

4-H Office Professional Position Description

This position is responsible for coordinating office management activities for the 4-H and youth leadership functions of the Wildcat District, K-State Research and Extension as well as serving as Office Professional. This includes, but is not limited to assisting 4-H agents with newsletter and mailings, assisting with 4-H online, assisting with 4-H contest and event preparation, and providing general administrative support to the district.

Basic Responsibilities:

- 1) Stay in contact with 4-H agents to be proactive about assisting with projects, as needed.
- 2) Coordinate mailing of district newsletter and other items, as needed for all 4-H Agents.
- 3) Responsible for maintenance of 4-H mailing list, mailing labels, and Constant Contact list to ensure Wildcat District is being as efficient as possible in regards to mailing costs.
- 4) Assist agents with 4-H content within district website. Assist with social media postings.
- 5) Be proactive in regards to 4-H outreach, and share ideas with all agents to increase our visibility in the communities.
- 6) Respond to routine requests from the public. Refer requests for information to agents, based on specializations. In order to do this well, be familiar with schedules of agents.
- 7) Assist as needed on special projects within local office, as needed, for continuous operation of the office.

Required Knowledge, Abilities and Skills:

- Ability to represent the Wildcat District, K-State Research and Extension in a professional manner.
- Ability to communicate in an effective and professional manner regarding all 4-H and youth development aspects of the district.
- Ability to keep sensitive and/or private information in a confidential manner.
- Ability to learn, apply and share rules, policies, and procedures.
- Ability to establish and maintain effective working relationships.
- Ability to utilize mailing lists and databases, Constant Contact, and web editing tools.
- Ability to work closely with 4-H agents on projects, and take lead on projects as requested. Execute all work efficiently and communicate with agents when they are completed.
- Ability to work as a small team member, and flexibility to take on a variety of tasks that are associated with the various categories within an extension office, including

Agriculture, Natural Resources, Horticulture, Family and Consumer Sciences, 4-H and Youth Development, and Community Development.

- This work is primarily sedentary and will be performed at a desk or in the office environment. The work may require some repetitive movement of arms and hands. There may be some moderate physical exertion such as carrying supplies and other items associated with educational events and office management.

Minimum Qualifications: Background/experience with 4-H program, and basic understanding of various aspects of program. Experience in office management and ability to multi-task is needed.

Preferred Qualifications: Experience working in educational setting. Ability to work with web editing and social media outreach.

Probationary Period: All full-time new employees shall be hired for a probationary period not to exceed 6 months. No later than the end of the probationary period, the extension director and the Governing Board shall evaluate the new employee and determine if the new employee shall be retained. Thereafter, the employee shall be evaluated at least on a yearly basis by the district director and the Governing Board.

Termination: The employee, on two-week notice, or the employer, reserves the right to terminate any employment relationship at any time, with or without cause.

Benefits: Benefits will include health insurance, retirement plan, vacation, sick, and holiday leave.

Office Hours: The Wildcat Extension District with offices in Girard, Altamont, and Independence has posted office hours of 8:30 a.m. to 4:30 p.m. with a one-hour lunch.

Wildcat Office Leave Policies

Holidays: The governing body has determined that district offices will follow the state holiday schedule. If local county commissioners declare a holiday that the state does not acknowledge, employees within that office must take annual leave if they wish to take the day off.

Extension Office Closing: If the extension office is closed due to weather, utility problems, bomb threat, etc. employees will be paid their normal salary/wage. If an employee chooses to stay at home or go home, but the office has not been declared closed, the employee must take annual leave.

Requesting Leave/Documentation of Hours Worked: Employees will document hours worked on leave using KSU Form 8-25. The district director is responsible for signing the form each pay period.

Eligibility for Leave: All employees in permanent full and part-time positions are eligible for leave. The hours in pay status determine the amount of leave earned as outlined in the following tables. Employees in temporary positions are not eligible for any of the following paid leave.

Vacation Leave: This type of leave begins to accrue upon employment and is available for use at the beginning of the pay period after which it is earned.

Vacation annual leave shall be accumulated as follows:

Full Time Employees: 0 to 5 years' employment – 8 hours per month (1 day), maximum accumulation 240 hours (30 days)

5 to 14 years' employment – 12 hours per month (1 ½ days), maximum accumulation 240 hours (30 days)

15 years and over – 14 hours per month (1 ¾ days), maximum accumulation 240 hours

Vacation annual leave should be planned in advance and approved by the district director. Any accumulation over 30 days will be forfeited. Accumulated vacation leave (30-day maximum as directed above) will be paid upon resignation, retirement, termination or death. In case of death, compensation will be paid to the surviving spouse or the employee's estate. Vacation leave can be used for sick leave.

