Cornell Cooperative Extension of Niagara County

Standard Operating Procedures and Guidelines

Edition: 2026

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Title: Accident/Injury/Incident Reports **Effective Date:** May 2026

All accidents by employees, volunteers, other visitors, or clientele on Extension premises, or at any Extension event or function, are to be reported immediately using the process below.

The immediate Supervisor and/or the Executive Director should also be made aware of the situation immediately as well.

Report should be completed as soon as possible, within 24 hours of occurrence or as soon as situation is stabilized.

For each Accident/Injury/Illness:

1. Complete the Accident Report found on the next page or here: X:\HR\2 - EDs and HR Staff.

2. Send the completed accident report to PW Wood office at the address on the top of the form.

3. PW Wood will evaluate the information provided on the form and communicate back to the Association any further instruction or status.

4. For employee injury/illness/accident, the Association should refer to HR Policy 605 "Workers Compensation" as well as view the additional reporting and processing steps here: https://staff.cce.cornell.edu/units/ses/tools/workers-compensation

Cornell Cooperative Extension Association Accident/Injury/Illness Report

To be completed by Employee and Supervisor or delegate within 24 hours of occurrence or as soon as situation is stabilized.

Submit completed report to:

Fax immediately: **607-266-9663**

Email: **Lisa@thewoodoffice; Karen@thewoodoffice.com**

Mail copy to: The Wood
OfficePO
Box 4798

Ithaca, NY 14852

Section A: To be completed by the **Association**	
Association Name	
Name of Injured	
Supervisor or Program Leader Name	
Date of Incident	
Today's Date	
Association Address	
City, Zip	
Safety Contact Name	
Safety Contact Phone	

Section B: To be completed by **Injured** Individual (**Employee, Volunteer or Participant)**	
Name	
Address	
Phone Number	
Role/Title	
Date & Time of Accident/ Injury/ Illness	
Detailed Location of Accident/ Injury/ Illness	

Please describe what happened, in your own words, including indication of any equipment, vehicles or other materials involved	
Name and Contact Information of those who witnessed the Accident/ Injury/ Illness?	
Describe any, emergency treatment administered at the scene of the Accident/ Injury/ Illness	
Describe any medical treatment following the Accident/ Injury/ Illness	

Section C: To be completed by **Association and Employee, Volunteer or Participant** together	
What caused the Accident/ Injury/ Illness? Why do you think this?	

Signature of Injured Individual

Date: _____

Signature of Supervisor

Date: _____

Title: Annual Meeting **Effective Date:** May 2026

According to the Association constitution *"An annual meeting of the Association shall be held during the last quarter of the calendar year for which public notice shall give the time and location of the meeting at least twenty-one (21) days in advance of the meeting. The agenda shall include the following items, plus other business as appropriate - Annual financial and program report and the announcement of the results of the election"*. A quorum for the annual meetings shall consist of twenty-five (25) eligible voters of the Association.

In addition to handling the official association business as outlined in the association constitution, the meeting will also serve as annual recognition for volunteers, staff, board members, and others as deemed appropriate.

Staff are encouraged to attend the event and their meal/cost of attendance will be paid by the association. Time at the meeting/dinner is not considered work time unless actually performing Extension-related work.

Title: Annual Reporting **Effective Date:** May 2026

In order to be in compliance with federal Equal Program Opportunity requirements and also meet the needs of reporting to our stakeholders, Educators are required to complete required reports throughout the year and at least annually for Cornell University as designated by the Employee Handbook.

Annual Cornell reports are due to the University and the County by November 30th of each year. These reports are required as a part of employment with Cornell Cooperative Extension of Niagara County.

Title: Audiovisual (AV) Equipment **Effective Date:** May 2026

Cornell Cooperative Extension Niagara County maintains an inventory of audiovisual (AV) and other IT resource equipment available to all staff. The AV equipment is maintained by the WSBN IT Staff and is stored in various locations within the building.

AV equipment should be reserved as far in advance as possible using Outlook Calendar EXT-NIA-Calendars-Resources group and available to CCE Niagara stakeholders as "Reservation Form" on the CCE Niagara Website.

All equipment is expected to be returned as soon after usage as possible and in the condition it was received. All problems or difficulties with the AV equipment are to be directed to the department lead as soon as possible for repair and/or regular maintenance.

Supplies for the AV equipment should be purchased through the department lead. Suggestions for new equipment or replacements should be directed to the Executive Director for consideration and inclusion in the Association's budget.

The AV equipment is for Extension use only. Most equipment may be used by 4-H leaders or other Extension volunteers at the discretion of the office staff.

Other uses of equipment can be reviewed for consideration by the Executive Director.

POLYCOM UNIT:

The Association owned Polycom is in the Board Room. Anyone wishing to use the Polycom will need to reserve the unit as far in advance as possible.

No one should attempt to use the system without first reserving the equipment and receiving instruction on how to properly use the system from the SBN IT Coordinator.

Title: Board of Directors **Effective Date:** May 2026

The Board of Directors of Cornell Cooperative Extension of Niagara County is elected by the Association's stakeholders and announced at the Association's Annual Meeting in the fall. The Association is governed by this elected, volunteer board, which is composed of eleven (11) persons elected as Directors; two (2) County Legislators, one (1) State Extension Specialist, and one (1) non-voting representative, the Executive Director of Cornell Cooperative Extension of Niagara County.

Executive Committee

The Executive Committee of the Board of Directors is composed of the President, Vice President, Treasurer, and Secretary. The Executive Committee will conduct the business of the Association in the interim between regularly scheduled board meetings. The Executive Committee may include other Directors appointed annually by the President. A quorum of the Executive Committee will be a majority of the eligible voting members.

Board Meetings

The Constitution requires that the Board of Directors meet at least five times each year. The Board of Directors meeting agendas are distributed in advance of meetings. Minutes are kept and distributed to Directors following each meeting.

The Association depends on its Board of Directors to hold sufficient meetings each year to accomplish the following:

- Establish the organizational structure, consistent with the constitution, to conduct the work of the Association.
- Support and maintain Cornell Cooperative Extension of Niagara County in cooperation with Cornell University Cooperative Extension
- Execute the memoranda of agreement and authorize the execution of other legal documents
- Establish policies and procedures for maintaining an effective Cooperative Extension Association including program scope and priorities
- Secure resources necessary to conduct, manage, and administer the Association's program.

Responsibilities of the Board of Directors

The ultimate financial responsibility of the Extension Association rests with the Board of Directors. As such, the following transactions require board action:

- Establishment of the standing committees of the Board of Directors, i.e. finance and personnel committees
- Authorizing the opening and closing of bank accounts and naming the authorized signers on such accounts
- Approving the association's annual budget
- Approving transfers to and from all fund balances
- Approving association financial statements
- Incurring debt for the association
- Binding the association under contract
- Establishing voucher approval limits, including payroll vouchers, limits for specific association employees
- Establishing the performance appraisal process for association employees
- Maintaining an up-to-date position description for each authorized position
- Assuring adherence to established policies

Board actions should be renewed annually by the current Board of Directors. All actions of the Board of Directors are to be documented in the Board minutes.

Specific Responsibilities of Individual Members of the Board of Directors

Leadership is exercised by a Board of Directors to establish overall policy, determine program scope, take personnel action, and obtain financing and facilities.

All members of the Board of Directors share in these responsibilities and act in the interest of the association and of all county Extension work.

1. Be alert to community concerns that can be addressed with Extension's educational resources.
2. Be familiar with the history, purpose, and objectives of Extension and its educational programs, and help apply them to the county situations.

3. Provide an integrating influence in developing overall program in relation to county needs.
4. Study the current program and participate in some of the activities.
5. Help interpret Extension in general and its programs in particular to other community residents.
6. Become familiar with Extension's financial operations and budget, and the financial needs of the association.
7. Participate on standing and special committees of the Board of Directors.
8. Understand the policies and procedures of the association and the Director of Extension.
9. Attend meetings regularly, take an active part and interpret and support actions taken or recommendations made.

Board Committee Structure: The standing committees of the Board of Directors shall be established on an annual basis. At the first Board meeting of the calendar year, individual members will choose the committees on which they would like to serve. The President of the Board will then meet to finalize the list of members for each standing committee. These committees will meet at least annually and on an as needed basis.

