

UNIVERSITY OF MISSOURI EXTENSION

Saline County Council Working Policy and Procedure Manual

Disclaimer: This manual is provided as a guide and is not to be considered a contract, express or implied. Business conditions, federal and state law, and organizational needs are constantly in flux and may require some or all of the policies and procedures to be rewritten. Extension County Council reserves the right to make changes to the policies, procedures, and other statements made in this document.

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GENERAL PROCEDURES

Terminology and Acronyms

University of Missouri Extension in Saline County → Saline County Extension Center → Center

Location: 353 South Lafayette Ave., Marshall, MO 65340

County Program Director → CPD

Provide leadership and act as a liaison between the local county extension council, University administration and oftentimes with the county commissioners. Provide continuity from year to year as the council changes membership and lead in the overall council development process. The results of their efforts can be seen in the continued positive relationships that are maintained with the community and county commissioners, as well as with other funders and stakeholders. Their leadership in forming and maintaining a local connection is critical to the success of extension programming efforts.

County Administrative Assistant → County Secretary → Office Manager

Defined below in the position description.

Saline County Extension Council → Council

Extension council members serve as the interface between MU Extension and elected representatives in local and state government. Council members have many opportunities to be key communicators and advocates for the valuable programs and work that extension does in communities across the state.

As an employee listen closely to their ideas and direction. Any and all employees do not come to work in Saline County without Council's approval, as council can choose that a person no longer have the privilege of working in Saline County. Council's goal and spirit is for all of the employees to be successful in education and outstanding customer service.

Saline County 4-H Council → 4-H Council

The 4-H Council unit should be made up of representatives of each club in the county that desires representation. It is a policy-making body, which has the responsibility for guiding, promoting and implementing the 4-H program.

The authority of the County 4-H Council is delegated to it by the County University of Missouri Extension Council. Extension Councils were established by State Law. The 4-H clubs and 4-H council are not separate entities, but are part of the youth program of Extension Council. Even though their authority is delegated to them by the Extension Council, the County 4-H Council can make policy for clubs individually and collectively, yet grant each club/unit some autonomy in terms of program direction and delivery.

The 4-H Council is responsible for approving the curriculum offered within their county. It also plans, budgets, coordinate and manages the many educational events which are a part of

curriculum. If financial resources are needed, the council is responsible for developing these resources. Program and leadership development is also its responsibilities. The 4-H Council should keep the County University of Missouri Extension Council and extension administration informed concerning problems and needs.

Saline County Fair Board → Fair Board

Coordination and cooperation between 4-H Council and Fair Board are essential for a successful learning experience at the County Fair. In addition, officers and staff need to keep open informal opportunities for dialogue and discussion. Each organization must know its responsibilities; communicate clearly how to best accomplish those responsibilities and have a significant part in conducting successful events.

Volunteers/Youth → Clients → Community Members → Target Audience

Office Hours

Monday thru Friday 8:00 a.m. until 12: 00 p.m. and 1:00 p.m. until 4:30 p.m.

Including two 15-minute breaks are allowed during the day

Employees should complete the weekly schedule clipboard on the office manager's desk before 8:15 a.m. on Monday. In addition, employees are suggested to share an Outlook Calendar with Office manager, CPD, and other staff.

Be specific and account for all hours of your work time. If last minute changes happen from time to time, please contact the office manager when the changes arise. Saline County Extension Center does need an accurate schedule available to this office on all business days. For more information why, please review the emergency sections of the guidebook.

Office Holidays

New Year's Day	- January 1
Martin Luther King Jr Day	-Third Monday in January
President's Day	-Third Monday in February
Truman's Birthday Day	-May 8th
Memorial Day	-Last Monday in May
Independence Day	- July 4th
Labor Day	- First Monday in September
Columbus Day	-Second Monday in October
Veteran's Day	-November 11th
Thanksgiving Day	- Fourth Thursday in November

Friday after Thanksgiving Day

Christmas Day - December 25

General

Office Temperature and Dress Code

Saline County Commissioners have placed a temperature restriction on all county offices. The Extension Center has been set at 68 to 72 degrees depending on the outside temperature. Employees not allowed to use electric heaters or A/C Units. With that in mind, please remember to dress accordingly.

Saline County Extension Center observes business casual dress standards. It is not suggested that employees purchase new clothing to work within the office. Denim blue jeans are not suggested unless the nature of the work assignment make them necessary. Saline County Extension does not observe dress-down Friday. The following statement has been used to describe the office policy: "If you don't have to change clothes to mow the yard after working here, then you are dressed too casually to work here."

Office Cleaning

Saline County Extension Center does not provide a cleaning service. It is the employee's responsibility to clean personal and general office space within a timely fashion.

If personal work space appearance becomes a hinder to the office, staff will close the door to protect the public.

If an employee plans on a meeting in the conference room or the classroom, please leave the space uncluttered and ready for the next meeting.

Saline County Extension Center does recycle to the degree our person power and resources permit. Separate clean paper from other waste. There is a square, red, city container kept in back conference room for recyclable paper.

If an Experience Works person is assigned to the office, he or she is assigned to a maximum of 1 hour per day keeping the office clean and looking good. The priority is addressing the public areas of the office.

Parking and Entrance

Employees are asked to park in the back or the north side of the building to allow optimal parking for clients. Employees generally use the staff door to enter and exit. The staff door (west door on building) is to remain locked at all times. Volunteers and staff without a key are to come in and out the front door. Whether using the back or front door, notify Office Manager upon arrival or departure.

Full-time employees are all issued office keys. Do not duplicate the key or allow anyone else to use the key at any time. Your key is never to be loaned. The Extension Center has not had a problem with things disappearing from the office, however, theft is always a possibility. Do not bring any personal property to the office that is extremely valuable or irreplaceable. To assist in the security of Employee and Extension property, if the office is unlocked for any purpose a staff person is to be present.

Kitchen

Extension Council does not routinely stock sodas, bottled water or snacks. Employees may bring and are welcome to place food and drinks in the refrigerator. It is encouraged that items placed in the refrigerator are

labeled for safe keeping. If food is left in the refrigerator beyond a time of reasonable consumption, the Office Manager or CPD can discard or direct that any non-consumable food be discarded at his or her discretion.

Extension Council does allow employees to use the kitchen to prepare meals for personal, council, or programing use. Employees must clean the space before vacating the premise to its original condition.

Gifts

Extension Council requests that employees refrain from providing gifts to co-workers on events, holidays and special occasions. It is encouraged that employees simply give the gift of unlimited smiles, encouragement and public support.

General

The Extension Center handles a significant amount of confidential and sensitive information. Confidentiality of who our customers are and the nature of their business with us is to be treated strictly confidentially. Employees are asked to sign a confidentiality agreement each year to keep on file.

This office does observe the attached University of Missouri Extension “Fragrance Free Environments Policy” – please read carefully. Also, please note the attached Saline County Commission directives on building policy, which includes not burning candles at any time in any location in the office.

Publication Distribution & Inventory

Distribution

Single copies of publications under \$1.00 cost are free and up to 10 different titles may be obtained at one time.

Publications costing \$1.00 or more, and quantity orders of any publication, may be bought at the unit retail price.

Inventory

Publication orders should be controlled to a number that can reasonably be sold if they are “for sale” only publications. Generally, only the office reference copy will be kept on hand of any publication costing the Council more than \$3.00. An exception is for farm record books, in a quantity that is less than the normal annual number distributed. Consignment sale of publications will be carefully monitored to insure that all moneys are being properly collected.

Office manager/secretaries will order publications. Order by electronic mail is preferred, but telephoning in orders will be done if necessary. All faculty/staff are responsible for letting the office manager/secretary know when the supply of a publication is low.

Equipment Use

General Equipment

Office equipment purchased by the Council and/or University and/or County Commissioners, and is assigned to Saline County, is intended for the use of regional faculty and staff headquartered in Saline County. It is not intended for loan to other Extension faculty/staff for programs outside Saline County, nor to the general public.

Equipment purchased under special grants, and headquartered in Saline County, is only available for loan when prior arrangements have been made with the grant project director.

Phone Calls, Email and Mail

Employees are asked to not screen calls by anyone. Extension Council would prefer not to put anyone in the awkward situation of rejecting a call. In addition, screening calls would not be in agreement with Title IX. Employees are asked to answer the office phone system in the following manner “University of Missouri Extension. This is <your first name>.” If the message needs to be taken, please record the information including name, phone number or email, and brief message to be distributed to the correct personnel. If the information is based on a short time frame, Extension Council would prefer the message be sent via email.

Employees are asked to limit personal calls coming into the office, as personal calls take a lot of our office manager’s time and are an interruption to our education efforts and goal to provide outstanding customer service. Urgent personal calls only please. If you are making personal long distance calls, use a calling card to pay for it or your personal cell phone. Do not expect the Extension Council to pay for personal long distance.

Employees are asked to not have personal mail delivered to the office unless needed. For non-personal mail, each employee needs to have an in-box in his or her work area.

Extension Council directs that all office personnel are to make every effort to return telephone calls and emails within 2 days of receiving the message.

Copy Machine

The copy machine is designed for volume work, but is expensive to maintain and operate. The copier enhances office manager/secretarial productivity, and benefits faculty, staff and clientele. It is also recognized that some limited use of the copier for personal purposes occurs. To insure continued and reasonable access to photocopy capability, the following policies are established.

Any faculty/staff doing personal photocopy work will reimburse the county at the designated \$0.25 per copy rate, up to 10 copies.

Any copying done for clientele in excess of 10 pages should, if possible, recover cost at the appropriate \$0.25 rate per copy for all copies made.

All faculty, staff, and office manager/secretary will plan work far enough in advance to avoid “rush orders.”

Faculty/staff headquartered in other counties will be made aware of these policies when doing or requesting photocopies at this office.

Program budgets will reflect planned cost recovery for all flyers, program materials, etc., when a fee will be charged.

Room Rental

We are pleased that your group is considering using the classroom or conference room for your event. The Saline County Extension Council is anxious that your group and the Extension Staff both have a productive day while you are guests in the building.

