earned.

Any hours beyond the normal weekly work schedule must be pre-approved District Director. Compensatory time, if earned, must be used before vacation and that the compensatory time must be used within one month of when it was earned (two months for example).

With the prior approval of the District Director, a non-exempt employee can flex their 40 hours during the work week. For example they might work 10 hours four days during the fair rather than the typical 8 hours per day for five days.

Overnight Activities

If an employee is scheduled to work during an overnight event such as 4-H camp, it should be clear to them before the event begins when they will be on-duty and off-duty.

If an employee's sleep is interrupted by a camper needing care, that time should be reported as work time.

Travel Time

Time spent traveling from home to the work site is not compensable.

Travel during the work day - Travel time during the work day, such as from the office to a meeting site, is compensable.

If an employee travels out-of-town for less than one day, they must be paid for all travel time from their work station to the out-of-town event.

Employees who travel overnight on business must be paid for time spent traveling (except for meal periods) during their normal working hours on their regular working days. They also must be paid for travel during normal working hours on their non-working days such as Saturdays, Sundays and holidays. Time spent traveling on business, outside their normal working hours, is not compensable.

An employee can't "volunteer" for a responsibility which could reasonably be a part of their work responsibilities.

Additional information is also available in the K-State Human Capital Services website.

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

**SECTION: 40
POLICY: 01**

SUBJECT: USE OF COOPERATIVE EXTENSION FUNDS

The Director of K-State Research & Extension is responsible for the approval of all expenditures of Cooperative Extension Funds, from whatever source derived, which includes federal, state and county appropriations as well as grants, fees, other any other funds collected by the Central Kansas Extension District #3.

In the supervision of the expenditure of Local Extension Unit funds, the Director of Extension relies on the Regional Local Unit Extension Director, and the Regional Local Unit Extension Director relies on the District Director for proper expenditure of these public funds. All Extension agents must be familiar with the funds available, the purposes for which they are appropriated and budgeted, and with expenditures which are legitimate and can be approved by the Director of Extension.

Before the Central Kansas Extension District #3 can receive tax funds, the Director of Extension at Kansas State University must certify that the district is properly functioning and entitled to receive the appropriations provided by law; and the Central Kansas Extension District then cooperates with the Director's duly authorized representative in preparing a proposed budget.

For a full explanation of the legal use of Cooperative Extension funds, go to https://www.ksre.k-state.edu/employee_resources/county_district_financial_resources/Use%20of%20Cooperative%20Extension%20Funds.pdf.

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

**SECTION: 40
POLICY: 02**

SUBJECT: BUDGET

The Governing Body of the Extension district and the Director of Extension for Kansas State University 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 (at least 10 days prior to hearing)
August 15	Public Hearing
August 25	File the Budget

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

**SECTION: 40
POLICY: 03**

SUBJECT: APPROVAL OF EXPENSES

The Extension District Laws state that all accounts and expenditures of funds of the Governing Body of an Extension District shall be subject to approval of the Board. This approval is accomplished by adoption of the annual budget, as well as acceptance of the Treasurer's report of monies received and expended since the last meeting.

The Extension District laws provide the Treasurer the authority to pay out funds on the warrant of the Secretary or by a combination warrant check signed by the Chairperson and Secretary. Boards can also utilize electronic fund transfers to pay regularly occurring bills and direct deposit of monthly pay for Office Professionals, Program Assistants or any other full-time or part-time employees. Special forms have been designed for the authorization of these payments.

The Treasurer shall present a written report at the Governing Body meeting of monies received and expended since the last meeting. A motion to pay the bills is not necessary at monthly meetings. By accepting the Treasurer's report, the Board is meeting the requirements in the law.

K-State Research and Extension policy delegates the District Director the responsibility to certify all expenses submitted to the Treasurer for payment as audited and approved as correct, due and unpaid. The board can develop policies for the District Director to consult the Board, to approve specific kinds of expenditures.

