

HUMAN RESOURCES

Extension human resource guidelines incorporate a number of processes and procedures to form a CSUE personnel system. This personnel system refers primarily (unless otherwise noted) to professional field staff based in counties or areas. It may in part also pertain to non-tenure track specialists based in departments. It does not include departmentally based tenure-track specialists.

These guidelines cover:

- Recruitment, selection and appointment process.
- Salary system.
- Educational requirements for employment.
- Transfer guidelines.
- Staff development.
- Guidelines for continued employment.
- Benefits.
- Leave policies.

PERSONNEL GUIDELINES AND PROCEDURES

Three basic principals form the foundation of CSUE personnel guidelines and procedures. They are:

- Personnel guidelines and procedures will be administered fairly, consistently and equitably.
- The Director of Extension is the only person in the organization authorized to recommend staff appointments and salary adjustments to the provost/president and the Board of Governors of the Colorado State University System, and
- The Director has the authority to make exceptions in special circumstances.

Guidelines for Hiring CSUE Staff

All professional staff of CSUE (except campus departmentally-based specialists), regardless of funding, will be hired through the CSUE personnel system. Staff hired for a specific county with full county funding will be covered by a Supplemental Memorandum of Understanding between CSUE and the county. If a fully county-funded staff person is not hired through the CSUE personnel system, the individual must be assigned an alternate title such as "Program Assistant" or "Coordinator." The titles of "Extension Agent" and "Extension Associate" are reserved for personnel hired through the CSUE personnel system.

Personnel Recruitment, Selection and Appointment

It is the objective of CSUE to hire the most qualified individuals at a competitive and equitable cost. Pro-active recruiting is emphasized to increase the diversity and quality of the employment pools. The Extension hiring process is designed to:

1. Recruit, select and appoint the most qualified individual available for a given position at a competitive cost.
2. Recruit, select and appoint personnel in a fair and consistent manner, and in accordance with equal employment and affirmative action guidelines of USDA and the university.
3. Provide an objective and defensible process for final decisions.
4. Provide for documentation of decisions in line with equal employment and affirmative action guidelines of USDA and the university.

The recruitment, selection and appointment process includes:

1. Acknowledgement of a vacancy. A vacancy as a result of an incumbent resignation or retirement is not recognized until a letter of resignation has been received by the Director's office.
2. Review of the vacant position. The review will include the need for the vacant position as well as a consideration of overall needs within the Extension system. There is no guarantee that a vacant position will be replaced if the need is greater for a different position.
3. Development of vacancy announcement. Vacancy announcements are developed with the involvement of the appropriate regional director(s), Assistant Director - Operations, county/area director, local advisory committees and county commissioners. The final draft of the vacancy announcement is approved by the Director before being published.
4. Vacancy announcement printing and distribution.
 - a. The final draft of the vacancy announcement is sent to the Office of Equal Opportunity and Diversity (OEOD) for final approval.
 - b. Once the approval of OEOD is received, vacancies are advertised externally in accordance with university policy. In most cases, application deadline dates are determined to be four to six weeks following the date of announcement in accordance with equal employment guidelines for the university.
 - c. CSUE vacancy announcement mailing lists include interested individuals in applicant pools (registry cards); EEO mailing list; all state Extension directors and/or personnel directors; all state 4-H leaders; and other state leaders as appropriate (family and consumer science, agriculture and natural resources, etc.); all colleges and universities within the state; all Colorado county Extension offices, state Extension staff; department heads, the CSU and CSUE Web sites, and the National Extension Job Bank Web site (jobs.joe.org).

5. Processing inquiries and applications.

- a. All inquiries are answered in an appropriate manner and logged into a personnel database.
- b. The current applicant pool (registry cards) on file (6 month renewal) is reviewed as vacancies occur and persons meeting position qualifications are provided with the vacancy announcement.
- c. Those inquiring receive information on the application procedure. All procedures are also available on the CSUE Web site.
- d. Application materials are filed and made ready for the selection process and the search committee as soon as possible.

