

Personnel Policies

The following personnel policies apply to ALL UWE employees.

Introduction	5
Federal-State-County Relationships	5
Employment.....	5
Benefits	5
Employee Training and Development.....	5
Graduate Study	6
College Courses.....	6
Professional Association National Conferences	6
State Professional Association Meetings.....	6
In-depth Training	6
New Employee Orientation and Training	7
Program Specific Training	7
Memberships	7
Handling a Problem or Filing a Complaint	7
Absences from Work.....	7
Sick Leave	7
Vacation	8
Retirement	8
Employee Transfer Policy.....	8
Conflict of Commitment	9
Outside Consulting.....	10
Sales and Solicitations.....	11
Extension Employees as 4-H Volunteers.....	11

Officers of Extension Sponsored Organizations.....	12
Officers of Non-Extension Sponsored Cooperative Organizations	12
Political Activity.....	12
The following personnel policies apply to EXEMPT employees.....	14
Salary.....	14
Hours of Work	14
Professional Scheduling	14
Performance Review	15
Resignation from UWE.....	16
The following personnel policies apply to NON-EXEMPT employees.....	16
Salary.....	16
Hours of Work	16
Performance Review	17
Resignation from UWE.....	17
Operational Policies	17
Staff Meetings	17
Professionalism	18
Confidentiality.....	18
Official Leave.....	18
Extension Authorized Travel – modes of transportation.....	19
Vehicle Policy	19
Extension Office Closure	20
Children in the Workplace	21
Animals in the Workplace	22
UWE Mail and Mailing Lists	22
Newsletters and Printed Promotional Materials	23
CNP Printed Materials.....	23
Model Release Forms.....	23
Distribution of Bulletins	23
UWE Publications.....	24
CALSNR / UWE Projects	24
Research and/or Surveys Requiring Human Subjects Review	24

Reporting and Office Records	24
Financial Policies and Best Practices.....	26
County Funds	26
UW Extension Funds	26
Handling of Funds	27
Program Development Designated Accounts.....	27
Financial Management.....	27
UW Procurement Card (P-card)	28
Purchasing.....	28
Ordering CNP Supplies	28
Contracts	28
Grants.....	29
Legal Policies	29
Civil Rights	29
“...And Justice for All” posters	30
Land Acknowledgement Statement poster	30
EEO	30
ADA Reasonable Accommodations.....	30
Equal Opportunity, Harassment, and Nondiscrimination – Standard Administrative Policy and Procedure.....	31
Notice/Complaints of Discrimination, Harassment, and/or Retaliation.....	31
Child Abuse/Neglect Reporting.....	32
Legal Liability.....	32
4-H Name and Emblem	33
Appendix A – Explanation of Titles and Roles.....	34
Appendix B – Links	36
Information on Governance and Structure.....	36
Information on Academic Affairs	36
Information on Athletics	37
Information on Diversity and Equal Opportunity	37
Employment and Ethics	37
Facilities	37

Finance and Business 38

Information Technology..... 40

Research and Economic Development 40

Safety and Security 40

Student Affairs 40

University Relations 40

Introduction

The University of Wyoming Extension (UWE) is housed in the UW College of Agriculture, Life Sciences, and Natural Resources (CALSNR). Extension is unique from other units and departments in the university:

- Funding for Extension is a partnership between county government, the University of Wyoming, and USDA.
- Programs are delivered in every county and on the Wind River Indian Reservation through county extension offices.

This partnership and the location of county extension offices throughout the state, create unique situations regarding UW policies. This office policy manual includes situations specific to UWE and supplements the [UW Employee Handbook](#).

Federal-State-County Relationships

Most UWE personnel are employees of the University. Extension educators supported by funds from counties, municipalities, tribal councils, commodity groups, or other entities are also employees of UW. Extension educators and other employees supported by county or other second-party funds are under the supervision of UWE.

All Extension employees are under restrictions applicable to federal employees regarding testifying in court, conflicts of interest, and claims against the government.

Employment

UW Extension employees are categorized as staff, administrative professionals, academic professionals, or faculty. Adjunct professors, in a variety of roles, are also involved in the delivery of Extension programs.

Full time employees are expected to work at least 40 hours per week. Policies for exempt and non-exempt employees are provided to create a healthy balance between work and personal time.

Benefits

The UW Employee Benefits Office is responsible for providing consultative services to employees on the variety of benefits programs available; assisting with retirement options, enrollment, and changes; coordinating insurance enrollments and changes; administering the Family and Medical Leave Act, Americans with Disabilities act, Workers' Compensation; exit interviews and clarification of leave policies. Complete information can be found on the [UW Human Resources](#).

Employee Training and Development

Extension employees are encouraged to continue their professional development. Participation is encouraged for credit courses, short courses, symposia, workshops, conferences, etc., in addition to

similar activities that are carried on as part of a regular in-service organizational and staff development program.

It is recognized that some types of study and training are common to all extension employees regardless of their gender or program area of assignment. Similarly, it is recognized that there is extreme diversity in subject matter and training needs and that staff development and training must be tailored to the needs of individuals.

If the training requires traveling outside of the employees assigned work area, an official leave request must be submitted and approved by their supervisor.

Graduate Study

All extension personnel are encouraged to develop plans and take advantage of opportunities for graduate level training as appropriate. Such training may be directed toward obtaining an advanced degree.

The employee is encouraged to discuss their educational plan with their direct supervisor and include information in their written training plan. If graduate study or other educational courses require the employee to be absent from their job on a regular or extended basis such as a semester on campus, employees should discuss opportunities with their supervising associate director and/or the Director of Extension. Support may be available to maintain educational programs in their assigned county or area during planned educational leave.

Criteria for approval of support must include the ability of an individual to be away from his or her full-time responsibilities, the applicability of the proposed educational program to the needs of the individual and UW Extension, staff issues, and funding possibilities.

College Courses

Information about tuition waivers for employees can be found under benefits on HR's website.

Professional Association National Conferences

UWE supports participation by educators in the national conference of the designated professional extension association. Requests to participate in the professional association conference must be submitted well in advance of the early bird registration deadline and approved by the supervisor. The Request for Funds form can be found on the [UWE Employee Resources](#) web site. Generally, an educator would receive this type of funding no more than once per year.

State Professional Association Meetings

Active participation is encouraged in state extension professional associations. Insofar as possible, time schedules will be arranged to allow for meetings of state professional associations in conjunction with statewide extension meetings or conferences.

In-depth Training

UW Extension supports content-related In-Depth Training for educators to stay current in their respective fields, develop skills for cross programming efforts, and to develop professional skills. Educators are eligible for up to \$1,500 per year, July 1 through June 30, to support costs associated with

one or more in-depth trainings. The funds may be given to individuals, teams, or groups of educators. Preference for training funds is given when a selected training is reflected through needs assessment, professional goals, and the training plan. The Request for Funds form can be found on the [UWE Employee Resources](#) web site.

New Employee Orientation and Training

New employees are encouraged to participate in the new employee orientation provided by UW. The UW orientation is designed to familiarize employees with benefits and an overview of University policies and procedures. On-line mandatory trainings are also provided to new employees in WyoCloud. It is expected that new employees will complete the required trainings within the stated deadlines.

Additionally, UWE provides training specific to Extension for new Extension employees.

Program Specific Training

Program related training is provided to CNP employees and 4-H educators, whom have specific program requirements and responsibilities.

Memberships

Payment of dues and fees for membership in professional organizations that are required as a condition of employment is an allowable expense in the UWE budget. Membership in a professional organization that is not a required condition of employment, must be paid from another funding source (i.e. employee's personal expense or county budget).

Handling a Problem or Filing a Complaint

Employees should communicate concerns with the job or colleagues. Employees should first talk with the individual, if appropriate. If the issue cannot be resolved, matters may be brought to the county coordinator's attention or the immediate supervisor. The supervisor or county coordinator will try to solve problems, hear concerns, make suggestions, and contact their supervisor as needed. If a supervisor does not address the concern adequately or in a timely manner, the CNP Director or Extension Director should be contacted. The official University Conflict and Dispute Resolution website can be a great reference: [Conflict and Dispute Resolution](#)

Absences from Work

Employees are eligible for several types of paid leave, including sick leave, vacation, holidays, and bereavement leave. Details are available in the [Employee Handbook](#).

Questions regarding leave policies, including *leave without pay*, should be directed to Human Resources.

Sick Leave

Full-time benefited employees accrue sick leave at the rate of 12 days per year of service. Sick leave is earned on a monthly basis and may not be used until it has been earned.

