

## Conditions of Employment for Extension Educators

### Position Responsibility

Each Assistant Director of Extension Programs, with the consent of the Dean of the College of Agricultural Sciences and the Director of Penn State Extension, determines and assigns responsibilities to each regular extension employee in their respective program area and also establishes the general guidelines and expectations associated with the position. Forty hours a week is a minimum requirement and many assignments may require longer weekly work schedules with the exception of HR105 Reduced FTE Schedules (Formerly policy HR88, Full-Time Equivalent): <https://policy.psu.edu/policies/hr105>.

### Reporting Line

Extension Educators report to their Assistant Director of Extension Programs for program delivery responsibilities. The Assistant Director of Extension Programs provides programmatic supervision and reviews the individual's program performance through YOU@PSU, Penn State's Performance Management Program for Full-Time Staff Members <http://ohr.psu.edu/performance>.

### Appointments

Educator appointments with Penn State Extension are usually based upon the employee providing forty-eight (48) weeks of service during a fifty-two (52) week calendar year. Occasionally, staff may be appointed for short-term positions lasting less than twelve (12) calendar months on a fixed-term basis. An employee appointed to a forty-eight (48) week appointment is provided with four weeks of paid time off for each year in which forty-eight (48) weeks of service are provided. Time off for HR105 appointments is modified by the annual full-time equivalency. Employees appointed during the calendar year shall receive paid time off pro-rated by the appropriate amount based on the start date.

### Probationary Period

When a person begins employment with the University in a standing or fixed-term appointment, he or she is considered a probationary employee. During the one-year probationary period, such an employee cannot use the staff general grievance procedure, and the employee's employment may be terminated without recourse to the procedure.

If a probationary employee accepts a different job within the University, the employee will serve a new probationary period. An employee who has completed a fixed-term I appointment will not start a new probationary period on reappointment, if the employee is to be reappointed to that position on a fixed-term I or standing appointment within three consecutive months following termination of the appointment.

The employee's probationary period starts on the employee's first day of employment and lasts for 12 consecutive months; provided, however, that any month in which an employee does not work at least half of normally scheduled work time for that month will not be counted toward completion of the probationary period.

## Salary Administration

Individual salaries for Educators are determined by available resources on behalf of the employee's Assistant Director of Extension Programs and recommended to the Dean and Director. Recommended starting salaries and rank are based upon the candidate's educational and experiential qualifications, established salary bands, and a comparative salary analysis with existing Educators who are similarly situated. Every effort is made to ensure equity in the administration of salaries.

Educators are paid on a monthly basis with payday occurring on the last working day of each month. Paychecks are deposited electronically into an individual employee's checking or savings account.

## Holiday Pay

Educators of Penn State Extension are provided paid time off to enjoy the benefits of holidays that are observed by the county in which assigned. For Educators who are located in county-provided offices, the number of holidays will vary according to the county holiday schedule. For Educators who are located at a Penn State campus, the holiday schedule shall be the same as that of the campus or center in which the staff member is located. Additional information regarding holidays can be secured from your Assistant Director of Extension Programs and Business Operations Managers.

One personal holiday is earned each calendar year on January 1. A new employee in the first year of employment earns a personal holiday for that year after completing two months of employment. The personal holiday is scheduled in the same way in which paid time off is scheduled.

If not used, the personal holiday shall be carried over into the next calendar year, but not thereafter.

## Sick Leave

An Educator is entitled to leave with pay as needed for an absence due to illness or injury of the employee. In no case will an employee receive salary for such an absence after it exceeds the limits of the following schedule.

<b>Length of Continuous Regular University Service at Beginning of Absence</b>	<b>Allowance for Each Absence</b>
Less than 2 years	20 days
More than 2, but less than 5 years	40 days
More than 5, but less than 10 years	60 days
More than 10 years	120 days
More than 15 years	At the discretion of the dean or administrative officer, but not less than 120 days

An employee may use up to five (5) days of sick leave per calendar year to care for a sick family member. Family member as used in this policy shall be defined as those the employee considers as family. The care provided may include such activities as bed-side care, accompanying the family member to a doctor's appointment, and emotional support.

Only days on which the employee normally would have worked are charged against sick leave limits. If an employee returns to active employment, and within sixty (60) calendar days returns to leave with pay status for the same illness or injury, the amount of time charged to leave with pay for the previous absence shall be counted against the allowance for the subsequent absence when determining the new allowance.

If an employee's absence continues beyond the appropriate paid sick leave allowance, the employee, at the employee's option, shall either charge additional absence to accumulated paid time off or request a leave of absence without salary. (See HR-16 Leave of Absence without Salary (other than for extended military leave.) A salary deduction shall not be made for absence in excess of the appropriate paid sick leave allowance or accumulated paid time off if such absence is for less than one (1) day.

### Family and Medical Leave (FMLA)

To outline an employee's rights for time off (paid and unpaid) necessitated by illness or family care in accordance with the federal Family and Medical Leave Act of 1993 and additional provisions granted by the University.

Please direct questions regarding FMLA to Human Resources at 814-863-3452.