What we provide:

- A handicapped accessible facility

- A pleasant classroom for your meeting
- A wall to project images on (no need to bring a screen in)
- Tables and chairs for a maximum of 35 participants
- A friendly greeting from our office manager to your participants and directions into the classroom
- Space just outside the classroom for a registration table, if needed.
- Two restrooms for your participant's use
- One extension cord (to remain in the classroom)
- TV and VCR/CD unit (no television reception.)
- We will make every reasonable effort to see that the temperature in the classroom is comfortable.
- We will show you where the light switches are for the classroom so someone in your group can turn lights on and off for presentations. Do keep in mind that they are on the same circuit as some of our offices.
- There are water fountains available in the middle of the building
- The office manager will make copies for your group if her schedule permits. The cost, payable immediately, is 25 cents per page.
- There is a sink in the front classroom.

Please note:

- The Extension Council has set a fee of \$25 for use of the conference room during the business day.
- If your meeting is after hours and we can find a staff person to be here, the charge will be \$25 for the room use plus \$10 per hour from the time the office door is unlocked to the time that it is locked.
- While you are on the schedule for the classroom, the schedule does not become final until 30 days before your meeting date. Prior to that time, your meeting can be bumped if the classroom is needed for University Extension programming. You will be notified if your group is bumped from the schedule.
- The classroom is available for collaborating agencies that are consistent with the mission of University Extension (promoting non-biased, high-quality education to improve people's lives)
- The Extension Center is locked between noon and 1 p.m. Please don't ask the office manager to stay late or be back before 1 p.m. Your group needs to be gone the entire noon hour or meet the entire noon hour. Do not plan to come and go during the noon hour. The building will be locked, although a group can exit the building through the back door in case of emergency.

- The office opens at 8 a.m. and closes at 4:30 p.m.. Again, please don't expect the office manager to arrive early or stay late.
- We will not be providing coffee, cups, sugar, creamer, sweetener, doughnuts, bottled water, sodas or any refreshments for your meeting. You may use our large coffee pot located under the sink in the classroom. Make your own coffee and then clean out the pot and leave it sitting out to dry. We will put it away for you once it is completely dry.
- Take your left-over refreshments and meeting room trash with you at the conclusion of the meeting. We do not want them.
- Bring what you need to support the success of your meeting. We do not supply any computer equipment, projection devices or information technology person.
- Our office manager is not available to your group as a resource to make free photocopies, receive or make faxes, make or receive telephone calls (except for true emergencies).

Travel and Expenses

Travel

It is the policy of the Saline County Extension Council to reimburse regional faculty and staff for miles driven at the current University of Missouri rate, which is 3 cents less than the IRS rate. Meals, when away from the headquarter county, will need approval by the CPD.

Regional specialists not regularly assigned to Saline County will need prior approval of the CPD to receive reimbursement of mileage at the regular established rate.

Expense

Reimbursement will be made for actual official miles driven.

Reimbursement will not include miles to and from home to the headquarter office.

Telephone expenses incurred on personal telephone accounts may be reimbursed if claimed with a copy of the bill and list of the name, number called, and business purpose of the call.

The CPD may allow registration or other meeting expenses subject to prior approval, when needed to carry out the intended program efforts.

Lodging and other expenses will not be incurred without prior approval from the CPD.

Small items of supplies or services may be purchased by faculty and staff for office use and submitted for reimbursement, as a part of the monthly mileage report. All items up to \$200 will require documentation (purchase order & receipt) and CPD approval. All items over \$200 will require prior Council and/or CPD approval.

PERSONNEL PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY

Equal opportunity is and shall be provided to all participants in Extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era veteran. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or military organizations associated with the armed forces of the United States of America.

EMPLOYMENT DEFINITIONS

County Council Employer Definition

County Extension Councils are statutorily created to work with the University of Missouri in carrying out local extension educational programs. County Extension Councils are separate legal public entities with elected and appointed council members. Information on State Statute 262 can be found at:

<http://www.moga.state.mo.us/STATUTES/C262.HTM>.

Extension Council Employment

Extension Council positions are employed by the county council and are not employees of the University of Missouri. Personnel decisions including hiring, salary administration, and terminations are the responsibility of the Extension County Council. The Extension Council may delegate authority to a University of Missouri County Program Director (MU employee) on behalf of the Extension Council. Thus, the County Program Director (CPD) is acting on behalf of the Extension Council.

Job Titles

“County Administrative Assistant,” “County Secretary,” “Office Manager,” or similar titles may be used when referring to administrative and bookkeeping assistance provided to the Extension Council, MU County Program Director, and other MU faculty and staff.

Full-time vs. Part-time

“Full-time” employees are identified as 1.0 FTE, or 100% full-time equivalency. “Part-time” employees are identified as less than 1.0 FTE.

Regular vs. Temporary

“Regular” employees are full-time or part-time employees with an FTE of .75 or greater, who are employed for more than six months consecutively and are eligible for benefits such as medical, retirement, vacation pay, sick pay, and holiday pay.

“Temporary” employees are employed for six months or less, or with an FTE less than .75, and are not eligible for benefits.

BENEFITS

Medical

Medical benefits for eligible council employees are provided through the Missouri Consolidated Health Plan (MCHCP). The University of Missouri assists with state-wide administration of the plan and works with MCHCP representatives and county council employees.

Only regular (non-temporary) council employees may be eligible to participate. In addition, the MCHCP contract and enrollment requirements determine when an eligible council employee may participate in the MCHCP medical benefits.

Contact the University Extension Human Resources office for details on council employee enrollment.

Retirement

A retirement plan for Extension Council employees is provided by the Nationwide Retirement Solutions (NRS). A University of Missouri representative assists with state-wide administration and works closely with NRS to enroll eligible council employees in the retirement plan.

Eligible Extension Council employees (regular, non-temporary) have a one-year waiting period. Upon completion of the waiting period and required enrollment paperwork contributions will be made to a 401(a) plan on behalf of the council employee. Additional contributions may be made by the employee or council to supplement the base contribution.

Contact the University Extension Human Resources office for details on eligibility to enroll in the retirement plan, to obtain required enrollment paperwork, and to receive current information regarding contribution amounts.

Paid Time Off for Full-Time Employees (holiday, vacation, sick)

A. Holiday Pay

1. Eligibility

Regular (non-temporary) employees are eligible for holiday pay. Eligible employees must be in pay status (i.e. not on unpaid leave of absence) the day before and the day after the designated holiday in order to receive pay.

Extension Council employees who are covered by this policy will be paid holiday pay on a pro-rated basis based on his/her FTE. For example, an eligible 1.0 FTE employee will receive 8 hours holiday pay; an eligible .75 FTE employee will receive 6 hours holiday pay.

2. Designated Holidays

The following twelve (12) holidays are observed by the Extension Council:

New Year's Day	- January 1
Martin Luther King Jr Day	- Third Monday in January
President's Day	- Third Monday in February
Memorial Day	- Last Monday in May
Independence Day	- July 4 th
Labor Day	- First Monday in September
Columbus Day	- Second Monday in October

Thanksgiving Day - Fourth Thursday in November

Friday after Thanksgiving Day

Christmas Day - December 25

When a holiday falls on Saturday the Friday before will be observed as a holiday. When a holiday falls on a Sunday the following Monday is observed as a holiday.

B. Vacation Pay

1. Eligibility

Regular, non-temporary, employees who have satisfactorily completed their probationary period are eligible to accumulate vacation leave.

2. Accrual Rates

Vacation hours accrue from the date of hire, but may not be used until after successful completion of the probationary period.

Vacation is accumulated based on the chart below:

Annual Vacation Accrual Rates	Years of Regular Employment	Vacation Days
	One (1) year	10
	Each additional year	+1
	Over 10 years	20

Employees who have an FTE of greater than .75 FTE but less than 1.0 FTE will accrue vacation leave on a pro-rata basis.

Employees may accumulate a maximum of twice their annual accrual rate.

3. Accrual Method

Employees paid monthly accrue vacation on the monthly pay cycle. In computing vacation accruals an employee must be in active status by the 15th of the month to be eligible for that month's accrual.

Employees paid biweekly must be in active status on the Monday of each week of the biweekly pay period to be eligible for the accrual for each week.

Vacation leave continues to accrue during vacation, sick leave, leaves of absence with pay of at least 75 percent FTE, and leaves of absence without pay granted for disability compensable

under workers compensation. Vacation accruals are available to the employee only after returning to work in regular status.

4. Using Vacation Leave

Using vacation leave must be approved by the County Program Director and may not be used before it is accrued.

Approved vacation leave may be used in any increments, but in no circumstances shall an employee use vacation leave in a workweek in which he/she has already worked forty hours.

5. Recording Vacation Leave

Approval to use vacation leave must be recorded on the employee's Report of Absence form and signed by both the employee and the supervisor.

An up-to-date record of accumulated and used vacation leave will be maintained by the County Program Director or designee, as reported on the employee's timesheet. Employees may review these records upon request.

C. Sick Pay

1. Eligibility

Regular, non temporary, employees are eligible to accumulate sick leave.

2. Accrual Rates

Sick hours are accumulated at the rate of 12 days per year (one day per month).

Employees who have an FTE of greater than .75 FTE but less than 1.0 FTE will accrue sick leave on a pro-rata basis.

3. Accrual Method

Employees paid monthly accrue sick leave on the monthly pay cycle. In computing sick accruals an employee must be in active status by the 15th of the month to be eligible for that month's accrual.

Employees paid biweekly must be in active status on the Monday of each week of the biweekly pay period to be eligible for the accrual for each week.

Sick leave continues to accrue during vacation, sick leave, leaves of absence with pay of at least 75 percent FTE, and leaves of absence without pay granted for disability compensable under Compensation. Sick accruals are available to the employee only after returning to work in regular status.

4. Using Sick Leave

Using sick leave must be approved by the supervisor and may not be used before it is accrued.

Accumulated sick leave may be used for the purposes of medical and dental appointments that cannot be scheduled during non-working hours, illness or injuries that result in lost work time, and other related absences as appropriate.

Employees who have exhausted their sick leave may, with supervisory approval, use vacation leave or take leave without pay for sick-related absences.

Approval to use sick leave must be recorded on the employee's timesheet and signed by both the employee and the County Program Director.

5. Using Sick Leave for Family Illness

Up to twelve (12) days of accumulated sick leave may be used each calendar year for illness in an employee's family. For purposes of this policy, "family" includes mom/dad, step-mom/step-dad, son/daughter, step-son/step-daughter, brother/sister, step-brother/step-sister, and related persons living in the employee's home.