Vacation

Full-time 12 month exempt benefited employees earn vacation at the rate of 22 working days annually. Full-time 12-month non-exempt benefited employees earn vacation credit as follows: 0-2 years - 10 working days; 3-6 years - 16 working days; 7 or more years - 22 working days. Vacation time is earned on a monthly basis and may not be used until it has been earned. The vacation accrual balance cannot exceed 352 hours.

Additional information in the following areas can be found on the following links, or in the [Employee Handbook](#).

- [Active National Guard and Reserve Military Leave](#)
- [Bereavement](#)
- [Emergency Closure](#)
- [Family and Medical Leave](#)
- [Firefighting Leave](#)
- [Leave of Absence With Pay](#)
- [Leave of Absence Without Pay](#)
- [Military Leave](#)

Legal Holidays - University holidays are determined by the president on an annual basis and reported to all university employees on the [academic and administrative calendars](#). Full-time benefited employees receive holidays with full pay; part-time benefited employees receive holiday pay based on the full time equivalent of their assignment.

UW employees follow the UW holiday and Election Day schedule. If a particular holiday is celebrated by a county and the state on two different days, it is not observed on both days by university employees. If a county observes a holiday which is not observed by UW, Extension employees must work or take vacation on that holiday. County coordinators must annually inform the CALSNR Administrative Business Office and associate directors of a county's holiday schedule.

Retirement

Employees retiring from UWE will follow UW procedure as outlined in [UW Reg 5-2](#).

Employee Transfer Policy

Facilitating the movement of employees to different locations and different responsibilities can contribute to employee satisfaction and retention. Transferring an employee to a similar position in a different location is possible under University policies.

UWE administration will announce vacancies immediately after a retirement or resignation is received. An employee interested in a vacant position should send the director or an associate director a letter of interest and a curriculum vitae within ten days of the retirement or resignation notice. At that point, a decision will be made whether to encourage the employee to apply for the position in the national search or, work to orchestrate a transfer of the employee.

The internal transfer of an employee will be made only if it is in the best interest of UW Extension, the University, and the county partner. If a transfer is under consideration, the input of employees and stakeholders potentially affected by transfer will be sought and considered.

Conflict of Commitment

State and federal statutes and regulations, as well as University of Wyoming regulations do not allow Extension employees to engage in activities that are or give the appearance of conflict of commitment which impairs his/her obligations to the University.

[UW Employee Handbook](#) defines a conflict of commitment when an employee renders professional service that is not part of his/her duties to the University to the detriment of his/her obligations to the University. A conflict of commitment arises when professional service or research contracted for outside the University, consultations, or other outside activities (e.g., outside teaching or business) of an employee interferes with the paramount obligations to students, colleagues and the primary missions and policies of the University. The conflict of commitment policy governs all university employees. Employees must, in a timely manner, disclose potential conflict of commitments to their supervisor using the conflict of commitment form.

Any general policy such as this one requires interpretation and application. The interpretation of this policy for UWE follows these general practices.

- Considering that most employees have the opportunity to manage their time under Extension's professional scheduling policies, any activity that takes sufficient time and/or attention away from the employee's workday that it prevents the employee from satisfactorily meeting the responsibilities of their position may be a conflict of commitment.
- UWE personnel are prohibited from having a direct or indirect financial interest that conflicts substantially with their UWE employment or appears to conflict substantially with their government duties and responsibilities. Any compensated (monetary or bartered services) performed in Wyoming which is the same as or similar to an aspect of the employee's job duties would be a conflict of commitment. One client cannot be charged for an activity another might receive at no cost as a part of UW position responsibility.
- UW Extension employees do not serve as expert witnesses within the State of Wyoming. Employees may serve as consultants and expert witnesses on matters outside the State of Wyoming. Employees may only serve as witnesses in any matters related to job duties, such as expert testimony, in Wyoming when subpoenaed and unpaid. If subpoenaed, immediately notify direct supervisor.

- Certain activities which UW Extension employees have traditionally done are not considered conflicts of commitment. For example, to ensure qualified, experienced judges are available to evaluate competitions at county fairs, UWE employees are encouraged to accept those invitations. The employee can judge as a professional courtesy which would allow them to judge as part of their work responsibilities if they are not paid for their services. If the employee accepts payment from a third party, like the fair board, it becomes a conflict of commitment and additional steps must be completed for approval. **Even outside activities which are allowed must be reported on the conflict of commitment form.**

UWE specialists and educators who receive compensation to judge fairs and expositions in Wyoming must:

- Submit a UW conflict of commitment form
- Submit a vacation request in WyoCloud
- Provide their own transportation
- Pay their own expenses
- Secure reimbursement covering judging fees, per-diem expenses, and mileage from county fair boards or exposition sponsors
- If clients want to/or are willing to provide support for travel and other associated costs for an individual employee in Wyoming accepting them is not a conflict of commitment. Such funds should be moved into UWE accounts and reimbursement sought. In no case should an employee receive reimbursement directly for the expenses.
- Such an activity conducted so that the outputs are sold as commodities through commercial market channels is most likely not a conflict of commitment. (e.g., livestock marketed through a public auction not under the management or influence of the employee would be ok; club calves sold directly or through a private auction to a county or area 4-Her's would be a conflict).
- Such an activity conducted by a family member or associate is a conflict of commitment if extension clients could reasonably associate the commercial activity or its products with the extension employee. Ownership is not the issue; association/affiliation is the issue. Employee activities can't leave clients any degree of uncertainty regarding a tie to the business; employees can't have any contact/tie to customers.
- If an employee has any financial interests in any venture in Wyoming, even a part-time job, they should talk to their supervisor and complete a Conflict of Commitment form. Those that do not create any apparent conflict with their work will simply be approved.

Outside Consulting

The University's outside consulting policy included in [UW Reg 5-2](#) requires **fulltime academic personnel** to secure approval for outside consulting and/or professional work from their dean, director, or

principal University officer prior to beginning such work. With approval, a fiscal year employee could use up to 48 calendar days per year in professional and consulting work either with or without compensation. The professional and consulting work must not interfere with the normal duties and be in addition to their normal full-time University duties. Such work must also be related to the employee's duties and must contribute to the effectiveness of the employee's work.

Facilities or equipment of the University may not be used for outside consulting without the recommendation of the appropriate dean or director and approval of the Vice President for Administration, who shall establish the compensatory schedule for facilities used.

The federal Smith/Lever funds received by UWE do not allow employees to consult within the state. Consulting would generally be an out of Wyoming activity for UWE personnel. Consulting within Wyoming will not be approved. The [UW consulting form](#) can be found on the UWE Employee Resources website.

Employees have an obligation to submit an Outside Consulting Form to their direct supervisor who will forward the form to the Dean of the College and the Provost for approval. The President of the University shall receive notification of each request prior to initiation of the consulting work.

More information can be found in [UW Reg 5-2](#). For questions, contact the UWE Director.

Sales and Solicitations

Employees may not recommend, promote, or give assistance to anyone soliciting the help of UWE sponsored organizations such as 4-H clubs and Master Gardeners in handling sales or subscriptions on a commission basis.

Individual UWE sponsored organizations can participate in sales of competitive products. However, it must be made clear to these groups that no support can be given to such activities by UWE employees.

As employees of a public educational agency, UWE personnel cannot endorse a competitive product. When they use proprietary products during research, demonstrations, or educational programming, a public disclaimer must be made stating that "The use of trade names or product information does not imply endorsement, nor is criticism implied, of similar products not so named or utilized."

Extension Employees as 4-H Volunteers

UW Extension has oversight of the 4-H program through its employees; therefore, UWE employees may not serve in a role as an official 4-H volunteer. Extension personnel are expected to act as resource persons for 4-H volunteers and youth as part of their job in consultation with the 4-H Educator.

Full time county employees that provide services under the direction of UW Extension may choose to become a UW 4-H volunteer. To ensure public confidence, county employees should serve only as project volunteers. As a project volunteer they may participate with project committees. They should not function as club leaders nor as an officer/chairperson/leader of a council or committee.

Part time UWE or county employees, working less than 50%, may enroll as an official 4-H volunteer with annual approval from the 4-H Educator in consultation with the County Coordinator.

Officers of Extension Sponsored Organizations

UW Extension employees should not serve as officers of an organization sponsored by UWE. Employees can serve as ex-officio members of an executive committee in the capacity of a resource person.

Officers of Non-Extension Sponsored Cooperative Organizations

In any given county or area there may be several commodity organizations or special interest groups that regularly cooperate with UWE in the conduct of educational programming. Examples include crop improvement associations, soil conservation districts, commodity marketing cooperatives, livestock improvement coalitions, farmers' unions, and other groups, agencies, community service clubs, and organizations.