Typically, the standing committees and their functions are:

- Personnel Committee - shall serve as a consultative committee for matters related to personnel issues.
- Finance Committee - shall be responsible for monitoring the budget of the Association and recommending Board action related to financial issues. The Treasurer shall chair the Finance Committee.
- Buildings & Grounds Committee – shall consider issues related to the Association's facilities, buildings and grounds, serve in a consultative capacity to staff, and make any necessary recommendations to the Board.
- Executive Committee - shall be comprised of the officers of the Association and which may act on behalf of the Board as required.

Additionally, a Nominating Committee comprised of at least five stakeholders, no more than two of whom are current Board members, shall be appointed by the Board President annually. The Nominating Committee will develop a proposed slate of candidates for the Association elections to be held prior to the Annual Meeting in the fourth quarter of each year. Electronic ballot is the preferred election methodology for the annual Board of Directors election.

Other *ad hoc* committees may be established as required.

Program Committee

General Guidelines: Specific composition and duties of the Program Committee are detailed below. The Board President and Executive Director are ex-officio members of all committees, unless otherwise stipulated, with attendance at their discretion. A staff liaison(s) shall be assigned to the Program Committee at the discretion of the Executive Director.

Duties of Program Committees: The Program Committee will provide overall support to the association and its programming.

The Program Committee shall assist the Association by providing input on areas including:

- the need for particular educational programming
- defining/reaching the appropriate audience for a program(s)
- marketing and evaluating a specific program(s)
- representing CCE, staff and programming to the public in a positive and informative manner
- program goal setting
- the Association Plans of Work

Composition: This committee shall consist of seven (7) or more members representative of the potential program participants and consistent with the affirmative action plan and equal program opportunity. Only one (1) member of the committee is permitted to be a resident from a County other than Niagara. At least two (2) Board members should act as liaisons to the Program Committee and are appointed by a majority of the Board of Directors. At least one (1) Board member should attend each Program Committee meeting and report back to the Board of the topics that were discussed at their next meeting.

Officers: Each committee shall have a Chairperson and Secretary nominated and elected by the committee. The Secretary shall take minutes of each meeting to be submitted for review at the next meeting of the Board of Directors.

Quorum: Quorum shall be a simple majority of the members of each committee.

Vacancies: Any vacancy on a Program Committee shall be filled by appointment as approved by a majority of the Board of Directors after consultation with the respective program committee.

Meetings: The Program Committee shall meet at least 4 times annually. At each meeting, one CCE Niagara department will present a programmatic update representative of all their programs from said department. Meetings should be scheduled in order to maximize committee member attendance.

Note: These Operating Guidelines shall be approved annually by the Board of Directors but can be amended at any point and in any manner by a majority of those members.

Position Description
Board of Directors

Purpose: To provide leadership for quality programming that reflects the priority educational needs of residents and represent content and resources of Cornell Cooperative Extension of Niagara County as well as providing insight into operational and financial decisions of the organization.

Major Responsibilities: The Board of Directors provides leadership to establish Association policy, determine program scope, and provide for financing and facilities. All members of the board share in these responsibilities and act in the interest of the Association and of all county Extension work. Each member is expected to make recommendations from his/her vantage point in the community.

Qualifications: Resident of Niagara County of at least 18 years of age. Desire to assist in providing Extension's educational programs to Niagara County residents.

Time Commitment: Ten to fifteen meetings each year; two hours per meeting.

Related Commitments: May represent standing committees or advisory committees. Serve as an unofficial public relations person in the community for Cornell Cooperative Extension of Niagara County.

Supervision: President, Board of Directors.

In-service Education: Orientation to Cornell Cooperative Extension of Niagara County provided by the Executive Director, other board members, and Cornell Cooperative Extension representative.

Affirmative Action: To be familiar with Cornell Cooperative Extension's affirmative action plan, and to carry out the spirit and letter of the policy.

Benefits: On-the-job educational opportunity for leadership and group skill development. Involvement in educational programs which address the needs of individuals, families, and communities.

Resource Leader: Executive Director of Cornell Cooperative Extension of Niagara County.

Length of Term: Three years.

Title: Building Maintenance **Effective Date:** May 2026

It is the responsibility of all staff and volunteers utilizing CCE offices and rooms to maintain a safe and healthy work environment. In particular, it is their responsibility to keep office areas, shared spaces, and common areas clean and organized, and leave the area in a manner consistent with how it was received.

The Maintenance Staff will regularly clean floors, remove trash, clean restrooms, replenish soap and paper products.

Any staff member, volunteer, or lessee that notices needed maintenance or has a request for a large job, such as repainting of rooms, should give this information to the Facilities Manager and Executive Director for consideration.

Title: Cash Receipts **Effective Date:** May 2026

All payments received by the Association (by mail, in person, etc.) and in any form (cash, check or credit card) should be immediately given to the Administrative Assistant who will issue a receipt as needed and complete initial processing. Cash receipts log with funds collected are then given to the Finance Coordinator.

All checks should be made payable to "Cornell Cooperative Extension of Niagara County".

Upon receipt at the association, checks should be immediately stamped with the association deposit stamp and kept in a secure and locked location. In the case of large fundraisers, (plant sale, 4-H sale, etc.) a staff member other than Administrative Assistant may be delegated the responsibility of verifying monies received and making out the receipt.

For events that collect monies such as a garden show, workshop or class, etc. one receipt may be issued to represent the monies received. The receipt should list the dollar amount of cash as well as the dollar value of checks received. As much information as possible should be provided (i.e. – breakdown of amount each individual paid as well as how they paid – cash or check). The original copy of the receipt will be given to the individual in charge of the event and the duplicate copy, placed in the secure and locked location with the monies received.

Monies will typically be balanced daily but a minimum of once a week by the Finance Coordinator and deposited in the association bank account. In compliance with the F.O.R.M. code, bank deposits will be made any time the monies on hand exceed $500.00.

Title: Check Writing **Effective Date:** May 2026

Bills are approved weekly. In order to have checks written, all receipts need to be submitted with proper vouchers which must include correct accounts numbers.

Checks are written twice monthly. Accurate and complete vouchers (with receipts attached) must be received by the Finance Coordinator no later than 12pm on the Tuesday prior to checks being issued. Requests received after this time will be held until the next scheduled check writing date.

For questions contact the Finance Coordinator.

Title: Computers: Hardware, Software, and Training **Effective Date:** May 2026

Refer to Policy 1001 "Property and Equipment", Policy 1303 "Communication Systems" and Policy 1304 "Acceptable Use" for more information about proper use and protections of association property.

Computers: All computers and peripherals are the property of Cornell Cooperative Extension of Niagara County. As such, their use is to be limited to items that pertain to the business of the Association. Any repairs or issues with this equipment should be directed to the Operations Manager who will work with the WSBN Lead IT Manager, other local staff and/or vendors to maintain, repair or replace equipment as needed.

Software: All software installed on equipment owned by Cornell Cooperative Extension of Niagara County must be legal and licensed. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. No unauthorized installations will be allowed. Any software needs should be directed to the WSBN Lead IT Manager for review and inclusion in the budget process.

Training: All staff are encouraged to continue to increase their computer knowledge and improve their skills. Training is available in various forms, i.e. newsletter subscriptions, on-line training courses, one-day workshops, and hands on training offered internally. Staff desiring training should contact their Supervisor to investigate available options based on their individual needs.

Title: Contract Approval/Certificate of Insurance **Effective Date:** May 2026

All agreements, grant proposals, contracts, use of Facilities forms, rules and regulations, leases, etc. must be reviewed and approved by The Wood Office before signing.

The completed *CONTRACT APPROVAL/CERTIFICATE OF INSURANCE REQUEST FORM* must be sent along with the contract/agreement/form/etc. to The Wood Office at least 10 days prior to due date or the event (whichever comes first). The form must be filled out correctly and completely. Refer to F.O.R.M. Code 1501 for more information or see the Executive Director.

NOTE: Only the Executive Director (or Association President) is authorized to sign contracts and agreements. Staff and/or volunteers are not authorized to sign any agreements, contracts or other documents.

After Executive Director approval, the completed form and contract should be sent to The Wood Office by the Finance Coordinator. The required form and contract can be faxed to the Wood office at 607-266-9663, or scanned and emailed as an attachment. Submit the original to the Finance Coordinator.

