



OFFICE POLICY MANUAL

UNIVERSITY OF WYOMING EXTENSION

REVISED 2015

Contents University of Wyoming Extension
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Summary of Legislation, Organization, Role, and Programs of the Extension Service

Legislation

The Smith-Lever Act of 1914 is the basic federal legislation which established the University of Wyoming Extension (UWE). The Smith-Lever Act has led to legislation providing for cooperative educational programming with those states that enacted similar legislation. The act has been amended over the years, mandating extension educational programming which is current with the needs of American society.

The basic elements of the federal legislation permit the appropriation of federal funds to the states in support of local programs oriented to the needs of the people. The program areas include but are not limited to agriculture, family consumer sciences, 4-H Youth Development, community resource development, and other related fields. The breadth of this legislative charter permits the broad scope of programs maintained by the UWE.

The Wyoming State Legislature enacted legislation accepting the provisions of the federal Smith-Lever Act and delegating to the University of Wyoming (a land-grant university) the responsibility of the overall administration of the Agricultural Extension Service.

For a summary of Wyoming laws providing for agricultural extension work, see the Project Agreement between the Extension Service, USDA, and the Agricultural Extension Service, State of Wyoming, July 1, 1972. More recent legislation changed the title to the Cooperative Extension Service to more accurately reflect the organization's function and the broad range of educational programming demanded by Wyoming citizens.

The initial state legislation designated the boards of county commissioners as local sponsoring bodies. Through local elections, each of the counties mandated the establishment of a county extension program and authorized the commissioners to support the programs through the appropriation of county funds.

The operational guidelines of UWE are in accordance with Memoranda of Understanding between UW and each board of county commissioners, appropriate tribal councils, and the National Institute of Food and Agriculture (NIFA).

Mission

The University of Wyoming Extension provides lifelong learning opportunities for the people of Wyoming and empowers them to make choices that enhance their quality of life.

Organization

UWE is the entity of the University of Wyoming charged with one of the three major functions of a land-grant university, namely the conduct of non-credit educational programming off campus. The other two functions are resident instruction and research. View the UWE organizational chart at: https://www.uwyo.edu/employee_resources/rules-regulations.asp.

The UWE staff consists of field employees (university extension educators, Cent\$ible Nutrition Program (CNP) educators, and county paid professionals providing educational programming) located in the county offices. Specialists, supervisory, and administrative members are based primarily on the campus of UW. Some state specialists are located off campus, and some staff members with extension responsibilities are based at the agricultural research and extension centers.

Most UWE educators based in the field report to an associate director. CNP educators report to the CNP director. A county coordinator is responsible for the UWE program in each county and they report to the associate directors. County coordinators generally supervise county support staff and county paid educators. Grant-funded employees report to an assigned supervisor. Specialists are assigned to academic departments within the College of Agriculture and Natural Resources and are administratively responsible to their respective department heads.

For purposes of program coordination, specialists are responsible to the extension director or his designee or to department heads. For purposes of program coordination at county or area levels, the state is organized into five extension areas.

Underlying the entire formal organization is a statewide group of volunteers. These volunteers are lay citizens of all ages and interests who contribute time, energy, and resources to the planning, implementation, and evaluation of extension educational programming.

Role

The role of UWE is to provide education. UWE is a unit of the University within the College of Agriculture and Natural Resources (CANR) that is charged with the responsibilities of developing and conducting educational programs designed to assist people in problem solving and in making individual and collective decisions for their own betterment.

UWE is responsible for the collection, objective interpretation, and dissemination of reliable information that will improve the economic and social circumstances of the people of Wyoming.

UWE serves as a liaison between and maintains working relationships with the people and resource agencies of the state. The needs of the public are ascertained in order to assist university research staff members in identifying problems which require new or

additional information. When research results become available, UWE staff members disseminate the information and assist clientele with its application.

UWE is committed to program excellence. Client needs are met by planned, focused, integrated, impact-driven programs implemented through initiative teams. These interdisciplinary teams work collaboratively with field-based educators and state specialists in conjunction with communities and citizens. The role of UWE is to foster positive change across Wyoming by assisting people and communities as they frame their futures. UWE receives input on educational program development from diverse interest groups. Needs assessments are used to determine program direction. Emerging issues are identified by initiative teams.

Programs

Program priorities are the centerpiece of the 2002 Strategic Plan. Program initiatives, identified by the strategic planning process, are selected to go along with the UWE mission and values, the organization's unique expertise and proven capabilities, and the changing needs of Wyoming's society and economy. The priorities support the public's interest in maintaining a globally competitive, economically vital, and environmentally sound Wyoming agriculture in coexistence with the nonagricultural population for whom issues of consumer well-being, resource distribution, and quality of life are nevertheless crucial.