6. Selection and review of applications received.

The review process will involve the state screening and interview committee which may consist of the appropriate regional director, county/area director, peer agents, and specialists. The regional director will chair this process in coordination with the Assistant Director, Operations, and maintain communication with Board of County Commissioners and local advisory committee.

- a. The state screening occurs as completed applications are received. Each member of the state screening and interview committee individually scores the qualified applications using a score sheet developed from the qualifications listed in the vacancy announcement. Scores are then tabulated, reviewed and discussed by the committee with the appropriate follow-up for final selection of candidates (including review of references).
- b. The search committee chair and Assistant Director - Operations will arrange for the final candidates to be interviewed on campus following approval by Office of Equal Opportunity and Diversity (OEOD).
- c. The county/area interview and selection committee will consist of county commissioner(s) (or designated representatives), advisory committee members (or their designated representatives), the county/area director (or extension agent from another county, if needed). Local county/area staff, volunteers and clientele may be involved in the interview process, but will serve in an ex-officio capacity in the selection decision. The regional director will serve as the link between the university and the county or area.
- d. The regional director will send a summary of the review process and recommendations to the Assistant Director - Operations and the Director. Final selection of the preferred candidate is made by the Director.
- e. All applicants will be notified by the search committee chair in a timely manner regarding final decisions.

7. Final documentation and appointment process.

- a. The regional director will work with the Assistant Director - Operations to determine salary and obtain final approval from the Director of Extension to offer the position.
- b. Proposed salary is based on organizational salary analysis charts, salary determination formula, and the market for the required skills.
- c. The final negotiations, including offering the position, are dependent upon approval of the recruitment and selection process by the OEOD. Any decisions and/or specific offers are made contingent on approval of the Board of Governors of the Colorado State University System.
- d. The regional director initiates the appointment process by sending the Assistant Director - Operations a completed Personnel Notice Form and final written documentation. This documentation is then sent to OEOD.
- e. The Director issues a formal letter of appointment to the successful applicant. The letter also advises the new employee to schedule the required meetings on campus with CSUE Fiscal, technology, and human resources staff.

8. Acceptance of Appointment

Under most circumstances, the new employee will come to the campus prior to the employment date to finalize his/her appointment. He/she will meet with the Extension Fiscal Office staff, Technology staff and the Human Resources office to sign necessary documentation, receive appropriate materials, etc.

The new employee's unit administrator/supervisor will provide a welcome to the new employee to include:

- a. An introduction to the board(s) of county commissioners and county manager(s).
- b. An introduction to advisory committee members.
- c. A tour of the county or area.
- d. A discussion of county/area guidelines.
- e. A review of "A Guide to Success for Colorado State University Cooperative Extension Faculty."
- f. Special introduction to staff in the county/area Extension offices(s) and selected county departments.
- g. Other items as needed.

This is the beginning of the orientation process for the new employee. Orientation will continue throughout the year, and be the primary responsibility of the unit administrator/supervisor. A formal New Staff Orientation will be held on campus periodically during the year and coordinated by the Extension Human Resources Office.

Salary System

The CSUE salary system covers all professional Extension Agent personnel within the university payroll system. The salary bases are adjusted annually, usually on April 1.

The system, in conjunction with the performance appraisal system, program planning system and job description, is designed to provide the organization with appropriate and understandable:

- Guidelines for salary administration
- Advancement opportunities for current employees
- Guidelines to each individual for professional development/growth

The salary system provides for the salary base at employment. Starting salary above the base depends on credit for relevant experience, any maximum salary established for the position, and market factors. Salary after employment is determined primarily by recognition of merit.

Payment of any base salary adjustment identified in these personnel guidelines is dependent upon funds being budgeted and available for the purpose, and upon approval of payment by the Board of Governor of the Colorado State University System.