CENTRAL KANSAS EXTENSION DISTRICT #3 POLICY AND PROCEDURES

SECTION: 40
POLICY: 04

SUBJECT: MANAGING FUNDS FOR AFFILIATED GROUPS

4-H Clubs/Groups, Master Gardeners and other groups under the jurisdiction of K-State Research & Extension who receive and dispense funds, including donations, registration fees, etc. must follow this policy.

The Central Kansas Extension District #3 Governing Body is not to manage the funds of FCE groups, livestock marketing groups, and marketing clubs. Premium auction sales are to be managed by the Fair Association/Board or a committee/third party so designated by the Fair Association/Board rather than the district or its affiliated groups.

All accounts and all expenditures of funds of the Central Kansas Extension District #3, from whatever source derived, are subject to approval of the Governing Body and the Director of K-State Research & Extension. The District Director and board are accountable for all funds generated for Extension programs. This includes all funds collected/raised in the name of Extension 4-H Programs including clubs and other Extension-affiliated groups.

Extension employees may not be signatory on any fund accounts. While banks do not require this practice, for Extension financial management practices, all accounts should require at least two signatures for writing checks.

All funds should be receipted each time they change hands (i.e. at time of collection from payee, from the financial institution upon deposit, between any individuals to whom funds are transferred). Receipts should be available on request.

All Extension-affiliated entities with financial account(s) must have their own employer identification number from the Internal Revenue Service. All 4-H Club/Group(s) accounts must be included in the data base of approved clubs/groups/organizations maintained by the Kansas State University Department of 4-H Youth Development.

All Central Kansas Extension District affiliated groups, including 4-H Clubs/Groups, are included in the tax reporting authority of local unit and must have their financial records reviewed annually. The district board should approve the review form and note in the minutes the name of the club/group of each approved financial review report.

4-H Clubs/Groups not listed in the 4-H database and not undergoing an annual financial review — or any other account not in compliance with this principle:

- will not be considered a formally authorized club/group/affiliate
- will not be considered a charitable organization according to the IRS

- cannot accept donations as tax-deductible
- will be subject to reconsideration of the privilege of using the 4-H name and emblem as decided by the State 4-H Program Leader
- will be responsible for registering and reporting as specified by the IRS as a “for-profit” business, subject to all associated tax filing and reporting responsibilities

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

**SECTION: 40
POLICY: 05**

SUBJECT: EXTRAMURAL FUNDS

All expenditures of funds from whatever source derived, must have the approval of the Central Kansas Extension District #3 Governing Body and the Director of Extension. Therefore, the solicitation of extramural funds through grant proposals or other means such as collaborations or contracts with other organizations requires the approval of the board and the Regional Local Unit Extension Director who serves as the Director of Extension's authorized representative.

The approval process will include a proposal discussion concerning sponsor(s), project, capacity, and relevance considerations. This discussion will involve the District Director, district board, and the Regional Local Unit Extension Director.

Before the proposal is submitted, *Responsibilities for Extension Local Unit Administration of Extramural Funds Form KSU 1-13* will be completed and signed by the District Director, the Central Kansas Extension District Board Chair, and the Regional Local Unit Extension Director. Answers to a set of standard questions indicate whether the grant will be administered through Kansas State University or the Central Kansas Extension District.

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

**SECTION: 40
POLICY: 06**

SUBJECT: PURCHASING

In purchasing items for the Central Kansas Extension District #3, maximum use of local suppliers will be utilized.

Purchasing performed by the 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 District Director and competitive sealed bidding is not practical.
 3. If determined by the District Director that bid prices received by competitive sealed bidding are either 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, facsimile or other communication

medium.

2. Bids shall be solicited from at least three (3) qualified suppliers; if fewer than three exist, then two (2) shall be accepted.

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 and/or Proposals (Level 3)

- A. 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:
 1. Specifications can be prepared that permit award on the basis of the lowest and best bid; and
 2. The available sources, the time and place of performance, and other relevant circumstances are appropriate for the use of competitive sealed bidding.
- B. Invitation for Bid shall be issued by mail to prospective bidders.
- C. 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. The District Director 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 Central Kansas Extension District #3 Governing Body. The 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.
- E. Correction or withdrawal of bids after opening may be allowed only to the extent permitted by the board.