Extension based programs are conducted in five initiative areas Ag and Hort, 4-H Youth Development, Nutrition and Food Safety, Sustainable Management of Rangeland Resources, and Community Development Education. Programs are planned, offered, and evaluated in cooperation with extension area teams, area advisory committees, initiative teams, state coordinating committees, and issue teams.

Extension programs are driven by issues. Problems of local individuals, communities, the state, and the nation influence the program priorities of UWE. Therefore, programs must rapidly adjust to changes in local, state, and national circumstances.

These local program offerings are structured to be congruent with national extension initiatives, which are guidelines developed by the federal extension service at the national level with citizen input from throughout the nation.

The degree of program emphasis varies greatly from county to county. Citizens evaluate local circumstances and help extension staff members develop programs that should receive priority in their area. UWE personnel are responsible for alerting local leaders to opportunities for new and/or expanded educational programs.

Personnel Policies

Federal-State-County Relationships

Most UWE personnel are employees of the University. Extension educators supported by contract 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 with regard to testifying in court, conflicts of interest, and claims against the government. Extension personnel holding a cooperative federal appointment in USDA are not employees of USDA. However, they have opted to participate in the Federal Civil Service Retirement System.

UWE personnel are covered by provisions of the Wyoming Workers' Compensation Act and are eligible to participate in UW life, health, accident, and loss-of-time insurance programs as well as deferred compensation programs.

<http://www.uwyo.edu/hr/employee-benefits/>

Employment

Positions within UWE are filled through a process of application, screening, final selection, and appointment. 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.

The UW is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search, employment and motor vehicle history. Offers of employment are contingent upon the completion of the background check.

Recommendations for appointments are made by the appropriate department head or associate director and passed to the director and then the dean for approval by the appropriate UW officers. The appointment of the director is subject to the approval of the secretary of the USDA.

Extension personnel with academic faculty rankings may earn tenure and academic promotion in accordance with UW tenure and promotion policies and procedures and UW Regulation 5-803. (See faculty and staff handbooks) Extension personnel with an academic professional rank can earn extended term appointments and promotions in accordance with UW Regulation 5-408. Employment will continue as long as performance of an employee remains satisfactory and salary funds are available.

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 in News Briefs or email 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 Vita 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.

With the understanding that competing in a national search and receiving an offer is always the better way to start a new position, this decision will be made based on the following principles: an employee will be transferred only if it is in the interest of UW Extension and the University; a location change would be the primary reason for a transfer; the change would generally be considered a lateral move; transfers will generally not be considered unless there is compelling reason that a national search would preclude the candidate's consideration e.g., a senior educator competing in a search that would be advertised at the assistant level; transfers of an employee to a different type of position would generally not be considered.

If a transfer is under consideration, the input of employees and stakeholders potentially affected by transfer will be sought and considered.

State Personnel: Recruiting and filling vacancies for state positions is based on individual unit or department guidelines in accordance with college and UWE priorities. Factors governing extension personnel with academic rank are contained in Unireg 5-408, and those governing faculty are in Unireg 5-803.

Resignation from the University of Wyoming Extension

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 CANR 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 inventory all UWE property assigned to him or her, audit accounts, and transfer items to an appropriate UWE employee. All debts charged to an employee by UWE must be paid.

Employee Evaluation

Academic Professionals, hired on an extended-term track appointment, must successfully complete a probationary period, normally six years in length.

Performance appraisals are conducted annually by an employee's immediate supervisor during the probationary period. A formal peer review will take place at the end of the probation period for extended term appointments as well as during the probationary period.

Annually, a formal appraisal will be made of each UWE staff member's performance. The appraisal will be conducted by the employee's immediate supervisor or an associate director using a standard form containing a set of criteria pertinent to successful performance in the position. Performance appraisal criteria will relate directly to position descriptions and annual goal statements.

A performance appraisal is intended as an opportunity for a review of an employee's work over a given period of time. 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.

Supervisors have a planning/performance appraisal meeting with each employee. These meetings will help establish qualitative and/or quantitative goals and objectives for the coming year. Appraisals 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. Completed documentation must be sent by the supervisor to the administrative office by -March 15. Supervisors will be evaluated by their administrative superiors. More frequent performance appraisals may be completed as needed.

Employees will be informed about their evaluations and counseled by their immediate supervisor or director regarding both positive accomplishments and areas of professional inadequacy. If appropriate, future professional improvement and training needs will be suggested.