6. Using Sick Leave with Workers' Compensation

Employees unable to work due to an illness or injury compensable under Workers' compensation may elect to use accumulated sick leave as one full day for each day of their normal scheduled workweek which falls within the "waiting period" during which no Workers' compensation is payable.

After the waiting period an employee may elect to use sick leave in an amount equal to the portion of the employee's compensation which is not paid by Workers' compensation benefits.

In no case can the combination of sick leave and Workers' compensation benefits exceed the employee's regular FTE.

7. Recording Sick Leaves

Approval to use sick leave must be recorded on the employee's Report of Absence form and signed by both the employee and the supervisor.

An up-to-date record of accumulated and used sick leave will be maintained by the County Program Director or designee as reported on the employee's timesheet. Employees may review these records upon request.

D. Personal Days

1. Eligibility

Regular, non temporary, employees are eligible to receive personal days.

2. Accrual Rates and Accrual Method

New regular employees are granted four (4) days at the beginning of their employment, but not more than two (2) days may be used during the probationary period. Employees receive four (4) new personal days every year thereafter on his/her employment anniversary date.

Accumulation of personal days beyond the anniversary year is not permitted.

Employees who have an FTE of greater than .75 FTE but less than 1.0 FTE will accrue personal leave on a pro-rata basis.

3. Using Personal Days

Personal days may be used at the discretion of the employee, subject to supervisory approval.

Personal days must be used in increments of one-half days. For example, a 1.0 FTE employee, upon supervisory approval, may take 4, 8, 12, 16, 20, 24, 28, or 32 hours of personal time off at one time.

Personal days not used upon termination or retirement are not paid. In addition, all unused personal days are lost at the end of the anniversary year, even if the employee is on leave.

4. Recording Accumulated Personal Days

Approval to use personal days must be recorded on the employee's Report of Absence form and signed by both the employee and the supervisor.

An up-to-date record of accumulated and used personal days will be maintained by the County Program Director or designee as reported on the employee's timesheet. Employees may review these records upon request.

Workers' Compensation

Absences due to a work-incurred injury or illness are addressed in compliance with the laws of the State of Missouri. All employees are eligible for this program unless otherwise specified.

Workers' compensation insurance is provided to Extension Council employees through the University of Missouri system.

For policies and procedures regarding Workers' compensation, contact MU Extension Human Resources or visit <http://www.umsystem.edu/ums/departments/hr/manual/>.

COMPENSATION

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

The following are some key aspects related to FLSA. Additional information and/or provisions can be obtained by contacting the Department of Labor at www.dol.gov.

Exempt vs. Non-Exempt

Per FLSA, positions are classified as either Exempt (salaried) or Non-Exempt (hourly). The Department of Labor provides assistance with determining how to classify the positions in order to comply with FLSA.

“County Secretary,” “County Administrative Assistant,” “Office Manager,” and other similar positions are classified as non-exempt and are compensated on an hourly basis.

Work Week

Per FLSA, a work week is defined as seven consecutive days which do not change on a routine basis.

Extension Council employment work week is Monday through Sunday.

Overtime

Per FLSA, non-exempt employees must be compensated a premium rate of 1.5 times their regular rate of pay for hours worked over forty (40) per work week. The compensation for overtime may be in overtime pay or compensatory time off.

When calculating overtime, hours worked in a week include all time off with pay but do not include compensatory time used.

Extension Council employees must obtain approval by their supervisor or designee to work overtime. In addition, all overtime hours will be approved as compensatory time off unless otherwise approved as overtime pay.

Compensatory Time Off (comp-time)

Earned and used comp-time is reported on the timesheet. It is the policy of the council to limit accumulation of compensatory time credit.

Earned comp-time is expected to be used within thirty (30) days from the day earned. In no case will total compensatory time accumulate to more than twenty hours.

Recording Hours

Non-exempt employees must complete a timesheet for all hours worked, paid time off (vacation, sick, holidays, etc.), comp-time accumulated, and comp-time used. The timesheet must be signed by the employee and the County Program Director or designee.

Paycheck Cycle

Extension Council employees receive their paycheck from the Extension County Council. Paychecks may be distributed on monthly, bi-weekly or other cycle depending on council approval. At this time, paychecks are distributed on monthly basis.

EMPLOYMENT POLICIES

Interview Preparation

Provide the proper environment for conducting an interview. Review the job description, University of Missouri HR provides example job descriptions for a successful interview process. Review Equal Employment Opportunity (EEO) rules and requirements along with how to pertain to limits and restrictions on questions. Prepare job-related questions, open ended, and within bounds of EEO rules. Know what clarifying statements can be used. Provide opportunity for the interviewee to elaborate on their qualifications.

Interview questions must be accurate, complete, and unambiguous, clearly job related, and designed to assess knowledge, skills, and abilities needed at the entry level for the job. Questions should assess only job requirements directly related to significant duties of the job in terms of importance and the amount

of time spent on them. Questions should reflect as nearly as possible the content of the job, should be geared to the appropriate complexity of the job. Questions should be carefully reviewed to eliminate any bias that might tend to make them discriminatory. Examples of discriminatory subjects include age, arrest record, birthplace and residence, citizenship, creed or religion, financial status, garnishment record, height and weight, physical characteristics, language, marital status, military, minimum salary acceptable, name, or national origin and ancestry.

Probationary Period

A. Timeline

1. New employees are subject to a probationary period of up to six (6) months to determine if the employee is capable of doing the work for which they are hired.
2. If the employee's performance at any time during the probationary period is deemed unsatisfactory, the probationary period may be extended or the employee may be terminated. An employee may not remain in probationary status for more than twelve (12) months.
3. Employees who must take a leave of absence during the probationary period as a result of reduction in operations may, upon council approval, have the probationary period extended by the length of the leave of absence.

B. Evaluation

1. Employees may be evaluated at any time during the probationary period.
2. Performance reviews are the responsibility of the County Program Director as delegated by the Extension Council. All reviews are conducted in private. A copy of the written results may be provided to the employee.
3. Upon satisfactory completion of the probationary period and at the recommendation of the County Program Director, the Extension Council may choose to increase the employee's wage.

Absentee Policy

The Extension Council and County Program Director are responsible for developing procedures to address attendance issues.

A. Tardy

1. Employees are expected to contact the County Program Director or designee if they anticipate arriving late.
2. Tardy or leaving work early without permission frequently may be subject to disciplinary action.
3. Actual arrival and departure time from/to work must be recorded on the timesheet regardless of work schedule.

B. Absences

1. Employees are expected to call the County Program Director or designee if they anticipate being absent.

2. An employee absent without permission and/or without providing notification is subject to disciplinary action.
3. All absences must be recorded on the timesheet.

C. Notification

1. Employees are expected to make every effort possible to contact the County Program Director or designee regarding tardiness and absences. If this is not possible, a family member, friend, or colleague may, on behalf of the employee, provide the notification.
2. Notification messages that are left without approval confirmation shall not be construed as “approved” tardiness or absence.

Progressive Discipline

A. Goal

The word “discipline” comes from the word “disciple” or “to teach.” The Progressive Discipline policy is established to provide clear communication and feedback to an employee in an effort to improve and correct undesirable conduct.

Progressive Discipline process helps ensure that clear performance expectations are communicated; employees are informed of performance deficiencies and/or improper behavior in a timely manner; clarifies what constitutes satisfactory performance or behavior; and communicates to the employee consequences if expectations are not met.

B. Coverage

The Progressive Discipline policy is utilized for regular, non-probationary employees.

C. Process

Progressive Discipline is a form of discipline whereby notices are issued each time an employee is disciplined for the same or a different performance infraction or policy or work-rule violation. Generally, the steps of progressive discipline include:

Oral Warning – an official, formal warning should first be made orally. The oral warning should be held in private, with a clear understanding of the expectations that were not met and what performance and/or behavior constitutes improvement. The employee should be clearly informed the discussion taking place is an “oral warning.”

Written Warning – following an oral warning, the next warning is documented in writing, with an explanation of the problem and the needed correction. The letter must clearly state it is a “written warning”. The written warning letter is given to the employee and a copy is placed in the employee’s personnel file.

2nd Written Warning or Suspension – a final written warning, or a suspension, is issued following a 1st written warning if improvement has not occurred. The determination of action should be based on a scale of severity. The final written warning and/or suspension should be clearly communicated in writing, with a copy placed in the employees personnel file.

Termination – termination of employment is the last resort and is used for repeated occurrences or for more severe violations. Termination may result without progressive discipline for gross misconduct such as violence, theft, falsification of records, or other serious offenses.

Grievance Procedures

Extension Council recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences of interpretation of policy which might arise. The following describes the formal grievance process for Extension Council employees.

A. Purpose of Grievance

1. The purpose of a grievance procedure is to provide an orderly mechanism through which employees may challenge policy interpretations or disciplinary actions.
2. Grievances may arise from disagreements about working relationships, working conditions, and employment practices. Grievances also may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status as a Vietnam era veteran.
3. The goal is to review disputes to determine if they can be resolved. Grievances should be resolved, whenever possible, at the lowest step of the grievance procedure.

B. Eligibility

1. These grievance procedures cover employees who have completed the required probationary period.
2. Probationary employees, however, may process a grievance for issues concerning prohibited discrimination.

C. Procedures and Timeline

1. The grievance procedure begins with a discussion between the employee and the County Program Director to discuss the disagreement or issue. The County Program Director is responsible for taking notes and allowing the employee to read and sign the notes to indicate understanding.
2. Should the employee feel, after the initial discussion with the County Program Director, that the employee's rights have been violated, the employee may originate a grievance within ten (10) days of the date the alleged grievable act occurred by presenting the facts in writing to the County Program Director and/or the Extension Council chairperson or appropriate council personnel committee.

Pursuant to federal regulations (Equal Employment Opportunity Commission - EEOC), employees have a 180-day filing period for acts of alleged prohibited discrimination.

The County Program Director, Extension Council, or personnel committee may consult with the MU Regional Director or others as appropriate and necessary to obtain information and facts to help resolve the issue.

The employee must receive a written response from the Extension Council within thirty (30) days after receipt of the written grievance.

3. Time limits above may be extended by mutual agreement whenever necessary in order for these provisions to be implemented. The interpretation of “days” within the grievance section is to be normal workdays (Monday through Friday) exclusive of Extension Council employee paid holidays.