Competitive Sealed Proposals

- A. 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. 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. 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. 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. 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 Governing Body will make the final award. Prompt notice in writing of contract award to the successful offer or shall be issued by the District Director.
- F. 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 contract may be awarded by non-competitive negotiation in the following situations:

1. By will of the Central Kansas Extension District #3 Governing Body
2. Emergency purchases
3. Resale purposes
4. Sole source
5. Purchase from another governmental unit at a price deemed less than that available commercially

Cancellation of Bid Opening or Request for 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 board.

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

**SECTION: 40
POLICY: 07**

SUBJECT: DISTRICT CREDIT CARDS

These guidelines have been developed from best practices for credit card use developed by the Kansas Legislative Division of Post Audit. The purpose of the procurement card is to establish a more efficient, cost-effective method of purchasing and paying for transactions within established usage limits. The card can be used for in-store purchases as well as mail, phone or fax orders. The procurement card can be used to reduce purchase orders, payment vouchers, charge accounts and the use of personal funds reimbursed by payment vouchers.

Maximum spending limit for Central Kansas Extension District #3 cards is \$2,000 monthly.

1. Credit cards should only be obtained through board authorization.
2. Each card user should have a separate credit card identification code or account AND be assigned 30-day billing cycle.
3. Original receipts MUST be submitted to document each purchase. Credit Card purchases must be reviewed and approved by someone other than the employee making the purchase. All purchases must be approved by the District Director. Purchases by the District Director must be reviewed in detail by a designated board member.
4. When making purchases, be sure to remind the vendor of the Extension district's tax exempt status.
5. Gasoline purchases are allowed for Extension vehicles only. Gallons of gas purchased and the cost is to be recorded and vehicle use documented in a vehicle mileage log. Gas purchase receipts should be reconciled with the vehicle log by someone other than employee making gas purchases.
6. Credit cards may be used for employee's business related lodging expense. Employee's meals, beverages, or other non-business related expenses associated with overnight travel cannot be paid with the credit card. The card can be used for meals for Extension related events.
7. Unauthorized purchases will result in severe consequences. Possible actions could include any of the following:
 - a. Verbal warning

- b. Loss of credit card privileges for a specific period of time or permanently.
- c. Written warning added to the employee's personnel file.
- d. Termination of employment and possible civil and/or criminal prosecution for suspected serious infraction of policy and violation of law.

8. Card users should sign a statement saying they are familiar with the credit card policies. A copy of the policies signed by each cardholder should be kept on file.

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

**SECTION: 40
POLICY: 08**

SUBJECT: REIMBURSEMENT OF EMPLOYEE EXPENSES

All travel and associated expenses shall receive prior approval from the Central Kansas Extension District Governing Body. When not feasible, the District Director shall give approval.

Employees are encouraged to use district vehicles for travel when available and when the distance is reasonable to drive. If employee deems the travel distance too far to drive or there are time constraints not allowing driving, economy airfare is acceptable. When considering airline travel, employees should consult with the District Director.

When district vehicles are not available for travel, mileage on personal vehicles will be paid at the current state rate indicated at https://www.ksre.k-state.edu/employee_resources/travel/. A full summary of reimbursable travel, lodging and meals can also be found at this site.

All other expenses should be charged using the district credit card or local charge account when possible. All charged or un-charged items should have documentation in the form of a receipt. If a receipt was not given, the employee should draft something similar.

The Central Kansas Extension District Governing Body has authorized the following annual expenditures for district employees to be paid from Non-Appropriated Funds:

- | | |
|---|----------------|
| - K-State Research & Extension Branded Clothing | Up to \$75.00 |
| - Professional Organization Dues / Memberships | Up to \$150.00 |

All incurred expenses should be logged on KSU 8-17. Any meal and lodging calculations as well as signed expense receipts should be attached and submitted to the District Director for review and approval before authorization for payment is given by the Governing Body at the monthly meeting.

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

**SECTION: 40
POLICY: 09**

SUBJECT: EMPLOYEE ALLOWANCE FOR COMMUNICATION DEVICES

According to the IRS, the amount of reimbursement is non-taxable if the allowance qualifies as a "working condition benefit" where, for substantial non-compensatory business reasons, the employee is required to maintain and use their personal cell phone for business purposes.