Please see the University of Wyoming Employee Handbook <http://www.uwyo.edu/hr/index.html>, or visit the UW Human Resources website for personnel information regarding:

Salary Adjustments	Annual Leave
Overtime Compensation	Sick Leave
Dismissal from Employment	Bereavement Leave
Personnel without Tenure	Leave without Pay
Personnel with Tenure or Extended Terms	Military Leave
Retirement from UWE	Sabbatical Leave
	Family Medical Leave Act
	Parental Leave

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 staff members 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 work place but is on the job full time with full salary, insurance coverage, and benefits normally received by employees.

Leave requests for travel out of an assigned area must be submitted for supervisor approval prior to the leave or travel.

Legal Holidays

University holidays are determined by the president on an annual basis and reported to all university employees. 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 educators 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. County coordinators must annually inform the CANR Administrative Business Office and associate directors of a county's holiday schedule.

Staff Development

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.

Professional Development

All extension personnel 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 staff members 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.

- Benefited UW employees who are employed on at least a half-time basis (50% of a full-time equivalent), or full-time employees of state and federal government agencies rendering significant educational services to the University (ie: county administrative assistants), are eligible to apply for a tuition and mandatory fees benefit waiver for one UW credit class up to six semester hours during each regular semester and summer session. Part-time benefited employees are eligible for half of this tuition benefit (UW Reg 4-175). It also applies to most Wyoming community colleges. All enrollments are subject to normal requirements for instructor approval and/or prerequisites. To participate, one must complete a tuition waiver form available at the Human Resources office before registration. This form must be signed by a supervisor and approved by the director of personnel.
- If the waiver is approved, staff is not required to make up the time away from the office/job site that is spent in the class which is specifically covered by the waiver benefit.
- A spouse of a full-time benefited employee may enroll for university credit and/or university credit correspondence classes at one-half the tuition rate charged for in-state registration. Spouses of part-time benefited employees are eligible for one-fourth of the tuition benefit. There is reciprocity with Wyoming community colleges.
- The tuition waiver policy and form can be found at <http://www.uwyo.edu/hr/employee-benefits/>

Attendance at Professional and Educational Conferences

UW Extension personnel are encouraged to participate in professional and educational conferences. With prior administrative approval, employees can become involved in such state and local events while on official leave.

Conflict of Commitment and Consulting

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. Employees must not engage directly or indirectly in a financial transaction as a result of or relying primarily on information obtained through UWE employment.

There are two specific bodies of policy underlying the University and UWE policies regarding work related activities; conflict of commitment and consulting. The more general policy, conflict of commitment, governs all university employees. Employees cannot engage in a conflict of commitment.

UNIREG 172 defines a conflict of commitment as “when an employee’s non-university activities: 1. Interfere with meeting the workload obligations of his or her University responsibilities; or, 2. Redirect his or her primary professional loyalty outside the University in violation of his or her commitment to University responsibilities as defined...”

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

1. *Any paid activity 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. Sometimes funding is available to do similar work but on a more extensive scale or sometimes folks just want to contribute. In these cases the funds can be directed to UW Extension to be used at the discretion of the specialist or educator to support their program but not taken as compensation directly from the client.*
2. *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.*
3. *Employees must, in a timely manner, disclose potential conflict of commitments to their supervisor using the conflict of commitment form.*

4. *Certain activities which UW Extension employees have traditionally done are not considered conflicts of commitment.* The only such in-state activity frequently used is judging fairs but there may be others. All outside activities must be reported on the conflict of commitment form.
5. *If clients want to/or are willing to provide support for travel and other associated costs, accepting them is not a conflict of commitment.* Such funds should be moved into UWE accounts and reimbursement sought. In no case should they just be pocketed to cover your own expenditures.
6. *Certain kinds of personal or family businesses may create a conflict of commitment situation.* An example of conflict of commitment might be an animal nutritionist having a side business selling nutritional supplements or animal feeds.

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 https://www.uwyo.edu/employee_resources/forms.asp. Those that do not create any apparent conflict with their work will simply be approved.

The University's consulting policy, contained in Trustee Regulation VII, limits consulting to faculty and academic professionals. 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. In addition, professional and consulting work must be related to the employee's regular campus duties and contribute to the effectiveness of the employee's regular work.

Putting these two policies together; in-state consulting nearly always constitutes a conflict of commitment and is thus not appropriate. Consulting would generally be an out-of-Wyoming activity for extension personnel. Employees have an obligation to report any professional or consulting work or potential conflicts of commitment to their Dean on the conflict of commitment form. Given that extension employees have the duty to teach adults and youth in Wyoming, any work for compensation closely related to job duties would be a conflict of commitment. Any compensation for in-state work could come to UW Extension and be used by the employee to support their programs.