Extension personnel are encouraged to be active community citizens, participating in organizations with programs that parallel or complement extension educational efforts. Extension employees should use discernment in their choice of organizations and the amount of time devoted to anyone to avoid criticism or charges of favoritism. If asked to serve as an officer of an organization, they may do so but must make it clear that they are participating as private citizens rather than as representatives of UWE.

Political Activity

As citizens of Wyoming and as members of the University community, University employees enjoy the right of freedom of expression. The employee may freely consult and communicate with members of Congress, members of the Wyoming State Legislature, federal and state agencies, and other federal and state authorities, including elected officials, as long as the employee indicates that the employee's views are his or her own private views or considered professional views and do not represent, imply representation of, or are authorized by the University. Personal letters shall not appear on University letterhead. Equipment or resources of the University, including but not limited to University vehicles; University-provided telephones or mobile devices; University software and hardware; and University email accounts, shall not be used for such personal communication, since this may imply that the communication has been approved by or represents an official position of the University. University titles shall not be used when signing personal letters; however, the employee may identify the employee's job title in the text of a letter if this information is relevant to the communication.

Extension personnel are reminded that the role of UWE is education. As educators, it is the responsibility of extension employees to guide their actions in such a way that their objectivity in UWE educational programs cannot be questioned. Official authority or influence cannot be used for the purpose of interfering with or affecting the result of an election.

Candidates for Elected Office - Extension employees who plan to run for an elected office must submit a letter of intent to the Extension Director. Include the elected office being sought, confirm that no UW

resources will be used in the campaign, and describe how time will be divided between the elected office and the obligation to complete their UW work responsibilities.

Employees who hold elected office should consult with the Department of Human Resources to determine salary options.

Letters to Public Officials and Written Positions on Public Policies - All extension staff members have rights as private citizens in personal business, correspondence, politics, religious persuasion, etc. However, because of the public nature of extension work and the visible position of UW extension personnel in the state and in communities, discretion is advised when contacting public officials.

When a UWE employee wishes to correspond with a public official such as member of congress, state legislators, or federal/state government officials in their or her official capacity, preapproval of this correspondence is required. Draft copies of proposed letters should be sent to your immediate supervisor and the extension director. Proposed correspondence may then be forwarded to the CALSNR Dean and President's office for institutional approval.

Similarly, when UWE employees in their official capacity engage in written discourse associated with public policy decisions this correspondence should be pre-approved by UWE and UW. Prior approval is required for written correspondence or commentary which advocates for a particular public policy or clearly emphasizes the consequences of a specific policy decision.

These policies are not intended to limit UWE employee's interactions with public officials or participation in public policy discourse. It is the responsibility of UWE to ensure that an employee's official interactions with public officials and in public policy debates accurately represent the interests of our entire organization and the University. Specific guidelines can be found in [UW Reg 12-4](#) Government Relations.

When not acting in an official capacity and when it is clearly stated that their views are personal and do not represent UW, personnel may freely consult and communicate with public officials. The use of UW letterhead, email accounts, social media, etc. are not to be used for personal correspondence.

Testifying in Court - UWE employees may appear as witnesses in judicial proceedings in their UWE role when they are subpoenaed. A subpoena is a judicial order requiring a person to appear in court or for a deposition and to give testimony with respect to a dispute before the court or an administrative proceeding. Faculty and staff should never respond directly to the issuing/serving party of the subpoena or summons or provide documents in response to a subpoena and must contact the Office of General Counsel as soon as possible at (307) 766-4997. More information can be found on the [General Counsel](#) website.

An employee who testifies as a witness in their role as a UW Extension employee is not required to take annual leave or leave without pay for the time taken away from work.

An employee who is personally interested in or a party to a criminal or civil action or who voluntarily appears as a witness must charge his or her absence from work against earned annual leave or take leave without pay.

UWE employees who are contacted to act as expert witnesses in their role outside of UW employment must follow the University's policies on conflict of interest and commitment.

Jury Duty - UWE personnel can take official leave for jury duty. Expenses incurred in connection with jury duty will not be reimbursed from county or state UWE funds.

The following personnel policies apply to EXEMPT employees.

Salary

Salaried, benefited employees are paid on the last working day of the month already worked.

Hours of Work

Exempt employees, with a full-time assignment, are expected to work at least 40 hours each week.

Professional Scheduling

Extension employees extend the educational mission of the land-grant university to the people across the state. Clientele availability and/or the nature of the program often dictate that an employee work during lunch hours, evenings, and weekends. Flexibility to work beyond routine office hours is essential for successful programming. However, employees also need to achieve a balance in work, home, and community life.

Professional scheduling is defined as the privilege and responsibility of controlling one's schedule to best meet the needs of UW Extension's mission and its clients, while achieving a balance in professional and personal time that is healthy for the organization and the individual.

Extension employees are expected to meet their work objectives and, as professionals, are entrusted with the flexibility of balancing their work schedules; that is, to appropriately practice professional scheduling. Some assumptions are made concerning this principle:

- A full-time extension professional's responsibilities typically require more than 40 hours per week or portion thereof (for part-time professionals) and often at non-routine work hours. Extension employees are exempt employees under the Fair Labor Standards Act, and, as such, are NOT eligible for compensatory time. Thus, professional scheduling is not designed to equitably compensate (hour for hour) for work outside the normal workday, 40-hour week, or portion thereof (for part-time Extension employees).
- Performance of extension employees is a top priority. Professional scheduling is intended to support and strengthen performance. Issues related to performance should be addressed via the performance appraisal process. Professional scheduling is a privilege that may be suspended if it is abused or used with no regard for the needs of the organization.

To ensure that professional scheduling is implemented equitably throughout UWE, the following points should serve as a guide:

- Extension employees are accountable for their time and for fulfilling their assigned job responsibilities. It is professional courtesy that employees communicate with their county coordinator and support staff in advance of taking professional time off. It is important to communicate with support staff so clientele and clientele calls can be dealt with responsibly in

the employee's absence. When the needs of the organization require an employee to work (for instance, at county fair time), a supervisor may require that the individual not take professional scheduling at that particular time.

- Professional scheduling is to be practiced on a day-to-day and week-to-week basis and is not intended to accumulate large blocks of time off. If more than a block of four hours at a time is needed for professional scheduling, it should be communicated to the immediate supervisor. It is the employee's responsibility to develop and maintain their professional calendar. Scheduling an activity outside the normal workday/week is at the discretion of the employee, while considering the needs of the organization and their clients, their assignment, and their program.
- Supervisors are not to negotiate a specific number of days off with employees in lieu of professional scheduling. Such a practice violates the intent of these guidelines. Rather, professional scheduling is the responsibility of the employee and is to be used on a day-to-day basis. As such, there is no need to document professional scheduling time; this time should not be recorded in time and absences in WyoCloud. Professional scheduling is the responsibility of the employee to control his or her own schedule to best meet the needs of the organization and clients, while maintaining a healthy balance of professional and personal time. Professional scheduling should be in the best interest of both the organization and the individual.

As a general guideline, extension professionals working excessive hours at night and on weekends should take advantage of professional scheduling to regain some personal time and balance.

Employees should also be aware that members of the public may not be aware of, or understand, professional scheduling. In exercising professional scheduling, Extension professionals must be sensitive to public perceptions and expectations regarding public employees. For example, an extension employee regularly seen attending to personal business during office hours could create the perception that the employee is cheating the public, thus creating a negative perception of both the employee and UWE.

Performance Review

A performance review is intended as an opportunity for a review of an employee's work. The review should be a positive experience for both the employee and the supervisor, providing an opportunity to discuss past performance and planning for future job expectations.

A review will be conducted annually by the employee's immediate supervisor using a set of criteria pertinent to successful performance in the position. Performance criteria will relate directly to position descriptions and annual goal statements. Instructions regarding required documents and timeline will be e-mailed to employees.

Supervisors will schedule a planning/performance review meeting with each employee. These meetings will help establish qualitative and/or quantitative goals and objectives for the coming year. Reviews will be based on an employee's job description, job performance, assignments, and success in achieving the goals and objectives established by the performance planning process for the previous year.

Employees will be informed about their review and counseled by their immediate supervisor regarding both positive accomplishments and areas of professional inadequacy. If appropriate, future professional

improvement and training needs will be suggested. More frequent performance appraisals may be completed as needed. Employees are entitled to a copy of their performance review and have the right to add any written comments on their performance document.

Supervisors will be evaluated by their administrative superiors.

Work improvement plans or disciplinary action will be followed as outlined in the UW Employee Manual. Should termination be necessary and warranted, UW procedures will be followed.

[Annual reviews](#) for academic personnel are governed by policies in UW Academic Affairs.

Classified staff are governed by policies contained in the [UW Employee Handbook](#).