Notes from The Wood Office:

Be sure that the Association contact information is filled out on the form. This includes the email address or addresses of the person at the association that is designated to receive the response back from PW Wood.

In the "description of event" section, please be specific and include all important details (who, what, where). The “date” section is the date or range of dates for the activity or contract, not the date that you are sending the form to The Wood Office.

The Wood Office needs any and all paperwork (forms, rules and regulations, contracts, letters) related to a request. If there are no additional documents (request is verbal, for example) other than the Wood Office Contract Approval/Certificate Request Form, please specify that next to 'Description of event/Activity/Agreement/Grant' by writing "no contract" next to that area. Remember, contracts, permits, use forms, etc. are not to be signed by anyone but the Executive Director and that is only after The Wood Office has reviewed the contents and approved them for signing.

If you check the Yes option in the 'Do you need to provide a certificate of insurance?' section, then you must fill out the 'Who is requesting it?' section with the complete name and address of the organization who wants to be listed on the certificate.

If the event is co-sponsored with another organization, please check the Yes part of that section and be sure to include their certificate of insurance and signature.

Title: Cornell Publications **Effective Date:** May 2026

There is a limited supply of various Cornell publications, including 4-H projects, etc., that are kept on hand in the Extension office. Extension bulletins and fact sheets may be available to order from Cornell University. For more information see the Administrative Assistant.

Title: Credit Card **Effective Date:** May 2026

Association credit cards are issued to staff members through the finance office. The credit cards are authorized by the Board of Directors for the convenience of Extension staff in purchasing items via telephone, electronic means, or while staff is on official business. The Association credit cards must never be used for personal purchases or be used for payment of sales tax on any purchase within New York State.

Receipts for all purchases must be processed in a timely manner with correct account numbers and with vouchers.

Staff in possession of an Association credit card are responsible for its protection and custody at all times. If a credit card is lost or stolen, Executive Director and Finance Coordinator must be notified immediately. The card will be immediately cancelled via the bank.

Failing to turn in receipts with vouchers in a timely manner, purchasing alcohol, or exceeding meal limits, as well as failure to comply with other conditions indicated above will result in the loss of access/ability to use the credit card for that staff member.

Title: Credit Card Payments for Online Registration **Effective Date:** May 2026

Cornell Cooperative Extension requires all staff members that accept credit cards to do so only in compliance with credit card industry standards, and in accordance with the procedures outlined in our "Accepting Credit Cards to Conduct Association Business" policy located here: X:\IT\IT Resources\PCI Compliance - Accepting Credit Cards

Key Points:

- There are currently two active methods for processing credit card transactions in Niagara County: terminal device from the Bank (currently accepts Visa, MasterCard and Discover) and via secure PayPal website.
- Do not collect or store any cardholder data.
- When designing any forms used for credit card sales, locate sensitive cardholder data together on the form, so that it can be easily removed from the form and shredded.
- Do not save or even type in customer's credit card information into a computer, not even to enter it into PayPal. If a person chooses to pay with PayPal, they cannot log in and pay using a CCE-owned computer.
- Do NOT accept nor send any credit card information via e-mail. Delete the e-mail immediately and empty your Deleted Items folder if a credit card number is e-mailed to you. Do NOT reply to the e-mail and do NOT process the credit card information from the e-mail. You may contact the person via phone to explain that we cannot accept credit card numbers through e-mail.

Any information related to the details of a credit card payment should be forwarded to the Administrative Assistant to process. The Administrative Assistant will forward processed transactions to the Finance Coordinator as soon as possible after the transaction has been completed.

Title: DMV Record Check **Effective Date:** May 2026

Refer to HR Policy 905 "Driver's License and Vehicles" for more information.

An employee who drives for Association business must possess a valid driver's license free from major infractions at the time of hire and throughout employment.

All current employees, potential new hires, and volunteers (who drive Extension vehicles, or drive their personal vehicle with passengers) will be subject to a motor vehicle record examination performed by PW Wood.

Potential new hires are required to submit a copy of their driver's license prior to any job offer that requires driving duties. Employment is contingent upon meeting the MVR grading system. All current employees are required to submit a copy of their driver's license as requested for continuance of a job that requires driving duties.

MVR Check Process:

1) Complete the *MOTOR VEHICLE RECORD REQUEST PERMISSION FORM located here: X:\HR\MVR Checks*.
2) Submit the completed form along with a copy of a valid NYS driver's license to the Executive Director.
3) Documents are faxed to The Wood Office.
4) The Human Resource office places paperwork in "DMV Check Folder" with note of date sent.
5) Note the date approved on the office copy of paperwork. Include a copy of the approval e-mail in the file.

<u>*NOTES:*</u>

- *The process could take up to two weeks to complete.*
- *DMV checks on Association employees every 3 years.*
- *DMV checks on camp employees every year.*
- *Employees under the age of 25 must complete and pass a Driver Safety Course in order to drive Association vehicles with children.*

Title: Electronic Communications **Effective Date:** May 2026

Refer to Policy 1001 "Property and Equipment", Policy 1303 "Communication Systems" and Policy 1304 "Acceptable Use" for more information about proper use and protections of association property.

Business Electronic Communications General Standards:

- Conduct business on electronic platforms as if you are appearing at a public meeting representing Extension or writing a letter on Extension letterhead. What you write, on social media or even in e-mail, could be forwarded or reposted and must represent Extension in a positive manner.
- Be cognizant that Extension is a non-advocacy/impartial organization. Be careful not to communicate political or causal affiliation in your public communications when using Extension electronic communication platforms such as e-mail or social media.
- Act as if the laws on libel and privacy apply to electronic communications. Remember that the laws of other jurisdictions may be more restrictive than your own. Respect the privacy of individuals, who may not be aware that their comments in electronic forums could be distributed by journalists. Do not quote private individuals or public figures from online communications unless you verify the identity of the author and assure yourself that the author meant to speak publicly.
- Respect the copyrights of individuals and organizations, including those within the system. Do not post or send any proprietary material, including news stories, photos, graphics, audio, video, data, or any internal communication without the permission of the originator.
- Use good judgment and conduct yourself on the internet in a manner that is worthy of Extension.

Social Media Communications

- Abide by the above Business Electronic Communications General Standards bearing in mind that you are an ambassador of Cornell Cooperative Extension to the cyber public. Every post, image and video you place on an Extension social media page is public material and must be accurate, relevant and reflective of the caliber of Extension.

- Do not use a personal social media account to post as an employee on an Extension social media page. Instead, use the corresponding social media page to post accordingly. For example, the 4-H youth Facebook page should be the sole source of information from the Extension office on the 4-H youth Facebook page. If you need access to any of the Extension social media pages, contact the Technical Support Specialist.
- Never use an extension social media page to communicate a personal message. Exercise extremely meticulous caution in this area.

E-mail Accounts:

- E-mail communications should follow the same standards expected in written business communications and public meetings.
- All e-mail accounts maintained by the Cornell University e-mail system are the sole property of Cornell University and Cornell Cooperative Extension. Extension has the right to monitor employee e-mail accounts to verify they are being used for legitimate business, including compliance with this policy, employee performance, and where there is a reasonable suspicion of activities that violate this policy.
- All e-mailed communications should be constructed professionally including proper spelling, grammar, and pronunciation. The exchange account provided to each employee is for business communications uses. Occasional use of your individual Cornell e-mail account for personal communications is acceptable; however, group exchange accounts are never to be used for personal communications.
- Employees are encouraged to exercise good judgment and caution when forwarding e-mails. Ask for permission if you are uncertain that the originator of a message is comfortable with you forwarding their e-mail message. Confidential messages should include a warning regarding accidental transmission to an unintended 3rd party.
- Employees are encouraged to exercise caution when opening e-mails from an unknown or unidentified sender. If an e-mail seems suspicious, employees are to forward the message to the WSBN Lead IT Manager who will use Cornell resources to determine its viability.

- The following uses of any Cornell exchange account are strictly prohibited:
  - The creation or exchange of e-mail that is malicious, harassing, obscene or threatening.
  - The creation and exchange of chain letters, other unsolicited e-mail or e-mail content that violates a copyright law.
  - The sending or reading of e-mail messages from another user's account.
  - Sharing of one's net-id password for any reason.