More information can be found at <http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-4-2.pdf>. For questions, contact the UWE Director.

UWE specialists and educators asked to judge in-state fairs and expositions must:

- Submit a UW consulting form
- Submit an official leave form.
- 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

Extension Employees as 4-H Volunteers

UW Extension has oversight of the 4-H program through its employees; therefore, UW 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.

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.

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 are cautioned to be circumspect 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.

Sexual Harassment

The sexual harassment of UW employees is not tolerated and is subject to disciplinary sanctions as a violation of Section 703 of Title VII of the Civil Rights Act of 1964. (University Regulation V; UW Policy on Sexual Harassment)

If one is a victim of sexual harassment or is aware of instances of harassment, he or she should report the incident to an immediate supervisor, to the dean, to an associate dean, or to the employment practices office. Details on reporting sexual harassment can be found at <http://www.uwyo.edu/diversity/complaints/>.

Operational Policies

Plans of Work

Plans of Work are developed by state initiative teams and updated as program focus changes.

Travel by University Extension Employees

University Regulation 3-179 and the updated UW Vehicle Policy went into effect on July 1, 2011. The regulation, policy and related documents can be found at <http://www.uwyo.edu/administration/operations/risk-management/vehicle-use-policy-information.html>.

Driving on University Business

If you plan to drive on UW business, you will be required to provide your driver's license information so that your driving record may be obtained and reviewed. The policy also addresses the use of personal vehicles and transportation of unaffiliated passengers.

Passengers/Guests not on UW Business

Generally, transporting of guests who are not related to UW business in a UW vehicle is prohibited. However, exceptions can be requested using the Exception Request Form. Requests for exceptions will be reviewed and may be granted on limited occasion by the Risk Management Department.

Use of Personal Vehicles on UW Business

When state-owned transportation is not available and public transportation is not practical, an employee can use a personal car and be reimbursed for gas at the current mileage rate authorized by the university.

If an employee wishes to use a personal car when state-owned transportation is available, prior approval must be secured from the employee's immediate supervisor. Personnel using private autos are encouraged to consider carrying extra liability insurance.

If you plan to use your personal vehicle on UW business, understand that your personal insurance policy will be primary in the event of an accident. Also, please be sure that your personal insurance policy does not exclude business use. If you plan to have passengers with you who are not related to UW business, they must sign a waiver. Waivers may be signed on an individual trip basis or for multiple trips during a specified period of time up to but not exceeding one year.

Initial MVR Check and Driver Qualification

All new employees who will need to drive on University business should have their initial check completed during the hiring process. Fleet Services will be notified of all qualified drivers following the driver's initial check. All other individuals who plan to drive on University business must complete the online driver request form as much in advance as possible and at least two business days prior to the need to drive on 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 1 to obtain authorization to drive in the following calendar year. Fleet Services will be notified of all qualified drivers following the annual checks.

Disqualified Drivers

An individual cannot drive on University business if their driving record does not meet the requirements set forth in the policy. In the event that your record is unsatisfactory, you and your supervisor/departmental designee will be notified. If an employee is informed that, based on their driving record, they do not meet the requirements of the policy and therefore will not be allowed to drive, they may request a copy of the record from the Risk Management Department. The supervisor and/or department will make all determinations with regard to employment consequences of an individual's inability to drive under the policy.

Extension Authorized Travel

The standard method of travel by university extension educators at county and area levels in their respectively assigned geographic locations is by personal car. Expenses for such business travel are paid according to current university or county rates. UWE Employees are expected to combine travel insofar as feasible, sharing transportation and room accommodations in order to conserve travel budgets.

Extension personnel are authorized to travel in furtherance of the UWE program in their assigned areas. Travel out of an assigned area must be approved in advance by an immediate supervisor.

Requests for the authorization of travel by county and area staff members must be made to an associate director's office at least 10 days prior to the date of travel. Requests for travel must be submitted via e-mail on the UWE leave request form found at the following Web site:

https://www.uwyo.edu/employee_resources/forms/travel_request.asp. An associate director will acknowledge approval or non-approval via e-mail.

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

State Extension Conferences

Two or more extension employees assigned to the same county, area, or state offices attending state-reimbursed extension conferences, committee meetings, in-service training workshops, and similar events should combine travel in one vehicle if the full mileage rate is to be paid. Extension personnel are responsible for making appropriate travel arrangements.

Association Meetings

Active participation is encouraged in extension professional associations for 4-H, family and consumer sciences, community development, and ag educators. Insofar as possible, time schedules will be arranged to allow for meetings of state professional associations in conjunction with statewide extension meetings or conferences. Requests for official time to attend association meetings must be submitted in advance to UWE administrators.