### Other Paid Time Off

Paid time off, other than sick leave, four weeks from 48-week appointment, or holidays, includes:

#### a. Death in Family

Absence from work because of death in an employee's family shall be allowed with full pay on the following basis, provided the employee attends the funeral:

1. For an employee's partner, brother or sister (including half-brother or half-sister); or for an employee's or an employee's partner's: parent (including stepparent, guardian, or foster parent), child or stepchild (including the partner of the child or stepchild), grandchild, up to 40 hours within a seven consecutive day period commencing with the date of death, provided such amount of leave is required. A guardian as used in this section shall mean a person who raised the employee and served in the place of the parent for a substantial portion of the employee's minority life.
2. For the employee's or employee's partner's grandparent, niece, nephew, aunt or uncle, and partners of aunts and uncles or, the employee's partner's brother, sister, and partners of same, or, the partner of employee's brother or sister, up to 8 hours from the date of death through the date of the funeral inclusive.

#### Death-in-Family Chart

Family Member	Employee's	Employee's Partner's
Partner	up to 40 hours	X
Parent (including stepparent, guardian, or foster parent)	up to 40 hours	up to 40 hours
Brother or sister (including half-brother or half-sister)	up to 40 hours	up to 8 hours
Partners of brother or sister	up to 8 hours	up to 8 hours
Child or stepchild	up to 40 hours	up to 40 hours
Partner of child or stepchild	up to 40 hours	up to 40 hours
Grandchild	up to 40 hours	up to 40 hours
Grandparent	up to 8 hours	up to 8 hours
Aunt or uncle	up to 8 hours	up to 8 hours
Partners of aunts and uncles	up to 8 hours	up to 8 hours
Nephew or niece	up to 8 hours	up to 8 hours

To calculate the amount of paid time off available to employees on an HR-88 appointment, multiply the amount of paid time off specified in 1. and 2. by the applicable annual FTE.

An employee who would qualify for death-in-family paid time off for regular work hours missed under the provisions of this section who already is receiving paid time off chargeable either to paid time off accumulation, holiday compensatory time, a personal holiday or sick leave accumulation, shall have such time off as applicable charged instead to death-in-family paid time off, up to the limits allowed under the provisions of this section.

Additional time off shall be charged against the employee's paid time off or as a payroll deduction, at the employee's option.

b. Involuntary Jury Service

If an employee is on jury duty, the University shall pay his or her full salary for time absent from work. If the approved time absent (as described above) results in the employee missing more than half his or her regularly scheduled work shift, the employee shall be excused from the remainder of the shift with no loss of salary. (See note below.)

c. Volunteer Fire Fighting

The full pay of an employee shall be paid during the time spent by the employee during his or her regular working hours in fighting fires or in answering other public alarms, provided that the employee is a member of the volunteer fire department that is engaged in the activity or, in the event of a forest fire, the employee is engaged in an organized forest fire fighting operation in the area in which the employee's campus or center is located. (See note below.)

d. Ambulance Driving

The full pay of an employee shall be paid during the time spent by the employee during his or her regular working hours in nonscheduled driving of an ambulance for a volunteer ambulance club or organization serving the community where the employee's campus or center is located. If an employee is a volunteer ambulance driver for a volunteer ambulance club or organization that does not primarily serve the community where the employee's campus or center is located, the full pay of the employee shall be paid during the time spent by the employee during his or her regular working hours in driving an ambulance provided:

1. The driving is limited to unplanned emergencies, and
2. The employee is not called from work to drive. (See note below.)

e. Subpoenaed Witness

If an employee is subpoenaed as a witness and is not a party to the legal action, the employee's full salary shall be paid for the time spent by the employee during his or her working hours as a witness. (See note below.)

f. Certified Air-Raid Wardens, Airplane Spotters, Civil Defense Officials, and Civil Air Patrol Members

An employee who is certified as an air-raid warden, airplane spotter, or civil defense official shall be paid his or her full salary for the time spent by the employee during his or her regular working hours on such duties, provided there is an authorized alert and the Civil Defense authorities have requested the employee to report for duty. A member of a Civil Air Patrol Group involved in an air search and rescue mission shall be paid his or her full salary for the time spent by the

employee during his or her regular working hours, provided there is an authorized mission and the Civil Air Patrol authorities have requested the employee to report for duty. (See note below.)

g. Emergency Rescue

The full pay of an employee shall be paid during the time spent by the employee during the employee's regular work hours when engaged in an organized emergency rescue of someone trapped in a cave, provided the employee is a member of an established spelunking club or organization and the rescue activity is in the area in which the employee's campus or center is located. (See note below.)

NOTE: In paragraphs b through g above, such time shall include time spent in the activity described, plus travel time, time necessary for normal sleeping, etc., as determined by management.

### **Work Expenses**

Expenses incurred in the process of conducting educational programs shall be reimbursed in accordance with University policy and approved by the Assistant Director of Program and/or the Business Operations Manager depending upon where the expenses are incurred. It is expected that expenses will be reasonable and within the limits of budget allocations.