For more guidelines on proper e-mail use visit the CIT e-mail etiquette guide at: https://www.it.cornell.edu/services/guides/email/polite.cfm

Calendars

- Employees are encouraged to keep track of appointments, programs, and events on their exchange account outlook calendar. Employees are expected to keep the permissions for this calendar open for other staff members to view their appointments and events. Employees also have the right to create private appointments on their outlook calendars.
- If you have questions about the appropriate uses of the outlook calendar, contact the Operations Manager.

Webinars

- Webinars and internet meetings are a great opportunity to connect virtually for the purpose of collaboration and instruction. Remember to use these opportunities responsibly and that your conduct on an internet meeting reflects on the Extension office.
- If an employee needs assistance setting up for a distance learning program or webinar, they should contact the WSBN IT Team.

Adapted From: Barbara A. White, Acting Deputy Administrator, Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, Washington, D.C. CONNEX, SEPTEMBER 1996

Title: Emergency Contacts **Effective Date:** May 2026

Employees will be required to provide at least two persons that can be contacted in case of an emergency situation.

The emergency contact information must be verified and updated in the HRIS Workday system and via hardcopy form (maintained locally) at least annually or any time the information changes.

All information provided will be treated as confidential and only accessed by appropriate personnel in the case of an emergency situation. Please see the Human Resource Office with any changes or questions.

Title: EPO Compliance/Public Notification Procedures **Effective Date:** May 2026

Public notification visibly affirms and communicates our commitment to Equal Program Opportunity and is a basic step in creating a welcoming program environment. The following instructions are excerpted from the CCE Comprehensive Affirmative Action and Diversity Plan.

In support of public notification, the Association will:

1. Ensure promotional materials, photos, and other graphics used portray a diversity of clientele on a nondiscriminatory basis and be reviewed for inclusive language.

2. Ensure the full Cornell Cooperative Extension complete EEO/EPO statement is used in all *official* CCE documents:
   Official documents would include:
   - annual reports
   - major planning documents

3. In addition, we should try to include the full notification statement on:
   - any materials that can easily spare the space
   - any materials that will have wide distribution/high publicity
   - any materials that are used Association-wide
   - any materials that are used or sustained for long periods (vs. one-time events)

4. Ensure all brochures, posters, letterhead, stationery, newsletters, and printed pieces use the EEO/EPO statement:

"Cornell Cooperative Extension is an employer and educator recognized for valuing AA/ EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities."

5. Ensure that the Notification Requirement of the Americans with Disabilities Act of 1990 is being followed**.** The following statement should be included on announcements of events and activities:

"Accommodations for persons with disabilities may be requested by calling 716-433-8839 two weeks in advance to ensure sufficient time to make arrangements. Requests received after this date will be met when possible."

Title: Expense Vouchers **Effective Date:** May 2026

Expense vouchers are to be used by Extension staff and volunteers for reimbursement of purchases for Extension meetings, travel expenses, and supplies.

Expenses must be itemized on the expense voucher form for reimbursement. Receipts are required for all items purchased.

Expense vouchers must be written in ink and white out cannot be used.

Tax exempt forms must be used for all purchases in New York State to avoid sales taxes. If a tax exempt form is not used, and the sales tax is itemized on the bill, sales tax must be subtracted from the total expense. New York Sales tax cannot be reimbursed.

Correct account codes are to be included on the voucher before submitting to the Finance Assistant.

Expense vouchers must be submitted to Finance Coordinator by the fifth of the month for expenses incurred during the previous month.

Failure to submit paperwork by the deadline may result in not being reimbursed for expenses, as well as reflected in performance reviews.

Title: Expression of Personal and Institutional Opinion **Effective Date:** May 2026

Cornell University has a longstanding institutional commitment to freedom of expression and exchange of ideas, which is essential to Cornell's continued success as a center of learning. While it is deeply committed to these principles, Cornell as an institution must avoid involvement in partisan or political causes and does not endorse candidates.

This impartial posture is grounded in law as well as policy; institutional participation in partisan or political causes or elections can jeopardize the university's tax-exempt status. Unfortunately, occasionally, some may express their views in ways that might seem to suggest that Cornell, as an institution, endorses these views. It is the hope that all of Cornell's employees can appreciate why it is important to avoid communicating in ways that might lead others to misconstrue the expression of an individual's personal partisan opinions as those of the university.

MEMORANDUM
To: Faculty and staff
From: Thomas W. Bruce, Vice President for University Communications
Stephen Philip Johnson, Vice President for Government and Community Relations
Date: September 19, 2008
Subject: Expression of Personal and Institutional Opinion

We would like to take this opportunity to reiterate the long-standing Cornell University policy concerning expression of personal views in the workplace. The Board of Trustees reaffirmed, on September 15, 1970, support for freedom of thought and expression by individual citizens in matters of political advocacy. At the same time, the university must refrain from official institutional involvement in any particular political cause or on behalf of any particular political candidate. This impartial posture in a free and open atmosphere is essential to Cornell's continued success as a center of learning. Pursuant to this policy, we remind members of the Cornell community that:

1. The name, seal or other insignia of the university or its components may not be used in connection with the solicitation of funds or endorsements for any particular political party, platform or candidates or in support of particular legislation or policy proposal unrelated to the university's educational purposes and programs.

2. No university office, including the office of a faculty or staff member, can be used for solicitation of political funds or endorsements. Recognized campus political clubs or organizations should clearly indicate their separateness from the university in making such solicitations.

3. Cornell does not condone the use of university resources, including professional affiliations and titles, to advance personal views of any nature, and directs individuals to use distinct private, non-Cornell e-mail accounts (i.e. Gmail, Yahoo, Hotmail, etc.) for such purposes.

4. Members of the faculty or staff who have expertise in a given field and who wish to make their views known, or whose expert opinions are sought, are free to do so. While it is appropriate in these cases to point out in the body of a letter or electronic communications one's professional affiliation, such members of the faculty or staff who so identify themselves shall clearly state that they are speaking individually and not on behalf of the university.

5. Administrative facilities, equipment and services of the university (e.g. campus mail, e-mail, telephones, computers, duplicating and addressograph machines) may not be used for political or other non-university purposes, nor may any university employee be asked to perform politically related activity while on duty.

6. University space and facilities may continue to be available on an impartial basis, as in the past, for meetings, speeches, rallies and other appropriate political activities. All such uses must be processed through regular established university channels and be primarily for the benefit of members of the university community. Appropriate service charges will be imposed to compensate the university for its expenses to ensure that such political use of university facilities is not subsidized from university funds.

The Vice President for University Communications, as the university's spokesperson, is the executive staff officer designated with the principal responsibility in such matters, and questions that you may have in this regard should be addressed to his attention.

The university refrains from taking position on public policy issues, except where its interest is directly or substantially affected. When the university does take a position on matters of public policy, it is done principally through the Office of Government and Community Relations.

Please see the Executive Director with any questions about the above information or with issues related to the Expression of Personal and Institutional Opinion.

Title: Fax **Effective Date:** May 2026

The Toshiba copier in the Work Room is also used as a fax machine. Please see the Administrative Assistant for assistance with use of the fax machine function.

Title: Finance Committee **Effective Date:** May 2026

The Constitution of Cornell Cooperative Extension of Niagara County establishes the Finance Committee, which "Acts on behalf of the board of directors in its responsibility for financial policy and fiduciary responsibility."

The treasurer of the Board of Directors is the chair of the Finance Committee; a minimum of four other board members are appointed by the president of the Board of Directors at the organizational meeting in January to serve on the Finance Committee.

The responsibilities of the Finance Committee include:

- Review and recommend annual budgets.
- Review and monitor the overall Extension budget.
- Identify and develop financial support for programs.
- Present comprehensive and concise reports of financial situation to the Board of Directors and recommend appropriate actions.
- Review financial policies and procedures and revise them as necessary.
- Adhere to the responsibilities as outlined in the Financial Operations Resource Manual.

Budget Preparation

Before an association budget can be prepared, the association Board of Directors, Finance Committee, and executive director must agree upon the association goals and the program area objectives for the coming year. The overall purpose of the Extension budget is to provide adequate funding for the priority programs as determined by the Board of Directors.

The preparation of the association budget is primarily the responsibility of the association Finance Committee and the executive director. Before the association budget and funding request is presented to the county Board of Supervisors, it must be thoroughly discussed, understood, and approved by the Finance Committee and the association's Board of Directors.