Travel by Specialists, Supervisors, and Administrators

All travel outside the assigned work area by specialists, supervisors, and administrators to be paid for by UWE must be approved in advance. Travel requests must be submitted via e-mail with the UWE official leave request form found at the following Web site: https://www.uwyo.edu/employee_resources/forms/travel_request.asp. An immediate supervisor and the director will acknowledge approval or non-approval with an e-mail back to the initiator.

Employees must use the most economical and practical method of travel consistent with a wise expenditure of time. State UWE motor pool automobiles can be used when it is practical and when they are available. When expense and time calculations justify it, travel can be arranged by plane. The use of private planes must be approved in advance by the director and the associate provost.

Expense Accounts

Personnel Expenses Paid from County Funds

Extension personnel reimbursed by county funds must adhere to the policies specific to that county.

Personnel Expenses Paid from State Funds

Extension personnel whose expenses are reimbursed from state extension funds must submit claims for reimbursement supported by appropriate receipts and documentation to the agricultural business office. Claims for reimbursement must be submitted within 60 days following the event or they will not be paid.

Reimbursement for expenses incurred will be at the current rate prescribed by the university and as shown on the expense account form. All claims for travel expenses must be supported by a leave request form previously approved by an appropriate authority. Receipts, when required, must show the place and date they were issued, the amount of the purchase, and a description of the purchase.

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

Reports

All UWE personnel are required to file annual reports on program accomplishments. A report is a written record of results or impacts stemming from an effort made by an employee. Reports are used to show the impact of UWE involvement in Wyoming issues. Information from them has been used in the past with other agencies and the legislature to document the rationale for UWE involvement in particular issues. The reports also provide documentation for state and federal funding. UWE is increasingly being required to provide outcome-based data, not just numbers. The reports provide this information.

Statistical Reports

All UWE employees are required to report both direct and in-direct contacts reached through Extension work. This data is captured in an on-line reporting program which builds a data base of the number of contacts made, whether they are youth or adult, gender, and ethnicity for civil rights monitoring. Extension reporting can be accessed by going to: www.uwextensionreporting.org.

Annual Accomplishment Reports

Each extension employee must prepare and file an annual report with his or her supervisor at the end of the federal fiscal year. Annual accomplishment reports should highlight major educational endeavors of an extension employee including educational programs facilitated, taught and organized, educational materials developed, media efforts, professional activities, committee or service to UWE, collaborative efforts, grants and resource development, and administrative responsibilities. 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.

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.

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 disposal of pertinent records. All files, both current and permanent, should be reviewed periodically and cleared of outdated and unnecessary materials.

Minimum current county/area extension office records must include:

- Inventory of all equipment and property assigned to the office
- A current budget
- Expense accounts for the current year
- A county affirmative action/civil rights/EEO plan and any related documents
- Up-to-date mailing lists
- Current 4-H and homemaker club enrollments
- A list of cooperating organizations, agencies, and groups
- Copies of current correspondence
- Current subject matter reference files
- A UWE Policy Manual
- Job descriptions and performance evaluations for office staff members
- CNP enrollment numbers where applicable

Minimum permanent county/area extension office records must include copies of:

- Contact reports, MOUs, operating agreements, and cooperative agreements
- Copies of county budgets for three previous years
- Copies of expense accounts for three previous years
- Affirmative action documentation for three previous years
- 4-H club chartering materials

Handling of Funds

No campus-based UW employee except the manager of the business office can have custody of or disburse UWE funds or the funds of organizations sponsored by UWE. Funds collected by administrators 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.

Contracts

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. **Please allow a minimum of three weeks for processing.**

A contract is an agreement (oral or written) between two or more parties where there is a mutual exchange of promises or other consideration upon defined terms and/or conditions. Although contracts for the University of Wyoming are primarily written documents, there can be enforceable oral 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.

What is a good? Goods are defined as supplies, materials, and equipment purchased by University departments. For example, pens, software, and equipment are all considered goods.

What is a service? Services are defined as labor, time, or effort furnished by an outside entity to the University. For example, providing training, performing a seminar, writing a report, and designing a website are all considered services. **Any contract committing UWE as a part of UW must be submitted to UWE State office where they will be forwarded on to Risk Management and/or General Counsel for review and to the purchasing manager and UWE Director for their signatures as applicable.**

What if the purchase involves both a good and a service? If a purchase involves both a good and a service (for example, you purchase a piece of equipment and the company provides training to University employees on how to use the equipment), then the purchase should be treated as a service.

