Approval to Employ an Extension Program Assistant
(to be completed before recruiting for the program assistant position)

K-State Research and Extension and the _____________ Extension Board 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 ________________, Local Unit Extension Director or Agent.

The hourly wage, overtime compensation and any applicable benefits will be provided by the local extension board.

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

Chair, Extension Board ________________ Date ________________

Area Extension Director ________________ Date ________________

EXOP 3-5
March 2016