Separations

A. Resignation

1. At least two weeks written notice is requested when an employee wishes to voluntarily resign in good standing.
2. Notice shall be given by the employee to the County Program Director.

B. Termination

1. When possible and feasible, at least two weeks verbal or written notice will be given by the Extension Council to the employee when an employee is being involuntarily terminated due to circumstances not related to performance, such as discontinuation of the job and/or reorganization.
2. Advance notice is not required by the Extension Council when termination is a result of performance, misconduct, or other violation of policies, state law, or federal law.

C. Last Paycheck

1. Employees separated from employment are entitled to all salaries and wages earned to date of termination (last actual day of work), all unused compensatory time off, and all unused vacation time earned as recorded at the time of termination, not to exceed the maximum allowable accumulation..
2. Probationary employees are not eligible for vacation payment.
3. The last paycheck will be issued on the next regular pay cycle.
4. At the council’s option, such employee may receive two weeks’ pay in lieu of notice.

Job Abandonment

An employee who fails to report to work and fails to notify his/her supervisor of the absence for three consecutive workdays will be considered to have abandoned his/her job. The employee is deemed to have quit and will be terminated immediately.

Exit Interviews

Extension Council would appreciate the Employee taking about 20 minutes to answer the questions as honestly as possible. Employee's individual responses are treated as confidential, and will not become part of the personnel file.

Extension Council believes that the information is of vital importance and will assist in analyzing our employee retention and turnover. Questions, concerns, or comments regarding the exit interview survey may be directed to the Extension Council and/or the County Program Director.

LEAVE PROGRAMS

Family Medical Leave Act (FMLA)

Pursuant to federal law, Extension Council employees are eligible for Family Medical Leave as outlined under 29CFR825.104 and 29CFR825.108 definition of "public agency" for the purposes of FMLA eligibility.

The following summarizes key aspects about this leave program. For more details, please visit <http://www.dol.gov/dol/topic/benefits-leave/fmla.htm>.

A. FMLA Summary

The Family and Medical Leave Act (FMLA) is a federal law that provides employees the right to take a leave of absence for family or medical reasons while maintaining job protection.

B. Eligibility

Any individual who has been employed by this Extension Council for a total of at least 12 months at the time of the leave of absence, and has worked at least 1250 hours in the 12-month period preceding the leave is eligible for a family or medical leave.

C. Coverage

The Extension Council will provide up to 12 work weeks of leave within any 12-month period for any of the following reasons:

Birth of an employee's child(ren);

Adoption of a child by the employee, or official placement of a child with the employee for foster care (leaves for birth or adoption must be taken within 12 months of the event);

Care of a son, daughter, spouse or parent (not parent-in-law) having a serious health condition (contact the Department of Labor for what constitutes a "serious health condition");

Incapacity of an employee as a result of a serious health condition.

Leave for the care of an adult son or daughter (at least 18 years old) is not covered unless required as a result of "mental or physical disability" as those terms are defined under the Americans with Disabilities Act.

D. Leave

These leaves of absence are without pay; however, available vacation time and sick time must be used as part of the 12-week period.

Extension Council and/or County Program Director may require the health care provider to certify the necessity of the medical leave. Medical leave will be limited to the duration of the serious health condition as defined by FMLA.

An employee may take intermittent leave or leave on a reduced work schedule if medically necessary for his/her own serious health condition or the serious health condition of an immediate family member. Such leave is not available for birth, adoption or foster care.

E. Benefits

Benefits in which an employee was enrolled and eligible for at the time of FMLA leave will continue during FMLA. In order for the coverage to be continued the employee will be responsible for his/her portion of the cost. If an employee does not return from a leave or returns to employment but does not remain for a minimum period of thirty (30) days, he/she must reimburse the cost of benefits coverage during the leave unless the reason for failure to return is due to a continuing serious health condition, either his/her own or a family member's, or because of other circumstances beyond the employee's control.

F. Return to Work

A health care provider's certification will be required for return to work from the employee's own serious health condition. The employee will return to the same position he/she had before the leave or an equivalent position. The employee will be provided the level of benefits and seniority he/she had before the leave started.

Leave of Absence without Pay

A. Eligibility

Full-time, regular (non-temporary), employees may be granted a leave of absence without pay when approved by the Extension Council or County Program Director.

Only in exceptional situations will a probationary employee be granted a Leave of Absence.

Approved leave of absence without pay may be used for FMLA approved events, illnesses or injuries that require more time than the employee's accumulated sick or vacation leave, or for other personal reasons granted approval. Approval may only be granted if the employee plans to return to work after the leave.

B. Continued Coverage

Leave of absence without pay allows the employee to maintain their employment rights and medical benefits. Employees, however, will continue to be responsible for their portion of the medical premiums for the medical program they are enrolled in.

Employees do not earn "paid time off" (such as vacation, sick, and holiday pay) while on leave of absence without pay.

C. Return to Work

Employees returning from an unpaid Leave of Absence will return to their former position, or a similar position, when one becomes available.

Failure to return to work at the end of the leave of absence, or when a position becomes available, will be deemed voluntary resignation of employment.

Bereavement Leave

A. Eligibility

Full-time, regular (non-temporary), employees may be granted a leave of absence without pay. Bereavement Leave will be provided on a prorated basis for an eligible employee who works .75 FTE to .99 FTE

B. Leave

In the event of death in an employee's immediate family, the employee will be granted a maximum of three (3) days, (twenty-four (24) hours), leave without loss of pay or vacation during the period starting on the date of death and ending on the day after the funeral.

Any additional days must be approved by the supervisor and charged to accrued vacation or taken as excused leave without pay.

C. Definition

For purposes of this policy immediate family includes husband/wife; parent (including stepparent); grandparent/great grandparent; grandchildren; son/daughter; brother/sister; mother-in-law/father-in-law; and foster children who have become members of the family.

The term "days" refers to working days, Monday through Friday.

Military Leave

Pursuant to federal law, Extension Council provides employees unpaid time off as outlined below.

A. USERRA Summary

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects service members' reemployment rights when returning from a period of service in the uniformed services including those called up from the reserves or National Guard, and prohibits employer discrimination based on military service or obligation. The U.S. Department of Labor's (DOL) Veterans' Employment and Training Service (VETS) administers USERRA.

B. Eligibility

USERRA applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Federal training or service in the Army National Guard and Air National Guard also gives rise to rights under

USERRA. In addition, under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work (and authorized training for such work) is considered "service in the uniformed services."

Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty.

USERRA covers nearly all employees, including part-time and probationary employees. USERRA applies to virtually all U.S. employers, regardless of size.

C. Return from Leave

The pre-service employer must reemploy service members returning from a period of service in the uniformed services if those service members meet five criteria:

1. The person must have held a civilian job;
2. The person must have given notice to the employer that he or she was leaving the job for service in the uniformed services, unless giving notice was precluded by military necessity or otherwise impossible or unreasonable;
3. The cumulative period of service must not have exceeded five years;
4. The person must not have been released from service under dishonorable or other punitive conditions; and
5. The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment.

USERRA establishes a five-year cumulative total on military service with a single employer, with certain exceptions allowed for situations such as call-ups during emergencies, reserve drills, and annually scheduled active duty for training.

USERRA also allows an employee to complete an initial period of active duty that exceeds five years (e.g., enlistees in the Navy's nuclear power program are required to serve six years).

D. Other Information

Compliance assistance, length of leave available and other provisions can be identified by contacting the Department of Labor or visiting www.dol.gov/compliance/guide/userra.htm.

Voting

Pursuant to state law, Missouri Revised Statute 115.639, Extension Council provides time off with pay without loss of vacation time, as follows:

A. Eligibility

1. Any employee entitled to vote at any election held within this state shall, on the day of such election, be entitled to absence himself/herself from any services or employment in which he/she is then engaged or employed.
2. Employee must request leave of absence prior to the day of election.
3. Employee shall not be eligible for time off if there are three successive hours while the polls are open in which he/she is not in the service of the employer.

B. Leave

1. Paid time off will be granted for a period of three (3) hours between the time of opening and the time of closing the polls for the purpose of voting.
2. The employer may specify any three hours between the time of opening and the time of closing the polls.

C. Other Information

Compliance assistance and other provisions can be identified by contacting the Missouri Department of Labor, or visiting <http://www.dolir.mo.gov/>.

Jury Duty

Pursuant to the federal law (Fair Labor Standards Act) and state law (Missouri Revised Statute 494.460), employees are entitled to the following:

A. Time off

All employees are entitled to time off for a summons for jury duty, time spent participating in the jury selection process, and time spent actually serving on a jury.

B. Payment

FLSA does not require employers to compensate employees for time spent listed above. In addition, Missouri Statute prohibits an employer from requiring or requesting an employee to use their accumulated vacation and/or personal days in order to receive compensation during absent from work on account of responding to such jury service.

C. Notification

Any employee who is called for jury service must report the call immediately to his/her supervisor and shall be relieved from duties for the reasonable time required for rendering such jury service.

WORKPLACE POLICIES

Employment of Relatives

Extension Council shall not employ in any regular (non-temporary) position any relatives of the current County Extension Council or of other Extension Council employees.

Harassment Policy

Extension Council is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our employees by anyone, including any supervisor, co-worker, or third party. Harassment that affects job benefits, interferes with an individual work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

A. Definition

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era veteran.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual, or electronic, or offensive physical actions.

In addition, "Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct based on sex constitutes harassment when (1) submission to the conduct is required as a term or condition of employment or is the basis for employment action, or (2) the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive workplace. Sexual harassment may include sexual propositions, innuendo, suggestive comments, sexually oriented jokes or teasing, or unwelcome physical contact.

B. Complaints

All employees are responsible for helping to enforce this policy against harassment. Any employee who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify their supervisor or a member of the council so the situation can be properly investigated and remedied.

C. Investigation

It is the policy of the Extension Council to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the Extension Council will maintain confidentiality of those involved. If an investigation confirms that harassment has occurred, discipline up to and including immediate termination of employment will result.

D. Retaliation

The Extension Council forbids retaliation against anyone who, in good faith, has reported harassment or who has cooperated in the investigation of harassment complaints. Any employee, however, who is found to have knowingly made a false accusation of harassment or retaliation, may be subject to appropriate disciplinary action up to and including termination.