Resignation from UWE

A UWE employee who resigns from UWE should submit a letter of resignation which includes the effective date of the resignation to the director, department head, or immediate supervisor at least 30 days prior to the effective date. Copies of the resignation letter must also be sent to the CALSNR Administrative Business Office. Employees supported partially by county or other funds must send a copy of their resignation letter to the appropriate local governing body.

Prior to departure, an employee must complete the items on the resignation checklist from UW administration and the paperwork from the CALSNR Administrative Business Office.

The following personnel policies apply to NON-EXEMPT employees.

Salary

Non-exempt employees receive a monthly paycheck. A timecard documenting actual hours worked is submitted every two weeks in WyoCloud.

Hours of Work

Non-exempt employees are expected to work their assigned hours each week. Weekly schedules should be planned to maintain assigned hours as much as possible and to avoid working over 40 hours in one week.

Flex Hours - The work hours are flexible to meet the needs of participants. Having a flexible schedule is both a privilege and a responsibility. Schedules should be planned around client, agency, community, and program needs, which means workdays and hours may change weekly. Flex hours are to be used within the same week. The week begins Sunday, 12:00 am and ends Saturday, 11:59 pm.

To allow for extra hours during conferences and in-service trainings, flexible scheduling will be planned before the event for non-exempt staff. Driving time to and from trainings or required meetings is calculated in the total number of hours worked for non-exempt employees regardless of whether the employee is driving or not.

Comp Time – Occasionally, a non-exempt employee will work more than the assigned hours in a week. It is the policy of the University to make overtime payments in the form of compensatory time off at the

rate of time and a half. Overtime or compensatory time accrual must be preapproved and directed by the supervisor.

Comp hours should be used prior to using vacation or sick leave. Refer to the UW employee manual for appropriate use of annual and sick leave. Comp time is only paid with vice president approval or upon separation from UW.

For more information on comp time policies please refer to the [UW Employee Handbook](#).

Flexibility for work is not intended to result in an accumulation of large blocks of time off. Misuse of flexible scheduling can result in probation and termination. If a schedule is so heavy that the employee cannot fulfill duties without working extra hours, and there is no way to reschedule any of the duties, extra time may be approved with prior authorization by the supervisor.

Performance Review

An annual performance review with the employee's immediate supervisor is intended as an opportunity for a review of an employee's work. The review should be a positive experience for both the employee and the supervisor, providing an opportunity to discuss past performance and planning for future job expectations.

Performance Review may affect promotions, raises and work improvement plans. The evaluation is based upon work performance from the previous year as outlined in the position description questionnaire (PDQ) and goals from the performance document. Employees are entitled to a copy of their performance review and have the right to add any written comments on their performance document.

Work improvement plans or disciplinary action will be followed as outlined in the UW Employee Manual. Should termination be necessary and warranted, UW procedures will be followed.

Additional information on the performance review process and procedures can be found in the [UW Employee Handbook](#).

Resignation from UWE

An employee planning to leave the position should provide written notification to the supervisor at least two weeks prior to the last day. Two weeks are requested as a courtesy to assist with the transition and meeting needs of participants and youth groups.

Operational Policies

The following operational policies apply to ALL UWE employees.

Staff Meetings

All employees are expected to participate in scheduled staff meetings. Staff meetings are a time to review employee's calendars, discuss upcoming events, determine priorities, share concerns, and brainstorm solutions to problems.

Professionalism

UWE employees are the face of the university in the communities in which they live and work.

Professionalism demonstrates important qualities and characteristics which reflect positively on all of UW Extension.

Be productive – Use your time productively at work. Focus on your job responsibilities and avoid getting pulled into social media, web browsing and phone activity.

Meeting etiquette – Out of respect for presenters and other meeting participants, put away cell phones and other technology during all programs. Messages can be checked during breaks in the program.

Professional image – Demonstrate a professional presence and dress appropriately for work with clientele.

Name Tag – Wearing your UW name tag at public events helps new clientele easily identify you as the UWE employee.

Communication with office colleagues – Communicating your schedule when you are out of the office is a professional courtesy and allows colleagues to respond positively with clientele about your availability.

Build relationships – Network with colleagues, stakeholders, and clientele to build professional cordial relationship, work on teams and collaborate effectively.

Develop self-awareness – Learn to manage your emotions and gain awareness of your emotional triggers so you can manage your reactions positively and productively. Accept and reflect on feedback to assist as you learn and grow.

Confidentiality

Sensitive information shared during an educational program or individual consultation must be kept confidential. Confidential information should not be discussed with a spouse, friend, or co-worker. The only exception to confidentiality is reporting suspected abuse and that is addressed separately in this manual.

Information gathered in CNP programs, especially names of participants, must also be kept confidential. Records should be kept in a locked file cabinet. Concerns with a CNP client should be discussed with the supervisor.

Official Leave

The nature of the work performed by UWE employees routinely requires travel away from a headquarters office or a physical location that might normally be considered the place of employment. University extension educators and specialists regularly conduct educational programs in a wide range of settings such as homes, farms, ranches, commercial businesses, and community halls.

It is quite ordinary for extension employees to travel to neighboring counties, area settings, or a central location for statewide, multi-state, national, and international conferences. When such travel is undertaken in the normal course of one's duties, an employee is considered to be on official leave status. Official leave recognizes that an employee may be away from the headquarters office or central

workplace but is on the job full time with full salary, insurance coverage, and benefits normally received by employees.

The [Official Leave Request](#) can be found on the UWE Employee Resources web site. It must be submitted in advance and approved by an immediate supervisor for travel out of an assigned area. Approval or non-approval will be acknowledged via e-mail.

Extension Authorized Travel – modes of transportation

Extension personnel are authorized to travel in furtherance of the UWE program in their assigned areas which consists of the county, area, or state. UWE employees are expected to combine travel insofar as feasible, sharing transportation and room accommodations in order to conserve travel budgets.

Within the county, the standard method of travel by extension employees is by personal vehicle or a county vehicle when available. For area educators, a personal vehicle should be used to avoid an undue burden from mileage on the county budget.

Travel by specialists, supervisors, and administrators must meet the most economical and practical method of travel consistent with wise use of time. Employees are encouraged to use the university motor pool when vehicles are available. If a university vehicle is not available employees may use their personal vehicle.

Reimbursement for mileage in a personal vehicle is paid according to current university or county rates. Proof of mileage must be documented with the University Mileage Chart or a Google Maps snapshot of the miles between locations traveled. Include the address if traveling to a farm/ranch and document miles driven on the acreage during the visit. Submit completed mileage forms monthly in WyoCloud.

An [Official Leave Request](#) must be submitted in advance and approved for travel out of an assigned area. An immediate supervisor and/or the director will acknowledge approval or non-approval with an e-mail back to the initiator. Per UW travel policy, mileage can only be claimed to and from states bordering Wyoming. If there is a legitimate approved reason why this drive was necessary, attach that documentation. Documentation of the comparative prices must also be attached along with a more complete explanation of what is being paid. Any expense item submitted for travel beyond an assigned or authorized geographic area which has not received prior approval cannot be approved for payment.

Travel for county, area, or state UWE positions by UWE candidates will be paid from state extension funds.

Vehicle Policy

The University [Official Vehicle Policy](#), was updated 4/27/2022. Please review it carefully.

Only Qualified Drivers may drive a university vehicle or university personal vehicle. Criteria for qualified drivers is outlined in the official vehicle policy.

- A university vehicle is a licensed vehicle or trailer that is owned, rented, leased or otherwise under the possession or control of the university.

- A university personal vehicle is a licensed vehicle owned by a private individual during the time the personal vehicle is being used for University business.

Annual MVR Check and Driver Qualification – After the initial check, each driver must submit a driver request form annually no later than December 31 to obtain authorization to drive in the following calendar year. Fleet Services will be notified of all qualified drivers following the annual checks.

Information on Passengers in a UW Vehicle or personal vehicle for official UW travel can be found at the following: [Vehicle Use](#)

Extension Office Closure

Under certain, unusual, and emergency circumstances, county extension offices may experience emergency closure. The decision to close an office due to inclement/adverse weather will be made on an individual basis. Inclement/adverse weather is defined as snow, ice, high winds, tornadoes, earthquakes, flooding and other severe events that can cause a variety of safety risks to employees and impede the ability of individuals to travel to or from work or may adversely impact the ability of the county extension office to provide services to the general public. Indications that the local conditions may be severe enough to merit closing operations may include a combination of or all the following items:

- The county courthouse where the extension office is located is being closed due to severe weather. A Governor's state of emergency does not constitute a local office closure unless it accompanies a county emergency and the closure of the county courthouse.
- Local colleges in the area are closing their campuses due to severe weather.
- Local school districts (including the one in which the extension office is located) is being closed due to severe weather.
- WYDOT "no travel advisory" is issued for local highways or significant local roads are being closed due to severe weather.
- Power outages or equipment failure that prevents or disrupts the use of heating and cooling systems, sewer systems, phone and internet operations lasting longer than six consecutive hours.
- Flooding or severe weather damage that prevents the safe use of the office.