Additional Salary Determination Guidelines

- There is a base salary differential of \$3,000 between a bachelor's degree and a master's degree. When a current employee completes a master's degree, a base salary adjustment of \$3,000 will be made to the next regularly scheduled salary adjustment date (July 1). Additional consideration for more advanced degrees (i.e. Ph.D., E.Ed, etc.) will be made based on the requirements of the position.
- Salary of an individual designated as "acting" or "interim" with additional administrative responsibilities will be adjusted according to the base salary differential for such administrative responsibilities. When designation is rescinded the salary will be adjusted down.
- Off-cycle salary increase requests will only be made for new positions and interim positions which have been approved by the OEOD. All other salary adjustments will be handled as part of the July 1 salary administration exercise. Extension has been granted an exception for fully county-funded Extension agents who receive pay adjustments on January 1, per county procedures, in lieu of a July increase.

Extension Titles

The titles of county and area Extension Personnel, are: Regional Extension Director, County Extension Director, Area Extension Director, Extension Agent (program responsibility), Area Extension Agent (program responsibility) and Extension Associate.

All field unit positions will have the title of: Extension Agent or Regional or Area Extension Agent. An individual may use their program responsibility in a parenthetical title. Example: Extension Agent (Agronomy). An extension agent with the administrative duties should list their program responsibility and administrative responsibility. Example: Extension Agent (Family and Consumer Science) and (County/Area Director). Program responsibility should receive major focus with director title used when appropriate.

Educational Requirements for Employment

The master's degree is the Extension Agent organizational standard for CSUE. Persons hired at a bachelor's level will be encouraged to develop a professional development program and begin a master's degree. The selected master's degree program should be relevant to Extension work.

Policy for current Extension agents to pursue a MS degree:

The standard expectation for all CSU Extension agents is to have a Master's degree. Agents hired before this policy was implemented (10/07) are strongly encouraged to attain this degree by 2015. CSU provides employees with up to 6 "free" credits/year on credit-bearing courses. Arrangements for time out of the county office should be made with the employee's direct supervisor and the regional director. With evidence of good performance, the individual may take 1 or 2 courses per semester. Graduate Study Leave is also available. If an employee combines Graduate Study Leave with their annual leave, a full semester is available to take classes full time (at half pay).

Policy for new hires:

The minimum requirement to attain the title of Extension Agent is a Master's degree. This requirement holds regardless of whether the agent is hired through CSU or the county. In exceptional conditions, and with approval from the Extension Director, positions may be advertised as bachelor's degree required, master's degree desired. In this situation, the new hire will be given a temporary title and must acquire a master's degree within five years from time of hire. Failure to do so will result in termination.

Unit administrators will work closely with county commissioners to encourage support of the master's degree requirement.

When the normal search process does not result in an acceptable candidate possessing a master's degree, an administrative review (with appropriate local input) will be made to determine if the position will be re-advertised as masters required or bachelor's required-masters preferred.

When an Extension professional position is determined to be less complex, a program associate (Bachelor's required) may be hired. See the chart below differentiating between an agent and a program associate.

AGENT – PROGRAM ASSOCIATE DIFFERENTIATION

MARCH 2009

Identifying Characteristic	Extension Agent	Extension Program Associate
Hiring Procedure	CSUE hiring process	
Degree	<ul style="list-style-type: none"> • Master’s Degree required. • If advertised twice with no success, Bachelor’s Degree may be required with clear expectation of completing the Master’s Degree within five years. 	Bachelor’s Degree required.
Supervisor/Degree of Independence	Reports to county/area/ regional director.	<ul style="list-style-type: none"> • Reports to subject matter specialist (agent) in the county, or to County Director. • Works under the direction and supervision of the agent or County Director.
Program Responsibilities	<ul style="list-style-type: none"> • Provides leadership, along with local input, in the development and execution of a county Extension program. • Develops program/curriculum and evaluation processes and instruments in collaboration with Extension Specialists. • Delivers programs and interprets and reports evaluations/research results, in collaboration with Extension Specialists. • Writes for publication in a 	<ul style="list-style-type: none"> • Assists agents, regional specialists and/or county/area directors to coordinate activities and functions of a designated educational program. • Delivers and implements program/ curriculum and evaluation/research tools. • Delivers programs already created/ developed by experts • Reports evaluation results to work team or to agent in charge. • No expectation of scholarship or of writing