Smoking, Drugs, and Alcohol

While working on an Extension Council and/or in a University of Missouri facility, a smoke-free work environment is required. No smoking is allowed in any office buildings.

It is the policy of the Extension Council to maintain a work environment free from the use of alcohol or drugs. Unlawful possession, unlawful use, and/or unlawful distribution of alcohol and/or drugs is also prohibited in the Extension Center or at council-sponsored activities.

Violation may result in disciplinary action up to and including immediate termination.

Performance Appraisals

Review of regular (non-temporary) employee's performance shall be completed by the County Program Director, as delegated by the Extension Council.

Reviews shall be conducted prior to the end of the employee's probationary period and annually thereafter.

Personnel Files

An employee may request to see the contents of their personnel file by contacting the County Program Director. Contents may include, but are not limited to, employment application, documented personnel actions (changes in pay, leave of absence, etc) performance appraisals, and letters of discipline.

University of Missouri Employees

Understanding policies and procedures regarding University-assigned faculty and staff may be necessary when working with MU personnel. Information can be obtained at the <http://extension.missouri.edu/staff/>.

POSITION DESCRIPTION

Saline County Program Director(s)

Saline County Program Director(s) have taken the time to select tasks which best utilizes skills and talents. The goal is to promote the Saline County Extension effectively and efficiently. All tasks have been assigned a task lead. County Program Director(s) will use a check and balance system to insure all tasks are completed and supervised ethically and efficiently.

In-Depth, Ongoing Tasks:

Council meeting organization & agendas

1. Prepare agenda for monthly meeting
2. Send notice to council members
3. Post notice to fulfill Sunshine Law obligations
4. Gather information / handouts for meetings
5. Meet with council, advise on agenda items
6. Follow up on action items after meetings

Office personnel supervision / secretary evaluations

1. Approve monthly time sheets for support staff
2. Supervise support staff, handle any performance or scheduling issues
3. Solicit input from headquartered faculty for support staff evaluations
4. Prepare annual evaluation and conduct evaluation meeting with support staff

Financial oversight & budget development

1. Work with budget committee to prepare annual budget request (1000 Class)
2. Train budget committee to present budget request to County Commission
3. Develop budget for all classes, work with bookkeeper to enter into QuickBooks
4. Approve and sign all expense vouchers
5. Monitor budget status
6. Work with bookkeeper and Extension Council Treasurer to prepare for annual audit (conducted by council committee)
7. Review monthly financial reports prior to each council meeting
8. Be prepared to assist Treasurer in answering any financial questions at council meeting
9. After bank statement is reconciled in January, determine amount of funds to transfer in order to zero out 1000 class as of the end of the fiscal year
10. Work with County Auditor and Treasurer to complete an Annual Audit in April.

Assist with coordinating programs offered by non-headquartered faculty

1. Monitor programming conducted in county to identify opportunities or gaps for faculty serving the county
2. Work with non-headquartered faculty on logistics of program delivery such as
 - a. securing locations and identifying partners
 - b. assisting with promotion of classes
 - c. working with support staff to handle registrations
 - d. approving regional travel into Saline County

Ongoing or occasional tasks, less effort required:

Monthly office conference

1. Set dates for regular meetings of office faculty and staff
2. Prepare agenda for meetings
3. Conduct meetings

Regional CPD meetings

1. Attend regional CPD meetings as called by the Regional Director
2. Represent the interests of the county at regional CPD meetings
3. Bring pertinent information back to headquartered faculty and staff

Office equipment & facility maintenance

1. Oversee maintenance and repair of facility
2. Oversee maintenance and repair of office equipment
3. Work with Council to identify equipment needs and make recommendations for purchase
4. Work with bookkeeper to maintain accurate inventory of office equipment
5. Negotiate service contracts and insurance coverage for office equipment
6. Determine whether to close office due to weather, emergency, or other unforeseen circumstance

Civil Rights file

1. Work with support staff and other faculty to ensure that Civil Rights files are kept up-to-date
2. Participate in training related to Civil Rights compliance issues
3. Make sure appropriate signage is posted in office
4. Represent the county during civil rights compliance reviews

Regional Council meetings

1. Attend regional council meetings, providing transportation for county representatives as appropriate
2. Take note of any decisions made at regional council that will impact headquartered county
3. Report any pertinent decisions to county faculty and staff

4. Support county representative when making reports on regional council meetings to the county council

Support staff hiring & training

1. As vacancies occur, develop advertising for filling position
2. Update position descriptions
3. Develop application process
4. Review applications and select candidates for interview
5. Work with hiring committee (council representative, possibly other faculty) to conduct interview and select new support staff
6. Work with other support staff to provide appropriate training for new support staff
7. Ensure that support staff receive additional training as needed

Engage with County Commissioners

1. Provide County Commissioners with periodic updates on programs being held in the county
Public relations (community boards, events)
2. Serve as representative of MU Extension on appropriate community boards
3. Represent MU Extension at significant community events
4. Organize public relations events as appropriate

Annual Tasks with significant effort required:

Annual report

1. Use reporting system to identify significant program efforts conducted over the past fiscal year
2. Work with faculty serving the county to clarify program impacts
3. Prepare annual report of program efforts
4. Arrange for the printing and distribution of the annual report
5. Ensure annual report is kept as part of the permanent files for county office

County elections

1. Identify elected positions to be filled for each annual election
2. Discuss with Extension Council any changes to be made in election procedures
3. Work with council election committee to identify and recruit qualified candidates for open positions
4. Ensure that council approves candidates by early December
5. Have legal notice of election printed in the local paper in early December
6. At least 25 days after the legal notice appears in the paper, have final ballot printed and/or loaded onto election website

7. Send news release to local media (early January)
8. Conduct election (third week in January)
9. Send all candidates letters with the results of the election, inviting successful candidates to the annual dinner
10. Send news release to local media regarding election results
11. Identify appointed positions (i.e. Farm Bureau, City representative) to be filled and work with appropriate organization to have candidates appointed
12. When necessary, work with Extension Council to revise election districts. If revisions are made, file changes with County Clerk

Annual meeting / banquet

1. Have Extension Council set date for annual meeting
2. Work with council committee to
 - a. Identify a location for the meeting
 - b. Determine the menu
 - c. Secure a speaker or program, if desired
 - d. Plan for any decorations
3. Invite special guests (i.e. county commissioners, award winners, etc.)
4. Work with support staff to take reservations / turn in meal count

CPD conference

1. Attend conference
2. Bring any new information back to appropriate office staff / faculty

Annual Tasks, minimal effort:

Annual program input process

1. Participate in any training / updates on conducting the process
2. Recruit facilitator to lead the process
3. Notify council members of date of process
4. Invite any additional participants, as determined by the council
5. Provide council members with background information one month prior to the process
6. Arrange meeting room as needed
7. Take notes during the process
8. Send report of the process to University

New council member orientation

1. Conduct orientation training prior to the March meeting

2. Arrange for other council training as needed

Legislative Day

1. Promote legislative day to council members
2. Attend legislative day with council members
3. Provide transportation to legislative day for council members as needed
4. Provide Saline County packets for council members to distribute
5. Assist council members in setting up appointments with Representatives and Senators as requested

Council input for faculty evaluations

1. Consult with council president on process
2. Provide copies of forms for input

Leader's Honor Roll

1. Work with other headquartered faculty to select award recipients
2. Submit honorees to state office
3. Arrange for recognition of award recipients (usually at annual dinner)
4. Submit and/or contact press for media relations prior, during, and after

State Fair Farm Family selection

1. Work with Extension Council and 4-H Council to identify honorees
2. Notify honorees to Farm Bureau
3. Request any additional support for family from council (i.e. to cover travel, entry fees, etc.)
4. Submit and/or contact press for media relations prior, during, and after

Century Farms recognition

1. Work with support staff to promote program and accept applications
2. Work with County Commissioners to
 - a. Set Date and Location
 - b. Invite current, present, and future award winners
 - c. Order decorations
 - d. Order Cake and Punch for reception
 - e. Select an Emcee and Keynote Speaker, if desired

Saline County Bar-B-Q

1. Work with Fair Board to
 - a. Distribute, track, and collect funds from tickets of the 4-H and FFA members
 - i. 4-H Specialists Role with Office Manager

- b. Distribute Saline County Pageant information to mailing list
 - c. Set-up an Extension Council Booth, if appropriate
2. Invite non-headquartered faculty and any other guests

Women in Agriculture Regional Conference

1. Work with the Committee to
- a. Maintain grant funds and fiduciary responsibilities
 - b. Set date, prices, and agenda
 - c. Organize public relation
 - d. Organize community booths
 - e. Provide and collect evaluation module
2. Assist in invite non-headquartered faculty and any other guests

Office Manager Saline County

GENERAL

The office secretary is an employee of the county's University of Missouri Extension Council. The office secretary is responsible for a complex variety of secretarial work involving the performance of secretarial duties and some office management for the total county extension program. The Saline County Extension office is open between 8 a.m. to 12 p.m. and 1 p.m. to 4:30 p.m. weekdays. Secretaries/Office support staff are employed and paid monthly by the Saline County Extension Council. Annual salary adjustments are not automatic.

MAJOR DUTIES

A. Effective Communications

1. Manage incoming telephone calls.
2. Ensure regular distribution of both postal and electronic mail
3. Ensure mail is posted nightly.
4. Ensure that all typing is completed in a timely manner. The appearance of the final typed material must promote a good professional image.
5. Assist with correspondence exams.
6. Handle soil tests, forage lab tests, plant pathology, bean germination, private applicators license and pressure gauge testing.
7. Cordially and diplomatically assist all office visitors.
8. Maintain a spirit of cooperation with staff; working as a team to accomplish the objectives of Extension.
9. Maintain information flows and messages for specialists.
10. Project a positive image and maintain appropriate office dress attire.

B. Support of the Overall Office Operation

1. Ensure that the office is opened and closed in accordance with the established schedule.
2. Develop and maintain an effective and systematic filing system.
3. Ensure that an adequate inventory of all necessary office supplies is maintained.
4. Effectively manage and maintain an appropriate inventory of guide sheets, bulletins and other resource material.
5. Manage and maintain an office inventory of all office furniture and equipment.
6. Ensure that the overall appearance of the office area promotes a neat, clean and professional image.
7. Ensure or maintain an up to date county web page following established web guidelines.

