

**Guiding Principles for University of Missouri Extension  
Regional Allocations for Youth Positions  
(last revised January 23, 2007)**

**Brief History of Youth “assistant” positions and intent to continue:**

The 4-H Youth programs of the University of Missouri Extension (University Extension) have historically been one of the most publicly recognized programs of University Extension, in large part because of the strong local relationships built by dedicated individuals working in an “assistant” capacity to implement and carry out the curricula and programs created and supported by regional and state youth faculty. This long standing practice and tradition in Extension is very important to the viability of Extension programs and as such it is the intention of University Extension to continue to fund this allocation program that seeks not only to continue the placement of assistants, associates and educators in the field, but in fact an effort to increase the available resources to support these efforts.

University Extension administration cannot foresee how future budget deliberations will impact the overall ability to keep these allocations funded at the level initially set forth in fiscal year 2007, but it is certainly the intention to only try to increase this base whenever possible and prudent.

**Statement of Purpose:**

The purpose of the regional allocations for youth positions is to move the routine decision making for using scarce resources available for youth educator, youth associate and youth assistant positions, from the University administration level of Extension to the regional level. Regional knowledge of available resources and the authority to make decisions on the wise use of resources will:

- Take the uncertainty out of filling a vacant youth position
- Use the state resources to leverage local or other resources to increase the support for these positions
- Address regional priorities in these positions
- Inspire partnerships among counties to capitalize on shared interests and needs in this area

**Committee Structure**

All funds for these programs will be administered through an established structure of State and Regional Committees.

Each committee will review the suggested membership of the committee and make additions as they feel is appropriate, establish the membership rotation schedule for the committee and review the guiding principles. Individual regional committees will adopt their own guiding principles with the ability to make additions to the state principles.

State Oversight Committee

An on-going state committee will operate by Parliamentary Procedure as described by the 4-H program, identify a chair, and be established to:

- Look for future resources and partnering opportunities
- Review and maintain the overall guidelines for the statewide program
- Review regional funding allocations annually
- Review use of regional funds carried forward to encourage regions to spend available allocations and to work with regions that are projected to overspend.
- Review regional committee membership and guiding principles.

Members of the state committee will include the following: Director for Off Campus Operations, 4-H Youth Program Director, State Extension Council member, 4-H Foundation Trustee, One member from each Regional Committee, a State 4-H Council Member and Assistant Vice Provost for Management.

Standing members of the committee, Director of Off Campus operations, 4-H Youth Program Director, and Asst. Vice Provost for Management, will constitute the executive committee for the state committee. The chair of the overall state committee will be chosen from among those on the executive committee.

Members of the committee chosen as representatives of the above named entities shall serve no more than 3 consecutive years on the state committee. A committee year will be considered January to December.

#### Regional Committee

An on-going regional committee will be established to:

- Provide advice and counsel on how to best use the allocation for youth positions to the Regional Director who has management responsibility for the funds available to their region.
- Establish additional guidelines and objectives to grow the number of FTEs.
- Follow the State guidelines for the program
- Recommend and submit additional regional guiding principles to the State Committee
- Set rules for the regional committee operation
- Communicate with others the value of these programs and how the committee makes decisions with respect to the programs
- Assist with management of the regional pool of funds within the allocated resources.
- Take regional plan of work expectations into consideration in planning processes.
- Implement multiple approaches for garnering additional support for the youth programs with the goal of matching University of Missouri Extension allocation dollar for dollar within 10 years.

All recommendations for filling regional committee positions must be submitted to the Executive Committee.

Members of the Regional Committee will include the Regional Director, who will chair or designate a committee chair, a CPD who is not a 4-H Youth Specialist, at least one of the 4-H Youth Specialists in the region, the State 4-H Faculty Liaison to the region, a member of the Regional Extension Council and others, such as a youth, designated by the regional committee.

It is expected that this regional committee will work in concert with the regional extension council.

### **Programming Priorities**

All positions filled through this program should reflect 4-H Youth Development program priorities.

### **Policy and Procedure**

All funds for these programs will be administered subject to the business policies and procedures of the University of Missouri.

The University of Missouri Business Policy and Procedure manual can be found at:  
<http://bppm.missouri.edu/>

Partners may suggest additional guidelines where they are providing funding, but may not override or undermine University of Missouri policy and procedure.

All partners in funding these programs will sign an agreement stating the nature and length of their support of a program or position to ensure all partners understand the intended relationship. Appendix A is a sample of such agreement.

The University Extension allocations for distribution through regional committees is a salary pool, University Extension will provide the additional resources necessary to cover the cost of benefits on the portion of a position charged to this salary pool, any partner picking up a piece of a position will be expected to fund the cost of benefits that corresponds to the salary they cover. General support for these positions will be outlined in each MOA.

Any gifts given to these programs have the same income tax advantages for the donor as any other gift to the University of Missouri.

For clarification of Business Policy and Procedures of the University contact the University Extension Administrative Management office at:

212 Whitten Hall  
Columbia, MO 65211  
Phone: (573)884-3401.

### **Position Guidelines**

All positions associated with these programs will be subject to the Human Resources policies and procedures of the University of Missouri, unless otherwise defined in an MOA

This includes but is not limited to following University procedures for: advertising and posting positions, making job offers to prospective employees, review of performance, awarding of merit increases, progressive discipline, and termination of employment.

All positions filled through this program will make use of a currently accepted University Extension position description in the 4-H Youth Development Program. The administrative reporting lines for all positions remain to a faculty member in Extension regardless of funding arrangements. All partners will be encouraged to provide input into the quality of programs conducted through these agreements, but do not assume any authority or liability for the personnel.

No ongoing positions will be created through these processes at less than a 50% FTE. Benefit eligible ongoing positions are highly desired. It is also desirable that where possible and warranted by the duties to be performed, that program associate and educator positions be used.

Definitions:

ongoing position – one in which the assignment is not temporary in nature. If an assignment is expected to be more than 9 months in duration it is likely to be considered an ongoing position.

Benefit eligible - 75% FTE, 30 hours or more worked in the routine work week.

FTE – Full time equivalency. For example full time is 40 hours a week. Someone who routinely works 30 hours a week is at 75% of a full time work week.

The University of Missouri Human Resources Policy manual can be found at:  
<http://www.umsystem.edu/ums/departments/hr/manual/>

For clarification of Human Resources Policy and Procedures of the University contact the University Extension Human Resources office at:

205 Whitten Hall

Columbia, MO 65211

Phone: (573)882-4721.