

Field Specialist Housing Guidelines for Consideration

A. ISU Extension agrees to:

1. Provide Program Specialists with a personal computer and software, LCD projector, projection screen, and other equipment, supplies, and services depending on the availability of fiscal resources.
2. Maintain revolving accounts for Program Specialists to manage recovered travel, technical fees, and salary per individual Program Specialist.

B. The Extension District agrees to:

1. Provide Program Specialists access in their County Extension Office for the following resources: office space and furnishings (desk, chair, file cabinets, and bookshelf), telephone and Internet, office machines (printers, copy machine, and audiovisual equipment), meeting room(s), and storage space for materials used for program delivery in the county.
2. Offer Program Specialists assistance in program recruitment (mailings, postage, and supplies) program materials management (ordering publications, copying, and supplies), and collecting and processing program registration fees. Provide a revolving account to process transactions.

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. Limit Program Specialist duties and responsibilities to the role assigned by the appropriate program director.
3. Program Specialists will work with County Office Assistants to maintain up-to-date mailing lists for various target audiences.

August 1, 2009