C. Support of County Specialists

1. Assist each staff member with the development and maintenance of program mailing lists.

2. Assist each staff member with development of program materials as required.
3. Prepare newsletters and other materials for mailing.
4. Checking and preparing travel and send to Regional Director by due date.

D. Support of County Extension Council

1. Maintain extension council's financial records.
2. Prepare all council minutes and letters.
3. Maintain council's files.
4. Mail checks to claimants the day after the Extension Council meets or after signature(s) are on checks. Retain and file copy of all bills in appropriate monthly folders.
5. Prepare quarterly and yearly tax statements.
6. Other duties as assigned by the Council or CPD.

E. Qualifications

1. Education equivalent to high school diploma.
2. Ability to do accurate typing at 50 words per minute.
3. Excellent proofreading skills.
4. Good communication skills, including the ability to write a good business letter.
5. Ability to learn to use a computer in a variety of applications, including word-processing, mailing, QuickBooks, all Microsoft word, office, etc. and other desired skills; Power Point, Excel, and other presentational formats.

ACCOUNTABILITY

The county office secretary supports the program efforts of all extension professional and Para-professional staff.

The regular supervision of the office secretary is provided by the County Program Director in cooperation with the Extension Council.

PERSONNEL

Secretaries/Office support staff are employed and paid monthly by the Saline County Extension Council. Adjustments are determined by the level of appropriations obtained by The Council. Salary adjustments will be made on January 1 or upon approval of County commission funding, of each year if need be. After the probationary period has been satisfactorily completed; staff is eligible for a salary adjustment if budget allows.

2014 Business Plan

Executive Summary

Since its inception, the Saline County Extension Council has made significant contributions to the prosperity, health and welfare of Saline County citizens. The Extension Council has provided essential access to research-based, unbiased information and educational services that have improved countless lives in Saline County and throughout the state by empowering people to make decisions that are financially sensible, socially constructive and environmentally sound. Saline County Extension continues to be extremely efficient at producing huge benefits at minimal cost to the County. In order to sustain the impact of Extension in Saline County, the Saline County Commission, county residents, and other Extension stakeholders will need to align their resources such that their financial contributions to the County Extension Council are consistent with the Council's operational costs.

General Description

Legal name and function: The University of Missouri Extension Council of Saline County is the official name of our governing body. We commonly refer to the elected body as the Saline County Extension Council.

Connection to County Government: The Saline County Extension Council is a county governing body established in Missouri state law (Revised Statutes of Missouri Sections 262:550 to 262:620: County Extension Programs). The council is not considered by state law as a not-for-profit or charity organization. Missouri law states the basic three roles of the administrative body of the county are to provide for the health, safety and welfare of citizens. Saline County Extension assists in filling and supporting that role. MU Extension is the educator of choice by federal, state and national agencies because extension has offices across the state for in-place education, with joint partnerships and accessible programming for every citizen of the county.

Mission

The mission of the Saline County Extension Council is to govern operations of the local office, generate revenue, and give input on programs and county staff.

Vision

University of Missouri Extension is a valued and trusted research-based educational solution to improve the quality of life in Missouri, nation and world. The vision of this Extension Council is to create an atmosphere in which MU Extension programming can flourish in Saline County.

Purpose

The purpose of the Saline County Extension Council is for members to cooperate in providing effective educational program support for county citizens by: discussing issues of concern and need and making recommendations on issues of concern in the county, assisting the County Program Director (CPD) with council training, promoting and supporting county planning and programming according to state laws and administrative guidelines, fostering the partnership of University of Missouri Extension with other agencies and groups, supporting the policies and procedures of the Extension Council and following state laws; and supporting funding for county office operations, Saline County Extension programs, governance and membership.

Our clients

Businesses and residents of Saline County who need practical education in Extension's educational service area.

Collaborators

There are other organizations of Saline County that offer some similar programs. At the same time, Extension often collaborates with these same organizations to accomplish programs. We need to formulate plans that leverage revenue for Extension out of those partnerships.

Strengths

University of Missouri Extension provides Saline County with well-educated extension program specialists. We have the expertise and research-based knowledge necessary to succeed. MU Extension is the provider of choice -- the teaching arm -- for federal, state and county agencies. MU Extension also provides research-based resources on the web 24/7. Members of our county council are key to making this philosophy work. Our council members may in fact be our competitive strength.

Meetings

The council meets the third Wednesday of each month at the Saline County Extension headquarters at 6:00 pm, with the exception of the months of November (2nd Thursday). All meetings are open to the public. The office is open from Monday through Friday from 8:00 am to 12 noon and from 1:00 pm to 4:30 pm.

Pricing and fees

We believe extension programming has real value, public and private, for our county residents. Our programs also have real costs. Some of those costs are supported by local funding dollars; however, these dollars do not fully fund county extension programming. The cost of a regional specialist's salary is supported by state and federal funding of MU Extension. With all funds being reduced, we must look for other revenue generation streams. Grants and contracts provide some support but not all. Fees for programs must help fill this shortage. Fees should reflect the true cost of doing business. An extension specialist's teaching time costs \$50 an hour, including office overhead and expenses. For many programs, MU Extension seeks to recapture some program costs equal to \$35 per hour for a specialist's teaching time. Not every program will have a charge, but for sound business practices, we must take steps to maintain resources for programming.

Products and Services

Saline County Extension can provide education services in these five general areas plus Continuing Education.

Agriculture and Natural Resources

Agriculture and natural resources education provides citizens and businesses with 21st century tools to enhance profitability, strengthen communities and protect the environment. Key aspects of this program - - Livestock and forages -- are relevant in Saline County. This program area also includes Master Gardeners (Volunteers provide horticulture information and education to the public).

Business Development

Business development education assists business start-ups, helps businesses remain competitive and prosperous, and creates more wealth for the community. Our specialists work with local Chambers of Commerce and Small Business and Technology Development Centers (SBTDC) across the state to help new and struggling businesses.

Community Development

Community development education helps citizens tap into local strengths and University resources to create communities for today and tomorrow. Programs such as the Community Emergency Management Program, Community Leadership, Healthy Lifestyles Initiative, and community decision support define community development efforts.

4-H Youth Development

Youth education connects parents and youth with the latest research and best practices to help young people gain leadership skills, build self-esteem and be valued, contributing members of our community in partnership with caring adults. We want to see 4-H continue to positively impact on rural and non-rural youth in Saline County.

Human Environmental Sciences

HES education provides Missourians with research-based programs on health, nutrition, parenting, aging, divorce, personal finance, housing, consumer action and more. The nutrition program reaches large numbers of Saline County residents. The nutrition program is designed to assist residents with limited resources by teaching both youth and adults about healthy food choices and regular physical activity.

Continuing Education

- a. Nursing Outreach and Distance Education – NODE keeps Missouri nurses up-to-date with the knowledge and skills they need to effectively provide care and fully participate in the state’s healthcare efforts.
- b. Fire and Rescue Training Institute - The goal is to provide fire services and emergency response registrants with continuing education and professional training to save lives and protect property from fire and other disasters.
- c. MU Conference Office - The office serves as a full-service planning and management center for educational experiences that help fulfill the University’s charge as a land-grant institution to disseminate information to Missourians. The office also provides expertise and service for noncredit programs, including on-campus events that draw high school and prospective Mizzou students and other visitors to Columbia.
- d. Engineering Continuing Education – The primary mission is to provide the engineering community with innovative educational programs that are built on the synergistic union of the College of Engineering and MU Extension.
- e. Veterinary Medicine Extension and Continuing Education - MU Extension’s veterinary medical program develops continuing education and outreach efforts in partnership with extension specialists, University faculty and researchers. Together, they bring together large- and small-animal veterinarians and allied industries with livestock producers, companion animal owners and other members of the public.
- f. Labor Education - This unit works with employee organizations across Missouri and beyond to ensure workers and their leaders develop the skills necessary to serve as contributing members in their organizations, as effective representatives in the workplace, and as informed and active participants in their communities.

- g. Health Professions Continuing Education – This unit provides educational programs that ultimately promote improved health for all patients. Efforts reach primary-care providers and other health-care practitioners across the state.
- h. Missouri Training Institute – MTI provides organizational and professional development assistance by reaching small businesses, industry, government agencies and educational organizations across the state.
- i. Osher Lifelong Learning Institute- Osher provides opportunities to individuals age 50 and up continuing intellectual and cultural stimulation, interpersonal interaction, group participation and the sense of being an active player in society.
- j. Law Enforcement Training Institute - The primary goal is to teach those who protect and serve all Missourians.

Marketing Plan

Team Approach

It takes a team, including council, faculty, employees and MU Extension administration to accomplish and fulfill the county's plan. One person cannot do it all. Members of the Extension Council, specialists and staff in the county all play a role in marketing Extension, especially word of mouth.

Increased use of Partners

The Council needs to get representatives of our partners on the Extension Council and encourage our partners to market Extension and promote our events, and educate them about our need for revenue.

Increasing Community Awareness

The Council, in partnership with the University, needs to create talking points that make marketing easier and more effective for council members, specialists and staff.

Possible marketing tools:

- a. The MU Extension online calendar of events
- b. Newspaper articles
- c. Radio public service announcements and interviews
- d. Fliers & brochures
- e. E-mail (e-newsletters, mass messages, and messages to individuals)
- f. The Saline County Extension website
- g. Social Media
- h. Business cards
- i. Signage and displays at Extension events, fairs, & festivals

- j. Telephone calls to potential participants in specific programs
- k. Improved stakeholder relations
- l. Marketing aimed at our key partners (and getting partners on the council)

Examples of current marketing practices:

- a. MU Extension guide sheets stamped with local contact information
- b. Specialist nametags with logo and shirts with logo worn for programs and events
- c. Podium banners, signs at events, class cross-marketing events at workshops
- d. Specialist serve on community boards and bring Extension expertise and research to those boards and community organizations
- e. Program highlights on radio
- f. News Releases submitted to county newspapers and radio stations
- g. Annual report and other publications about Extension programs developed annually

Our marketing plan will take council and specialists working together with their friends and business networks to promote Saline County Extension and market the programs outlined on our county webpage.

Operational Plan

Specialists at the Saline County Extension Center conduct programs throughout the county in conjunction with local partners.

