

Personnel Action Responsibility Chart

Supervision and Oversight of County Paid Employees

Some supervision responsibilities are delegated by council action to regional and county directors however, councils retain ultimate authority of their employees. This chart is a guide to assist with outlining various actions and responsibilities. Take time to add additional notes that are relevant for your county.

MODELS 1 and 2

Page 1

Council is the employer. Council delegates daily management to regional director for supervision of the county paid staff. If regional director position is vacant, director of field operations will fulfill the regional director responsibilities.

Personnel Action	Council	Regional Director	Whitfield & Eddy	University
Hiring	Personnel committee makes recommendations to the full council to approve job description, hiring wage, start date, and benefits in accordance with county personnel policy.	Provide council with job description template for editing and approval. Manage the job posting and notifications. Once hire is completed, process new staff forms for federal, state, university, and county needs. Ensure email address and login permissions are granted.	Provide responses to council for any questions concerning employment law, including employee status (employee or contractor) questions pertaining to the letter of intent, eligibility to work in the U.S., or if posting or hiring outside of what is described in the personnel policy.	UHR: Provide education, procedures, and templates for hiring process. County Services: Support processing of university forms. EIT: Provide technical support to new staff.
Orientation	Recommends key community agencies, influencers, volunteers that new hires should be introduced to.	Carries out onboarding and orientation as outlined in the new hire guide.		UHR: Provide education on best practices for onboarding new staff. PD Unit: Provide refined orientation guides and plans for onboarding.
Daily Supervision	Designates the responsibility of daily supervision to the regional director.	Prepare time sheet, leave, FMLA, and reimbursements for approval. Schedule staff meetings, one on one meetings, and provide regular coaching and counseling. Communicate new council or university initiatives.		Provide education for regional director on FMLA, ADA, and FLSA. County Services: Manage contract for time and leave absence management software and technical support. Provide training and support to bookkeepers to process payroll.

Personnel Action	Council	Regional Director	Whitfield & Eddy	University
Professional Development	Budget dollars and approve time for staff to participate in meaningful professional development opportunities. Approve registration, travel and expenses.	Recommend appropriate professional development opportunities to staff members.		<p>UHR: Conduct monthly virtual HR Learning Hours and occasional in-person education for regional directors. Topics may include communication, performance management, staff conflict resolution. Provide coaching to the regional director on these topics.</p> <p>PD Unit: Provide relevant opportunities for all extension staff.</p>
Performance Reviews	Personnel committee recommends to full council what process and form to use on an annual basis. Personnel committee may also lead or participate in employee reviews.	Ensures annual performance reviews are completed in accordance with personnel policy and under the direction of the council.	Council will determine if legal counsel is needed regarding performance reviews, especially if unsatisfactory performance is recorded.	UHR: Provide coaching to the regional director on these topics.
Poor Performance	In compliance with personnel policy and legal counsel, approve course of action.	Carry out daily responsibilities in accordance with council plan and personnel policy.	Council contacts if there are legal concerns about future action to establish a plan.	UHR: Educate regional directors on all steps of the performance management process including coaching best practices and documentation best practices. Assist in writing/reviewing letters of expectations, review/edit Performance Improvement Plan (PIP) language and/or written warnings, coach on follow through of the PIP and how to continue/next steps. Advise regional director when it is time to go to Whitfield and Eddy.

Personnel Action	Council	Regional Director	Whitfield & Eddy	University
Conflict	Personnel committee should be kept apprised of conflicts in the workplace. Committee provides recommendations to full council on any action. If conflict involves regional director or program specialist, see MOU for conflict resolution.	Manages conflict in the office with a goal to provide a safe working environment for every member of the staff.	Provides legal guidance to the extension council if they have responsibilities to protect employees.	UHR: Provide education and coaching for regional directors on conversations with staff to help resolve conflict and improved communication. Investigate complaints on regional directors. Educate on best practices on how to deal with threats in the workplace. Advise regional director when they should go to Whitfield and Eddy.
Employee Separation	Personnel committee makes recommendations to the full council to approve separation. Strongly suggest this be in coordination with county's legal counsel.	Carries out any council request for notification. Work with bookkeeper to ensure last paycheck and reimbursement is processed correctly.	Provides legal guidance to the extension council about process. Recommend that this be started well in advance of separation.	UHR: Provide education and templates on exit interview best practices. Share exit interview question suggestions County Services: Process any exit forms to remove employee from university systems and email.