Budget Management

The finance committee and executive director are responsible for budget management. If there are significant deviations from the planned budget, the finance committee and the executive director are obligated to inform the association Board of Directors and possibly the county government to be sure that there is full agreement and support in these necessary changes.

The finance committee, with guidance from the association Board of Directors, should take the responsibility to invest available funds to increase the spendable income available. Any such investments should be fully discussed to ensure that there is minimal chance of losing money since these funds are, in fact, public dollars.

Title: Food Permit **Effective Date:** May 2026

A food permit will be obtained annually by the Association. The permit is required where the food will be sold by Extension staff/participants/volunteers (as part of a 4-H fund raiser).

The Health Department will contact the association annually before the Food Permit is due for renewal - typically in March. Paperwork needs to be signed by the Executive Director and returned to the health department with the appropriate fee.

The health department will schedule an inspection.

Upon receiving the permit, it is laminated and placed in the 4-H Office. Note that photocopies of the permit are not valid.

The Permit must be taken to all events that serve food or sell food. The permit must be physically present and visible at the event/food booth.

Title: Gifts/Donations **Effective Date:** May 2026

Cornell Cooperative Extension of Niagara County is a not-for-profit, educational organization chartered under the laws of the State of New York (county Law 224). The federal Internal Revenue Service has also determined that Extension is a charitable organization and qualifies as a 501(c)3 organization and is eligible to receive gifts and donations. As such, individuals and organizations that provide gifts or donations to Extension may receive full tax deductibility to the extent that the law allows.

All gifts and/or donations made to the Association must be acknowledged by the Board of Directors, and appropriate staff. Therefore, all staff should provide notice of gifts and donations to the Finance Coordinator and appropriate staff as they are received. Letters of acknowledgment will be generated and distributed.

All solicitations for gifts and donations must also be coordinated to avoid duplicate efforts. Therefore, all staff and/or volunteers anticipating any solicitations should provide notice of their plans to the Executive Director prior to the solicitation.

Title: Grants/Funding Opportunities **Effective Date:** May 2026

Association staff are encouraged to identify funding opportunities to support educational programming efforts. The Association's intentions are to seek grant funding that can be used to provide educational programming and/or procurement of equipment or other capital needs that are in line with the Association's mission, plan of work, and strategic initiatives. In order to ensure this match between grant funds and the Association's initiatives, staff are required to discuss grant funding efforts with the Executive Director prior to requesting funding opportunities.

Funding requests should cover as much indirect or administrative expenses as allowed by the funding entity. Coordination of this aspect of fund applications should be through the Executive Director and/or Operations Manager.

Funding applications must also be reviewed by The Wood Office prior to submission. In order to accomplish this review, funding applications must be discussed, prepared and reviewed by all involved well in advance of due dates.

Finally, all funding requests must be approved by the Executive Director prior to submitting the request to the funder.

Title: Interns **Effective Date:** May 2026

A student in the workplace as a volunteer for academic credit is covered by the school insurance coverage. A student in the workplace as part of an Extension field trip is covered by the Association's liability coverage. Student interns working for the Association and receiving academic credit are also covered by their school.

The Association should obtain a certificate of insurance from the school and forward a copy of the certificate to The Wood Office. The Association is covered by the Association's general liability insurance for any work performed by the student intern for Extension.

Please see the Executive Director and refer to F.O.R.M. Code 1501 for more information.

Title: Laptop Security **Effective Date:** May 2026

Refer to Policy 1001 "Property and Equipment", Policy 1303 "Communication Systems" and Policy 1304 "Acceptable Use" for more information about proper use and protections of association property.

Cornell Cooperative Extension of Niagara County has numerous laptop computers in use. It is every employee's responsibility to maintain this equipment and keep it secure and in your possession while out of the building.

KEEP THESE TIPS IN MIND WHEN YOU ARE OUT OF THE OFFICE WITH A LAPTOP:

- Keep laptops inconspicuous. Always use a laptop carry case, bag, or backpack. This will protect the laptop from damage and keep it out of sight.

- Keep food and drink away from any laptop.

- Do not store any personal information on any Association laptop. Do not store personal documents, pictures, or any other files on the laptop.

- Don't store your password with the Association laptop. Don't keep the password in the laptop case or on a piece of paper stuck to the laptop.

- NEVER leave the laptop unattended. Always stay in physical contact with the laptop - treat it as if it were cash. Think of the laptop as $1,500 in cash and protect it accordingly. If traveling with trusted friends or business associates use the "buddy system" to watch each other's back (and laptops).

- Keep the laptop out of sight when not in use.

- At Hotels - If a room safe is available, lock the device with other valuables in the safe. If this is not practical, store the laptop out of sight when you leave the room.

- Don't leave a laptop in or on top of a car. Not only can the heat and cold damage the equipment but locked cars are often the target of thieves. Don't leave the Association laptop on the seat of a vehicle. Do not leave the laptop in the vehicle overnight. Never leave the vehicle unlocked when unattended.

- Never store the Association laptop in checked luggage. Always carry it with you.

- Keep track of the Association laptop when you go through airport screening. Hold onto your laptop until the person in front of you has gone through the metal detector. Watch for your laptop to emerge from the screening equipment. Record identifying information and mark your equipment. Label the laptop and the carrying case with an identifying mark.

Title: Leave Requests **Effective Date:** May 2026

Please refer to Policy 603 "Vacation Leave", Policy 604 "Sick Leave" and/or Policy 609 "Personal Leave".

Leave requests should be completed and submitted for all anticipated time out of the office including vacation, personal, sick, military, unpaid, etc.

Vacation leave may be taken as earned. Vacation leave may only be taken at a time mutually agreeable to both the employee and the supervisor. All staff are expected to submit a vacation leave request form to their supervisor at the earliest possible notice, preferably at least two weeks ahead of the requested vacation leave.

Time-off request forms are available in the Work Room. Time-off request forms are not considered official until approved by the employee's supervisor. If approved, the supervisor will forward to the Team Leader Agriculture & Food Systems who will then share with the Administrative Assistant and will place the information on the shared Outlook Leave Time Calendar.

Each employee is required to complete and submit a monthly attendance sheet detailing all leave time taken. Monthly reports are due to the Team Leader Agriculture & Food Systems office on the 1st of the month. Non-Exempt employees are also required to record all time worked and any leave time in Workday daily.

Title: Local Charge Accounts **Effective Date:** May 2026

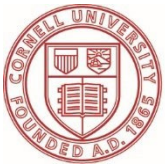
Cornell Cooperative Extension of Niagara County has established charge accounts at selected businesses. Each year an authorization sheet listing those staff members eligible to purchase at these businesses is circulated for signatures and mailed to the businesses. The list of businesses where charge accounts have been established is authorized annually and as needed by the Board of Directors.

Any questions regarding who is eligible to purchase at these establishments should be directed to the Finance Coordinator.

Title: Logo Usage **Effective Date:** May 2026

- The CCE Wordmark is the two-line stacked wordmark seen below. The wordmark may be used in proximity to the Cornell seal.

- The CCE branding guidelines and links to download the logos can be found at http://brand.cce.cornell.edu/ and at X:\Communications\CCE Logos-Letterhead.
- The Cornell insignia seal may never be less than 7/8". The seal may be scaled up to any size.



INSIGNIA SEAL CANNOT BE ANY SMALLER THAN THIS!!

- The insignia should ALWAYS maintain the round shape no matter what size the logo is scaled to.
- Text, headlines, photographs, or illustrations should never be closer to the logo than one-quarter the diameter of the insignia. *This is the "safety area"*. This is to allow sufficient space around the logo to make it stand apart from other visual elements.
- If you know you are using a postscript printer, use the logos in the .eps format. If you use the .eps files and try to print them to a non-postscript printer, the logo will appear very fuzzy. You will want to use those that are in .tif format. These should print fine on any printer.
- When only one-color printing is available, the insignia, logotype, and county name should be printed positive—in black or Cornell Red. The insignia, logotype, and county name can be reversed out of any color to white. NEVER use the red and black logo and print it on a black and white printer as the red appears gray.