Location

The Saline County Extension Center is located at 353. S Lafayette Ave. in Marshall, MO. The building is owned and managed by the Saline County Commission and provides excellent office and classroom space for Extension programming. The utilities are paid by the Saline County Commissioners.

Programming

A program is an educational event where the user learns, understands and applies the knowledge they acquired to benefit themselves or society economically, environmentally, professionally or socially. Extension offers an efficient educational process of trained experts who then teach volunteers and others to further our educational programming. For details on local programs visit the Saline County Extension website or contact the office directly at 660-886-6908.

Personnel/Number of employees /Volunteers/Other Resources:

- a. One full-time administrative assistant hired by the Saline County Extension Council
- b. Two specialists provided by the University of Missouri Extension System
- c. One full-time nutrition associate provided by USDA Food and Nutrition Service grant
- d. 270 youth members of the 4-H Program

- e. 120 adult volunteer leaders of the 4-H Program
- f. 9 Saline County 4-H Clubs
- g. 12 elected and 3 appointed members of the Saline County Extension Council

2015 Saline County Extension Council Members		
Liegh Ann Leimjuehler, Chair	Wayne McReynolds, Vice-Chair	Ron Duvall, Treasurer
Kathy Tyre, Secretary	Cindi Sims, Regional Council Rep	Paul Crews
Danielle Livengood	Bob Fuehring	Kile Guthrey
Mary Ann Piper	Amy Miles	Matt VanVactor
Monte Fenner, Saline County Commission Liaison	Glenna Lusby, City of Marshall Rep.	Mary Ann Gilpin, Missouri Farm Bureau Rep.

MU Extension Faculty Serving Saline County	
Faculty and Staff headquartered in Saline County	
4-H Youth Development Specialist/CPD	Taylor Bryant
Family Financial Education Specialist	Trish Savage
Food Nutrition Associate	Vacant
Office Manager	Linda Rimmer
Additional Faculty	
Agricultural Business Specialist	Vacant
Nutrition & Health Education Specialist	ShanShan Chen
Horticulture Specialist	Tim Baker
Agronomy Specialist	Vacant
Human Development Specialist	Sarah Traub
Housing & Environmental Design Specialist	Connie Neal
Natural Resource Engineer	James Crawford
Livestock Specialist	Wendy Flatt
Community Development	Beverly Maltsberger

Pay structure

The administrative assistant serving the county is paid monthly by the Saline County Extension Council. MU Extension specialists serving the county are hired, trained and paid by University of Missouri Extension at no cost to the county.

Tasks and policies

The administrative assistant provides program support for specialists and help to clients. A County Extension Council policies and procedures manual is on file and was last updated in 2013.

Inventory

A complete inventory of furniture, supplies and computer equipment is maintained by the Saline County Extension Council, filed with University of Missouri Extension and the Saline County Circuit Clerk, and updated annually.

Credit cards

The Saline County Extension Office currently does have the ability to accept payment by credit card on a limited basis.

Accounts payable

We do not bill individuals. We will bill other extension councils for projects and costs or publications.

Audits

Council financial reports are reviewed monthly and audited annually. Members of the council conduct the review using a checklist provided by professionals at University of Missouri Extension and the audit is completed by the Saline County Auditor.

Management and Organization

The County Program Director (CPD) manages the daily business of the Saline County Extension Center. The Extension Council gives advice and sets policy in a number of areas related to the operation of the office and the programs offered in Saline County. Members of the Saline County Extension Council can be found on the local website: <http://extension.missouri.edu/saline>. The continuous development of our Extension Council members is an essential part of our success.

For the business plan to be successful, all specialists, staff and council members in Saline County need to take an active role in promoting Saline County Extension in their own social circles. Promoting something like MU Extension cannot be successfully done by one individual. This also will take a unified team approach using a clear message of what MU Extension can provide.

Financial Plan

The goal of the council is to support programs with the necessary staff to make those programs a success. In order to do so, the council also needs to raise revenue.

2015 county allocation

\$38,000 operational funds plus office space and utilities paid.

Short-term Funding Goal

Our immediate goal is to generate or raise \$10,000 in 2015 that could be used toward program support for Extension programs in the county.

Long-term Funding Goal

It will take \$48,000 per year to fund Saline County Extension the way we want to see it operated. Our objective is an operational budget of \$48,000 that will allow for expanded program support.

Budgets

The proposed budget for 2014 is in the appendix. A number less than \$38,000 will require additional cuts in staff and open office hours.

Considerations and Limitations:

- a. A reduction in specialist in the county/region reduces our ability to generate revenue.
- b. The emphasis of this plan is on what the Extension Council can do. Some suggested work of this plan goes beyond the job description, scope, time and abilities of existing specialists.
- c. Restrictions for program fee generation are: restrictions on what can be charged for certain programs, campus revenue generation, transition from a culture of no-cost programs to fees, and program-level politics.

Our cost of operations and program cost (excluding rent and utilities that are paid directly by the commissioners) for the past several years was: – 2011: \$45,699.72, 2012: \$45,312.79 and 2013: \$38,092.55.

Revenue Generating Ideas

Revenue generation is not easy for any organization and perhaps even a little harder for a business offering educational services without a campus or credit hours. Therefore, we believe that it will take new ideas and approaches to generate the needed revenue in Saline County.

The council must generate \$10,000 or \$40 per day to keep the office open and programs and services to the public available. Council members and specialists have to work toward fundraising goals as a team. Council will need to work with the regional director for Extension before the time of any specialist is committed to help with fundraising. Council must be developed and given tools to lead. Fundraising activities may also require some upfront costs by the council.

Specialists do not work for the Saline County Extension Council but are essential members of the Saline County Extension team. The council can encourage specialists to plan programs with an eye toward revenue generation even though a portion will go to campus. Each activity to raise money must be weighed against the programming demands placed on specialists.

Saline County Council has an endowment fund that is held at the University of Missouri in the amount of \$9,782.41 (balance as of July 1, 2014). Looking for ways to increase the principal account in order to increase yearly proceeds, may be a viable option for the council to help fund additional programming and office operations.

Proposed Timeline for Implementing Plan

First tier items

Develop Business Plan. Council members work with campus administration and state council to educate stakeholders on funding needs and benefits of Extension. Recruit active council members who can support this business plan. Work with regional director on funding opportunities for marketing and

council development. Get strong news media coverage on the funding status of the Extension office and program impacts.
 Timeline – January 1 through December 31, 2014.

Second tier items

Create marketing tools to increase awareness of the value of the Saline County Extension office and programs. These resources would be utilized at key Saline County events, such as Saline County Century Farms, Saline County Fair, etc. Timeline – April 1, 2014 through December 1, 2014.

Third tier items

Continue to meet and dialogue with MU administration about future funding options. Evaluate all fundraising efforts and plan for 2015. Hold annual key programming events. Seek additional ways to educate the public about Saline County Extension and its funding needs.

Timeline – January 1, 2014 through December 1, 2014.

Appendix

Financial History of Saline County Extension

Historical & Projected Operating Income & Expenses for the Saline County Extension Council					
	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014*</u>
<u>Income</u>					
County Appropriation	36,000.00	36,000.00	36,000.00	38,000.00	38,000.00
Extension Office Generated Income	10,830.96	10,254.16	10,801.04	8,333.44	10,000.00
Gifts	884.55	800.00	575.00	848.00	500.00
Total Operating Income	47,715.51	47,054.16	47,376.04	47,181.44	48,500.00
<u>Expenses</u>					
Peronnel Costs (including payroll taxes)	28195.01	28,739.77	28649.56	\$27,635.28	30,700.00
Travel	5400.75	5,422.18	5194.42	1,897.00	6,000.00
Leased Equipment	2298.91	2,218.26	2,217.86	2,148.00	2,300.00
Telephone	1457.06	1,295.48	1,264.24	1,343.40	1,400.00
Office Supplies	6517.56	5,743.76	7,279.52	4,289.58	6,600.00
Insurance & Extension Council Election	916.24	567.52	480.52	778.67	500.00
Equipment	1354	1,712.75	226.67	-	1,000.00
Total Operating Expenses	46139.53	45,699.72	45,312.79	38,091.93	48,500.00
Operating Surplus or Deficit	1,575.98	1,354.44	2,063.25	9,089.51	-
*Projected values					

Amount Received from County: these numbers are the actual amounts of operational dollars (does not include office facilities and utilities) that were received from the County.

Total Operating Expenses: these numbers represent the amount spent to operate the office (includes, secretarial salary, travel, phones, supplies, equipment maintenance, etc.)

2014 Saline County Extension Proposed Budget

	2013 budgeted	Council proposed budget
Income		
Commission	\$38,000	\$38,000
Office fees/sales:	\$10,000	\$10,000
Agriculture		
HES-Financial Educ & FOK		
4-H/Youth		
Publication sales		
Other income		
Contributions	\$500	\$500
Total	\$48,500	\$48,500
Expenses		
Personnel - salaries and payroll expenses	\$30,000	\$30,700
Travel	\$6,200	\$6,000
Office supplies and services	\$6,600	\$6,600
Photocopier	\$2,300	\$2,300
Telephone - local and tolls		
Website development	\$1,400	\$1,400
Insurance, bonding, council election	\$1,000	\$500
Furniture and equipment	\$1,000	\$1,000
Total	\$48,500	\$48,500

Disaster plans

General evacuation guidelines

An evacuation is defined as the vacating of an occupied area in an organized way to a safe location. In evaluating a possible evacuation, consideration will be given to the specific threat (bomb, fire, flood, explosion, hazardous material, etc.), its context (time of day, day of week, occupancy, etc.), and the recommendation of public safety officials.

There are two levels of evacuation:

Stage 1: To the evacuation assembly area.

Stage 2: To the evacuation area, or to leave the grounds all together.

Stage 1 Evacuation Procedures

Actions that should be taken if safe to do so (i.e., health and safety of the individual is not threatened):

1. Employees should turn off equipment and ensure confidential information and money is secure. If time allows, windows should be closed prior to leaving the work area (except in bomb threat situations).
2. Employees and visitors should immediately evacuate the building and move to the evacuation assembly area (East Parking lot across Lafayette Ave.). Remain in the evacuation assembly area until asked to leave or unless danger is imminent.
3. Employees should take valuables and clothing with them in the event that re-entry to the building is delayed or denied, and move vehicles away from the building, if safe to do so.
4. Employees should provide assistance to people with disabilities who may need help.
5. It is essential that all employees and visitors report to the emergency assembly area when asked to evacuate the building. Every effort should be made to account for all persons. It is important not to block or congregate on roadways or parking lots where emergency services vehicles will need access.