Office closure for inclement/adverse weather will automatically occur for one full workday when the following occurs:

- County courthouse where the extension office is located is closed due to severe weather.
- Majority of the school districts in a county (including the one where the extension office is located) are announced closed for the day.

Office closure beyond one full day for inclement/adverse weather will be at the discretion of the county coordinator in consultation with their immediate supervisor. Closing will be dependent on a review of the six factors listed above.

When dealing with adverse/inclement weather, offices are considered “open” unless a specific decision has been made, or automatically triggered as outlined in this policy. Extension employees are expected to make a good faith effort to report to work or remain at work during adverse weather conditions but use their best judgement to remain safe considering the severe weather warnings issued at their worksite. Employees who anticipate problems with their commute to and from work should be permitted to avail themselves the use of this adverse/inclement weather policy. Employees cannot be forced to come to work; however, if the office is open and they choose not to report to work, the employee is required to work remotely or to take annual leave. Details of these work arrangements will need to be communicated within the extension offices first and confirmed with the immediate supervisor prior to regular office hours each day.

When adverse weather conditions are forecast to commence during the scheduled business day, the county coordinator may authorize the early closure of an extension office for that business day. The decision for early release should include consideration of the weather conditions in the commuting area and allow reasonable time for employees to return home or to a safe location prior to the commencement of the adverse weather event.

Notice of office closure will be made to the public via voice mail, website, and social media as appropriate. Extension employees are asked to communicate with their office colleagues first during periods of inclement weather so that travel status is known. Notification of the use of the inclement weather policy is to be communicated to the immediate supervisor before 9:00 a.m. each workday the policy is observed via email, phone, or text message.

Children in the Workplace

Employees shall not use University office space or other property as a substitution for appropriate childcare and shall not have minors in their office on a regular basis unless the presence of minors is directly related to University business.

- Children at work present a risk management issue. An employee can be distracted by a child and there is added risk to the child or others in the workplace if something were to occur, such as a fire.
- The University of Wyoming expects employees to report to work prepared to give 100 percent of their full time and attention to their job.
- This creates two sets of standards and leads to potential conflict between singles and people with families.
- These are positions funded by taxpayer dollars and public perception is very important.

While temporary exceptions are allowed to support employees with emergency situations, this should not be taken to condone a frequent pattern of such activities. In Extension, with many educational events occurring outside of standard business hours, it is understood that special circumstances may occur with greater frequency. It is expected that employees will work with their supervisor to discuss and determine the acceptable course of action to handle such special circumstances. In any case, where

children are present, the employee must strive to ensure that distractions to clientele and colleagues are kept to a minimum.

Animals in the Workplace

Per [UW Reg 6-4](#), university employees and members of the public are prohibited from bringing any animal into the workplace. However, individuals who are engaged in an authorized University instructional, research, public service requiring the presence of animals is allowed.

The University of Wyoming is committed to compliance with Section 504 of the Rehabilitation Act of 1973, and with the Americans with Disabilities Act (ADA) and its amendments.

The UW [service and assistance animal policy](#) states that individuals with disabilities shall be permitted to be accompanied by their service animal in all University areas where members of the public, participants in services, programs or activities, or invitees allowed to go. By law, UW employees may ask if the animal is required because of a disability, as well as what work or tasks the animal has been trained to perform. It is not legal to ask about the specific disability an individual might have.

In accordance with university policy and ADA regulations, any individual with a service animal that causes physical damage or threatens the safety of others can be asked to remove the animal from the building.

Extension offices located in County owned buildings or other privately owned buildings are required to follow the County ADA guidelines regarding service animals.

UWE Mail and Mailing Lists

Letterhead for county extension offices can be obtained by contacting the University of Wyoming State Extension Office.

The guidelines below establish parameters for UWE mail:

- Mail sent with federal, state, or county tax sources should reflect the educational mission of the UWE.
- UWE mail may not be used to distribute any type of religious, or political announcements or advertisements.
- Personal messages that are not related to the educational mission such as holiday or birthday cards, wedding invitations, etc., should not be mailed in UWE envelopes or with UWE letterhead and postage.
- Mailing lists maintained in county/state offices are for the sole purpose of furthering the educational mission of UWE. These mailing lists are the property and responsibility of county extension offices and extension employees who have developed the lists, usually with the full cooperation of the clients who wish to receive the information. Mailing lists may not be sold, loaned, or given to commercial or other outside interests for their own use unless directed or approved by the director of the University of Wyoming Extension.
- The mailing list policy also applies to furnishing names of UWE-sponsored groups such as Master Gardeners, 4-H clubs, their leaders, and their members.

Newsletters and Printed Promotional Materials

Printed materials represent the policies UWE. The following guidelines must be followed on printed materials that promote programs and activities:

Non-discrimination/equal employment – Public notification of non-discrimination/equal employment opportunity must be included on all printed materials. Several examples of varying lengths to accommodate the size of the printed materials are available on the UWE Employee Resources website.

Request for accommodations – A reasonable accommodation/modification is a change or modification that affords an individual with a disability full participation in an extension program or activity. A reasonable accommodations statement should be included on all printed materials and contain a contact name, title and contact information to request an accommodation.

Free of stereotype language and illustrations – Printed materials that are free of stereotype language and illustrations communicate to the public that UWE programs and activities are open to everyone. It is our responsibility to ensure that printed materials are free of stereotype language and illustrations that infer Extension programs do not welcome some groups of people.

Copyrighted materials – Making copies of copyrighted materials is not permitted, except with permission from the authority or, if allowed, when it will be used for an educational purpose with appropriate credit.

Disclaimers/Non Endorsement Clause – When trade or brand names must be used in a newsletter or publication, an appropriate disclaimer should be included to indicate that the names are used only for the purpose of information and that UWE does not guarantee or warrant the standard of the product nor does it imply approval of the product to the exclusion of others which may also be available.

Examples of [suitable statements](#) can be found on the UWE Employee Resources website.

CNP Printed Materials

Because the Cent\$ible Nutrition Program is accountable to UW, USDA and FNS, producing local materials or activities for participants is not allowed. Handouts created at the state level ensure consistency and required indicia are included on all materials. Discuss handout needs with the CNP marketing coordinator.

For a brief statement and for translations in Spanish, see forms on the [CNP website](#) or contact the marketing coordinator.

Model Release Forms

Signed model release forms are required when photographs are taken of Extension participants. [Model release forms](#) can be found on the UWE Employee Resources web site.

Distribution of Bulletins

The UW CALSNR publishes [educational materials](#) for the public in many subject areas. Most of these publications are downloadable at no cost to the consumer from the UW Extension website.

Select bulletins are available for sale from the UW Extension Resource Room. For information concerning availability, cost, and shipping, contact uwe-ct@uwyo.edu or (307) 766-2115.

UWE Publications

The UWE Office of Communications and Technology supports UWE professionals and the CALSNR in the production of research-based information for dissemination to the general public that is educational, accurate, readable, attractive, and developed to meet the specific needs of UWE, the Agricultural Experiment Station, and college clientele.

The [publication process](#) and FAQs can be found on the UWE Employee Resources website. To begin the process, submit a [C&T Project Request](#).

CALSNR / UWE Projects

The UWE Office of Communications and Technology provides support for website creation, media production, marketing, and incorporating technology into educational program delivery. To receive assistance with projects, submit a [C&T Project Request](#).

Research and/or Surveys Requiring Human Subjects Review

Generally, Extension program needs assessment surveys and program evaluations do not require IRB (Institutional Review Board) review. Exceptions include surveys conducted with youth under age 18, or any survey which collects data that will be used in a written document planned for publication in journal or other scholarly publication. Specific [guidelines and instructions](#) for Human Subjects can be found on the IRB website.

Reporting and Office Records

Plans of Work – Plans of work are developed by the UWE Associate Directors with input from the focus area teams as appropriate.

Annual Reports for Extension Work – All UWE employees are required annually to submit documentation of educational programs conducted along with direct and indirect contacts reached through Extension work.

Information gathered on educational programs is used to demonstrate impact to county commissioners, state legislature, local and state-wide stakeholders, and to complete the NIFA Annual Accomplishment Report. Demographic information on race, ethnicity and gender gathered on direct contacts meets our accountability for civil rights compliance.

Should any special reports of supplementary information be needed, UWE administrators will provide instructions to all extension personnel well in advance of the time the reports are required. Individuals with curtesy appoints for Extension work will be instructed on the type and frequency of report needed.

