

# RESEARCH AND EXTENSION CENTERS POLICIES AND PROCEDURES

## RESPONSIBILITIES

### Director

The Director provides overall leadership and direction to a system of Research and Extension Centers (REC) operated by the University's Division of Agriculture and Natural Resources (DANR). Develop, seek funding and manage operational budgets for the REC system. Responsible for allocating and coordinating all resources of the organization. Collaborate with University Deans, Program Leaders, and Regional Directors in promoting the wise, full utilization of the REC toward fulfillment of the mission of DANR. Administer and/or coordinate division-wide responsibilities for Facilities Management, Capital Improvement Program, Federal Excess Personal Property Program, Environmental Health and Safety, and Human Resource liaison to the Davis Campus. Reports directly to the Assistant Vice President, Programs, DANR.

### Superintendent

The Superintendent is responsible for the management of the Center which includes program coordination; planning and development; support of Research Advisory Committee (RAC) approved projects; extension of research results and community outreach; farming operations; planning, development, operation, and maintenance of the facilities and infrastructure; and allocation of Center resources. The Superintendent is responsible for effectively communicating to project leaders the Center's responsibility for support of approved research projects.

### Resident Academics, Students and Staff

Resident personnel are assigned to Centers by agreement between the program unit and DANR. In general, the Center Superintendent allocates facilities and other resources based on need and availability. The facility space, basic utilities, and facility maintenance is typically provided by the Center. All other resources must be provided by the resident, their program unit, or allocated by the RAC for an approved research project. The RAC may be asked to make a recommendation to the Superintendent if there is conflicting needs between programs. The REC Director makes the final decision on long-term resource assignments. Resident personnel are responsible for compliance with REC and local Center Policies & Procedures (P&Ps).

### Non-Resident Academics, Students and Staff

Non-resident personnel typically utilize the Center through the RAC process. All program activity on a Center, other than resident personnel in assigned space, will be directly related to an approved RAC project or by specific permission from the Superintendent. Non-resident personnel are responsible for compliance with REC and local Center P&Ps.

## **Project Leader**

A Project Leader (PL) is the Academic responsible for a RAC-approved research project. Refer to [Section 580 - Use of Agricultural Research and Extension Centers of the DANR Administrative Handbook](#) for a definition of Academic personnel eligible to conduct research on a Center. The PL is responsible for the effective and timely communication to the Center of the requirements of the research project, and any changes to a project that would impact Center operations. The PL is responsible for all costs of resources, furnished by the Center, in excess of the resources allocated by the RAC.

## **CENTER OPERATING POLICIES**

At a minimum, Centers will maintain written Center policies and procedures for the following:

- Center-specific RAC procedures including additional or amended forms
- Project work notification requirements
- Center equipment use

### **REC-owned and -operated equipment**

In general, REC-owned and -operated equipment will only be used by REC employees. On an exception basis, use by other University employees may be allowed where there is a written Center policy on use by others that addresses coordination of use, safety, preventative maintenance, and operations training.

### **Other University-owned equipment**

Any equipment stored or used outside of assigned space will require a written MOU detailing ownership, use, maintenance responsibilities, and storage.

### **Non University-owned equipment**

All non University-owned equipment that is used by Center staff must have a loan agreement on file at the Center.

- Operating procedures for multi-user, shared-use facilities

Facilities designated as multi-user, shared-use, is space managed to accommodate two or more programs or projects at the same time. The facility will have specific written operational procedures. Generally the operational procedures will require users to schedule their use, share equipment and other resources, and provide funding and/or other resources for certain aspects of the operation.

- Dormitory and residential housing

### **Dormitories**

- Several Centers have space designated for dormitory-style housing. This housing is intended for short-term use.
- The Center will maintain a fee structure, and written rules and procedures for use.

### **Residential**

- Several Centers have single-family housing available for long-term lease to University employees.
- Occupants shall execute an approved lease for each housing unit.
- Vacant residences will be assigned based on the needs of the Center and typically on the following prioritized criteria:
  - Center employees and resident researchers
  - Other University employees
  - Other University-affiliated academics and staff assigned primarily to the Center where financial responsibility is accepted by the program.
  - The Centers will maintain written rules and procedures for use.