	<p>variety of formats, which may include refereed journal articles and poster sessions at national meetings.</p> <ul style="list-style-type: none"> • Develops financial resources through grant writing. • Contributes to cost recovery and user fee initiatives. • Provides leadership for program area in local county, multi-county, region and/or state. • Develops and manages volunteer programs. • Completes 50 hours (minimum/FTE) of professional development/year. • Aligns program delivery, curriculum, evaluation, and reporting with statewide goals. 	<p>for publication.</p> <ul style="list-style-type: none"> • No expectation of financial resource development through, grant writing. • At the discretion of the supervisor, may contribute to cost recovery and user fee initiatives. • Leads in local program area. • Manages volunteer programs. • At the discretion of the supervisor, participates in professional development. • Aligns program delivery, curriculum, evaluation, and reporting with statewide goals.
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Career Moves within CSU Extension

CSUE encourages staff members to apply for vacant positions that meet their career development objectives.

Internal Application Eligibility – An employee must have been in his/her current position two years or more in order to be eligible to apply for a different CSUE position. Exceptions to this guideline must be approved by the Director. An employee with less than two years experience in his/her current position may request a waiver of this guideline by written request to the Director.

Internal Application – In general, all positions are advertised externally. However, internal applicants are encouraged to apply. When a vacancy occurs, the notification will be placed in *Personnel Notes*. An announcement of a vacancy should be considered as an invitation to inquire about or apply for that position. Current employees are also encouraged to nominate individuals who they feel meet the position requirements of a vacancy by contacting the Assistant Director - Operations. Positions announced internally are by exception. Specific details about a vacancy are available from the Assistant Director - Operations. Application materials are required by the deadline date indicated in the announcement to be considered for the vacancy.

Salary Adjustment – When a current employee is identified as the top applicant for a vacant position and elects to make a geographical change, they will receive a base salary adjustment if warranted by the job responsibilities. A moving allowance is provided in addition to this salary adjustment. This policy is intended to provide encouragement for agents to make career moves and take on more challenging assignments.

Involuntary Transfers/Termination – When a position is terminated for funding reasons or for other organizational needs, the professional employee(s) involved is encouraged to apply for another suitable position within the organization.

Resignations/Transfers

Extension personnel should give as much advance notice as possible prior to resignation/retirement, preferably not less than 30 days. **The employee should submit a letter of resignation to the Director**, with copies to their immediate supervisor, and other parties as applicable; i.e., regional director/department head, and Board of County Commissioners. The letter should include the date of the last day of employment.

For the benefit of the successor, resigning/retiring employees should leave a written statement giving the status of the programs under the employee's direction (assignments not yet completed, future plans, activities in progress, etc.), lists of key people and addresses, organizations and current officers.

AFFILIATE FACULTY

Extension agents and regional specialists may be eligible for appointment as affiliate faculty in a CSU department. Agents and regional specialists who would like an affiliate appointment in a campus department should send their request to the Extension Director. The Director will contact the department head (with cc to Dean) requesting the consideration. The regional specialist may be requested to do a presentation to the faculty in their preferred department. The department as a whole votes on accepting the person as an affiliate faculty member.

STAFF DEVELOPMENT

Staff development opportunities in CSUE include:

1. **Orientation**

New Staff Orientation is required of all new staff in their first year of employment. An orientation manual, *A Guide to Success*, supports the orientation process. There is also a required New Staff Orientation program on the CSUE Web site (<http://www.ext.colostate.edu/nso/index.html>).

2. **Mentor Program**

Staff development includes the areas of mentoring, new staff orientation, professional development plans, graduate education, in-service training, and pre-retirement training, and is the responsibility of the Extension Human Resources Office.

A mentoring program managed by the Extension Human Resources Office will be implemented for new Extension staff. The regional director will recommend two or three names of staff people with similar assignments who they recommend as mentor(s) for the new staff person. The unit administrator will discuss the mentoring concept with the new staff person. The final selection of a mentor(s) for the new staff person will be made by the county/area director in coordination with the regional director.

The new staff person may visit the mentor periodically. Expenses involved will be paid from Extension professional improvement funds. The mentor should be a sounding board, advisor/coach and provide a confidential point of view in a safe environment. No reports will be filed. The mentor will not be involved in any peer review process.

