

**Iowa State University Extension  
and  
County Extension Districts**

# **Memorandum of Understanding**

Between the Iowa State University Extension Service, hereinafter referred to as ISU Extension, and the County Agricultural Extension District, hereinafter referred to as the Extension District.

## **I. Legal Authority**

This Memorandum of Understanding is entered into between ISU Extension and the Extension Districts as provided for by the **Code of Iowa**, Chapter 176A as amended, entitled County Agricultural Extension Law.

## **II. Purpose of Memorandum**

The purpose of this Memorandum of Understanding is to provide for the cooperative maintenance, support, operation, and administration of Extension efforts in the Extension District.

## **III. Mission Statements**

Iowa State University Extension builds partnerships and provides research-based learning opportunities to improve quality of life in Iowa. Extension is the organized outreach component of the university and has a fundamental role in the three-part ISU land-grant mission of teaching, research, and extension.

Extension Districts are public bodies that exist in each county to provide assistance and a means for ISU Extension to fulfill its mission in that county.

## **IV. Division of Responsibility**

ISU Extension and the United States Department of Agriculture have signed a memorandum defining national and state partnership relations. For the purpose of clearly establishing and defining relationships and responsibilities for the conduct of Extension work in Iowa, the parties of this memorandum agree to the following:

### **A. ISU Extension agrees to**

1. Budget funds for field staff positions.
2. Provide in-service training and educational opportunities to improve the professional competence of ISU Extension field staff (County Extension Education Directors and Field Specialists). Provide timely training for county-paid staff (Office Assistants, and Program Assistants and Coordinators).
3. Make available to eligible field staff such benefits and privileges available and accorded staff members of Iowa State University.
4. Assist in the development of guides and procedures for determining educational needs. Assist

with development of the Extension District's educational program.

5. Provide a staff of specialists (state and field) in various disciplines. Train and assist field staff, Extension Councils, volunteers, and leaders to plan and conduct the Extension District's educational program. This will include the necessary research, curriculum development, Web resources, instructional technology, and innovative program delivery models.
6. Appoint Area Extension Education Directors to represent the Vice Provost for Extension (Director of Cooperative Extension) in fulfilling responsibilities to the districts including the employment of field staff, district budgeting, program organization and delivery, and maintaining positive working relationships and communications among the University, field staff, and Extension District Councils. An organizational chart showing the organizational structure of ISU Extension will be made available to and discussed with Extension Council members.

#### **B. The Extension District agrees to**

1. Accept responsibility for the preparation, adoption, delivery, and periodic review of the Extension District's program.
2. Maintain adequate and appropriate office space for the headquarters of the Extension District.
3. Keep a complete and accurate set of minutes of all the District's Council meetings.
4. Prepare an annual budget in accordance with the various provisions of the Code of Iowa and recommendations of the Vice Provost for Extension and to forward a copy of the budget to the ISU Extension Fiscal Office.
5. Budget the necessary and adequate funds for salaries, travel, rent, office equipment and supplies, communication services and such

other facilities, equipment, and services as appropriate to ensure an effective statewide system/county program.

6. Maintain accurate and complete financial records consistent with the Code of Iowa and recommendations of the Vice Provost for Extension, to submit reports at such times as deemed necessary, and to keep such records in the Extension District's office available for review.
7. Share information between counties that will be mutually beneficial to all counties involved.
8. Carry out such other duties and responsibilities as are outlined in Chapter 176A and other appropriate sections of the Code of Iowa.

#### **C. ISU Extension and the Extension District mutually agree to**

1. Confer on those questions which may arise with a view to maintaining complete and harmonious relations consistent with the spirit of this memorandum.
2. Review annually the Extension District's educational program for effectiveness and to meet with other Council representatives, staff, and administration to discuss program effectiveness.
3. The Area Extension Education Director and the Chair of the Extension Council will have yearly discussions related to the performance reviews of County Extension Education Directors and Field Specialists. It is critical that the Council Chair work closely and early on with the Area Extension Education Director regarding negative performance issues. Area Extension Education Directors will inform Council Chairs of procedures to be used and timelines to be followed. The relevant Iowa State University Policies and Procedures are referenced in an attached addendum. County Extension Education

Director and Field Specialist employment status must be governed by ISU policies and procedures.

