

AGREEMENT
Between
THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
by and on behalf of
THE UNIVERSITY OF GEORGIA COOPERATIVE EXTENSION SERVICE and
FORT VALLEY STATE UNIVERSITY COOPERATIVE EXTENSION SERVICE
and the
_____ COUNTY BOARD OF COMMISSIONERS
for
FORT VALLEY STATE UNIVERSITY COUNTY EXTENSION PROGRAM

In accordance with the Smith-Lever Act of the U.S. Congress of 1914, Memorandums of Understanding between the University of Georgia and the U.S. Department of Agriculture and between Fort Valley State University and the U.S. Department of Agriculture to conduct Extension work in Georgia, and by virtue of the authority conferred upon the governing authority of the counties under Article 9, Section 4, Paragraph 2, of the Constitution of the State of Georgia, 1983, as implemented in O.C.G.A. § 20-2-62 and O.C.G.A. § 48-5-220, 10, the _____ County Board of Commissioners hereinafter referred to as the COUNTY and the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia Cooperative Extension Service, hereinafter referred to as UGA EXTENSION and by and on behalf of the Fort Valley State University Cooperative Extension Service, hereinafter referred to as FVSU EXTENSION do hereby agree to cooperate in the operation of extension education programs in agriculture, natural resources and environmental management, family and consumer science, 4-H/youth work, and subjects related thereto in _____ County.

SECTION I

FVSU EXTENSION shall:

- 1. Subject to the approval of the COUNTY, employ and supervise FVSU County Extension personnel. It shall be the responsibility of FVSU EXTENSION to establish minimum qualifications for its County Extension personnel, certify the qualifications of all applicants, and determine the total salary applicants are to be paid.**
- 2. In the event the COUNTY notifies FVSU EXTENSION that the work of any FVSU County Extension personnel is unsatisfactory, appropriately address the dissatisfaction and advise the COUNTY and UGA County Extension Coordinator of action taken, if any. FVSU EXTENSION shall have the right to terminate or transfer personnel from County. In either case, a replacement will be selected, following the procedure described above.**
- 3. Carry out all work under this Agreement, including appointment of personnel, in accordance with all applicable federal, state, and local laws, rules, and regulations, and Board of Regents, Fort Valley State University, and COUNTY policies and procedures.**

4. **Provide FVSU County Extension personnel with the necessary resources and support, including stationery, envelopes, publications and other educational materials needed for an effective program, and plan, implement, and conduct training necessary to keep FVSU County Extension personnel adequately prepared to conduct effective, relevant extension programs.**
5. **Report to the COUNTY at regular intervals on the nature of the FVSU County Extension program and progress being made.**
6. **Coordinate program planning with the UGA Extension office and meet with the UGA County Extension Coordinator and other UGA Extension staff on a regular basis to coordinate activities.**
7. **Communicate with the appropriate UGA District Director and UGA County Extension Coordinator regarding any changes in personnel, assignments or any other arrangements regarding FVSU EXTENSION personnel housed in the UGA County Extension office.**
8. **If computer network access is provided by UGA EXTENSION, coordinate with UGA IT field support staff before purchasing computer equipment for the FVSU County Extension program to ensure that the equipment is compatible with UGA's local computer network server.**

SECTION II

UGA EXTENSION shall:

1. **Work with the COUNTY to secure, at COUNTY expense, suitable office space and other amenities for the FVSU County Extension program as outlined in Section III. If possible, the office space will be situated within or adjacent to the existing UGA EXTENSION county office space.**
2. **Provide administrative support for those FVSU faculty who are located within the UGA EXTENSION county office space including answering phones, taking messages and greeting visitors to the office. Assistance with correspondence, document preparation, and other clerical tasks may be provided depending on the workload of the UGA County Extension staff.**
3. **Provide, whenever possible, the FVSU County Extension program computer network access through UGA's local server as agreed upon by UGA EXTENSION and FVSU EXTENSION. UGA EXTENSION will provide a limited amount of IT support for computer systems with access to the UGA's local server, only as it relates to network access and security.**

4. **Make available to FVSU EXTENSION personnel training opportunities as provided to UGA EXTENSION personnel. FVSU EXTENSION will be responsible for travel expenses to participate in these training opportunities.**
5. **Communicate to the FVSU Associate Dean for Extension through the UGA District Director or UGA County Extension Coordinator regarding FVSU County Extension program.**

SECTION III

The COUNTY shall:

1. **Provide to FVSU EXTENSION a suitable County Extension office; the suitability of the office to be agreed on by all parties. The COUNTY further agrees to provide to FVSU EXTENSION necessary office supplies, office equipment, telephone, internet connectivity, utilities, janitorial service and other items necessary for the operation of an effective extension education program.**
2. **Approve or disapprove appointments of FVSU County Extension personnel.**
3. **Notify the Associate Dean for Extension of FVSU EXTENSION and the UGA Extension Coordinator if the work of any County Extension faculty member is unsatisfactory to COUNTY.**
4. **Provide a portion of the salaries and associated benefits of County Extension personnel as shall be agreed upon by FVSU EXTENSION and the COUNTY. Salary and benefits, including leave, shall be calculated according to policies established by the Board of Regents. The FVSU EXTENSION will provide monthly statements to the COUNTY reflecting the COUNTY portion of benefits and/or salary. COUNTY reimbursement for county portion of benefits will be made to the FVSU EXTENSION in the full amount upon receipt of the statement. COUNTY reimbursement for the county portion of the salary shall be paid monthly by the COUNTY directly to County Extension personnel unless some other method is agreed upon in writing by the FVSU EXTENSION and the COUNTY.**
5. **When an individual terminates employment through resignation or retirement, and chooses to take a lump-sum payment for accumulated annual leave, the COUNTY agrees to pay their share of the annual leave payment in accordance with FVSU leave policy.**

SECTION IV

1. **The term of this Agreement shall be from the date of execution for a period not to exceed five years. It may be terminated by either party by written notice of such intent provided ninety (90) days in advance.**

2. **This Agreement may be modified by mutual written agreement of the parties hereto.**
3. **This Agreement may be renewed by letter of agreement signed by the parties hereto.**
4. **In carrying out this Agreement, no party will discriminate on the basis of race, color, sex, religion, national origin, age, disability, or veteran status.**

APPROVED:

DATE **CHAIRMAN, _____ COUNTY COMMISSIONERS OR
COUNTY ADMINISTRATOR/MANAGER**

DATE **COUNTY EXTENSION COORDINATOR
_____ COUNTY**

DATE **DISTRICT EXTENSION DIRECTOR
UGA COOPERATIVE EXTENSION**

DATE **ASSOCIATE DEAN FOR EXTENSION
UGA COOPERATIVE EXTENSION**

DATE **DEAN AND DIRECTOR
UGA COLLEGE OF AGRICULTURAL
AND ENVIRONMENTAL SCIENCES**

DATE **ASSOCIATE DEAN FOR EXTENSION
COOPERATIVE EXTENSION PROGRAM
FORT VALLEY STATE UNIVERSITY**

DATE **DEAN, FORT VALLEY STATE UNIVERSITY
COLLEGE OF AGRICULTURE, HOME ECONOMICS
AND ALLIED PROGRAMS**

DATE **VICE PRESIDENT FOR PUBLIC SERVICE AND OUTREACH
UNIVERSITY OF GEORGIA**

Revised 04/2013