

MEMORANDUM OF UNDERSTANDING

Between

Florida Cooperative Extension Service,
Institute of Food and Agricultural Sciences,
University of Florida Board of Trustees

And

The Board of County Commissioners
of Hernando and Sumter Counties, Florida

The purpose of this Memorandum of Understanding is to establish, articulate and enhance the collaborative relationship between the Florida Cooperative Extension Service, University of Florida-Institute of Food and Agricultural Sciences (hereinafter referred to as "Extension") and the Board of County Commissioners of Hernando and Sumter Counties, Florida (hereinafter referred to as "Counties"). This agreement states the desire of Extension and Counties to work cooperatively to enhance the well-being of the citizens of Hernando and Sumter Counties, each carrying out their agreed upon responsibilities.

This collaborative arrangement between State Extension Services and County Governments exist throughout the United States. However, the details of the actual agreements are unique to each county to assure that local needs are properly addressed. Each Memorandum of Understanding is a resource that explains these details for the Florida Cooperative Extension Service and the respective Board of County Commissioners.

This Memorandum of Understanding establishes the responsibilities and relationships that exist between Extension and Counties.

Extension and Counties agree to have one County Extension Director (CED) oversee Extension administrative operations in Hernando and Sumter Counties.

The parties agree as follows:

A. Hiring County Extension Director

1. Extension and Counties will jointly agree on whether to fill the vacancy of CED.
2. Extension will establish minimum requirements and qualifications for the employment of CED.
3. Extension will receive and examine applications for employment for CED.
4. Extension will interview and screen applicants to determine their qualifications and availability for employment as CED.
5. Extension will recommend to the Counties qualified applicants for appointment to the vacant CED position in accordance with the provisions of Section 1004.37, Florida Statutes.

B. Salary of County Extension Director

1. Extension and the Counties will each pay its own respective portion of all salaries for CED, but will not be responsible for payment of the other party's portion.
2. Extension will determine the total amount of the starting base salary for the CED. The salary will typically be allocated as follows: Extension, 60%; Hernando County, 20%; Sumter County, 20%. If this arrangement is terminated and the CED returns to a 100% assignment with Hernando County (see paragraph E, Lines 2 and 3) the allocation will become Extension, 60% and Hernando County, 40%.
3. After initial hire, each party will determine future salary adjustments for its portion of the total salary, except with respect to promotion increases, which will be determined as set forth in paragraph B.4. Each party may, at its sole discretion, pay a bonus at any time to the CED, as a non-base salary increase, provided that such party will be solely liable for the payment of such bonus.
4. Extension will determine the total dollar amount of rank promotion salary increases for promotion to Agent II, III, and IV and a Special Pay Plan increase following every seven years of Agent IV status (if available). The Counties will pay that percentage of the County Extension Director's salary the Counties were paying immediately prior to the effective date of the increase. Extension will pay the remainder of the rank promotion salary increase.

C. County Extension Faculty Support by Extension

1. Extension will provide the leadership for administration and supervision of Extension programs and County Extension Faculty.
2. Extension will develop and administer a personnel management plan for CED that will provide for:
 - a. The annual review of each County Extension Director's performance.
 - b. Counseling for job improvement where needed.
 - c. Periodic county program reviews.

D. Office Policies

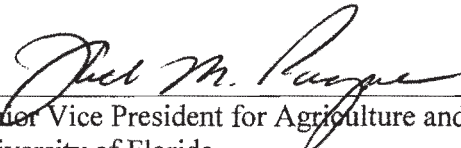
1. The policies established by the University of Florida in administering leave, including annual, sick, civil, holiday, and military leave, and regarding payment of unused annual and sick leave upon separation, shall apply to the CED.
2. County Policies will apply with respect to office hours and holidays.

E. Miscellaneous

1. This Memorandum of Understanding shall be amended only by written amendments, which must be signed by both parties.
2. Either party may terminate this agreement without penalty or cause by giving the other party at least 60 days written notice of its intent to do so.
3. If this agreement is terminated, IFAS and Sumter County will immediately begin the recruitment for a full-time CED in Sumter County (60% salary paid by IFAS and 40% paid by Sumter County).
4. If this agreement is terminated, the dual-county CED will become the CED solely for Hernando County.
5. In the event of an emergency (hurricane or other natural disasters) that affects both counties, the CED's emergency management responsibilities in Hernando County will


take precedence.

6. The CED will train a County Extension Agent in Sumter County to assume emergency management responsibilities.
7. Extension is self-insured for worker's compensation, general liability and automobile liability through the State of Florida's Risk Management Trust Fund. Throughout the term of this Agreement, Extension will carry insurance that meets the requirements of Florida law applicable to state entities. As of the date of this Agreement, such insurance covers University employees and volunteers, as defined in Section 110.502, Florida Statutes.
8. This agreement shall be effective on August 13, 2013.



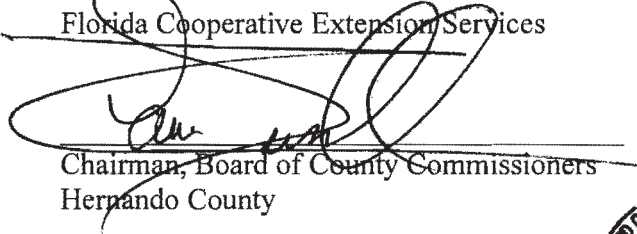
Senior Vice President for Agriculture and Natural Resources
University of Florida
Institute of Food and Agricultural Sciences

AUG 21 2013
Date



Dean for Extension and Director
Florida Cooperative Extension Services

8/16/13
Date



Chairman, Board of County Commissioners
Hernando County

Date

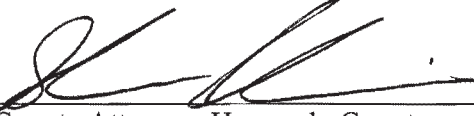


Chairman, Board of County Commissioners
Sumter County

DOUG GILPIN



JUL 23 2013
Date



Asst. County Attorney, Hernando County

8/1/13
Date



County Attorney, Sumter County

JUL 23 2013
Date