The Central Kansas Extension District #3 will reimburse Extension agents for business use of an employee-owned cell phone in the amount of fifty dollars (\$50.00), to be paid monthly. The employee will need to provide evidence that the amount of reimbursement does not exceed expenses the employee actually incurred in maintaining the cell phone and data transmission plan. The employees must be available to speak with clientele and receive and transmit data during normal business hours when the employee is away from the office. The employee's cell phone number and email address will be made available to clientele.

Allowances may also be made to other employees as deemed permissible and necessary by the board (i.e. continuity of operations).

These allowance are to be paid from the telephone line item of the Central Kansas Extension District #3 expense budget.

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

**SECTION: 50
POLICY: 01**

SUBJECT: TRAVEL

Extension agents and staff are authorized to travel outside the district to attend official meetings, tours and other in-state events, to participate in professional development or to conduct educational programming.

All out-of-state travel should have prior approval by the Central Kansas Extension District Governing Body through either approval of the employees Professional Development Plan or by approval at a monthly board meeting.

All travel shall be performed in accordance with CKD Policy 40:08.

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

**SECTION: 50
POLICY: 02**

SUBJECT: ORGANIZATIONAL INVOLVEMENT

K-State Research and Extension and the Central Kansas Extension District, as part of their educational programming, may assist organizations with related missions in their organizational process.

It is the general policy of KSRE that once organizations are established, Extension staff may serve in an educational role, but not as Executive Secretary, Treasurer or Manager.

Organizations and groups, even though closely allied to the Extension educational program, should elect officers from their own membership.

Any requests for exceptions to this policy should be declared on the "Declaration of Conflict of Interest and Time Commitment" form and a management plan should be submitted to and approved by the District Director and/or Regional Local Unit Director

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

**SECTION: 50
POLICY: 03**

SUBJECT: USE OF DISTRICT-OWNED EQUIPMENT AND RESOURCES

The Central Kansas Extension District provides equipment and resources for use in educational programs. Requests not educational in nature will be reviewed by the District Director.

Equipment can be scheduled through the district Office Professionals, but Extension staff will have first priority in usage. User name and contact information must be provided along with any applicable deposits as follows:

- | | |
|--------------------------|----------|
| - Soil Probe (Regular) | \$150.00 |
| - Soil Probe (Backsaver) | \$200.00 |
| - Forage Probe | \$150.00 |
| - Solar Watering Unit | \$250.00 |
| - Tree Spade | \$50.00 |
| - Gopher Probe | \$40.00 |

Equipment should be returned promptly after use. If not, individual will be contacted. All equipment should be returned clean and in working order. Needed repairs should be reported.

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

**SECTION: 50
POLICY: 04**

SUBJECT: USE OF CONFERENCE ROOMS

Scheduling of the Central Kansas Extension District #3 Conference Room or the Ottawa County Courthouse Meeting Room should be done online or by contacting district staff.

First priority will be given to Extension staff in carrying out their educational programs. Those outside users wishing to reserve one of the rooms must be holding events that are open to the public and not for private or individual gain (i.e. business sales).

Meetings will not be scheduled more than two weeks in advance, except for Extension meetings which are part of an educational program.

Any requests not covered by the above statements will be handled case-by-case.

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

**SECTION: 50
POLICY: 05**

SUBJECT: USE OF DISTRICT-OWNED VEHICLES

The Central Kansas Extension District provides vehicles to agents and staff to be used in conducting educational programs. District-owned vehicles shall be used only for official Extension district business which includes incidental uses provided they occur on route to travel. Approved volunteers or other individuals designated by the staff and/or Governing Body may use district-owned vehicles provided they are assisting with official Extension business.

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. Vehicles are to be used whenever possible for Extension business over private vehicles.

Agents, support staff and volunteers are encouraged to schedule out-of-county travel as soon as possible and in-county travel no more than seven (7) days in advance. Usually, out-of-county travel will supersede in-county travel. All out-of-state usage of district vehicles must be pre-approved by the Governing Body.