- In the case of stationery/letterhead:
    - Extension and County identification should appear on the right side address block of any stationery.
    - Use seal + Cornell University lockup; or seal alone; or no seal with the CCE wordmark.
    - Use the long form of the EEO statement (see below).
    - Choice of tagline is up to the Association / Team / Program.
    - Secondary logos (such as 4-H clover) can be used on non-stationary items as long as the Cornell wordmark and/or seal should appear prominently on the page.
    - Proper usage of the 4-H logos can be referenced against the "4-H emblem guidelines".
    - Letterhead template for Cornell Cooperative Extension of Niagara County has been created and can be found here: X:\Communications\CCE Logos-Letterhead\Niagara. Letterhead templates here cannot be altered.
    - More information and examples: http://brand.cce.cornell.edu/stationery/
- In the case of envelopes, the Cornell seal may be placed on the front, lower left or centered on the back.
- In the case of social media websites, follow the Cornell University guidelines for social media avatar/icons. Do NOT use the Cornell insignia/logo for your social media avatar. For more information: http://brand.cce.cornell.edu/social-media/

Using the EEO Statement

- The standard Cornell Cooperative Extension EEO Statement to be used when applied to letterhead, annual reports, etc.

"Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities"

- CCE EEO Statement approved for space constraints and/or Web use:

"Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer"

For more information:

- Review guidelines and examples at: https://brand.cornell.edu/ and http://brand.cce.cornell.edu
- Contact CCE Communications Helpdesk at: cce-communications@cornell.edu
- Join the CCE communicators listserv:
  CCE-COMMUNICATORS-L cce-communicators-l@list.cornell.edu

Title: Mail **Effective Date:** May 2026

Mail is typically delivered to the Extension Center daily in the morning and distributed by the Administrative Assistant.

Outgoing mail should be placed in the mail tray; mail deposited there by 9 a.m. will be sent out that day. All mail must be processed with the appropriate program code.

Personal mail can be deposited in the outgoing mail tray as long as it has the correct postage applied.

BULK MAIL:
Standard (A) Class Bulk-Rate Mail is to be used when mailing identical printed or duplicated material to 200 or more individual addresses. The mail pieces must meet very specific guidelines and must be presorted by zip code. No single pieces of mail can be sent using the bulk permit stamp. Bulk mail is a cheaper but slower rate of mail. It also requires extra work in-house to qualify for the reduced rate from the postal service.

Therefore, it is essential that all staff work closely with the Administrative Assistant to coordinate a bulk mailing. It is important to decide in advance of preparation whether the material can be sent using bulk mail. If so, this must be built into the design and additional prep time should be allotted for the job. Certain requirements must be met from design all the way through drop off at the post office to ensure the Association receives the bulk mail rate for each piece of mail.

See the Administrative Assistants for more information, specifications required to complete when planning to use Bulk Mail.

Title: Meal/Mileage Reimbursement **Effective Date:** May 2026

Staff will be reimbursed for meals/mileage for official Extension business by completing and submitting a mileage reimbursement form according to this procedure.

Meal Reimbursement – Meals will be reimbursed as follows:

- Itemized receipt required for all reimbursements
- Breakfast – only reimbursed if leaving from home before 7:00 a.m.
- Lunch
- Dinner – only reimbursed if returning home after 7:00 p.m.
- Reimbursement will not be made for alcoholic beverages
- Tax exempt forms should be used for all purchases. New York Sales tax will not be reimbursed.
- Reimbursement rates will be in accordance with NYS GSA Per Diem rates.

Mileage Reimbursement

- Mileage is reimbursed at a federal IRS rate established annually according to Personnel Policy 504.
- Staff should use Association-owned vehicles when available and practical (Refer to Vehicle Use SOP).
- Request vehicle use through the Administrative Assistant.
- Vehicle Record Entries - regular and complete entries are to be made each time a CCE vehicle is used. Such as tracking mileage, gas used, and any notes about the vehicle. This info is to be left in the plastic envelope in each vehicle.
- Requests for vehicle records may be made at any time without notice. Staff not complying with proper vehicle record keeping instructions will receive written notice and progressive action as determined by the personnel committee.

The completed meal/mileage form and receipts must be attached to the Expense Voucher (reference expense voucher SOP). Staff must submit the completed meal/mileage reimbursement form to the Finance Assistant no later than the 10th of each month incurred during the previous month. Reimbursement forms submitted after the 10th of the month without adequate justification may not be accepted for payment.

Title: Meeting Room Reservations **Effective Date:** May 2026

When reserving a room, staff and 4-H volunteers need to go to the calendar on the CCE Niagara website and check for availability. If the date and room is available, there is a reservation form available to fill out and submit electronically. Be sure to include all necessary contact information and room set up. To the best of your ability the condition of the room shall be left as you found it.

Hard copies of the reservation forms are also available in the CCE Niagara office. Completed hard copies are to be given to the Administrative Assistant.

Title: Nominating Committee **Effective Date:** May 2026

The Nominating Committee is a committee of the Association; its enrollees are not a standing committee of the Board of Directors. It is responsible to and acts in the interest of the Association, its enrollees, and constituencies.

Composition:
The President of the Association shall annually appoint a Nominating Committee of at least five (5) people, who represent the broad interests of the residents of the county and the work of the Association, a majority of whom are not current board members. The President shall designate the chairperson of the Nominating Committee.

Duties:

1. The Nominating Committee shall prepare a list of qualified nominees to encourage a competitive election (when possible) for all vacant or eligible positions. Current members of the Nominating Committee are not eligible as nominees. Factors to be included in identifying potential members include diversity, geographic location in the county, and commitment.
2. Before candidates can be eligible for election, there are internal procedures that have to happen prior to the Annual Meeting. At the very least, the Nominating Committee should successfully identify the slate of candidates no later than 30 days prior to the Annual Meeting.
3. In addition to nominations by the committee, nominations may be made by:
    a. A petition, delivered to the Association in person or by certified mail no later than forty-five (45) days prior to the election. Thirty (30) eligible voting enrollees of the Association must sign the petition.
    b. Write-in on the election ballot where balloting is done by mail.
4. The Nominating Committee will supervise the conduct of the election.

Elections and Voting:

Elections for director(s) shall be held annually. Such elections, and/or voting for any other matter as determined by the Board of Directors shall be conducted in one of the following ways:

1. By physical or electronic ballot of all eligible voters prior to the Annual Meeting; or
2. A mail ballot sent to all eligible voters, as defined in Article IV, Section 2 of the Constitution, at least twenty-one (21) days prior to the due date of return.

In all cases, the candidate receiving a plurality of the vote for each seat shall be declared elected following completion of a satisfactory background check. In a tie, the winner shall be decided by a majority of the Board of Directors at its next meeting.

Conflict of Interest Disclosure:

The Executive Director shall remain independent from the business of the Nominating Committee, including but not limited to personnel appointments to the committee by the Board President, selection of nominees for the annual election, and counting of election ballots.

Meetings of this committee

Regular and routine meetings are established for this committee in the beginning of the year. In order to best accomplish the role of the committee, it is important to function efficiently and effectively. Minutes of all conversations are required as a permanent record of all activities.

Title: Payroll **Effective Date:** May 2026

Individual payroll 'advice' statements can be viewed online by going to www.workday.cornell.edu.

Payroll calendars and schedules, direct deposit information, year-end tax information and a variety of other payroll related information can also be found at the above link.

Any questions related to payroll should be directed to the Human Resource Office.

Title: Payroll Input/Timecards for Non-Exempt Staff **Effective Date:** May 2026

Refer to HR Policy Manual Sections 500 and 600 as well as SOP "Leave Requests" for more information related to work and leave time.

Cornell University acts as the payroll agent for the Cooperative Extension system. As the pay agent they require the use of the Workday Time Tracking system (www.workday.cornell.edu) for all non-exempt (hourly) staff.

All non-exempt staff are required to accurately record – on a daily basis - actual time worked (in and out times) plus record all leave time used.

Time cards are to be submitted to the Supervisor for review and approval at the end of each working week by established deadlines. Supervisors are required to review timecards and take appropriate action prior to payroll deadlines established by Cornell payroll.

Prior period payroll corrections should be discussed with the WSBN Lead HR Manager prior to any action to determine appropriate Cornell University practice and process.

Resources for using the Workday Time Tracking system are available here: X:\HR\1 - For Employees\Workday Time Tracking. Hourly staff with questions about payroll input should see their Supervisor, Pay rep, or contact the WSBN Lead HR Manager for assistance.

Important Notes:

- Time should not be entered prior to actually working nor should all time be entered at the end of the week or payroll cycle.

