

NDSU Extension Financial Partnership between County and State Base Policy¹

NDSU Extension is committed to maintaining nonformal education in all counties if the county provides a financial commitment and an Extension presence is desired by local interests. The financial commitment includes having the county pay 50% of the salary costs for the Extension agents and all the operating expenses. Operating expenses include office space, travel, telephone, secretarial support and other costs relating to running an office such as paper, copying, mail, office supplies, etc. Computer equipment and other technology costs may be covered through a combination of state and county funds as determined by both parties. NDSU pays the other 50% of the salaries and all fringe benefits. NDSU provides sick and annual leave payout, most training programs, access to specialists, curricula, educational materials, email and website service, payroll processing, supervision (in collaboration with the county commission), hiring and coaching/mentoring. Annual county budget requests, initiated by the county Extension coordinator in consultation with NDSU Extension administration, are acted upon by the Board of County Commissioners.

NDSU Extension pays the full salary and invoices the county for half. By doing this, the county and NDSU equally share the salary paid to Extension agents and educators. NDSU is the employer of record.

Annual salary adjustments for Extension agents and educators are directed by the North Dakota Legislature, North Dakota State University system and based on annual performance review and periodic market review. Annual performance reviews are conducted with the Extension agent and a county commissioner. Raise considerations are then discussed and determined by NDSU Extension district directors. Consequently, counties are asked to budget salary adjustments for Extension agents according to the raise decisions. Counties automatically are invoiced for salary and raise adjustments. If the county is unable to pay the increase, the balance will be carried until such a time that the county has adequate funding to cover the increase.

County commissioners are invited to collect feedback from county residents prior to evaluation and annual performance review meetings.

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¹ This policy was unanimously supported by a committee appointed by the North Dakota County Commissioners Association (NDCCA), North Dakota Association of Counties (NDACo) and the NDSU Extension in October 1998. It was reviewed and updated in consultation with the North Dakota County Commissioners Association Board of Directors in 2004, 2011, 2019 2022 and 2025. This policy is intended to be reviewed on a biennial basis.

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost, Title IX/ADA Coordinator, Old Main 201, [\(701\) 231-7708](tel:7012317708), ndsueoaa@ndsuedu.