All drivers must be 21 years of age or older unless approved by a District Director. All drivers are to have a valid driver's license and driving records approved by the insurance company.

Vehicles should not be taken home unless approved by the District Director in advance.

When using Extension vehicles, volunteers or other designated individuals will be required to provide the appropriate office with necessary contact information, appropriate health / medical history and travel plans (i.e. itinerary, destination(s), list of any passengers).

All state laws must be followed when using district-owned vehicles. All passengers must use seat belts and any additional seats or equipment as required by law.

Smoking and the use of tobacco products are prohibited in Extension vehicles. No alcohol or illegal drugs can be transported or consumed in said vehicles.

Drivers are not allowed to use any electronic device while driving unless hands free capabilities are available. Stopping completely to call or text is encouraged.

Vehicles will be parked in the assigned space at the district offices. Keys are to be returned to the storage area as soon as possible upon return. After use of the vehicle,

the travel log should be completed and, if necessary, the vehicle should be filled with fuel. Oil level and tire pressure should be checked frequently.

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.

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**

**SECTION: 50
POLICY: 06**

SUBJECT: RECORD RETENTION

The following items are to be maintained permanently:

- (1) List of council/governing body member (KSU 8-4, KSU 8-15); District Governing Body and PDC members (KSU 9-4)
- (2) Budgets
- (3) December Financial Statement (KSU 8-6, KSU 8-7, KSU 8-9)
- (4) Minutes of board meetings
- (5) Memorandum of Understanding
- (6) Agent's annual report of program accomplishments
- (7) Auditor's Reports
- (8) Transfer of Property
- (9) On-site Civil Rights Compliance Review forms

The following items are to be maintained for five years and then destroyed:

- (1) Director's Certificate of Proper Functioning
- (2) Certificate of Filing (KSU 8-2)
- (3) Certificate of Appropriations (KSU 8-3)
- (4) Financial Records (deposit slips, monthly bank statements, canceled vouchers, monthly financial reports – January to November inclusive)
- (5) Financial reviews of non-appropriated accounts
- (6) Public notices of elections and annual meetings (KSU 8-23, KSU 8-24, KSU 8-24a)
- (7) Extension Council Election and tally sheets
- (8) Published budgets
- (9) Employment agreements
- (10) Civil Rights Mini Review (CR-1)
- (11) Action Plans
- (12) Documentation related to efforts to reach underserved audiences
- (13) Time and leave records
- (14) Vehicle logs
- (15) Applications for employment
- (16) FMLA and workers compensations documentation for local Office Professionals and Program Assistants (keep for five years after the individual leaves employment.)
- (17) Performance reviews (keep for five years beyond when the individual resigns or retires)
- (18) Sales tax reports
- (19) Personnel files for individuals no longer employed

Other Forms and Documents:

The following items are to be maintained for as long as needed for office operations or as long as the information is relevant:

- (1) Committee and task force agendas and minutes
- (2) Routine correspondence
- (3) Newsletters, publications, books, brochures, fliers, press releases

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

**SECTION: 50
POLICY: 07**

SUBJECT: CONTINUITY OF OPERATIONS

The Central Kansas Extension District will make every effort to always keep its offices open to the public during normal operating hours. However, on rare instance when there is inclement weather or an emergency situation where the health and/or safety of the staff or patrons may be compromised, the Governing Body has authorized the District Director to close one or both offices as deemed necessary.

As a general rule, the district will follow recommendations and protocols set forth by the State of Kansas, Kansas State University and K-State Research & Extension. However, there may be cases where local government actions take precedence. At any rate, the district board and staff will make all reasonable efforts to fulfill the mission of K-State Research & Extension and to conduct business through all available means should a closure take place.

In the event of a pending office closure, the District Director will confer with the Central Kansas Extension District Governing Body. Regular correspondence will be had with staff about state and local directives. Through coordination with the K-State Research & Extension Administrative Team, procedures will be adopted by the district as determined necessary and appropriate. Notification of staff will take place via workplace email, phone or remote conferencing. If correspondence needs to take place after regular business hours, a text or call will be made to staff member cell or home phones.