Overtime/Compensatory Time: Flexibility may be required in work hours during certain times of the year (special program, event, etc.). All requests for work above 40 hours per week must be pre-approved by the district director. If an office professional is requested to work over 40 hours in one week, the office professional will receive compensatory time rather than receive overtime pay. For every hour worked over 40 hours, 1 ½ hours is accumulated in compensatory time.

Compensatory time should be arranged with local agents and district director. It should be used within 2 months of when it was accumulated. Compensatory time must be noted on KSU 8-25 form and utilized before annual leave may be taken.

Sick Leave:

- a. Sick leave may be granted for the following reasons:
 1. Illness or disability of the employee, including pregnancy, childbirth, miscarriage and recovery therefrom, and personal appointments with a physician, dentist, or other recognized health practitioner; or
 2. Illness or disability, including pregnancy, childbirth, miscarriage and recovery therefrom, of a family member and a family member's personal appointments with a physician, dentist, or other recognized health practitioner, when the illness, disability or appointment reasonably requires the employee to be absent from work.
 3. The adoption of a child by an employee or initial placement of a foster child in the home of an employee, when the adoption or initial placement reasonably requires the employee to be absent from work.
- b. Each full time employee will earn 8 hours (1 day) of sick leave per monthly pay period.
- c. There is no limit on the amount of sick leave that may be accumulated. Upon retirement, employees will be compensated for 30 days of sick leave if they have accumulated at least 100 days of sick leave. Retirement is defined as being eligible for Social Security benefits. In case of death, compensation will be paid to the surviving spouse or the employee's estate.
- d. Sick leave earned by an employee is available for use on the first day of the following monthly pay period.
- e. Employees do not earn sick leave while on leave without pay.
- f. Vacation leave can be used for sick leave.
- g. Extended use of sick leave (more than five days) would require a doctor's permit for the employee to work and be paid for sick leave.

Leave Without Pay: Leave without pay can only be used when no sick leave or annual leave remains. It is understood that any employee with accumulated sick and annual leave may use that leave if approved by the employer. Employees do not earn sick leave while on leave without pay.

Family and Medical Leave Act (FMLA): The Family and Medical Leave Act (FMLA) grants up to 12 work weeks of leave in a 12-month period for certain family and medical reasons. Eligibility for FMLA starts after 12 months of employment and after the employee has worked at least 1250 hours in the 12 months immediately preceding the date FMLA leave begins. The employee is required to use all accumulated sick and vacation leave toward the FMLA entitlement before being authorized leave without pay. Family members are limited to the employee, spouse, children and the employee's parents. Additional information and forms can be found on K-State Research and Extension form FMLA 1-1.

Jury Duty: Employees will be granted a leave of absence with pay for required jury duty, in order to comply with a subpoena as a witness before the Civil Service Board, The Kansas Commission on Civil Rights, the U.S. Equal Employment Opportunity Commission, or a court, legislative committee, or other public body, except for appearances which involve an employee either as defendant or plaintiff in a personal matter. In such cases involving a personal matter, vacation leave, compensatory leave, or leave without pay will be used. Each employee granted such leave who receives pay or fees for a required appearance, excluding jury duty, shall turn over to the employer the pay or fees in excess of \$50.00. The employee may retain any amount paid to the employee for expenses in traveling to and from the place of the jury duty.

Bereavement Leave (funeral leave): Employees may be granted up to five working days, with pay, to make arrangements for and to attend the funeral of an immediate family member. The employee's relationship to the deceased and necessary travel time are among the factors considered in determining whether to grant funeral leave, and if so, the amount of leave to be granted. Funeral leave shall not exceed five working days in any one instance.

Military Leave: Military duty means training and services performed by an inductee or enlistee in the armed forces of the United States, including time spent in reporting for and returning from such training or service. It also includes active duty training as a reservist in the armed forces of the United States or a member of the National Guard.

- a. Eligibility: Any employee who leaves district service for more than 30 days of military active duty shall be placed on military leave without pay, such leave to extend through a date of thirty (30) days after his/her release from service. If not accepted for such duty, the employee shall be reinstated in his/her present position without loss of status or reduction of pay.
- b. Restoration: An employee returning from military leave shall be entitled to restoration to his/her former position of like pay and responsibility, provided he/she makes application for reinstatement within thirty (30) days after his/her release from duty and

provided further he/she is physically and mentally capable of performing the duties of the position involved.

c. **Earned Time:** Upon restoration to district service, the employee shall be restored all earned time credits unless he/she shall have been paid for unused earned time at the time of his/her induction or enlistment.

d. **Military Training:** Any employee who is a member of any reserve component of the United States Armed Forces or the National Guard shall be granted military leave for a total of ten (10) working days for a tour of active duty or field training encampment with pay.

If an employee's once a month military duty happens to conflict with the employee's district work schedule, the employee shall be granted military leave without pay. An employee may not be charged earned time for military training over ten (10) working days, but may be used at the employee's request.