EMPLOYMENT AGREEMENT

This agreement made and entered into by and between the Extension Board of, hereinafter referred to as the "Extension Board" or "local unit"; the Director of K-State Research and Extension (KSRE); hereinafter
referred to as the "Director", and, hereinafter referred to as the "Agent", according to the following conditions.
1. The Agent agrees to enter into the employment of said Extension Board and the Director, in the capacity of, for the period of, through, and shall receive dollars (\$) per annum payable by the Director in bi-weekly installments as full compensation for services rendered provided Extension budget is approved
, and shall receive dollars (\$) per
and subject to the availability of locally-appropriated funds.
(a) The salary includes an annual stipend of \$ for the local unit Extension Director responsibilities.
2. The Director and Extension Board jointly agree to each pay a portion of the salary, with the Director paying the amount of dollars (\$)* per annum in bi-weekly
dollars (\$)* per annum in bi-weekly installments from federal and/or state funds provided such funds are available, as long as this agreement is in force, and so long as the other conditions of this agreement are complied with, and the Extension Board agrees to reimburse KSRE in monthly installments upon receipt of an itemized statement for the local Extension unit portion of the stated salary that has been prepaid by KSRE.
* The state portion of salary may change after the signing of this agreement due to legislative appropriations or reapportionment of the state portion among agents. In that case, the gross salary will remain the same until the negotiation of a new agreement, and the local unit portion of the salary will be reduced by the amount the state portion is increased, or increased by the amount the state portion is reduced.
(a) The Director also agrees to pay for employee benefits to include 100% of the employer's share of the employer retirement plan and a portion of all other benefits equal to the portion of salary paid by the University.
3. The Extension Board agrees to pay the Agent's expenses incurred in conducting official duties as approved by the Extension Board and the Director's Representative, in accordance with State of Kansas statutes.
4. The Executive Board and the Director agree that the Agent shall have the following leave privileges:
(a) Vacation Leave The Agent will earn eight (8) hours of annual leave in the first and second pay periods of each month until a total of 176 hours of annual leave with pay is earned for each twelve (12) months of employment and a proportionate amount for shorter periods. A maximum of 304 hours may be accrued.
(b) Sick Leave The Agent may accumulate sick leave at the rate of 3.7 hours per bi-weekly pay period for each calendar month employed, a total of twelve (12) days per year. Sick leave is allowed only for those reasons described in the Kansas State University ("KSU") Policies and Procedures Manual (e.g., PPM 4865.150). Accumulated sick leave may be transferred from one county/district to another county/district with the Director assuming the salary cost of such sick leave if taken as sick leave. Sick leave is not earned while on leave without pay. In accordance with state law, at time of retirement if the Agent has 1200 hours or more of accumulated sick leave and twenty-five (25) or more years of service time, additional salary will be paid for sixty (60) working days; for 1000 hours of accumulated sick leave and fifteen (15) or more years of service time, additional salary will be paid for forty-five (45) working days; or for 800 hours of accumulated sick leave and eight (8) or more years of service time, additional salary will be paid for thirty (30) working days.
(c) Bereavement Leave The Agent may be granted leave with pay upon the death of a close relative. Such leave shall in no case exceed six (6) working days. The employee's relationship to the deceased and necessary travel time shall be among the factors considered by the Director's Representative in deciding whether to grant bereavement leave, and, if so, the amount of leave to be granted.
(d) Three-Week Study Leave Study leave not to exceed three weeks with pay may be granted to the Agent once every three (3) fiscal years with approval of the Extension Board and the Director's Representative, provided that this leave not be granted in the same fiscal year that (1) Sabbatical Leave [4e] is granted or (2) Provided that Three-Week Study Leave not be granted immediately preceding or succeeding Sabbatical Leave [4e].
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(e) Sabbatical Leave