Closed to the Public

When an office is declared closed to the public, but employees are still asked to report, regular business should be conducted as usual with the exception of walk-in traffic. Each office should take steps to alert the public as to the closure(s) and how staff can be reached. This may include, but is not limited to, phone, email, news release, social media post, and public notice on office door. Staff should limit walk-in activities according to recommendations by notifying scheduled appointments of the closure status. If warranted, all in-office meetings should be held elsewhere, postponed, cancelled or held electronically depending on the reason for public closure of the office. The District Director will determine if an office needs to change business hours and what an acceptable amount of public traffic is.

Regular contact amongst staff will be made by the District Director to keep everyone updated on office closure status and any other necessary information by office conference (in-person or digital), text, phone or email.

Total Closure

When an office is totally closed, similar public notification should be implemented as with a closure to the public only. The District Director will work with affected staff to determine if it is appropriate for them to still work from the office behind locked doors, work remotely, or be granted paid Administrative Leave if work cannot be performed.

Work arrangements will consider the severity of the circumstance, professional expectations, remote work capability, and employee safety, among others. In any case, daily operational items will be worked out by the District Director and the applicable staff member(s).

If staff are allowed access to the office, no one from the general public shall be allowed in, period

If remote work is found to be necessary and appropriate, staff should make arrangements for use of district resources (i.e. computers, printers). Work materials and files may be taken home, but all confidential information must stay at the office unless approval is given by the District Director for it to leave. Employees must take all necessary measures to be readily available to the general public and other district staff during normal office hours via phone, email or other communication method. This would include forwarding all office phone calls to the employee's cell phone and have email capabilities. Staff are expected to check email, text, and phone messages on a regular basis. Those working remotely should also take steps to notify any and all scheduled appointments and/or programs of their status and make all reasonable efforts to fulfill the obligation or reschedule.

In some instances, directives may dictate that programs, meetings, events, and activities are not allowed to take place in a face-to-face format at all. When this is the case, it would apply to anything facilitated by Extension staff, volunteers, partners, or directed toward Extension-target audiences. As stated above, in order to continue to carry out the district's educational objectives, employees should make every effort to find alternatives to in-person events, meetings and programs.

If remote work becomes a requirement of an Office Professional or Program Assistant, a cell phone allowance of \$50.00 per month.

When remote work is being implemented, staff should document their time and efforts the best they can. All district staff are expected to maintain good work habits, but not necessarily normal work hours. Accountability to get essential work done only increases in these environments and professional standards should continue to be held at high level. After a determination for remote work is made, a plan will be developed between the District Director and the employee(s) to establish expectations of tasks to be completed as well as how supervision and support will be provided.

Employees should continue to report leave as they normally would. Those employees granted paid Administrative Leave should notate those hours on their time sheets.

Paid Administrative Leave will provide compensation and benefits in accordance to the staff member's contract and will not deduct from vacation or sick leave.

As with normal operations, staff need to communicate their condition and responsibilities to the District Director if they become unable to perform the tasks due to illness or taking annual leave. If necessary, the director will delegate or shift duties to other employees to ensure work is completed in a timely manner.

Regular contact amongst staff will be made by the District Director to keep everyone updated on office closure status and any other pertinent information by office conference (in-person or digital), text, phone or email.

Governing Body Function

The District Director will provide vital communication and regular updates to the Central Kansas Extension District Governing Body about the execution of this Continuity of Operations through email, phone or virtual correspondence. Regular board meetings will be held as scheduled either in-person or by remote conferencing as the situation allows. In the interim, the District Director and Board Chair may call a special meeting of the board if the plan needs reviewed and/or modified before the regularly scheduled meeting.

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

**SECTION: 50
POLICY: 08**

SUBJECT: INCLEMENT WEATHER

Given the sporadic nature of weather in Kansas, there may be times when Kansas State University closes due to climatic conditions. Depending on the footprint of the storm(s), one or both Central Kansas Extension District offices may or may not close.

In the event that the Manhattan Campus closes and the district is not affected by the weather pattern, both offices will remain open.