Annual 4-H Reports – Statistical enrollment, ES237, reports on the progress of the 4-H and youth program are required. Forms and specific instructions for preparing and filing such reports will be provided to extension personnel by the state 4-H office.

CNP Reports – the following reports are required as indicated.

- Procurement card receipts are due weekly and no later than the end of the month in WyoCloud.
- WebNEERS reporting is completed for each participant or youth classes enrolled in the series. A pre and post assessment is required.
 - [SNAP-Ed](#)
 - [EFNEP](#)
- PEARS Reporting is completed for program activities, partnerships, PSEs, indirect activities, and success stories. Make sure to download all supplemental information including site qualifying verification.
- Quarterly submissions include:
 - Quarterly Report
 - Success Stories and photos (with model releases)
 - Additional trackers as assigned
- Annual submissions, due the end of the first full week in October.
 - Up to date PEARS and WebNEERS entries
 - Year to date Report Summary
 - Trackers

County Office Records – County coordinators and UWE educators are responsible for the maintenance of complete and accurate records in their respective counties or assignment areas. Records are essential in maintaining an efficient office routine and meeting state and federal requirements. Office records facilitate the accurate and efficient handling of requests for information, provide a source of information for new or replacement personnel, and substantiate past and present extension programs.

County coordinators must be familiar with and comply with county and state government procedures and regulations concerning the photographic recording and proper disposal of pertinent records. All files, both current and permanent, should be reviewed periodically and cleared of outdated and unnecessary materials.

Records of historical value should be archived with an appropriate entity at the county or University level. Inquire first about county office historical records that may be housed at a county museum, library, or historical society. If historical materials need to be archived on campus contact the C&T Manager to help coordinate adding these materials to the UWE collection at the American Heritage Center.

Minimum county/area extension office records must include:

- MOUs, operating agreements, and cooperative agreements
- Copy of current county budget and county budgets for three previous years
- Copy of current county expense accounts and county expense accounts for three previous years
- A county affirmative action/civil rights/EEO plan and any related documents
- Affirmative action documentation for three previous years
- 4-H club chartering materials
- Inventory of all UW and county equipment and property assigned to the office
- Up-to-date mailing lists
- Current enrollment list of Extension groups
- A list of cooperating organizations, agencies, and groups
- Copies of current correspondence
- A UWE Policy Manual
- Job descriptions and performance evaluations for office staff members
- CNP county program reports and records should be filed by program year for three years.

Financial Policies and Best Practices

The following financial policies and best practices apply to ALL UWE employees.

Financial support of all UW programming comes from either grants, donations/sponsorships, fees, or government expenditures (county, state or federal). Fiscal responsibility rests with the employees using these funds and all such funds are considered to be “public” funds to support UWE programming.

County Funds

Support of UWE programming from county budgets is requested from County Commissioners by the designated UWE county coordinator in consultation with their supervisor.

Expenditures of these funds should follow county government policies and procedures. The county tax exempt number must be used for tax exempt purchases when those expenses are paid out of county funds.

UW Extension Funds

Support of UWE programming from state and federal funds is requested from UW administration. Expenditures of such funds should follow state government or UW policies and procedures as applicable and determined by the Director of Extension.

Annual budgets for UW extension are developed by UWE administration. Expenses frequently paid or reimbursed from UW extension funds include employee compensation, area travel, professional development, Program Development and Assessment Team meetings, etc. The UW tax exempt number must be used for tax exempt purchases when expenses are paid using a UW P-card. Additional university sales tax exemption information is available on the [Tax Office](#) website.

Expenses must be submitted through WyoCloud Financial Management & HCM within 30 days. Reimbursement for expenses incurred will be at the current rate prescribed by the university. Receipts and appropriate documentation must be uploaded with the submission in WyoCloud.

Any expense item submitted for travel beyond an assigned or authorized geographic area must have prior supervisor approval for payment to be processed.

Participants at state-funded events who miss portions of the event without prior supervisory approval forfeit their state expense reimbursement.

Handling of Funds

No campus-based UW employee except the director of the business office can have custody of or disburse UWE funds or the funds of organizations sponsored by UWE. Funds collected by administrators, educators or specialists must be deposited with the manager of the business office, who will provide for full and proper accounting and make appropriate disbursements.

Income from county-budgeted funds cannot be co-mingled with the above-mentioned funds and must be returned to county general funds.

Program Development Designated Accounts

Each employee may have a program development designated account created by the CALSNR business office. Individual activity codes are used to track these funds.

An employee can generate funds to deposit into the designated account through programming fees, client organization reimbursements, honoraria and/or event sponsorships.

Once funds have been deposited into the account, an employee can access them to cover programming expenses through a P-card, reimbursement vouchers, IDRs or any other way UW funds are disbursed. Expenditures of such funds should follow state government or UW policies and procedures as applicable and determined by the Director of Extension.

Financial Management

UWE does not provide fiscal services including management of bank accounts, signatures, nor accounting for community groups, committees, or clubs. UW employees in their official capacity should not accept fiscal responsibility for the bank account of Extension related community organizations.

The University of Wyoming 4-H Program receives financial support from various entities in our communities and state. It is our responsibility as 4-H educators, volunteers, and members in the 4-H program to ensure 4-H funds are managed in the most transparent manner.

The [Wyoming 4-H Financial Management Policies and Guidelines](#) provide rules, guidance, and best practices for UW Extension offices, volunteers, and club officers for the management, accountability and reporting of 4-H funds.

UW Procurement Card (P-card)

P-cards can be used to pay for variety of items such as conference registration, airfare, mileage, lodging, educational supplies, etc. as long as there are adequate funds to cover the expenses. All expenses on the P-card must be reconciled within 30 days.

The University of Wyoming is tax exempt. Federal tax, Wyoming state sales tax and Wyoming lodging tax should not be included on expenses paid with a P-card. Please present the [certificate of exemption](#) as needed. Sales tax will be reimbursed to individuals for travel and other small purchases made *outside* of Wyoming.

Employees who wish to receive a p-card, must request one from their UWE supervisor. Upon approval, the employee will complete a Procurement Card Agreement and complete training on the p-card policies and procedures before they can be issued a p-card.

[Procurement card information](#) can be found under the Procurement and Payment Services tab.

Purchasing

Expenditure of UWE funds to purchase equipment or supplies require approval by an appropriate associate director or Extension director. All purchases must be made in accordance with university policies and guidelines as set by [Procurement Services](#). Information can be found under the Procurement and Payment Services tab.

Ordering CNP Supplies

Teaching supplies can be requested from the state office throughout the year. Each spring an inventory order form is completed for the bulk of items needed. Supplies are usually distributed in the fall. A list of available inventory items can be found on the [CNP employee resources](#) website. A most up-to-date request form will be emailed to everyone prior to the ordering deadline.

CNP employees have a Procurement Card (p-card) for purchases. For office supplies, all purchases require itemized receipts. Employees should talk with local county staff for procedures. Purchasing supplies out-of-pocket is not encouraged, but if necessary, the receipt may be submitted via WyoCloud.

Food may be purchased for educational purposes. Employees purchase and prepare only enough food to give clients a sample. Clients with special dietary needs or requests may bring in their own ingredients for recipes. Foods purchased should be nutritious. Purchasing non-nutritious foods for display or educational purposes must be so noted on receipts.

Contracts

Written contracts may take many forms including agreements for services, letters of agreement, purchase orders, online terms and conditions, and invoices. Generally, contracts are utilized when purchasing goods and/or services, although the Office of General Counsel reviews other agreements,

including memorandums of agreements (MOAs), memorandums of understandings (MOUs), cooperative education agreements, etc.

Any document that requires a signature representing UW must be reviewed, approved, and signed by the manager of University Procurement Services, UW legal, UW risk management, or the Dean or Director as deemed appropriate. UW employees should direct all such documents through the office of the Director of Extension who will facilitate subsequent processes until completed and returned. The length of time to process a contract is based upon the complexity of the contract and the number of parties involved. Please allow ample time for processing.

Grants

UWE employees listed as a PI or cooperator on a grant that obligates their time and/or salary in the implementation of the grant must consult with their supervisor *prior to submitting* the grant application.

Greensheets are required for all external grants at the time of proposal development. You will not receive your money unless a greensheet is on file. Instructions regarding Greensheets can be found through the [Office for Research and Economic Development](#). The Research Organization Administration and Management (ROAMWyo) Proposals and Sponsored Projects applications will allow PIs to prepare proposals for internal routing and review. ROAMWyo will provide researchers a dashboard that gives an overview of proposal progress and awards. ROAMWyo allows direct system-to-system submission capabilities with Grants.gov, which ensures proposal accuracy with real-time error validations.

