

MEMORANDUM OF AGREEMENT

Between the
North Carolina Cooperative Extension Program/North Carolina Agricultural and Technical State University
And
Jackson County

The Memorandum of Agreement is to provide for the establishment of a procedure at North Carolina Agricultural and Technical State University to be of service to Jackson County in a payroll program that places (Employee Name) who is employed with the North Carolina Cooperative Extension Program (either jointly or entirely paid by said county) under one payroll system. The State Auditor and Auditors of the agencies shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute §147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance). Parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. Jackson County, hereinafter designated as said county, and the North Carolina Cooperative Extension Program/North Carolina Agricultural and Technical State University, hereinafter designated NCA&TSU, shall adhere to the following provisions:

1. Purpose of Procedure – The purpose of the procedure is to provide a mechanism whereby funds can be transferred from Jackson County to NCA&TSU for use in paying the salary and benefits to Cooperative Extension employees of said county and NCA&TSU in a single monthly paycheck.
2. Procedure for Providing Funds to the Account – NCA&TSU's Contracts and Grants Office will bill said county for their portion of the gross amount of the monthly payroll and proportionate benefits related to the county employee. Upon receipt of the invoice, said county will reimburse the specified amount to NCA&TSU. In lieu of receiving paper checks, said county may complete and return a State Treasurer's Electronic Payment System (STEPS) form with the Memorandum of Agreement to establish an electronic reimbursement process.
3. Administration of the Funds – The funds will be maintained in accordance with NCA&TSU accounting policies and procedures.
4. Employee Benefits – Affected employees will participate in the North Carolina Retirement System and accompanying North Carolina Disability Income Plan. They also will be eligible for NCA&TSU employee benefits for which they are entitled. Affected employees will follow NCA&TSU's personnel policies and procedures. Leave maintenance will be administered entirely by the NCA&TSU. Said county will be responsible for providing their proportional share of benefits.

a. County may indicate below their desire to provide monies to Cooperative Extension employees for payment of an employer matching benefit for the NC 401(k) or other tax deferred programs. These monies will be paid in a lump sum on an annual basis and will not be included in the monthly base salary. Official notification in writing from said County of the lump sum dollar amount to be paid to each employee will be processed for payment and billed to the County for reimbursement to NCA&TSU.

Yes No

b. County may indicate below if they desire to “lock-in” their proportional salary funding percentage which will apply throughout the course of this Memorandum of Agreement. Indicating “yes” will provide future salary compensation for Cooperative Extension employees as approved by the Legislature and implemented by the Office of the President, North Carolina University System. These compensation components include, but are not limited to: cost of living adjustments (COLA), merit adjustments, bonuses (in any form conveyed), and promotions and/or reclassification adjustments.

Lock-In: Yes No

5. Budget and Support – Current Proportional Salary Funding Agreement

County Percentage: 50%

North Carolina A&T State University Percentage: 40%

North Carolina A&T State SNAP-Ed Percentage: 10%

Signatures of the persons below authorize the execution of the Memorandum of Agreement, commencing on June 1, 2014 and continuing year-to-year. This Agreement may be terminated at any time by providing no less than sixty (60) days written notice.

Signed:

Chair, Board of County Commissioners _____
Date

Attest:

Clerk to Board _____
Date

Administrator, North Carolina Cooperative Extension Program, North Carolina A&T State University _____
Date

Vice-Chancellor for Business & Finance North Carolina A&T State University _____
Date

Salary Range	50%	Degree	40%	\$ Increase
\$35,500	\$17,750.0	B.S.	\$14,200.0	\$3,550.0
\$40,000	\$20,000.0	M.S	\$16,000.0	\$4,000.0
\$45,000	\$22,500.0	M.S w/Experience	\$18,000.0	\$4,500.0

* NOTE: These are estimates based on 50% county portion, but does give an idea of the county portion needed for position. This is an 10% increase from the last position