- When an employee enters time and when they submit the timecard, they are making a statement that the time entered is a true and accurate representation of all time worked and leave time taken.

- Supervisors should have direct knowledge of the employee work, scheduled hours, and actual work hours each week so that they can be reasonably certain that the time recorded is accurate, true, and authorized.

- Supervisors should be reviewing employee time entries on a regular basis throughout the pay week. This frequent review will give the Supervisor time to investigate any inconsistencies in the employee time cards.

- When a supervisor approves timecards, they are certifying that the hours the employee is claiming are true, accurate, and were authorized to be worked by the association.

- All actions taken within the timekeeping system are recorded and visible to Cornell University, Supervisors, Pay reps, and to auditors. That means when you log in, enter time, make changes, approve time, etc. is all visible to someone, somewhere. Be professional and on time with timecards.

Title: Performance Reviews **Effective Date:** May 2026

The performance appraisal system was designed to promote communications between supervisors and employees, to facilitate effective job performance, and to identify supportive learning experiences. The performance review system should be a continuing process, with a formal performance dialogue conducted at least once a year. The Association typically conducts annual performance reviews for all employees in September.

For more information about the performance review system, please contact your supervisor or the Executive Director.

Title: Personnel Committee **Effective Date:** May 2026

The Constitution of Cornell Cooperative Extension of Niagara County establishes the Personnel Committee, which "Acts on behalf of the Board of Directors in developing and recommending policy relative to personnel matters."

The board president appoints a minimum of five members of the Board of Directors to serve on the Personnel Committee at the January organizational meeting.

The responsibilities of the Personnel Committee include:

- Review and recommend position descriptions for program staff.
- Review and revise personnel policies as necessary.
- Maintain a current classification and compensation schedule.
- Ensure that recruitment, employment, and orientation of staff are done according to equal opportunity standards.
- Ensure performance reviews are conducted annually.
- Ensure that equal employment opportunity is explained and discussed periodically and is clearly understood by all association personnel.

Title: Personnel References **Effective Date:** May 2026

Employers may request personnel references from the Association regarding current or former employees, interns, or trainees.

In order to avoid legal or other potential issues, all personnel references for current or past employees, interns, or trainees must be approved in advance by the Executive Director.

Extension employees may provide personal letters of reference for current or former employees, interns, trainees, or 4-H youth but these letters of reference must not be on Extension letterhead or stationery, nor in any way imply or ascribe official Extension approval of the content of these letters of reference unless approved in advance by the Executive Director.

Title: Petty Cash **Effective Date:** May 2026

There is one (1) established petty cash fund within the organization.

The Administrative Assistant is responsible for a small petty cash fund used to make change for individuals purchasing publications and supplies from the departments.

Staff members must sign a petty cash receipt form when they are given money. A correct account number and title are required when receiving petty cash funds. Staff members are responsible for returning the change and original receipt for items purchased as soon as possible after receiving petty cash funds. Any New York sales tax charged will *not* be reimbursed. Items purchased from petty cash must be indicated (circled) on the receipt if other items that are not reimbursable appear on the receipt.

Petty cash accounts are balanced monthly by Finance Coordinator.

Title: Photography or Model Release **Effective Date:** May 2026

A photography/publicity/model release must be signed by all persons appearing in photographs used by Extension.

All minors under age 18 who are not enrolled in 4-H, or anyone with a disability that prohibits them from consenting for themselves, must have a release signed on their behalf by a parent or guardian. 4-H enrollment forms contain a release, so a separate release form is not necessary.

Images of adults that have attended public events, have been notified that photography/ videography/digital recording will be taking place at the event, and have been given the chance to opt out can be used. Copies of the notification (brochure, signage, sign-in sheet, etc.) should be retained. A release is not required for photos of public figures or of a group/crowd at public events in which individuals are not easily identifiable.

To comply with this notification requirement all brochures, flyers, sign-in sheets, etc. should have the following disclaimer: "*Photography, video recording, and/or other electronic recording may occur at this event and may be used for publicity purposes by Cornell Cooperative Extension, Cornell Cooperative Extension Associations and Cornell University*".

Release forms can be found on the server in the "Forms" folder. Completed release forms should be given to the Administrative Assistant. These will be kept on file indefinitely.

Title: Printing/Copiers/Scanner **Effective Date:** May 2026

There is one (1) copier in the building. This copier is located in the work room and performs all functions including printing, copying, scanning, and faxing.

It is important for staff to recognize that the copier may be tied up printing large runs at various times. It is important to check with all program areas if you will have a large run so the item can be placed on a print schedule.

Title: Professional Development **Effective Date:** May 2026

It is the responsibility of all staff to attend professional meetings and approved training opportunities for personal and professional growth and development. It is expected that good judgment will be used in exercising this privilege and that requested time off will be mutually agreeable to the employee and his/her supervisor.

As referenced in Policy 504: An employee must submit the request form to their supervisor a minimum of 30 days in advance and receive approval from the Executive Director, or designated employee, before incurring any business expense for out of state travel, except as otherwise specified. The Association reserves the right to deny reimbursement for any business-related expense that was not approved.

All employees are encouraged to continue expanding their knowledge and increase their job-related skills. Cornell provides an online learning community that all staff are encouraged to use. https://staff.cce.cornell.edu/professional-development-opportunities

Cornell also offers Linkedin professional development opportunities.
https://www.linkedin.com/learning

Title: Program Committee **Effective Date:** May 2026

Program Committee helps determine the direction of Cornell Cooperative Extension Niagara County's work in the county and region. Their major responsibility is to help administer the local program and association for the best use of available knowledge, money, time, and other resources. An effective program committee provides for timely, sound educational programming; adequate resources; responsible program administration; effective staff; and good communications within and across associations, with clientele and decision-makers.

Responsibilities of the Program Committee:

- Conduct quarterly meetings to assist in identifying and prioritizing the issues and audiences for educational programs.
- Assist in planning, conducting, and evaluating quality program which addresses the issues.
- Determine and recommend needed staff and staff support to Board of Directors.
- Build effective working relationships with additional association and area committees and the Board of Directors to carry on the work of the Cornell Cooperative Extension System.
- Develop awareness, understanding and support for program with potential program clientele, clearly targeted audiences, and public decision makers.
- Participate in the appraisal of staff performance as requested and help identify professional development needs.
- Adhere to policies of the association and of Cornell Cooperative Extension.

Responsibilities of Each Program Committee Member:

- Become familiar with the mission of Cornell Cooperative Extension and further the aims and objectives of the association and program.
- Become familiar with the scope of Cornell Cooperative Extension Niagara County programs.
- Participate in the ongoing work of identifying and representing the issues of the diverse families with need for educational programs.

- Assist in the challenge of reaching the hard-to-reach such as limited income, minority and culturally diverse persons who may have particular need for educational support.
- Participate in identifying and prioritizing targeted audiences with identified need for program.
- Support staff in the review and consideration of association, Cornell, area, and community resources that address the educational needs of clientele for program.
- Participate in establishing audience and program priorities and the use of resources for program.
- Regularly attend and participate in programs and the work of the committee in planning and evaluating program delivery.
- Share results of educational programs with the public.
- Participate in the appraisal of staff performance as requested and identify professional development needs for staff and committee members.
- Determine and recommend needed staff and staff support to the Board of Directors.
- Build effective working relationships within the association.
- Help others in the county understand Cornell Cooperative Extension and help develop understanding, support, and participation in local programs.

Title: Purchasing Limits **Effective Date:** May 2026

In general, purchasing limits are established by the Association's annual operating budget, which is based on a January through December fiscal year. The Association's annual operating budget is typically approved by the Board of Directors in December each year.

All Association staff should be familiar with the budgeted line items and use these amounts as guidelines for purchasing. Staff is expected to monitor accounts on a regular basis so that spending does not exceed budgeted amounts.

Title: Sales Tax **Effective Date:** May 2026

New York State has granted exemption to Cornell Cooperative Extension Associations from payment of sales tax when making purchases of goods and services. Cornell Cooperative Extension of Niagara County has its own state sales tax exemption number which identifies it as being an organization exempt from payment of New York state sales tax.

A sales tax exemption form should be used for ***all*** Association purchases. The form must have an original, not photocopied, signature. Normally the completed and signed form is given to a vendor prior to the purchase from the vendor. This form may be used for any type of transaction including hotel accommodations.

