

Approval to Employ an Extension Program Assistant

(to be completed before recruiting for the program assistant position)

K-State Research and Extension

K-State Research and Extension and the _____ County Extension Council/District Governing Body are partners in the development and implementation of K-State Research and Extension's educational programming. Thus these entities enter into an agreement that an extension program assistant will be employed to enhance educational programming.

The program assistant's primary responsibilities will include:

A position description for this position is attached.

The program assistant will be responsible to _____, County/District Extension Director or Agent.

The hourly wage, overtime compensation and any applicable benefits will be provided by the *Extension Council/District*.

We have reviewed the document *The Extension Program Assistant: Policy, Roles and Responsibilities* (form #EXOP3-3), as well as the *Extension Program Assistant Employment Agreement* (form #EXOP3-11).

Chair, County Extension Council/District Governing Body Date

Area Extension Director Date