Internal UW grants do not require a greensheet.

Legal Policies

The following legal policies apply to ALL UWE employees.

Civil Rights

All Extension programs are offered in full compliance with the provisions in *Guidelines and Affirmative Action Plan for Meeting Non-Discriminatory Standards in the Conduct of All Programs*, University of Wyoming Extension Service April 2011.

The three civil rights acts described below are relevant to federally assisted programs and are jurisdictional for NIFA:

Title VI of the Civil Rights Act of 1964 – Title VI provides that: “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.”

Title IX Education Amendments of 1972 – Title IX reads that: “No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Rehabilitation Act of 1973, Sections 503, 504 and 508 – The Rehabilitation Act of 1973 requires access to programs and activities that are funded by Federal agencies...

- 503 – Nondiscrimination under federal grants in employment
- 504 – Non-discrimination under federal grants programs from participating in programs or receiving benefits
- 508 – Electronic and Information Technology (accessibility)

Two concepts embedded in civil rights include nondiscrimination (intentionally or accidentally keeping people out) and affirmative action (intentionally reaching out to underrepresented groups). These two concepts should be thoughtfully considered in all program planning efforts.

The [UW non-discrimination policy](#) is much broader and must be followed in all Extension programs and activities.

“...And Justice for All” posters

The “And Justice for All” civil rights poster is the primary method used to inform customers of their rights.

Posters must be prominently displayed in all offices where it may be read by customers. USDA requires that posters be printed a specific size, 11” width x 17” height. The minimum text size that will be used on the “And Justice for All” posters is 14 point.

Land Acknowledgement Statement poster

Each county office has been provided with the formal UWE Land Acknowledgement Statement poster to be prominently displayed in the office where it may be read by customers.

EEO

"The University is committed to equal opportunity for all persons in all facets of the University's operations. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations. It shall also be the policy of the University to utilize an affirmative action approach in the recruiting, hiring and promotion of women, people of color and other persons from designated groups covered by federal statutes, executive orders and implementing regulations in order to achieve a diverse workforce and student body."

For more information, please see [UW Reg 4-1 Equal Education and Employment Opportunity](#).

ADA Reasonable Accommodations

The University of Wyoming will not discriminate against qualified individuals with disabilities in employment practices and activities, including, but not limited to, application procedures, hiring, tenure, promotion, advancement, termination, training, compensation, and benefits. Information to initiate [ADA reasonable accommodations](#) can be found on the UW Human Resources website.

Equal Opportunity, Harassment, and Nondiscrimination – Standard Administrative Policy and Procedure

The University of Wyoming is committed to maintaining a respectful, safe, and non-threatening environment for its faculty, staff, students, contractors, and visitors (“University community”). UW will address and resolve all complaints of discrimination, harassment, and retaliation. To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, UW has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. UW values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, athletics, or employment. At other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, it can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this nondiscrimination policy is reported, the allegations are subject to resolution using Recipient’s “Process A” or “Process B,” as determined by the Title IX Coordinator. When the Respondent is a member of the UW community, a formal complaint may be filed regardless of whether the Complainant is a member of the UW community. The procedures may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this [policy](#).

Notice/Complaints of Discrimination, Harassment, and/or Retaliation

Reports of discrimination, harassment, and/or retaliation may be made using any of the following options:

- File a report with, or give verbal notice to, the Title IX Coordinator or deputy coordinators. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office listed for the Title IX Coordinator or any other official listed.
- Report online, using the reporting form posted at www.uwyo.edu/reportit. An online report is not considered a Formal Complaint and does not necessarily require a formal investigation. Anonymous reports are accepted but can create a need to investigate to determine if the parties can be identified. If not, no further formal action is taken, though measures intended to protect the community may be enacted. UW tries to provide supportive measures to all Complainants, which may be impossible with an anonymous report that does not identify the Complainant. UW respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, so the Complainant is largely in control and should not fear a loss of confidentiality by making a report that allows UW to discuss and/or provide supportive measures.
- Report to any supervisor or University Officer. Any supervisor or University Officer who witnesses or receives a written or verbal report or complaint of discrimination, harassment

or related retaliation that occurs in University employment or educational programs and activities, must promptly report such behavior to the Title IX Coordinator.

A **Formal Complaint** means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University of Wyoming investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by UW) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint and requests that the University investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

Child Abuse/Neglect Reporting

Every person, private citizen or professional in Wyoming who has reason to believe that a child under 18 has been abused is mandated by law to report the suspected abuse. Failure to do so is a crime. No person, regardless of their relationship with the child or family, is immune from reporting suspected abuse. A person making a report in good faith is immune from both civil and criminal liability.

When to Report: A report of suspected abuse is only a request for an investigation. A request for investigation should be made when there is reasonable cause to believe that a child or adolescent has been abused or neglected or is in danger of being abused. The person making the request for investigation does not need to prove the abuse. Investigation and validation of child abuse reports are the responsibility of child protection service personnel or law enforcement personnel.

How to Report: A request for investigation can be made to any county office of the Department of Family Service. AFTER HOURS, CALL 911. When reporting, the following information will be requested:

1. Name, age, and gender of child and other family members
2. Address, phone numbers, and/or direction to child’s home
3. Parent’s place of employment
4. Description of suspected abuse
5. Current condition of the child

Legal Liability

UWE employees and official volunteers, while acting in their official capacity, are covered by the UW liability insurance policy. However, what constitutes acting in the line of duty or in an official capacity may be something which must be defined in each individual case.

An employee or volunteer may be subject to a lawsuit, and it may have to be determined if the employee was acting within his or her official capacity and in good faith in a particular circumstance. All

employees should be thoroughly familiar with the scope of their responsibilities as described in their current job description.

UWE employees should be certain that all recommendations they make to clients are based on reliable research from the experiment station, USDA, government agencies, other universities, and UW experts. In making recommendations, extension employees must give all the facts at their disposal as to the potential good or harmful effects that could result from the adoption of any practice. Whenever possible, research-based information supporting the practicing question should be identified.

4-H Name and Emblem

The emblem and 4-H name are federally protected. The [code of federal regulations](#) stipulates the 4-H name and emblem are to be used for educational purposes. They are not to be altered, stylized, or printed over. They cannot be used for the endorsement of commercial products or services. Questions concerning proper use of the 4-H emblem or name should be referred to the state 4-H office.

Appendix A – Explanation of Titles and Roles

Academic Professionals – Academic professionals are characterized by specialized qualifications and specific job descriptions enabling them to fulfill assigned academic duties, maintain peer relationships with faculty, and hold academic appointments. They possess the same safeguards of academic freedom provided for faculty.

Administrative Professionals - Administrative professionals provide general support to the organization. The general nature of this position makes for a long and varied list of responsibilities. Administrative professionals act as the liaison between supervisors, office staff, and clientele. The role of administrative professional is a general role that requires both soft skills and technical knowledge.

Administrator – An administrator is a professional person with or without academic rank whose primary responsibility is the administration of the UW Extension.

County Coordinators – County coordinators are extension educators with, generally but not always, two years of UWE experience who are selected and assigned rather than administratively appointed. Their responsibilities include performing as area educators or county-based 4-H or horticulture educators, acting as liaisons between the county and UWE in terms of budgetary and commissioner interactions, all programs, and administering the county budget. They have supervisory responsibility for clerical employees and other county staff members. County coordinators are supervised by associate directors.

Dean, College of Agriculture, Life Sciences and Natural Resources – The dean is the chief academic and administrative officer of the CALSNR.

Director, UW Extension – The director is the chief administrative officer of UWE, administratively responsible to the dean and to the administrator of the National Institute of Food and Agriculture (NIFA) of the United States Department of Agriculture.

Extension Area – The state is organized into five multi-county extension areas:

- Northwest (Big Horn, Fremont, Hot Springs, Park, and Washakie Counties, and Wind River Reservation)
- Northeast (Johnson, Sheridan, Campbell, Crook, and Weston Counties)
- CNN (Converse, Natrona, and Niobrara Counties)
- Southeast (Goshen, Laramie, Platte, Albany and Carbon Counties)
- West (Sweetwater, Uinta, Lincoln, Sublette, and Teton Counties)

Extension Educators –

Area Educators - Area educators, with a county focus, concentrate on various initiatives in which they have specialized training and experience and work across county boundaries within a multi-county extension area. Area educators are expected to give approximately 15 percent of their time to 4-H and youth programming within their initiative foci and extension area.

County 4-H Youth Development Educators – County 4-H youth development educators provide leadership and oversight to the 4-H Youth Development program in their designated county. It is also common for 4-H youth development educators to provide support for statewide 4-H events. Salary for county 4-H youth development educators may be partially or fully funded by county government depending on the MOU.