Please be aware that some hotels will not honor the sales tax exemption if the employee is using his/her personal credit card or check.

Title: Severe Weather/Emergency **Effective Date:** May 2026

Refer to HR Policy 503 "Emergency Closing" for more information.

Severe weather conditions may occasionally cause the Association to delay opening or close the office for staff and/or clientele. All decisions regarding delayed openings and/or office closings **must** be made by the Executive Director (or designee).

In general, the Association will follow the direction of the County government offices and/or the County Sheriff in determining when conditions are severe enough to warrant delayed openings and/or closings. It is the general policy of the County to keep County facilities, offices, and operations open and functioning in extraordinary weather conditions whenever practical.

There are times when certain extraordinary situations arise, and it may not be possible for all employees to get to work. In all such situations, employees as citizens are expected to abide by civil authority. Absent a violation of law, it is the employee's responsibility to report to work. Leave time (vacation or personal) may be requested if the Association is open for business and individual staff feels that conditions prevent them from reporting to work.

The County Sheriff defines road closings and travel advisories as follows:

- **Travel Advisory:** Roads are not closed. No unnecessary travel is advised. Travel advisories are generally issued based upon such factors as poor visibility, slippery roads, numerous accidents; blowing and/or drifting snow are on the roadways. The Sheriff's office does not determine the necessity for any individual to report to work.

- **Road Closings:** Road closings are issued when road(s) are impassable. Often times these road(s) are barricaded, or law enforcement is physically present blocking the roadway. Individual roads may be closed due to a number of factors (i.e. an accident, blowing/drifting snow, poor visibility, etc.). *You may be cited for a violation of law if you travel on a closed road.*

- **Travel Ban:** Means the roads are officially closed. Only emergency travel is allowed (police, ambulance, fire, doctors, nurses, etc.). Non-emergency travelers may be cited for a violation of law when traveling during a travel ban.

If the office is closed due to emergency conditions, normal work hours may be credited to staff (leave with pay). Employees on a regularly scheduled day off, on vacation, on sick leave, or any other type of leave will not be credited with leave with pay.

The Association publishes an emergency contact chart/telephone tree in order to effectively contact all staff regarding delayed openings or office closings.

Educators should make decisions regarding postponement of Extension functions (meetings, classes, or other events) as far in advance as necessary in order to notify participants via telephone, radio, or other means.

Title: Staff Meetings **Effective Date:** May 2026

Staff meetings are scheduled by the Executive Director at least monthly. All staff are expected to participate in these meetings, which are chaired by the Executive Director.

Title: Stationary/Business Cards **Effective Date:** May 2026

Stationery and business cards are to follow the standard Cornell Cooperative Extension format. They are printed by the Administrative Assistant and should be requested accordingly.

Title: Supply Orders **Effective Date:** May 2026

The Association maintains an inventory of office and computer supplies as well as paper products. These supplies are to be used for Association purposes only.

Office Supplies: The Administrative Assistant is responsible for maintaining an inventory of routine office supplies for staff and volunteer use. Inventory will be monitored, and replacements ordered as needed. Staff should be aware of the regularly stocked supplies and plan their educational programming accordingly. Special request items and large volumes of supplies for classes, workshops, etc., should also be ordered through the Administrative Assistant. It is essential that staff plan ahead and request items in advance of the date needed.

Computer Supplies: The Administrative Assistant is responsible for computer supplies including toner cartridges for printers, copy paper, printer supplies, cleaning supplies for computers and peripherals, etc. The Administrative Assistant should be informed when supplies are used in order to maintain a sufficient inventory. Used toner cartridges should be returned for recycling.

Paper Products: Paper products are located in the work room and are stocked regularly by the Administrative Assistant.

If staff notice the supply of any item is getting low, please inform the Administrative Assistant using the procedure outlined above.

Staff should not order or purchase office, computer or paper supplies except through the Administrative Assistant to ensure that our organization receives the best price possible, and conflicts do not arise with our tax-exempt status.

Title: Telephone **Effective Date:** May 2026

The Association's telephone system is for official business use only. The phone system includes voicemail for all staff members. Staff members are responsible for setting up their voice mail and checking it regularly.

Please contact the Operations Manager with problems with the phone system or to request training.

Title: Vehicle Maintenance **Effective Date:** May 2026

See Policy 906 "Driver's License and Vehicles" for further information.

The Facilities Manager will make sure that Association owned vehicles are maintained and in working order to ensure the safety of staff and volunteers using the vehicles. Facilities Manager is also responsible for checking and replacing fluids, taking vehicles for repairs, and inspections.

Employees, volunteers, and passengers are responsible for always returning the vehicles in a neat and clean condition. Papers and garbage must be removed at the end of each trip.

All association vehicles are non-smoking in compliance with applicable regulations.

Drivers of association vehicles, or those persons driving their own vehicle on official association business, are prohibited from using a cell phone or texting while driving unless a hands-free device is utilized.

In addition, employees are required to make sure the vehicle is never left with less than a half tank of gas in it. Gas should be obtained at the Association fueling stations when possible. A gas credit card is available when traveling out of the county and can be signed out with the Administrative Assistant.

The Facilities Manager should be notified of any safety or maintenance problems with Association vehicles. A Facilities Maintenance and Request Form should be completed and submitted for all safety and maintenance problems with Association vehicles.

Title: Vehicle Use **Effective Date:** May 2026

Vehicles owned by the Association and bearing official New York State license plates are purchased tax-free with public funds. Care and prudent use of this public property are essential in order to preserve good public relations and to retain public support.

Use of Association owned vehicles must be in accordance with state guidelines:

1. vehicle operators must have a valid New York State driver's license
2. vehicle must be used for official business only. Official business is defined as those duties necessary to carry out assigned responsibilities in accordance with Extension's directives
3. no one without official status (employee or a registered volunteer) will be allowed to drive the vehicle
4. family members may not be passengers in the vehicle unless they are being transported to or from a bona fide Extension activity.

In general, use of Association vehicles will be in the following priority order, with the driver counted as one passenger:

1) Out-of-county multiple passengers
2) Out-of-county single passenger
3) In-county multiple passengers
4) In-county single passenger

Employees are expected to use Association vehicles for all official travel whenever feasible and to carpool when possible.

No vehicle use will be approved for Volunteers and Staff until the driver's motor vehicle record has been checked and approved.

The registration and insurance card are in the glove compartment of each vehicle. The key, vehicle use log, and gas credit card (if needed) will be issued to vehicle users by the Administrative Assistant. All items are to be returned to the Administrative Assistant after vehicle use.

Employees and volunteers are expected to complete the vehicle use log for every use. Entries should include the name of the driver, the beginning odometer reading, the ending odometer reading, and the purpose of the trip. Monitoring of the use log will ensure that Association vehicles are being used for official business only and will be used to investigate any incident.

Vehicles are expected to be returned to the Extension Center clean, locked, and with at least a half tank of fuel. If the tank is less than half full, please fill it up using the Association fueling station or use the gas credit card before returning the vehicle to the Extension Center. The Facilities Manager should be notified of any safety or maintenance problems with Association vehicles.

Title: Volunteers **Effective Date:** May 2026

Volunteers are an integral part of Extension work, including the Board of Directors, standing committees, advisory committees, 4-H leaders, Master Gardeners, and others. Volunteers ought to be viewed as Extension's unpaid staff. Qualification, performance expectations, and standards are established by the various programs that volunteers participate in however all volunteers are governed by the Volunteer Involvement Policy (VIP).

Volunteers should be oriented to the mission of the organization as well as the Extension's adoption of affirmative action policy and its endorsement of equal program opportunity and equal employment opportunity. It is the responsibility of the program staff to orient volunteers. As representatives of the Extension organization, volunteers are expected to abide by the same standards as for paid staff.

Volunteers must be screened with an application and interviews conducted by staff. Volunteer Forms can be found on the website and hardcopies are available at the office. In addition these volunteers must provide permission and payment for a criminal history background check, annually sign a code of conduct statement, acknowledgement of risk form, enrollment form, and complete annual Sexual Harassment training (designated by CCE Niagara).

It is expected that volunteers should be evaluated for their effectiveness and performance on a regular basis by Extension program staff. Any difficulties or issues identified by volunteers should be directed to supervising staff or to the Executive Director.