

Policy E9. Agent Staffing in Local Units

Local units of K-State Research and Extension, under federal and state legislation and a Memorandum of Understanding, are to conduct comprehensive educational programming in agriculture and natural resources, family and consumer sciences, 4-H youth development and community development.

An agent allocation plan establishes the maximum number of agent positions in a local unit that will receive state funding. Agent staffing decisions are to be made on the basis of local programming needs as well as meeting comprehensive programming responsibilities. Staffing decisions are jointly determined by the local extension board and the Director of Extension's representative.

In the event that budget availability requires a reduction in force of agent positions, the board and the director's representative will establish position descriptions for the remaining positions based on programming needs related to program focus and the requirement for comprehensive programming. Agents in the local unit will be invited to apply for the remaining positions in the unit.

Agent staffing decisions will be based on the qualifications of agents, their knowledge in the priority areas of program focus and their ability to meet the requirement for comprehensive programming. The staffing decisions will be determined jointly by the local extension board and the director's representative.

Local boards and the director's representative should annually review local programming needs and agent staffing to meet the comprehensive programming requirements for the unit.