The mentor program will officially operate for up to 12 months with each new staff member, after which time expenses will not be covered. However, continued relationships with the mentor are encouraged. Unofficial mentor relationships to provide positive growth experiences are encouraged.

3. **Study Privilege**

Academic Faculty and Administrative Professionals on regular or special appointments and State Classified staff, who obtain consent from their department heads, may register, on a space available basis, for on-campus, credit-bearing courses that are either job related or career enhancement in nature. Employees are eligible for up to 6 credits each academic year at no charge for regular tuition or fees provided the employee's appointment is at least half-time. Registrants must pay special class fees (if any). Only credit bearing courses are available under this benefit. Available credits are based on level of appointments as follows:

100% appointments – 6 credits
75 – 99% appointments – 4 credits
50 – 74% appointments – 3 credits
Under 50% - 0 credits

Employees may take classes at Colorado State University in Fort Collins, and Colorado State University – Pueblo. A reciprocal agreement with UNC allows CSU employees to use their credits at that institution as well. Call Extension Human Resources for specific instructions on how to register for classes.

Within guidelines in Section F.3.4, F.3.5 of the *Academic Faculty and Administrative Professional Staff Manual*, graduate study leave and/or sabbatical leave (for academic faculty only) may be requested.

4. **Professional Improvement**

Individuals may be granted short-term official leave and, when available, financial support to participate in training that is relevant to their needs as identified in their professional development plans. This may include training by private training companies, professional association meetings, Extension training in other states, etc. Refer to the most current version of *Staff Development Guidelines and Policies for Professional Development Fund Expenditures* (<http://www.ext.colostate.edu/staffres/profimpmenu.html>) for more complete information.

5. **In-Service Education**

Throughout the year, CSU Extension sponsors training events that are open to all personnel whose identified needs will be addressed by the training. Examples include Supervisor's Training, County/Area Director Conference, subject matter updates, CAE4-HA Professional Improvement Conferences, etc.

At times, training is available as part of other meetings. Annual Forum and regional meetings include training opportunities.

6. **Retirement Planning**

Recognizing the needs of Extension personnel to plan and prepare for retirement, CSU Extension offers a retirement planning workshop frequently. The workshop includes an introduction to resources available, addresses both personal and financial goal setting, and provides assistance with planning and evaluating actions related to goals.

GUIDELINES FOR CONTINUED EMPLOYMENT

CSU Extension is jointly funded by county, state and federal governments with county programs carried out through a ‘Memorandum of Understanding’ between the University and County Commissioners. The organization’s basic philosophy to provide educational programs that meet local needs, results in the need to work harmoniously with advisory committees, the general public, peers, and local people.

CSU Extension follows the general corrective and disciplinary guidelines and procedures outlined by the University. Extension employs four different categories of personnel of which three are in the University system. The procedures followed differ by category.

State Classified

Employees administered through the state classified system (county and state) follow the guidelines for disciplinary action and the grievance procedures outlined in Section 3 of the *Human Resource Services (HRS) Manual* (<http://www.hrs.colostate.edu/hrsman/Section03-SC.pdf>).

County Employees

County Extension employees hired by and paid by individual counties (primarily county office clerical and part-time program support staff) are administered under the guidelines provided by the county in which employed.

Extension Faculty in Departments

Subject matter specialists integrated into departments are administered by department heads under the guidelines provided by the University for academic faculty and administrative professionals.

Professional Field Staff & State Administrative Staff

Extension field staff (agents and county/area directors) and all state staff not assigned in departments are classified as administrative professionals by the University and as such do not have University tenure. They are “at will” employees of the state. Continued employment is dependent upon satisfactory performance of duties and at the discretion of the immediate supervisor, consistent with procedures outlined in the Academic Faculty and Administrative Professional Staff Manual. The grievance procedure set out in Section K of the *Academic Faculty and Administrative Professional Staff Manual* (<http://www.facultycouncil.colostate.edu/files/manual/sectionk.htm>) is available to the administrative/professional group.