Stage 2 Evacuation Procedures

Consideration should be given to the scale, magnitude, immediacy, location and character of the emergency. Employees may be asked to stand by the evacuation assembly area until the emergency has passed, or as in Stage 2 evacuations, may be asked to leave the grounds or move to an evacuation area where transportation may be arranged.

Employee Guidelines for Evacuations

All employees should be familiar with the following information:

1. Know the quickest exit route out of the building. Be familiar with alternate exits. (East main entry door exit and west end back exit)

2. Know the location of any manual fire alarms and fire extinguishers. (Fire extinguishers are located in the main manager space, in the hallway and under the sink in large classroom)
3. Know if any co-workers or visitors will require assistance in exiting the building and be prepared to provide whatever help is necessary.
4. Know what your work area looks like on a daily basis. Suspicious objects can only be identified by those who know what to expect or to anticipate within their work site.
5. Know where the evacuation assembly area is located. (grassy area northeast of the building) Do not stand in driveways, roadways or parking lots, as emergency responders will need access to the building.
6. Know how to turn off machinery and equipment in your area. (building power box is in the large storage space and gas turn off is next to the air conditioning unit on the west end of the building)

Shelter-in-Place Guidelines

Certain emergency situations may dictate shelter-in-place actions be implemented. Examples of these are an active shooter, tornado warnings and fast-moving hazardous material vapor clouds. The purpose of this guideline is to establish an organization for in-place shelter operations on campus and to protect the occupants when a specific incident has occurred. Shelter-in-place simply means staying inside the building you are in, or seeking shelter in the nearest available building.

Hazardous Materials Incidents

1. Go or remain indoors.
2. Close all doors and windows to the outside. Windows often seal better when locked.
3. Turn off all devices that move air such as (furnaces, air conditioner, etc.).
4. Seek interior rooms that have no windows. (Ag Office is an interior room. DO NOT use bathroom lights because they also activate vent fans. Use only flashlights as light source, no candles. Alternate location are the bathrooms.) Seal the room with any available materials. Use tape to seal the cracks around door openings and windows. Use clothing or other materials to seal under the doorways.
5. Stay inside until advised that it is safe to leave the building.

Tornado Warning

When advised that a tornado warning has been issued:

1. Move towards the interior of the building; avoid windows and door openings.(The Ag office is the primary choice during a tornado)
2. If caught on the main floor of the building; seek protection under a desk or other heavy object.(also use bathrooms as shelter)
3. Monitor a weather radio or other information source during and following the event until an all clear has been announced.

4. Do not go outside until an all-clear has been announced.

Severe Storm Warning

When advised that a severe storm warning has been issued:

1. Move away from windows. Be prepared to move to the interior of the building; avoid windows and door openings.(The Ag Office is the primary choice during severe weather)
2. If caught on the main floor of the building; seek protection under a desk or other heavy object.(also use bathrooms as shelter)
3. Monitor a weather radio or other information source during and following the event for an all-clear to be announced.
4. Do not go outside until an all-clear has been announced.

Outdoor Active Shooter

When an active shooter has been reported or has been seen in an outdoor area, the following may be considered:

1. Immediately go inside the nearest building.
2. Assure that Law Enforcement has been notified by dialing 911.
3. Seek interior rooms with no windows, preferably one that the entrance door can be locked.(go into offices: first options are FNP and FFE Offices located at the south side of the building, lock and/or barricade doors)
4. Advise all staff and visitors to stay indoors.
5. Stay in a safe place until told by law enforcement that it is safe to leave the area or building.

Indoor Active Shooter

When an active shooter has been detected inside your building, the following actions may be considered:

1. If possible move away from the shooter(s) and seek shelter outside of the building.(go into offices: first options are FNP and FFE Offices located at the south side of the building, lock and/or barricade doors and escape through windows, if possible)
2. When possible, assure that law enforcement (911) has been notified.
3. If your egress is blocked by a shooter(s) seek any barrier protection possible (i.e., under a desk, in a closet, in another room, behind a heavy door, etc.). Remain calm and quiet until your egress is clear or law enforcement has notified you that it is safe to exit your area.
4. It is generally safer not to engage the shooter(s) in any way.
5. If possible, care for any injured persons in your area. (First Aid kit is located on the shelf in the back storage room)

Follow-up to all Emergency Events

Call the Regional Office (Karma or Jill) at 816-279-6064 and the Regional Extension Emergency Management Team leader (Beverly) at 816-284-0141 to report the emergency incident.

Employee Acknowledgement Form

Employee Acknowledgment Form
Personnel Policy and Procedure Manual
For
Saline County Extension Council

I acknowledge that I have received, read, and understand the policies outlined in the Personnel Policy and Procedure Manual. I agree to conform to the rules and regulations as described in the manual which is intended as a guide to human resource policies and procedures. I understand that the company has the right to change the manual without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this manual, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract and that either I or the Extension County Council or designee may terminate our employment relationship at any time, with or without cause.

Employee Signature

Date

Employee Name (please print)

Note: Please give this completed form to your supervisor for filing in your personnel file.

Reference Orientation Sheet

The CPD is directed by the Saline County Extension Council to provide an office orientation to all staff and volunteers before they begin work in the Saline County Extension Center. This document will assist in the orientation.

The goal of this office is education and outstanding customer service.

Office dress: Don't go out and buy new clothes to come to work here—you have clothes that will be fine. Denim blue jeans are not suggested unless the nature of your work assignment makes them necessary - for example cleaning up the fairgrounds, weighing livestock or cleaning out a storage room.

It is up to you to clean your own space and pitch in on the shared areas of the office. Leave public areas ready for the next person/next group. Pick up after your use of a public space so that the next person using the space doesn't have to pick up after you.

When we do have an Experience Works person assigned to the office, he or she is assigned to a maximum of 1 hour per day keeping the office clean and looking good. The priority is addressing the public areas of the office. Experience Works is a training program not “free cleaning help.”

The appearance of your office is up to you. If it gets too bad, we'll close the door so the public can't see in.

Your schedule for the week (clipboard on office manager's desk) is to be filled out before 8:15 on Monday. Be specific and account for all hours of your work time. Of course there will be last minute changes. You may make changes on the clipboard and advise the office manager. If you learn you won't be in about the time expected, call in to advise the office manager of your schedule change. You do need to make an accurate schedule available to this office on all business days. We may need to find you because of an emergency in your family, for example. Your co-workers need to know where you are. We also need to give the University and customers correct information as part of our goal to provide outstanding customer service.

The Saline County Extension Council is our “Board of Directors.” Listen closely to their ideas and direction. You do not come to work in Saline County without their approval. They can choose that a person no longer have the privilege of working in Saline County. Their goal and spirit is for all of us to be successful in education and outstanding customer service.

Parking – next to the building at the back or to the north side. Do not take the best customer spots.

Gifts – Please give co-workers the gift of unlimited smiles, encouragement and public support. Giving of material gifts within the office is gently discouraged – use your money to support your family.

The Extension Council does not routinely stock sodas, bottled water or snacks. You may bring your own and are welcome to put your lunch/snacks in the refrigerator. It is a good idea to label your personal items in the refrigerator. Please do not leave your food in the refrigerator beyond the time it is consumable. The Office Manager or CPD can discard or direct that any non-consumable food be discarded at his/her discretion.

Office hours 8 a.m. to noon, 1 to 4:30 business days. University holidays: New Years Day, Martin Luther King Day, Memorial Day, Labor Day, Independence Day, Labor Day, Thanksgiving and the day after,

Christmas. The Council also chooses to add on additional days that are courthouse holidays (i.e. President's Day, Truman's Birthday, Columbus Day & Veteran's Day). These are a paid holidays for the office manager only.

If you are making personal long distance calls, use a calling card to pay for it or your personal cell phone. Do not expect the Extension Council to pay for personal long distance.

Please limit personal calls coming into the office. They take a lot of our office manager's time and are an interruption to our education efforts and goal to provide outstanding customer service. When you are here, your employer has purchased your time. Urgent personal calls only.

Generally, do not have personal mail delivered to the office.

Each person needs to have an in-box in his or her work area.

The Extension Council directs that all office personnel are to make every effort to return telephone calls within 24 hours of receiving the telephone message.

Learn how to operate the copy machine. Please be judicious in its use. White paper is much less expensive than colored copy paper. Please consider this when making choices.

Answer a ringing phone "University of Missouri Extension. This is <your first name>".

Calls to this office will not be screened by anyone. Do not put anyone in this awkward situation. Take all calls – we do not discriminate. Extension is open to all.

Generally, use the staff door to enter and exit. The staff door (west door on building) is to remain locked at all times. Volunteers and staff without a key are to come in and out the front door. Whether you come in the back or front door, let the office manager know you are in the building and also when you are leaving.

We do want to recycle to the degree our person power and resources permit. Separate clean paper from other waste. There is a square, red, city container kept in back conference room for recyclable paper.

The office manager is an employee of the Saline County Extension Council and the County Program Director is her/his supervisor. The Council has directed that their agenda is her number one priority. The CPD will work with the office manager and all in the office so that the office manager role is workable and reasonable. Any questions, please communicate with the CPD.

There is significant, confidential and sensitive information in many offices. Confidentiality of who our customers are and the nature of their business with us is to be treated strictly confidentially.

Full-time employees are all issued office keys. Do not duplicate the key or allow anyone else to use the key at any time. Your key is never to be loaned.

The Extension Council directs that if the office is unlocked for any purpose a staff person is to be present.

We have not had a problem with things disappearing from the office – which is great considering the number of people going in and out of the building for various classes and events. Theft is always a

possibility, though. Do not bring any personal property to the office that is extremely valuable or irreplaceable. We do not anticipate problems, but cannot assure security.

You may have scented candles on display in your office. You may not burn candles at any time in any location in the office. This is a University-wide policy and is done for fire prevention reasons.

This office does observe the attached University of Missouri Extension “Fragrance Free Environments Policy” – please read carefully. Also, please note the attached Saline County Commission directives on building policy.