



**MEMORANDUM
of
UNDERSTANDING**

Between

**The North Carolina Cooperative
Extension Service
North Carolina State University
North Carolina A&T State University
and
The Board of County Commissioners**

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North Carolina State University

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The North Carolina Cooperative Extension Service was established as a part of the College of Agriculture and Life Sciences of North Carolina State University by *federal and state legislation* for the specific purpose of "extending" the educational service of the university to the people of the state on subjects relating to agriculture and natural resources, home economics, 4-H and youth, and community and rural development. The laws creating Cooperative Extension were specifically designed to assure that the findings of research in these areas are communicated to the people.

Under the Appropriations Act of 1972, funds were provided to the 1862 land-grant universities to enhance the extension outreach of the 1890 universities, which include North Carolina A&T State University. The Food and Agriculture Act of 1977 stipulated that these funds be appropriated directly to the 1890 institutions and formalized the extension program as an official part of the School of Agriculture at that institution. However, to provide effective coordination,

administrative contacts will be handled by the County and District Directors of North Carolina State University with appropriate attention given to North Carolina A&T State University personnel.

Legislation provided that Cooperative Extension work be a partnership among three levels of government — federal, state, and county. Extension Agents are given university appointments and, upon acceptance by the Board of County Commissioners, designated as county faculty members with professional rank of either North Carolina State University or North Carolina A&T State University. They are charged with carrying out the extension education programs of the universities and the U.S. Department of Agriculture.

To assure that education programs offered by Cooperative Extension at both land-grant institutions meet the needs of local clientele, it is important that both elected and appointed officials of each level of government understand their respective responsibilities and relationships in the conduct of this work.

The North Carolina Cooperative Extension Service and the North Carolina Cooperative Extension Program will:

1. Establish minimum requirements and qualifications for employment in extension work;
2. Receive and examine applications for employment;
3. Interview and screen applicants to determine their qualifications and availability;
4. Recommend to the Board of County Commissioners qualified applicants for appointment to vacant or new Extension positions;
5. Recommend the salaries of Extension Agents and Extension Paraprofessionals;
6. Recommend the salaries of Extension Secretaries and pay the state portion according to the State Personnel Pay Plan;
7. Determine jointly with the County Board of Commissioners the share of salaries to be paid by each and provide the state and federal share of these salaries;

8. Prepare and submit an annual budget request to the Board of Commissioners for the county's share of funds for salaries and operating expenses;
9. Provide funds for official travel necessary in the conduct of Extension work to the extent that funds are available and for purposes authorized by state and federal policies;
10. Provide Extension Agents with federal funds for postage, bulletins, leaflets, and other publications for educational purposes;
11. Accept responsibility and provide the leadership for administration and supervision for Extension programs and personnel, including compliance with affirmative action and equal employment opportunity requirements;
12. Develop and administer a personnel management plan that will provide
 - a. the annual review of each worker's performance
 - b. counseling for job improvement where needed
 - c. periodic county program reviews;
13. Provide a staff of specialists to train agents in current technology and other changes affecting agriculture and natural resources, home economics, 4-H and youth, and community and rural development and to assist them in the conduct of work in these areas;
14. Provide Extension workers with training programs as needed to maintain effective program delivery;
15. Develop and maintain a County Advisory Leadership System to assure that county Extension programs are based on the particular needs of people in their respective county.

2. Comply with the Worker's Compensation Act as amended (G.S. 97-2(2));
3. Provide offices, equipment, utilities, telephones, office supplies, instructional materials, and other items needed for efficient operation of the County Extension Center and program; comply with the accessibility provisions of the American Disabilities Act of 1990;
4. Review and consider the annual budget request from the Cooperative Extension Service and take appropriate action by July 1 of each fiscal year;
5. Confer and advise with the District and County Extension Directors relative to county Extension programs.

**The North Carolina Cooperative Extension Service,
the North Carolina Cooperative Extension Program,
and the Board of County Commissioners
mutually agree:**

1. That all county Extension appointments and separations are to be worked out jointly between the North Carolina Cooperative Extension Service and the Board of County Commissioners, and that no official action will be taken by either party regarding appointment or separation prior to discussion of the matter with the other party;
2. That the policies established by the State of North Carolina and followed by the university be used as a guide in granting vacation, sick, civil, and military leave for Cooperative Extension personnel;
3. To cooperate in applying affirmative action and equal employment opportunity plans of the North Carolina Cooperative Extension Service;
4. That Extension Agents will not be classified under a county classification system;
5. That Extension Agents will follow county policies relative to office hours and holidays.

The Board of County Commissioners will:

1. Provide the county's share of salaries and appropriate benefits for Extension personnel;

We are in agreement with the above description of the responsibilities and relationships, and that this memorandum of understanding may be reviewed at any time.

Date: _____, Chairman
Board of _____ County Commissioners

Date: _____, Director
North Carolina Cooperative Extension Service



North Carolina Cooperative Extension Service

NORTH CAROLINA STATE UNIVERSITY
NORTH CAROLINA A&T STATE UNIVERSITY

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