Purchasing

All requests for the expenditure of State Extension funds to purchase equipment or supplies require approval by an appropriate associate director. Approval by the director is required for all requests for major State expenditures. All purchases must be made in accordance with university policies and guidelines as set by Procurement Services. <http://www.uwyo.edu/procurement/>.

Grants

UWE employees are encouraged to secure funding for programming that aligns with the UWE mission and programming efforts. UW has a formal process through the Office of Research and Economic Development for all grants secured by UW employees. The process ensures that the principle investigator(s) (PI's), UW Extension, and the CANR receive due credit and applicable incentives from indirect costs for obtaining such funds.

- A “greensheet” should be completed in the proposal stage.
- All proposals should include requests for indirect costs unless specifically disallowed by the granting agency.
- UW procedures require that the research office approve all proposals before they are sent to the sponsoring agency. The research office has oversight for proposals and works with the sponsored programs office to ensure fiscal integrity.
- Upon receiving a grant award, a PI should contact the college’s business office manager to determine the assigned bookkeeper with in the college.

A frequently asked questions (FAQ) and proposal development support can be found online at: <http://www.uwyo.edu/research/proposal%20development>

Financial Management

All 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 securing any of these funds and all such funds are considered to be “public” funds to support UWE programming. UW Extension does not provide fiscal services including management of bank accounts, signatures, nor accounting for community groups, committees, or clubs. UW employees should not be signatories on any bank account (See 4-H Note below for exception).

Grants- See “Grants” section.

Donations/Sponsorships- Any donation or paid sponsorship for an UWE program should be deposited in a revolving account established at UW within the CANR Administrative Business Office. Funds can be expended by the person with oversight for that programming effort through UW procedures such as a P-card, reimbursement, or cash advancement.

Fees- Any participation or registration fee for any UWE program should be deposited in a revolving account established at UW within the business office of the college. Funds can be expended by the person with oversight for that programming effort through UW procedures such as a P-card, reimbursement, or cash advancement.

County Funds- Support of UWE programming from county budgets (tax collections) is requested from County Commissioners by the designated UWE county coordinator in consultation with their supervisor. Expenditures of such funds should follow county government policies and procedures.

State/Federal Funds- Support of UWE programming from state and federal budgets (tax collections) is requested UW Administration. Expenditures of such funds should follow state government or UW policies and procedures as applicable and determined by the Director of Extension.

4-H Exception: Because of the magnitude of the 4-H program and the tax implications of clubs/groups associated with UWE, a group exemption number (GEN) has been obtained by UW for management and oversight of funds supporting 4-H programming. Primarily it is used for IRS compliance for officially chartered 4-H clubs and officially designated 4-H committees. However, one account can be locally established with a unique EIN and linked to the GEN with a title of “UW 4-H in _____ County”.

This account can be used for donations, sponsorships, or fees generated for the 4-H program. This account is subject to annual auditing by UW and should be carefully managed by office personnel and under the direction of the 4-H Educator. UW employees may be signors on this account. Additionally, UW employees may be listed as signors on any bank account that is under the purview of the 4-H program. UW employees should not sign checks but rather are UW designees for closure of transferring of monies in 4-H account.

Research and/or Surveys Requiring Human Subject 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 can be found on the IRB website:

<http://www.uwyo.edu/research/compliance/human-subjects/index.html>

Determinations about whether an activity represents human subjects research are based on definitions of “research” and “human subjects” as defined by the federal regulations.

The regulatory definition of “research” is a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. A “human subject” is a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.

Extension personnel seeking guidance regarding whether an activity is human subjects research should consult with the Office of Research and Economic Development. The Associate Vice President for Research and Economic Development, the IRB Chair, or a designee will determine whether the activity represents human subjects research. A minimum of two to three months lead time should be allowed to complete the IRB process.

UW Extension Mail

Mail sent with federal, state, or county tax sources should reflect the educational mission of the UWE. Refer to Appendix B, UW Extension Mail, for guidelines and instructions.

Distribution of Bulletins

The UW CANR publishes educational materials for the public in many subject areas. Most of these publications are downloadable from the UW Extension website at no cost to the consumer.

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

UW Extension Publications

The UWE Office of Communications and Technology supports UWE professionals and the CANR 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 responsibility for the development of publications starts with the author or program-planning teams. A review by three peers – two internal and one external to the department – and signatures from the appropriate department head and associate dean are required before the publication process begins. The UWE communications staff is responsible for editing, layout, and preparing each document for distribution.