Administrative professional staff are administered on the basis that management has the right to assign duties, set standards of performance and assign hours of work. Termination by the director’s office may result from lack of work, administrative

reorganization, lack of funds, or whenever the Director determines that it would be in the best interests of Extension.

In general, termination for cause is based on unacceptable job performance or behavior patterns that are contrary to organizational or local standards. Many behavior patterns have an indirect effect on job performance because they result in deteriorating relationships with local people, peers and/or supervisors. The ultimate result is a lowering of the individual's job effectiveness.

The following are examples of behavioral patterns and circumstances that may cause concern and result in disciplinary action, including termination. This is not intended to be a complete list of all the circumstances which may result in disciplinary action.

1. Ineffective job performance (e.g., few job accomplishments).
2. Lack of technical knowledge necessary to carry out the responsibilities of the position.
3. Organizational insubordination (refusal to comply with management's lawful requests).
4. Inappropriate sharing of organizationally-related issues with clientele.
5. Conduct inappropriate to the position:
 - a. Falsification of reports, records, expense accounts, etc.
 - b. Misappropriation of funds or property.
 - c. Excessive absenteeism, tardiness, unexcused absences, fraudulent use of leave, etc.
 - d. Conviction of a crime involving dishonesty or moral turpitude.
 - e. Substance abuse.
6. Conflicts of interest (see Section D.7.7 of the *Academic Faculty and Administrative Professional Staff Manual* for definition) (<http://www.facultycouncil.colostate.edu/files/manual/sectiond.htm#D.7.7>).
7. Behaviors that threaten the safety of co-workers or the public.
8. Inability to work effectively with appropriate public and/or peers.

In most cases, the employee will be given an opportunity to correct any performance deficiencies and/or behavior patterns before disciplinary action will be taken. In serious cases, however, disciplinary action up to and including termination may be taken at the first offense. Refer to Section D.5.5 and D.5.6 of the *Academic Faculty and Administrative Professional Staff Manual* (<http://www.facultycouncil.colostate.edu/files/manual/sectiond.htm#D.5.5>) or specific requirements and procedures.

In general, when dealing with performance problems, the following procedures may be used:

- Phase 1. The supervisor will discuss with the employee the behavior that is causing concern. Discussions should include identification of behavior changes necessary to improve the situation. Both parties should be encouraged to take written notes and clarify each other's expectations.
- Phase 2. If Phase 1 fails to result in the necessary behavioral changes, a second discussion is appropriate. Following this discussion the supervisor should communicate with the employee in writing, outlining explicit behavior changes discussed that are

necessary to correct the situation. This written communication should also outline the specific disciplinary actions that will be taken if necessary changes are not made (including dates for a next session).

Phase 3. Disciplinary actions, if necessary following the communication outlined in Phase 2, range from a second communication as outlined in Phase 2, probation, temporary suspension, transfer to another work situation, and discharge. All disciplinary actions must be communicated in writing with specific details regarding organizational expectations, dates, etc. If appropriate, the supervisor will give the employee every reasonable opportunity to correct the situation.

The following are disciplinary actions which may be enforced based on the severity of the performance or behavioral deficiency. They are not required to be imposed in any particular order. The employee's supervisor should impose the sanction which is most appropriate to the situation.

a) Disciplinary probation

A staff member may be put on disciplinary probation for any period of time, up to one year. The duration of the period and behavior necessary in order for the individual to be removed from disciplinary probation should be communicated (documented) in writing. If the behavior is not corrected within the probationary period, the probation may be extended or another disciplinary action, including termination, may be taken.

b) Temporary suspension

Temporary suspension should normally not exceed 10 work days. Under certain circumstances it may be appropriate to place a staff member on leave without pay for a period of up to but not more than 30 days for serious infractions.

c) Transfer

This disciplinary action may be appropriate and necessary when it is evident the employee will have difficulty (often because of personal relationships) maintaining an acceptable level of job performance in the current location. Since reassignment to another county position is dependent upon approval by local county commissioners (and advisory groups) the organization is not totally free to reassign an individual to similar responsibilities in a different location. State administration may assist an employee to find a reassignment; however, in most circumstances the individual must take the initiative by applying for another position through normal organization channels. Performance difficulties in a current assignment often make it difficult to arrange for transfers. As a result, individuals may become non-transferable.

d) Dismissal

Inability to solve performance problems may result in dismissal.

