Contract No. _____
County_____

MEMORANDUM OF AGREEMENT

Between

WASHINGTON STATE UNIVERSITY COOPERATIVE EXTENSION

and

KITTITAS COUNTY

I. Background

The mission of Washington State University Cooperative Extension (CE) is to help people develop leadership skills and use research-based knowledge to improve their economic status and quality of life. Faculty members and support staff are employed to plan, conduct and evaluate educational programs in all 39 counties of the state of Washington. Counties maintain close coordination and cooperation with WSU CE to provide constituents with educational and developmental programs to meet their needs. This is done by providing information, education, technical assistance and local development programs.

II. Purpose

The purpose of this agreement is to formalize the longstanding relationships between Washington State University Cooperative Extension and Kittitas County. This also continues a longstanding, joint funding relationship for county and area Extension faculty and designated support staff. It is the intent of this Memorandum of Agreement to provide constituents in Kittitas County with educational programs to address issues in such areas as sustainable agriculture and natural resources, food safety and quality, and 4-H youth, families and their communities.

III. Under terms of this Memorandum of Agreement, Washington State University Cooperative Extension agrees to:

A. Recruit, employ, and establish salaries for county/area Extension faculty and any designated WSU support staff for Kittitas County. Employment concurrence will be sought from County Commissioners before an individual is hired and assigned to the County.

B. Assure that annual salary increase monies will be available for Cooperative Extension faculty and designated support staff that matches the average percentage appropriated for such purpose by the Washington State Legislature. Annual salary adjustments for Kittitas County Extension faculty will be based on merit or whatever criteria is established by Washington State Legislature.

C. Supplement the funds received from Kittitas County and pay total salary and fringe benefits for each county or area faculty and any designated staff members.

D. Submit to Kittitas County at the beginning of each month a monthly invoice for one-twelfth (1/12) of the amount appearing in Appendix A of this agreement.

E. Provide fringe benefits to county and area Extension faculty as outlined in the WSU Faculty Manual and provide fringe benefits to support staff as outlined by the Higher Education Personnel Board. Annual leave and sick leave are not considered benefits.

F. Grant annual leave, sick leave, professional leave, other leave, and holidays as outlined in the WSU Faculty Manual for county/area Extension faculty or in the Higher Educational Personnel Board handbook for jointly funded and fully WSU funded support staff.

G. Pay its proportional share of annual leave and/or sick leave, for county and area faculty or designated support staff.

H. Provide in-service education for count/area Extension faculty.

I. Provide Kittitas County the expertise of Cooperative Extension state specialists of Washington State University to support county/area Extension faculty in planning and implementing educational programs.

IV Under terms of this Memorandum of Agreement, Kittitas County will:

A. Pay the amount agreed upon monthly to Washington State University for the Extension education services to be rendered in Kittitas County.

B. At the time of separation or retirement of county and area Extension faculty or designated support staff, pay the county's proportional share of costs associated with the annual leave earned while on Kittitas County's MOA. Also at retirement pay 25% of the proportional share of sick leave earned while on the MOA.

C. Promptly pay the invoice from Washington State University. Current month invoice to be billed by the 10th and payable on the 25th of the month. Monthly invoice to be 1/12 of the contract amount.

D. Furnish adequate office facilities for faculty and support staff.

E. Provide an adequate operating budget to carry out Cooperative Extension educational programs for the people of the County. This budget will cover secretarial and support staff salaries not covered by this Memorandum of Agreement, telephone, office equipment including computers, teaching and office supplies, and travel costs.

VI. Washington State University and Kittitas County jointly agree that :

A. Additional program support staff positions may be employed and fully funded by either party to assist in carrying out Cooperative Extension educational programs in the County.

B. This Memorandum of Agreement is effective upon being signed by appropriate representatives of the two organizations. It may be periodically reviewed and amended or supplemented as may be mutually agreed upon in writing.

C. This Memorandum of Agreement may be modified by the parties when mutually agreed upon in writing. This Agreement shall continue in effect until terminated following mutual discussion and agreement. Should the parties, however, be unable to agree on the level of support for Extension faculty and jointly funded staff in the future years, either party may terminate the contract. Written notice of termination must be received before October 1 for termination effective January 1 of the next year.

APPROVED:

Dean and Director,
Cooperative Extension — Date 12/21/01

Chair,
County Commissioners — Date 12-18-01

~~Finance Officer/Sponsored Programs~~ — Date 12-27-01

Dan Nordquist
Interim Director
Office of Grant and
Research Development