To begin the publication process, go to:

https://www.uwyo.edu/employee_resources/forms/ct-project-proposal.asp

For more information and FAQs concerning the publications process, go to:

https://www.uwyo.edu/employee_resources/publications.asp

CANR / UW Extension 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, go to:

https://www.uwyo.edu/employee_resources/forms/ct-project-proposal.asp

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 making contact with 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 CANR 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 a employee's official interactions with public officials and in public policy debates accurately represent the interests of our entire organization and the University.

When not action 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.

Legal Policies

Civil Rights

The Civil Rights Program is a concept that all people are entitled to equal consideration in all government programs. All programs, including extension, which receive federal funds, are required to document civil rights efforts. It is important in all extension programs. The most effective educators in extension have always tried to extend their programs to people not usually being served. This is civil rights extension.

Civil rights legislation, as defined by the Civil Rights Act 1964 simply states that there will be no discrimination in program delivery or in employment based on race, national origin, sex, age, religion, or handicap.

Affirmative Action

The two aspects of extension civil rights activities are program delivery and equal employment opportunity (EEO). Both aspects involved affirmative action to reach the goals we have – affirmative action as opposed to no action or negative action.

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.

Equal Employment Opportunity – University of Wyoming

"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 Regulation 1-3 ([Equal Employment Opportunity/Diversity Program](#))

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, 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.

Testifying in Court

UWE employees may not appear as expert witnesses in judicial proceedings unless they are subpoenaed.

Any employee who is subpoenaed as an expert witness must advise the state extension director before testifying. The director will supply the subpoenaed employee with a letter for submission to the court. This letter will be addressed to the court and will respectfully request that the employee be excused from testifying as an expert witness. If the court refuses to honor the request, the employee will appear in court and testify to matters of fact.

If an employee is called as a witness on behalf of the state in a case in which UWE is a party to the action and when UWE reimburses the employee for mileage, subsistence, and lodging, no witness fees or mileage can be charged by the employee and no time will be deducted for his or her absence from work. The employee will be deemed to be performing duties or services for the state.

If an employee is called as a witness in a case in which UWE is not a party to the action and UWE does not reimburse the employee for mileage, subsistence, and lodging, the employee may collect witness fees and mileage from the proper party and retain them without any loss of time or pay provided the employee remains current with his or her assigned duties, responsibilities, and 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.

Political Activity

The political rights and privileges of all employees of the university are the same as those of any other citizen of the state. However, university funds, time, services, and facilities cannot be used for political purposes unless those purposes are university sanctioned as part of the educational process. Any such use may be subject to disciplinary action, including discharge. For further information, please see UW Regulation 4-2 at: <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/4general-employment.html>.

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.

Jury Duty

UWE personnel are allowed to take official leave for jury duty. Expenses incurred in connection with jury duty will not be reimbursed from county or state UWE funds.

Sales and Solicitations

Personnel 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 in the course of 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.”

Providing Mailing Lists/Names for Private Use

Clientele mailing lists are compiled and maintained by extension personnel for use in educational programming. As such, these mailing lists are the property and responsibility of county extension offices and extension specialist staff members who have developed the lists, usually with the full cooperation of the clients who wish to receive the information.

Mailing lists so developed may not be sold, loaned, or given to commercial or other outside interests for their own use. UWE employees must abide by USDA regulations concerning the furnishing of names for private use.

USDA regulations state: “Mailing lists of farmers or others compiled and maintained by extension agents shall not be given directly or indirectly to any person, firm, or association unless the furnishing of such lists is part of their official work or unless they are authorized to do so by the state extension director...”

The above regulation also applies to furnishing names of UWE-sponsored groups such as Master Gardeners, 4-H clubs, their leaders, and their members.

4-H Name and Emblem

The emblem and 4-H name are federally protected and 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. For specific guidelines, go to <http://nifa.usda.gov/resource/4-h-name-and-emblem>. Questions concerning proper use of the 4-H emblem or name should be referred to the state 4-H office.

Employee Benefits

UW offers a range of employee benefits in the areas of life, accident, disability insurance, health benefits, compensation for on-the-job injuries, and unemployment and retirement programs. For all UW benefits including life insurance, health benefits, long-term disability, worker’s compensation, and retirement programs see the UW Employee Benefits site at: <http://www.uwyo.edu/hr/employee-benefits/>.

See the UW Faculty and Staff Handbook at <http://www.uwyo.edu/hr/additional-information/handbook.html> for further information.

Professional Scheduling Policy

Situation - The charge to Extension Educators is to extend the educational mission of the land-grant university in Wyoming to the people across the state. Often the availability of our clients and/or the nature of the program dictate a need for scheduled work time of the Educator during lunch hours, evenings, and weekends. Flexibility in work time is essential for successful programming. However, Educators also need to achieve a **balance** in work, home, and community life.