Organizational Supervisory Responsibilities and Performance Counseling

CSU Extension operates within the framework of the greater University. Plans of work, job descriptions and performance appraisals are used to assign duties and set standards.

Those in supervisory positions in the organization are expected to orient new staff, provide continuous job communication to avoid the necessity for corrective actions (or identify corrective action needed early), and maintain appropriate records of documentation.

Performance Review and Reporting

The Performance Review and Reporting System for CSU Extension is designed to recognize and encourage the maximum personal and professional development of each individual employee and serve as a continuous review and annual documentation of job performance.

Appraisals are job- and program-oriented. This means that program objectives and goals must be identified and well understood if performance appraisal is to be effective.

Performance counseling is a primary responsibility of those holding supervisory positions; others may become involved in a consulting capacity.

Any Extension staff person who feels the counseling procedures or results are unsatisfactory should ask for a further review with the appropriate supervisor. Extension's nondiscrimination policy is followed in this counseling process. This policy provides a civil rights counselor system and peer ombudsperson to assist staff with non-civil rights concerns.

Performance Review and Reporting System (PRRS)

Colorado State University Extension supports a performance review and reporting process to enhance faculty capabilities to deliver effective educational programs to Coloradans.

The primary purposes of performance review and reporting are to:

- Foster meaningful and open communication between the staff member and the supervisor about performance roles in delivering educational program results and impacts.
- Improve job performance and develop staff members.
- Support continuous quality improvement throughout the organization and promote the accomplishment of the educational mission of Extension.

For further information and PSSR forms see www.ext.colostate.edu/prrs/prrsmenu.html.

BENEFITS

This section covers benefits/forms as they relate to the individuals employed by CSU Extension.

Following are the forms that must be completed by individuals employed by CSU Extension. Questions concerning salary checks, retirement, benefits may be directed to the CSU Extension Fiscal Office, 970-491-7526.

1. Employment Eligibility Verification (I-9)

2. Certification Appointment Form

This document serves as the contract recommending the individual's appointment to the Board of Governors of the Colorado State University System. It must be completed and signed by appointee prior to the first day of employment. Following Board approval, a copy is returned to the individual.

3. Oath of Allegiance

Under a Colorado law enacted in 1969, an Oath of Allegiance is required of all University employees.

4. Creative Works Policy

Acceptance of the terms of the Colorado State University creative works policy is a condition of employment for University Employees.

Detailed explanation and procedures regarding creative works are contained in the *Academic Faculty and Administrative professional Staff Manual*, Section J (<http://www.facultycouncil.colostate.edu/files/manual/sectionj.htm>). The employee's signature is required indicating their knowledge of and acceptance of the University patent policy.

5. W-4 Employee's Withholding Allowance Certificate

The Internal Revenue Service form showing number of exemptions the employee is claiming must be filed. Federal and state withholding are based on the exemption claimed.

6. Payment Disposition Data Form

This form indicates the financial institution where employee's salary is to be sent.

7. Biographical Data Form

This form is to be completed at the time of appointment (a statistical gathering form).

8. Length of Service

This form is used to determine accumulated Extension employment time.

For additional information for current Extension employees on Federal retirement
Please contact the CSU Extension Fiscal Office, 970-491-6367.

For additional information for current Extension employees on State of Colorado retirement
Please contact the University Benefits Office, 970-491-6737.

INJURIES AND ACCIDENTS

On-The-Job Injury

All injuries due to on-the-job accidents and occupational diseases involving University employees must be reported. In case of a non-fatal accident, (1) the injured employee should receive prompt first aid and treatment by medical personnel; (2) advise supervisor of accident; (3) report accident to CSU Extension Fiscal Office (970-491-7526) within 48 hours (if not reported within 48 hours a reduction of benefits may result), and (4) complete required forms to send to CSU.