Council is the employer. Council delegates daily management to the county director for supervision of the county paid staff. Regional director assists council with supervision of the county director. It is recommended to follow the Models 1 and 2 chart above if the personnel action involves the Model 3 county director, or if the county director position is vacant. If regional director position is vacant, director of field operations will fulfill the regional director responsibilities.

Personnel Action	Council	County Director	Regional Director	Whitfield & Eddy	University
Hiring	Personnel committee makes recommendations to the full council to approve job description, hiring wage, start date, and benefits in accordance with personnel policy.	Provide council with job description template for editing and approval. Manage the job posting and notifications. Once hire is completed, process new staff forms for federal, state, university and county needs.	Complete processing of university forms. Ensure email address and login permissions are granted.	Provide responses to council for any questions concerning employment law, including employee status (employee or contractor) questions pertaining to the letter of intent, eligibility to work in the U.S., or if posting or hiring outside of what is described in the personnel policy.	UHR: Provide education, procedures, and templates for hiring process and onboarding. County Services: Support processing of university forms. EIT: Provide technical support to new staff.
Orientation	Recommends key community agencies, influencers, volunteers that new hires should be introduced to.	Carries out onboarding and orientation as outlined in the new hire guide.			PD Unit: Provide refined orientation guides and plans for onboarding.
Daily Supervision	Designates the responsibility of daily supervision to the county director.	Prepare time sheet, leave, FMLA, and reimbursements for Council approval. Schedule staff meetings, one on one meetings, and provide regular coaching and counseling. Communicate new council initiatives.	Attend staff meetings. Provide support and consultation to county director. Communicate new university initiatives.		UHR: Provide education for regional and county director on FMLA, ADA and FLSA County Services: Manage contract for time and leave absence management software and technical support. Provide training and support to bookkeepers to process payroll.

Personnel Action	Council	County Director	Regional Director	Whitfield & Eddy	University
Professional Development	Budget dollars and approve time for staff to participate in meaningful professional development opportunities. Approve registration, travel and expenses.	Recommend appropriate professional development opportunities to staff members.	Recommend appropriate professional development opportunities for the county director. Encourage and support county director participation in state level committees.		UHR: Conduct monthly virtual HR Learning Hours and occasional in-person education for regional and county directors. Topics may include communication, Performance Management and conflict resolution. Provide coaching to the regional director on these topics. PD Unit: Provide relevant opportunities for all extension staff.
Performance Reviews	Personnel committee recommends to full council what process and form to use on an annual basis. Personnel committee may also lead or participate in employee reviews.	Ensures annual performance reviews are completed in accordance with personnel policy and under the direction of the council.	Ensures annual performance reviews is completed for county director in accordance with county personnel policy and in collaboration with the extension council.	Council will determine if legal counsel is needed regarding performance reviews, especially if unsatisfactory performance is recorded.	UHR: Provide templates and education. Talk through with ISU regional director how to conduct a review with a poor performer. Provide education for best practices on performance reviews and suggested timelines.
Poor Performance	In compliance with personnel policy and legal counsel, approve course of action.	Carry out daily responsibilities in accordance with council plan	Provide support and consultation to county director.	Council contacts if there are legal concerns about future action to establish a plan.	UHR: Provide education on all steps of the performance management process. For ISU regional directors, provide coaching and counseling and documentation best practices, assist regional directors in writing/reviewing letters of expectations, review/edit Performance Improvement Plan (PIP) language and/or written warnings, coach on follow through of the PIP and how to continue/next steps. Advise regional director when it is time to go to Whitfield and Eddy.

Personnel Action	Council	County Director	Regional Director	Whitfield & Eddy	University
Conflict	Personnel committee should be kept apprised of conflicts in the workplace. Committee provides recommendations to full council on any action. If conflict involves regional director or program specialist, see MOU for conflict resolution.	Manages conflict in the office with a goal to provide a safe working environment for every member of the staff.	Provide support and consultation to county director.	Provides legal guidance to the extension council if they have responsibilities to protect employees.	UHR: Provide education on conversations with staff to help resolve conflict and improve communication and conflict resolution. Investigate complaints on regional directors. Educate on best practices of how to deal with threats in the workplace. Advise Regional and county director when they should go to Whitfield and Eddy.
Employee Separation	Personnel committee makes recommendations to the full council to approve separation. Strongly suggest this be at the direction of legal counsel.	Carries out any council request for notification. Work with bookkeeper to ensure last paycheck and reimbursement is processed correctly.	Provide support and consultation to county director.	Provides legal guidance to the extension council about process. Recommend that this be started well in advance of separation.	UHR: Provide education and templates on exit interview best practices. Share exit interview question suggestions County Services: Process any exit forms to remove employee from university systems and email.