Sabbatical Leave of not to exceed eleven (11) months at half pay or five (5) months at full pay may be granted to the Agent who has served continuously for a period of six (6) years or longer at one or more of any of the Regent institutions of higher education with approval of the Extension Board, the Director, Kansas State University, and the Board of Regents, provided that the Agent agrees to return to the service of the state institution granting the Sabbatical Leave for a period of at least one (1) year immediately following the expiration of the period of leave, in the local unit from which the Sabbatical Leave is taken, or refund that portion of Sabbatical pay as represented by the portion of the year which the Agent fails to serve; provided further that the Agent's salary while on Sabbatical Leave will be paid from state and/or federal funds; and provided further that this leave not be granted in the same fiscal year that Three-Week Study Leave [4d] is granted.

- 5. It is agreed that the Agent will develop and implement a professional development plan to include, but not be limited to, the KSRE Annual Conference.
- 6. The Agent agrees to submit reports required by KSRE to the Extension Board and to the Director.
- 7. It is agreed that the work of the Agent will be conducted under the general direction and supervision of the Extension Board and the Director's Representative.
- 8. All parties hereto consent that this agreement will be reviewed at least once each agreement year.
- 9. The Agent agrees to follow Kansas Board of Regents policies, the KSU University Handbook, and the KSU Policies and Procedure Manual, and KSRE Policies except to the extent they conflict with this agreement. Agent also agrees to obtain and review the most current versions of these documents within two (2) weeks of signing this agreement, and to review such documents at least once a year.
- 10. The Agent will serve a probationary period not to exceed two (2) years in said local unit. All service time in said local unit prior to the date of this agreement will count toward meeting the probationary requirement. During this probationary period, if the Agent's agreement is not to be renewed or is to be terminated the Agent will be given written notice by the Extension Board and/or the Director's Representative at least ninety (90) calendar days before non-renewal or termination. Such notice need not state a reason or reasons for non-renewal or termination.

After the probationary period, if the Agent's agreement is not to be renewed or is to be terminated for reasons other than cause or bona fide financial exigency, the Agent will be notified by the Extension Board and/or the Director's Representative at least one hundred twenty (120) calendar days before non-renewal or termination. Reason(s) for the non-renewal or termination will be included in the written notice. Within fifteen (15) calendar days after receiving the written notice of non-renewal or termination, the Agent may request a hearing with the Extension Board and the Director's Representative. The Extension Board and the Director's Representative will hold a hearing within thirty (30) calendar days after the written request from the Agent. At the hearing, counsel may appear on behalf of the Agent and on behalf of the Extension Board and/or the Director's Representative, and both parties may present evidence and cross-examine witnesses. A record will be kept of the hearing. The final decision of the Extension Board and the Director's Representative will be submitted to the Agent not later than thirty (30) calendar days after the hearing. After a hearing, the Extension Board and the Director's Representative must agree if the Agent's employment is to continue.

If the Agent is to be terminated for cause or bona fide financial exigency, written notice will be given and such termination will become effective immediately following either (a) fifteen (15) days after receipt of notice of termination by the agent, if the agent does not request a hearing as described in the preceding paragraph, or (b) submission of the final decision of the Extension Board and the Director's Representative to the Agent, if a hearing has been requested. An Agent who has been notified of termination or non-renewal for cause will be placed on leave with pay at the time of notice.

Termination for cause means termination for Agent misconduct. Examples of misconduct include, but shall not be limited to, violations of Board of Regents, KSU, or KSRE policy; conduct detrimental to KSU or its reputation; or conduct detrimental to KSU's operations or activities, including KSRE. Termination for cause may also include termination due to Agent's unwillingness or inability to adequately perform the Agent's job duties, or for insubordination.

This section describes the only administrative procedure to be used for termination or non-renewal of the Agent.

•	ue for succeeding years unless written notice of non-renewal or termination is served as provided in this be terminated at any time upon the consent of all parties hereto.
Date	Agent
Date	Chair, Extension Board
 Date	Representing the Director, K-State Research and Extension