If the accident results in a fatality, CSU Extension Fiscal Office and CSU's Environmental Health office need to be advised as soon as possible. They in turn will report to the Colorado Insurance Authority (CCIA). In the case of an after-hours fatality, CCIA requires that Environmental Health report it to them on the next business day.

Workers' Compensation Insurance

Forms and instructions are available from the CSU Extension Fiscal Office or at <http://www.ehs.colostate.edu/WWorkComp/PDF/InjuryReport.pdf>. Return the completed form to:

CSU Extension Fiscal Office
4040 Campus Delivery
Fort Collins, CO 80523-4040

Special Instructions for Alleged Accident

Forms must be completed based on data provided by injured employee, witnesses and supervisor. If there are no witnesses and there is reason to suspect the report or any part of the information, a report must still be completed and forwarded with the signature of the supervisor. In these cases it is best to make notation on the form near the signature similar to "forwarded as required, see attached letter." In these cases a letter from the supervisor is needed and it should start with a paragraph similar to the following:

"We are filing this claim in compliance with the Workmen's Compensation Law, at the request of the employee who alleges he/she was injured in an accident arising out of and in the course of his/her employment. We have no knowledge that such is the case, and do not vouch for the truth of any statements made by the employee, and we seriously doubt he/she was injured as alleged, and request an investigation of the circumstances or a hearing as warranted."

The letter should then go on to explain the circumstances in more detail as determined by the supervisor.

Special Instructions for Misconduct

Letters also will be required in those cases where an employee has been injured because of misconduct and should also contain the “Forwarded as required, see attached statement.” The statement in these cases should contain copies of any proof that safety rules or equipment existed and that employee knew of them, and if possible, statements to prove that they deliberately violated the rule or exposed themselves to injury without cause.

LEAVE GUIDELINES

CSU Employees earn a right to certain types of leave and it is their responsibility to submit an Application for Leave form to their supervisor. Approval for leave should be received prior to the absence except for unscheduled sick leave or other emergency leave. The supervisor has the responsibility for scheduling leave to least interfere with the effective operations of the unit.

Approval of Leave

State staff specialists assigned to academic departments process leave requests through their department. Applications for study leave must also be authorized by Associate Director and Director prior to the leave since the leave would commit Extension monies.

Non-department specialists and administrative staff process leave requests through their supervisors.

County and area personnel will process leave requests through their county/area Extension directors. **The following applications for leave and authorization of travel must also be submitted to the appropriate regional director for approval.** Approval must be received prior to the beginning date of leave.

1. All leave applications for county or area directors.
2. Annual leave requests from employees requesting more than five days of leave.
3. Military leave.
4. Leave without pay. Requests for 30 days or more of leave without pay must be sent to the regional director 60 days prior to beginning date of leave so processing can be completed through the director, the Board of Governors of the Colorado State University System and the administrator of CSREES.
5. Graduate study leave.
6. Travel on official University business

Please also refer to Section F of the Colorado State University *Academic Faculty and Administrative Professional Staff Manual* for leave policies.

Types of Leave

1. **Annual Leave**
2. **Sick Leave**

3. Family Medical Leave

4. Travel on Official University Business

Current travel rules and regulations can be found on the CSU Business and Financial Services, Travel Services Web site. Refer to Fiscal Policies section for guidelines and procedures (<http://busfin.colostate.edu/trv.aspx>).

5. Other Types of Leave

Refer to Section F in the *Academic Faculty and Administrative Professional Staff Manual* for explanations on Military Leave, Jury Duty, Injury, Graduate Study Leave or Authorized Absences Due to Death of Relatives

(<http://www.facultycouncil.colostate.edu/files/manual/sectionf.htm>).

Recording and Reporting of Leave

Official leave records are managed by the CSU Extension Fiscal Office.

Accumulations of sick/annual leave are based on fiscal year, July through June. Individual leave records with July 1 balance will be sent to each office at the beginning of the fiscal year. Records should be supported by an approved Application of Leave form to be retained in the county/area office after appropriate signatures are obtained.

A monthly report of leave shall be sent to the Fiscal Office by the 10th of each month reporting the previous month's leave.