There are many UC employment policy considerations for academic employees fulfilling programmatic duties within a multi-county assignment. All County Directors/Supervisors are to address and agree to each topic area in a written agreement. Agreements address potential issues that may arise, ensure clarity for the employee assignments and identify supervisory responsibilities.

All parties shall sign the agreement to acknowledge and concur with the stated arrangement. The academic’s position description must identify all reporting relationships. Agreements should be reviewed and updated when there is a change in Director/Supervisor/Employee.

**Definitions**

Home County – The county in which the academic is primarily assigned to in carrying out his/her programmatic responsibilities.

Host County – The county (or counties) in which the academic has programmatic responsibilities in.

Multi-County Appointment – When an employee works in two or more locations simultaneously.

Primary Supervisor (County Director of Home County) – An academic employee who regularly directs the work of the academic and who has administrative responsibilities for the academic.

Supervisor (County Director of Host County (Counties) or Statewide Program Director) – An academic employee who does not have full supervisory authority for the academic, but can provide input.

**Supervision**

The Primary Supervisor for an academic resides in the home county and has final authority on all personnel actions; however, additional Supervisors provide significant input to the academics programmatic goals.

In order to ensure the academic and all parties involved understand the agreement, please address the following:

Home County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Director of Home County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host County (Counties):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Director of Host County (Counties): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time Management**

How will the academic’s schedule be planned and reported between locations?

How will time off (sick, vacation, etc.) be planned between locations?

**Funding**

How will funding of program associated costs (newsletters, outreach, events, etc.) be managed?

How will funding be managed? If a resource development plan is expected, please describe the steps to initiate.

**Travel**

Travel to an additional county is paid by that county (unless another source is listed) from either the home office or the employee’s residence. The distance that is less is the amount charged to the non-home-based county assignment. Travel is not paid for travelling to the home department.

Is there a county or university vehicle available for travel? If yes, are there restrictions on use?

**Employee Space and Facilities**

What will each county provide related to space for work per the position (based on duties: desk space, phone, computer, etc.)

**Program Efficiency**

How will efficiencies be planned for duplicate work, or duplicate reporting?

**Communication**

How will the academics programmatic concerns and problems be addressed?

How will the academic’s administrative concerns and problems be addressed?

How will supervisors coordinate the evaluation of the academic?

**Training**

Who will be responsible for discussing and approving training options?

How will training be coordinated between both counties?

**Safety**

Where will safety training occur?

How will each unit stay apprised of fingerprinting and safety outcomes/concerns?

**Other agreements**

Reviewed by:

Home County Director Signature Date

Host County Director Signature Date

Host County Director Signature Date

 **Reviewed by *(if applicable):***

Vice Provost Signature Date

CC: Academic

 Tina Jordan, AHR Business Manager