Definition - 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.**

Principles - Extension Educators 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. This is especially true for 4-H and Youth Development Educators. Professional Extension Educators 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 work day, 40 hour week, or portion thereof (for part-time Extension employees).

Performance of Extension Educators 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.

Implementation – UWE expects its Educators to implement successful programming while practicing professional scheduling. To ensure that professional scheduling is implemented equitably throughout UWE, the following points should serve as a guide.

Extension Educators are accountable for their time and for fulfilling their assigned job responsibilities. It is professional courtesy that employees communicate with their immediate supervisor, County Coordinator, and support staff in advance when they will be taking professional time off. It is important to communicate with support staff so clientele and clientele calls can be dealt with responsibly in the educator's absence. When the needs of the organization require a professional to be working (for instance, at county fair time), a supervisor may require that the individual not take professional scheduling at that particular time. It is NOT the intent of professional scheduling policy to allow the accumulation of time.

Professional Scheduling is to be practiced on a day-to-day and week-to-week basis, and is not intended to result in the accumulation of 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 Educator's responsibility to develop and maintain their professional calendar. Scheduling an activity outside the normal work day/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 primarily 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 on timesheets. 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 Educator 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 Educator and UWE.

Children and Service Animals in the Workplace

(Risk Management and Human Resources)

1. Children at work present a Risk Management issue – An employee can easily 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.
2. “Best Practices” – The University of Wyoming expects employees to report to work prepared to give 100 percent of their full time and attention to their job.
3. This creates two sets of standards and leads to potential conflict between singles and people with families.
4. These are public funded positions (tax payer dollars) – 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 insure that distractions to clientele and colleagues are kept to a minimum.

Employees shall not use University office space or other property as a substitution for appropriate child care and shall not have minors in their office on a regular basis unless the presence of minors is directly related to University business. Such minors may be present for occasional, infrequent, temporary, visits of short duration, in cases of emergency or under other reasonable limited circumstances. Based on the activities of any given location on campus, safety considerations, productivity concerns, etc., such visits may be prohibited by the employee's supervisor, the Director of Environmental Health and Safety, or others with a responsibility for University human resources, facilities, risk management, and environmental health and safety.

Employees seeking accommodations through the American's Disability Act (ADA) such as service animals in the workplace, or other such accommodations, may do so through the UW Human Resources department. For further information go to: <http://www.uwyo.edu/hr/employee-benefits/employee-ada-accommodations/index.html>

Appendix A - Explanation of Terms

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.

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

Area Stakeholder Input Focus Groups – This committee is a diverse group of individuals representing each initiative area that helps identify and prioritize issues of importance to be shared with area teams and state initiative teams.

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 and Natural Resources – The dean is the chief academic and administrative officer of the CANR.

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)

Area Educators – Area educators 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.

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

UW Extension Mail Standards for Mail and Mailing Lists For County/State Extension Offices

Mail that is sent with federal, state, or county tax sources should reflect the educational mission of the University of Wyoming Extension.

1. Mailing lists maintained in county/state offices are for the sole purpose of furthering the educational mission of University of Wyoming Extension and should not be furnished to any other person(s), firm, association, or agency unless directed or approved by the director of the University of Wyoming Cooperative Extension Service.
2. The term “Official Business” should be printed on all envelopes and postcards below the return address.
3. Letterhead: Contact the University of Wyoming Extension’s Communications and Technology Office to obtain a format for letterhead.
4. 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 the University of Wyoming Extension 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.
Example of a suitable disclaimer clause:
“The information given herein is supplied with the understanding that no discrimination is intended and no endorsement by the University of Wyoming Extension is implied.”
5. Religious, or Political Activities: UWE mail may not be used to distribute any type of religious, or political announcements or advertisements.
6. Personal messages that are not related to the educational mission such as holiday or birthday cards, wedding invitations, etc., should not be mailed in University of Wyoming Extension envelopes or with University of Wyoming Extension letterhead and postage.
7. Appropriate disclaimers for newsletters include the two following statements. The statements may be in small font, but probably should not be lower than 7 points:

Issued in furtherance of extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Glen Whipple, director, University of Wyoming Extension, University of Wyoming, Laramie, Wyoming 82071.

The University of Wyoming is an affirmative action/equal opportunity employer and institution and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief in any aspect of employment or services. The institution's educational programs, activities, and services offered to students and/or employees are administered on a non-discriminatory basis subject to the provisions of all civil rights laws and statutes. Evidence of practices that are not consistent with this policy should be reported to the Employment Practices Office at (307) 766-6721.