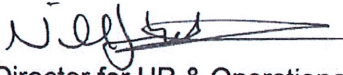


**MEMORANDUM**

**TO:** County Directors

**FROM:** Nikki J. Kurdys   
Asst. Extension Director for HR & Operational Strategy

**DATE:** March 21, 2022

**RE:** **Extension Salary Adjustments**

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In April of 2019, we initiated a new Career Ladder for Extension Agents across the state. It was our intention to follow that process with one to address low salaries for our County Extension Directors (CEDs) and County Operations Support Staff (COSS). Due to lack of an approved state budget and HR restrictions caused by COVID, we were unable to implement raises for the CED's and COSS.

We are happy to report that with the new state budget and lifting of HR restrictions, we can now implement these much-deserved increases. Our plan is to enter these increases effective June 1, 2022. Guidelines around how these will be applied are as follows:

**CED's:**

- Our formula to address CED salaries is identical to what we used for our Agents in 2019. We started with a base salary based on their degree, then made adjustments for years of service and title promotions they have received along the way. We also added the CED supplement of \$5000. If the new calculated salary was more than their current salary, we awarded an increase. If the new calculated salary was less than what they are currently making, no salary adjustments were made.
- CED's will also now qualify for a one-time \$5000 increase for the attainment of an advanced degree. This includes one Master's degree and one Doctorate degree
- CED's who have not attained the Full Agent classification are still able to go through our Title Promotion process.

**COSS:**

- In 2018, the state increased the minimum annual salary for all subject employees to \$31,200 with no adjustments to starting salaries. This created a great deal of compression for our employees. We have created a new salary structure for our COSS employees with starting salaries as follows:
  - Office Assistants \$31,200
  - Support Specialists \$32,562
  - Administrative Assistants \$34,424
  - Program Assistants/Technicians \$32,562
  - We have also made adjustments to our years of service credit for COSS employees. Your DED's have this information.
- Using the above-mentioned numbers, we used a similar formula for COSS to treat them as we did the CED's and Agents. We looked at the new base salary, and then calculated adjustments for years of service. If the new calculated salary was more than their current salary, we awarded an increase. If the new calculated salary was less than what they are currently making, no salary adjustments were made.

For All:

- Effective June 1, 2022, we will enter all state portions of these increases. If we hear from your county before that date, we will also enter any county portions that are approved.
- Your District Offices have spreadsheets on what the increases are, please work through them if you have any questions.
- Our hope is that your county will approve these increases and implement the county portions as soon as possible following June 1, 2022. We understand that is not always possible given county budgets and cycles.