CNP Educators - CNP educators provide nutrition and physical activity education to people with limited resources and engage in community-level policy, systems, and environmental changes to improve access to healthy foods and physical activity. Educators deliver programming to adults and youth that meet program guidelines. CNP Educators are federally funded through SNAP-Ed and EFNEP.

Specialists – Specialists are persons with advanced degree training in a specialized subject matter who hold a professional staff, academic professional, or faculty appointment in an academic department or unit of the college. UWE specialists must devote from 5 to 15 percent of their time to 4-H and youth development programming.

Appendix B – Links

Information on Governance and Structure

[UW Regulation 1-1: Organization of the University](#)

[UW Regulation 1-3: Staff Senate](#)

[UW Regulation 1-4: Shared Governance](#)

[UW Regulation 1-101: UW Regulations and Standard Administrative Policies and Procedures](#)

[Marketing Brand Standards and Printed Publications](#)

[Public Records Requests](#)

Information on Academic Affairs

[Academic Personnel: UW Regulations 2-1 through 2-16](#)

[Academic Management: UW Regulations 2-100 through 2-120](#)

[Enrollment Management: UW Regulations 2-200 through 2-211](#)

[Faculty & Faculty Senate Bylaws: UW Regulations 2-300 through 2-303](#)

[Regulations of Academic Units: UW Regulations 2-400 through 2-410](#)

[UW Regulation 2-1: Academic Personnel](#)

[UW Regulation 2-2: Academic Personnel Dispute Resolution](#)

[UW Regulation 2-3: Compensation for Academic Personnel](#)

[UW Regulation 2-4: Guidelines for Extended-Term Faculty](#)

[UW Regulation 2-5: Assessing Effective Teaching](#)

[UW Regulation 2-6: Dismissal of Academic Personnel](#)

[UW Regulation 2-7: Procedures for Reappointment, Tenure, Promotion and Fixed-Term](#)

[UW Regulation 2-8: Appointment, Evaluation and Removal of Academic Administrators](#)

[UW Regulation 2-9: Faculty Workload](#)

[UW Regulation 2-10: Post-Tenure Review](#)

[UW Regulation 2-11: Financial Exigency](#)

[UW Regulation 2-12: Budget Reductions](#)

[UW Regulation 2-13: Academic Program Reorganization, Consolidation, Reduction and Discontinuance](#)

[UW Regulation 2-14: Appeal Procedures](#)

[UW Regulation 2-15: Academic Freedom](#)

[UW Regulation 2-16: Sabbatical and Professional Development Leave](#)

Information on Athletics

[UW Regulation 3-1: Administration and Oversight of Athletics](#)

[Trademark Licensing](#)

Information on Diversity and Equal Opportunity

[UW Regulation 4-1: Equal Education and Employment Opportunity](#)

[UW Regulation 4-2: Discrimination and Harassment](#)

[UW Regulation 4-3: Title IX and Sexual Misconduct](#)

[UW Regulation 4-4: Violence in the Workplace](#)

[Website Accessibility Policy](#)

[Equal Opportunity, Harassment, and Nondiscrimination](#)

[Public Event and Program Accommodations](#)

Employment and Ethics

[UW Regulation 5-2: Retirement Provisions](#)

[UW Regulation 5-3: Employee Handbook](#)

[Employee Handbook](#)

[Annual Salary Distribution Policy](#)

[Flexible Work Arrangement Policy](#)

[Code of Ethical Conduct](#)

[Employee Handbook](#)

[PD 4-1992-4 University of Wyoming Waste Minimization Program and University of Wyoming Hazardous Waste Minimization Plan](#)

Facilities

[UW Regulation 6-1: Design, Construction, and Naming of Buildings](#)

[UW Regulation 6-4: Use of University Buildings, Grounds and Service](#)

[UW Regulation 6-5: Use of Bicycles and Non-Motorized Vehicles](#)

[UW Regulation 6-6: Regulating Smoking](#)

[UW Regulation 6-7: Space Assignment and Management](#)

[UW Regulation 6-8: Acquisition, Retention or Disposal of Real Property](#)

[UW Regulation 6-9: Project Development Policy and Procedure for UW Capital Construction Projects](#)

[UW Regulation 6-10: University of Wyoming Public Art](#)

[University Facilities Council](#)

[Inclement Weather Policy](#)

[Bicycle Pedestrian Safety Committee](#)

[Parking Advisory and Appeals Committee](#)

[Scheduling of University Facilities](#)

[Trespass](#)

[PD2-1990-1 Key Policies and Directives](#)

[PD2-1992-1 Use of University Buildings, Grounds, and Services by Students and Student Organizations](#)

[PD2-1996-1 Use of University Facilities and Equipment](#)

[PD2-2014-1 Trespass \(Directive\)](#)

Finance and Business

[UW Regulation 7-1: University's Operating Budget](#)

[UW Regulation 7-2: Signature Authority](#)

[UW Regulation 7-7: Investment and Management of University Funds](#)

[UW Regulation 7-8: Gifts and Celebratory Events for Employees](#)

[UW Regulation 7-9: Standard Administrative Policies and Procedures - Finance and Business](#)

[UW Regulation 7-10: Division and College Fiscal Year End Carry Forward Policy](#)

[UW Regulation 7-11: Tuition, Fees, Scholarships and Financial Aid](#)

[Payment Card Industry Compliance](#)

[University Store - Required Course Materials and Supplies](#)

[University Travel and Reimbursement Policy](#)

[Appendix A - Definitions](#)

[Quote and Bid Threshold Policy](#)

[University Capital Equipment and Depreciation of Capital Assets Policy](#)

[Electronic and Digital Signatures](#)

[Signature Authority](#)

[Heightened Risk International Travel](#)

[Vehicle Accident Reporting Procedures](#)

[Driving for University Business](#)

[Procurement and Maintenance of University Owned Vehicles](#)

[HIPAA Hybrid Entity Designation](#)

[Receipt and Handling of University Funds](#)

[Fringe Rates](#)

[PI/Award Transfer to Another Institution](#)

[UW Guidelines for Equipment Transfer for Departing Faculty](#)

[Award Closeout Guidance Policy](#)

[Cost Sharing Policy](#)

[Policy for Direct Charges to Sponsored Projects](#)

[Effort Reporting Policy](#)

[Expenditure Correction/Cost Transfer Policy](#)

[Institutional Base Salary](#)

[Program Income for Sponsored Programs](#)

[Residual Balance Fund Transfer Policy](#)

[Guidelines for Charging Faculty Summer Salary](#)

[Travel Under Externally Sponsored Agreements](#)

[Subrecipient Monitoring](#)

[Purchase Order and Invoice Tolerance Rules](#)

[PD3-1993-1 Receipt and Handling of University Funds](#)

[PD3-1995-1 Institutional Eligibility to Participate in Federal Student Assistance Programs](#)

[PD3-2014-1 Signature Authority](#)

[PD3-2015-1 HIPAA Hybrid Entity Designation](#)

Information Technology

[UW Regulation 8-1: Proper Use of Computing and Data Communications Facilities Operated by Division of Information Technology](#)

[Email Services and Accounts - Policies, Procedures, and Appropriate Use](#)

Research and Economic Development

[UW Regulation 9-1: University Intellectual Property](#)

[UW Regulation 9-2: Indirect Cost Rates and Distribution](#)

[Institutional Biosafety Committee](#)

[Institutional Animal Care and Use Committee](#)

[Institutional Review Board for Research Involving Human Subjects](#)

[Radiation Safety Committee](#)

Safety and Security

[UW Regulation 10-2: Standard Administrative Policies and Procedures - Safety and Security](#)

[COVID-19 Mitigation Measures](#)

Student Affairs

[UW Regulation 11-1: Student Conduct](#)

[UW Regulation 11-4: Student Organizations](#)

[UW Regulation 11-5: ASUW Student Government](#)

[UW Regulation 11-6: Student Media Board](#)

[UW Regulation 11-7: Wyoming Union](#)

[UW Regulation 11-8: Incoming Student Live-In Requirement](#)

[Dean of Student's Admission Consultation Policy](#)

University Relations

[UW Regulation 12-1: Private Fundraising Activities](#)

[UW Regulation 12-2: Naming of University Facilities, Programmatic Units, and Funded Academic Honors](#)

[UW Regulation 12-3: Motor Vehicle and Tribal License Plate Programs](#)

[UW Regulation 12-4: Government Relations](#)

[UW Regulation 12-5: UW Foundation Funds Available for Appropriation](#)

[Naming Opportunities and Minimum Funding Requirements for Naming of University Facilities, Programmatic Units, and Funded Academic Honors](#)