

**WSU Extension**  
**Who Pays For What?**  
 June 24, 2011

	County Employees	Program Unit Personnel	Department Personnel	State and Center Personnel
<b>State Meetings</b>				
• Program Meetings – PD handles cost of meeting, negotiate travel costs with DO	CD and/or PD	PD	PD and/or DC	PD, CD and/or DO
• All Extension/Faculty Conferences – Travel Costs handled by PD, Meeting costs by State Director	County or PD	PD	DC	CD DO for meeting costs
• County Directors Meeting – Program or Statewide		SDCA	n/a	n/a
• CAHNRS Employee Staff Development Conference	County TBD	SDCA	DC	CD or DO
<b>Publications</b>				
• Printing of New Publications, Videos, and Satellite or Video Stream Broadcasts	PD, grant, or self sustaining			
• Reprints of Bulletins			Info Dept Reprint Budget Grants or self-sustaining	
• Bulletins and training materials for Volunteer Training, such as Master Gardeners	County Foundations or volunteer application fee, or some combination of the two			
• PNW Handbooks, one per county	Ag PD	Ag PD	Ag PD	Ag PD
• For Program Support, including volunteers	Appropriate PD			
• Publication Translation	PD			
<b>Operations, Teams, and Administration</b>				
• Program Team Operations	TO or County	TO or PD	TO or PD	TO/CD/PD
• Grant Development Teams	Handle case by case in a consultative manner			
• Faculty/Staff Operations and Administration	County	County and PD	PD with DC	CD and DO
• Program or Departmental Meetings, including planning, professional development, promotion and tenure, and guidance committee meetings, etc	PD	PD	PD	PD
• Program Days – in cooperation with PD	County and/or PD	PD	PD	CD/DO/PD
• Faculty Senate	Videoconference	Videoconference		
• New Employee “Processing” at Hiring	PD or grant	PD or grant	DC or grant	DO for meeting
• New Faculty/Program AP Orientation	County or grant	PD or grant	DC or grant	DO for meeting
• County Faculty Pesticide License	ANR PD	ANR PD		
• ADA Compliance – Sign Language	PD or grant or Program			

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<b>Professional Development Workshops</b>				
• Attending out-of-state meetings	As negotiated and pre-approved per established policy <a href="https://sharepoint.cahnrs.wsu.edu/extadmin/groups.aspx?MajorArea=Professional%20Development">https://sharepoint.cahnrs.wsu.edu/extadmin/groups.aspx?MajorArea=Professional%20Development</a>			
• Diversity	PD or diversity scholarship			
• Other – In consultation with PD	PD	PD	PD and/or DC	PD, CD and/or DO
<b>Faculty</b>				
• Startup	DO	DO	DO	DO
• Moving Expenses	DO	DO	DO	DO
• Recruiting	DO	DO	DO	DO
• Other employee recruit & move: grants	Grant	Grant	Grant	Grant
<b>Salaries</b>				
• Sick and Annual Leave	County share and DO	DO		
• Retirements	DO	DO	CAHNRS	
• Promotion	DO	DO	CAHNRS	
• Retention Increases	DO	DO	CAHNRS	
<b>Civil Rights Reviews</b>				
• Travel to conduct	SDCA		DO	DO
<b>Extension Promotion and Tenure Committee</b>				
• Travel to one-day meeting	DO	DO	DO	DO
<b>Other Supplies</b>				
• Letterhead	SDCA	SDCA	DC	CD or DO
• Envelopes	SDCA	SDCA	DC	CD or DO
• Business cards	PD, grant, if grant-funded, or by program, such as EFNEP or Food Sense			
• Names tags for faculty, AP's, state staff, county staff	PD, or grant, if grant-funded, or by program, such as EFNEP or Food Sense			
• Name tags for volunteers	Built into volunteer application fees			
<b>Other Professional Development Opportunities, Memberships, Associations</b>				
• Lead21	DO	DO	CAHNRS	DO
• WELD	DO	DO		DO
• Washington DC – Leadership, Congressional Visits, NIFA business	DO	DO		DO
• WSAC	SDCA	SDCA		
• West Nile, Other Special Program Emphasis		appropriate PD	DCs and appropriate PD	CDs and appropriate PD

CD = County Director  
 PD = Program Director  
 DC = Department Chair  
 SDCA = State Director of County Office Administration  
 DO = Extension Director's Office (Pullman)  
 TO = Team Operations  
 County = County Budget  
 Grant = Grant or Contract Budget