

Staff Report

Subject: UGA Extension Office staffing contract
Author: Tim Callanan, County Manager
Department: County Manager
Meeting Date: 5/17/22
Item Description: Consideration to move all UGA Extension Office personnel off the County payroll and onto a contract with the University of Georgia

Summary Recommendation:

Staff is requesting approval to move all UGA Extension Office personnel off the County payroll and onto a contract with the University of Georgia beginning July 1, 2022.

Executive Summary:

Currently, the UGA Extension Office has two Agents and a Resource Manager that receive part of their pay from the County and part from UGA. Additionally, there are two 4-H Program Assistants and one 4-H Educator that are fully employed by the County. This new arrangement would move all six positions off of the County's payroll completely beginning July 1, 2022 and moving forward all six positions will receive their paychecks from UGA only. Quarterly, UGA will invoice the County for its share of actual expenses on the same basis that they are paid now – with the County funding half of the Agents and Resource Manager and all of the two 4-H Program Assistants and the 4-H Educator. Currently, UGA estimates the annual cost to be approximately \$174,252 (without medical insurance for the vacant positions) whereas if these positions remain on the County payroll as they are now, it's estimated they will cost the County approximately \$216,187. Once the vacant positions are filled and insurance benefits are selected, it's expected that the actual costs will be closer to the County's estimate. Moving these individuals from the County payroll to a contract basis with UGA is expected to be cost-neutral, but will be a simpler arrangement.

Background:

1. All six positions are currently on County payroll and have been for many years
2. Some employees are fully paid by the County, others are paid partially by the County and partially by UGA
3. Extension Office personnel are currently handled as a special case for many pieces of payroll: retirement, insurance, COLA, unemployment, etc. are all handled differently for Extension Office personnel than other personnel because of the existing arrangements with UGA
4. Moving these positions from payroll to a contract with UGA would simplify the entire process

Alternatives for Commission to Consider:

1. Approve for ECBOC to contract with UGA for Extension Office personnel, removing these six positions from County payroll and paying them via contract.
2. Do not approve to contract with UGA for Extension Office personnel. Continue to keep these positions on payroll.
3. Provide staff with direction.

Recommended Alternative:

Staff recommends Alternative number 1 – Approve for ECBOC to contract with UGA for Extension Office personnel, removing these six positions from County payroll and paying them via contract.

Other Alternatives:

N/A

Department Review: *(list departments)*

County Manager, Finance

Funding Source:

General Fund, UGA Extension Office department

Attachments:

UGA Extension Office personnel contract