When the K-State Salina Campus closes, this will trigger an automatic closure of the Salina Office. Likewise, if the Ottawa County Courthouse closes, the Minneapolis Office will automatically close. In either situation, the closing of the other office will be left to the discretion of the District Director in consultation with the staff of the pending office.

Best practice would necessitate that if either K-State Salina or Ottawa County Courthouse remain open, the district office at that location will remain open. Case-by-case decisions to the contrary will be left to the District Director.

If one or both district offices remain open, but a staff member chooses to stay home, or go home, then remote work is an option with District Director approval. Employees granted remote work privilege should follow CKD Policy 50:09. If remote work isn't able to be performed, that staff member must take leave.

If an Extension office is declared closed prior to the beginning of the work day due to weather or maintenance problems, employees will be granted paid Administrative Leave and hours should be noted accordingly on KSU 8-25.

If an employee has chosen to stay home (and is not working remotely) and an Extension office opens to begin the day, but is subsequently declared closed at some point throughout the day, the employee must take leave during the time when the office was open and will be paid Administrative Leave during hours the office is declared closed.

If the office has a late opening due to inclement or other reasons, then the employee should report to work at the late opening time, or when they can safely do so, and will be paid their regular wage for the whole day.

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

**SECTION: 50
POLICY: 09**

SUBJECT: REMOTE WORK (TELECOMMUTING)

The Central Kansas Extension District Governing Body has a top priority of providing education and resources to the citizens of Saline and Ottawa Counties. In doing so, there is a high level of expectation that district staff be easily accessible at one of the district offices and be available for face-to-face consultation with the general public for a majority of the time. The board does recognize, however, that remote work or telecommuting may be warranted by employees when there is a good fit between the type of job and the skills and abilities of the employee. Remote work is defined as working from outside the district offices by use of an electronic connection with the district offices.

A recurring remote work arrangement is where an employee spends one or more days telecommuting and also works from the office on a regular basis. This type of remote work is covered by this policy and requires a voluntary agreement between the employee and the district.

For purposes other than professional development, continuity of operations during inclement weather and/or in an emergency situation, each employee will be allowed to work up to 40% of their time remotely.

Telecommuting may be used for the following reasons:

- To reduce office operation costs, and reduce travel costs for employees who work in the field
- To enhance opportunities for 'shared' office space
- To enhance employee productivity, creativity and satisfaction
- As a mutually agreed upon work alternative between supervisor and employee, rather than a reward or a job requirement
- If clear communication exists between supervisor and employee, and between telecommuter and the rest of the office
- If the practice is transparent to the public
- If standard work practices are maintained
- If consistent criteria for participant selection is employed
- If structured time policies are used to ensure attendance at meetings, events, etc.

Telecommuting is not intended for providing dependent care, caring for an ill family member or if the employee is convalescing or not feeling well enough to work at one of the district offices. Appropriate leave should be taken in most instances. However,

remote work may be granted on a case-by-case basis. If approved, the time spent telecommuting will count against the employee's allotment of remote work time.

Telecommuting is a prerogative of the district, not an entitlement of the employees. While not all positions are suitable for remote work, employees may be granted this privilege when:

- 1) it is in the best interests of the district
- 2) the job of the employee does not require the employee's physical presence or regular face-to-face interaction with staff, visitors or the general public
- 3) the employee has an approved remote work plan and can abide by the accountability guidelines
- 4) the employee can comply with all policies, regulations and laws regarding their employment and generally have the same conditions for compensation, benefits, leave, privileges, rights and review procedures as non-telecommuting employees.

All remote work must be pre-approved by the District Director. He/she will review the suitability of the position for telecommuting and consider the skills, abilities, performance and characteristics of the employee. Employees must have satisfactory performance that at least meets expectations of the District Director and the Governing Body in order to enter into a remote work arrangement. Evaluations of performance should be based upon clear goals and expectations.

When remote work is granted, the employee must take necessary measures to be readily available to the general public and other district staff during normal office hours via phone, email or other communication method. This would include forwarding all office phone calls to the employee's cell phone and have emailing capabilities. Staff working remotely should also take steps to notify any and all scheduled appointments and/or programs of their status and make all reasonable efforts to fulfill the obligation or reschedule.

