

Memorandum of Understanding (Summary)

Kansas State University agrees to:

- 1. Conduct an educational program.
- 2. Provide specialists and supervisors.
- Accept and approve applications from persons interested in employment as an agent.
- 4. Train agents.
- 5. Pay a portion of the agent's salary.

The Extension Board agrees to:

- 1. Maintain a suitable office and provide necessary funds for operating the local extension program.
- 2. Employ as agents only those persons approved by the Director of Extension.
- Contact the director's representative when a vacancy occurs and make arrangements to have candidate(s) interviewed by the board and the director's representative.
- 4. Expend funds as prescribed by law.
- 5. Maintain accurate financial records as required by law.
- 6. Twice each year, review with the director's representative the progress of the various programs.

Kansas State University and the Extension Board agree:

- 1. That each agent employed shall be a member of the faculty of Kansas State University and satisfactory to both parties.
- 2. To fix the salary of each agent at a level commensurate with the required qualifications for extension agents.
- 3. Not to employ relatives of board members in the local office.
- 4. That employing agents shall be based on programmatic needs as jointly determined by the board and the director's representative.
- 5. That extension work is a profession and that agents need to develop and improve their professional abilities and performance.
- 6. That supervision of agents by the director's representative and the board be part of an on-going process that includes a jointly conducted annual performance appraisal.

Source: Handbook for County Extension Councils and District Governing Bodies