4. Provide encouragement and opportunity for field staff to improve their capabilities by enrolling in degree and non-degree programs of professional improvement.
5. Recruit candidates who meet the qualifications for professional positions in Extension Districts; ISU Extension agrees to maintain personnel files of staff. ISU Extension will provide assistance to Extension Districts in developing Personnel Policy guidelines for the employment of county staff.
6. Employ County Extension Education Directors from those qualified and approved candidates as provided by Iowa State University Extension.
7. Representatives of all parties shall participate in a procedure for determining the Extension District's support of an effective statewide system and effective county program.
8. Implement an action plan to assure equal access to Extension programs and facilities consistent with various state and federal laws and regulations. Such plans are to be regularly reviewed, reported, and updated.
9. Expect that field staff will attend the annual Extension conference and such other conferences and in-service training as may be directed by ISU Extension.
10. Expect field staff to make regular reports of the Extension District's program accomplishments.
11. Encourage the use of appropriate technology that will make the various systems more compatible and effective.
12. Accomplish general supervision of the

Extension District's programs as provided by law by regular conferences among the Council, the employees, and the Vice Provost for Extension's representatives.

13. Recognize that mutual benefits may result from being entrepreneurial. Staff should be encouraged to network with other community, county, and state agencies.
14. Include subject matter information in the Extension District educational program that is consistent with the findings of established and unbiased scientific research.
15. Follow policies and procedures in conducting Extension work that are consistent with the provisions of the Smith-Lever Act of May 8, 1914, as amended, the Memorandum of Understanding between Iowa State University and the U. S. Department of Agriculture, and Chapter 176A, Code of Iowa as amended.

## **V. Effective Date, Termination, and Review of this Memorandum**

This memorandum shall be effective upon approval of the District's Extension Council, signature by the Chair of the District's Extension Council, and signature by the Vice Provost for Extension, and shall remain in effect until altered or terminated in writing by either party or by operation of law. This memorandum shall be reviewed jointly by both parties at least once every five years.

## **Addendum**

County Extension Education Directors and Field Specialists are in the Professional and Scientific classification system of the University. They are, for employment purposes, considered employees of the University. They receive their pay and benefits from the University.

A number of Iowa State University policies and procedures govern the employment status of these employees. The specific policies are found in the University Policy Manual ([www.ats.iastate.edu/vpbf/prod/docs/upm/upm.htm](http://www.ats.iastate.edu/vpbf/prod/docs/upm/upm.htm)) and the Professional

and Scientific Handbook ([www.hrs.iastate.edu/PNS/index.html](http://www.hrs.iastate.edu/PNS/index.html)). Also, many state and federal laws must be adhered to.

Council members may want to familiarize themselves with some of the following policies:

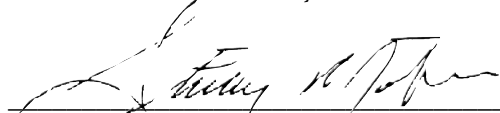
- **P&S Classification** ([www.hrs.iastate.edu/ClassComp/p&sClassificationInfo.shtml](http://www.hrs.iastate.edu/ClassComp/p&sClassificationInfo.shtml))
- **Performance Appraisal** ([www.hrs.iastate.edu/perf/](http://www.hrs.iastate.edu/perf/))
- **Separation Procedures** ([www.hrs.iastate.edu/PNS/index.html](http://www.hrs.iastate.edu/PNS/index.html) — Section 3.9)

- **Leave Policies** ([www.ats.iastate.edu/vpbf/prod/docs/upm/chap3b.htm#3.5.1](http://www.ats.iastate.edu/vpbf/prod/docs/upm/chap3b.htm#3.5.1))
- **ISU Extension Performance Review Plan** ([www.extension.iastate.edu/admin/evaluations.html](http://www.extension.iastate.edu/admin/evaluations.html))

There may be a time that the council would want to take personnel action that conflicts with these policies. The employment relationship between ISU and the individual employee must take precedence in these cases. Substantial liability issues and possible litigation could result if the council were to do otherwise.

## VI. Approvals

For Iowa State University Extension:



Vice Provost for Extension  
and Director of Cooperative Extension Service

For the \_\_\_\_\_ County Agricultural Extension District:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

**IOWA STATE UNIVERSITY**  
**University Extension**

**Helping Iowans become their best.**

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Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jack M. Payne, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.