Effective communication is key to the success of remote work. From the perspective of professionalism and productivity, telecommuters must strive to ensure that telecommuting has no negative impacts, especially on anyone inside or outside the local unit office.

Telecommuters are responsible for maintaining effective communication and work flow with the district staff. Each remote worker must devise an appropriate strategy for communication which is approved by the District Director. This must include clear, consistent communication with the staff about telecommuting days. The telecommuter's alternative work station telephone number must be known so that he/she can be reached by co-workers.

When remote work is being done, staff should document their time and efforts the best they can. All district staff are expected to maintain good work habits when telecommuting. Accountability to get necessary work done increases in these environments and professional standards are not to be laxed. A work plan should be developed to establish expectations of tasks to be completed as well as how supervision and support will be provided.

Telecommuting is voluntary and the employer or employee may terminate the agreement at any time. All obligations, responsibilities and terms and conditions of employment with KSRE and the Central Kansas District remain unchanged, except those specifically addressed in the remote work plan. Any breach of the agreement by the employee may result in modification or withdrawal of remote work privileges under the agreement, termination of the agreement and/or disciplinary action, up to and including termination of employment.

Telecommuting Agreement

A copy of the full voluntary agreement that is to be executed annually between the employee, District Director, Regional Director and CKD Board Chair is available on the following pages.

K-State Research and Extension Central Kansas District

Remote Work (Telecommuting) Agreement

Employee Name (please print): _____

Agreement Dates: _____ _____ _____
 Beginning Ending Renewal

The conditions for regular telecommuting (reoccurring of one or more days) are agreed upon by the employee, District Director, Regional Director and Governing Body. This agreement is subject to the terms and conditions stated in the attached Central Kansas District Telecommuting Policy.

1. The employee will work at:

_____ _____ _____
Street Address City State

NOTE:

- *Non-Extension people are not covered by the University or District. Business meetings at the employee's remote work site are strictly prohibited. The remote work environment must be free of safety and fire hazards.*
- *The employee is covered by worker's compensation and must report accidents to the District Director within three (3) business days. KSRE reserves the right to inspect remote work offices in the case of injuries. Employees will be required to inspect their tele office for safety and ergonomics.*

2. The employee's remote work schedule will be:

FLSA Non-Exempt Employees (OPs, PAs, Interns): Fill out Section A only. Advance director approval is required to vary from the stated times.
FLSA Exempt Employees (Agents): Fill out Section B only.

A) Telecommuting Days: Mon Tue Wed Thu Fri

Telecommuting Time: Start _____ Finish _____

Total Telecommuting Hours/Day: _____

B) Total Telecommuting Time: Up to _____%

3. The procurement of software, hardware, communication lines, etc. will be made between the District Director and the employee. The employee is liable for any damage to district property resulting from abuse and is responsible for securing data.

_____ No district equipment will be used at the remote work location.

_____ The following district equipment will be used at the remote work location:

Equipment: _____

Equipment: _____

4. The reimbursement of on-going expenses will be as follows:

Supplies: _____

(Supplies are provided by the employer. No expenses for furniture, connections or renovations are reimbursable.)

Travel: _____

(Any commuting costs to/from the office meetings or events will be the employee's responsibility)

5. Communication between the employee and his/her office will be handled as follows:

6. Additional Terms:

The duties, obligations, responsibilities and conditions of employment with the University will not change, except the department may require additional duties of the employee, including periodic written reports to the supervisor regarding work progress. The employee will remain obligated to comply with all KSRE and district rules, policies, practices, and procedures, including safeguarding confidential information. The employee's salary and benefits remain unchanged.

I have read and understand both the Central Kansas District Telecommuting Policy and this agreement with the understanding that is not a replacement for dependent care, convalescing, or for caring of an ill family member unless approved on a case-by-case basis. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents with the understanding that these are not an amendment to any existing contract. This agreement may be terminated at any time with advance notice by either me or KSRE and the district.

Employee Signature

Date

District Director Signature

Date

Board Chair Signature

Date

Regional Director Signature

Date

Send copy to: Regional Director