### **Maintenance and Improvement Funding**

- All maintenance and improvements for dorms will be funded from the Center's permanent budget. All dorm fees will be credited to the Center.
  - Typically, funding for maintenance and improvements for residences will be funded exclusively from rental income. Rental income will not be used for any other purpose unless approved by the Director.
  - In general, residences and dorms that are no longer cost effective to maintain, or are no longer essential to the mission of the Center will be demolished or otherwise removed from the Center.
- Special recharge situations not addressed below.
  - Meetings and tours

All meetings and tours held at a Center shall be approved in advance by the Superintendent.

### **OUTREACH**

The Superintendent is responsible for an outreach program. This program will generally include at least one field day per year, interaction with local schools, interaction with local 4H and FFA programs, and interaction with local civic groups.

## **FARMING INCOME**

Crops are grown for research purposes only. This may include crops required for an approved research project, guard rows, rotation crops, and crops required to return the field to a uniform condition suitable for research.

In general, all marketable crops are sold if the potential sales revenue exceed the cost of harvest and marketing. It is the Superintendent's decision whether to market a crop or not. It is the Superintendent's responsibility to maximize income where possible without substantial impact to the support of approved research projects.

All farming income is collected centrally and redistributed to Centers through the budget process.

Farming income includes the proceeds from the sale of crops, animals, animal byproduct, and other commodities.

Any exceptions to this income policy must be approved by the Director.

## **OTHER INCOME**

Generally, income also includes special fees charged to external users for such things as land and facility use, research, and other services. Recharge to PL, other recharges at direct cost, and funds or material transferred to the Center to offset direct expenses are generally not income. In general, income, other than farming income, will be retained by the Center where the income was generated.

Any exceptions to this income policy must be approved by the Director.

## **RECHARGE**

### **RAC-Approved Projects**

- Labor hours furnished by the Center for a project that is in excess of the RAC allocated hours will be recharged to the project for the current project year. Labor hours are estimated by the Center based on the information supplied in the project proposal and as approved by the RAC.
- Material and other resources that are needed, but are not typically supplied by a Center and not specifically budgeted for by prior arrangement, will be either furnished by the PL or the full direct cost will be recharged.
- All anticipated recharges for an approved research project, based on the information in the project proposal, will be communicated to the PL at the time of project approval. The PL has the option of proceeding with the project and agreeing to the estimated recharge, withdrawing the project, or revising the project and applying for RAC approval of the revised project in the off-cycle RAC process.

- Generally, the Center will have the capability to furnish all labor and material in addition to the RAC allocation on a recharge basis.
- Actual Center hours used on an approved RAC project, in excess of hours allocated, will be recharged to the PL at the approved recharge rate for project labor. Actual cost of material used on an approved RAC project, in addition to material ordinarily furnished by the Center, will be recharged to the PL.
- The PL is responsible to communicate acceptance of the project as approved by the RAC. It is the responsibility of the PL to effectively communicate to the Superintendent any changes to the project that substantially changes the project as approved, or any changes impacting the Center's participation in the project.
- A report of labor hours used by each project will be furnished quarterly. The PL will be notified immediately if there are any conditions that would require a significant increase in the estimate of labor hours.
- Actual recharges will be based on actual hours used in excess of RAC-allocated hours, and will be recharged at the end of the project year. There will generally be an adjustment to the RAC-allocated hours based on actual hours needed for all projects.

**NOTE:** It is the intent of this policy to recharge only for hours in excess of total hours needed for all projects. This may not always be realistic given the combination of career and purchased labor used, and the varying needs of the crops depending on the season and other conditions.

- The recharge rate for labor is an average of the salaries of the typical positions used in the direct support of approved research projects including both career employees and contract labor. The recharge rate is a uniform rate approved by the Vice President's office. This rate is not intended to necessarily reflect the actual cost of the labor used on a specific project. The rate is intended to provide an equitable method to distribute the cost of supplying additional labor, not supported by a Center's budget, for all projects. [UC Business and Finance Bulletins A-47, University Direct Costing Procedures References](#), allows for the use of the recharge transaction mechanism for the Research and Extension Center System (formally known as Agricultural Field Stations) exempting the System from Direct Costing requirements.
- Project labor hours are those hours that are recorded in the administrative records of the Center as being used on a specific project.

### **Alternate Project Recharge**

- The PL may agree to pay the estimated recharge at the time of project approval notification. The recharge amount would be based solely on the **estimate** of labor hours minus the RAC allocation, and any other costs agreed upon. This alternate method would require the agreement of both the PL and the Superintendent.

- The Center would complete the project, as described in the project proposal and as approved by the RAC, and there would be no adjustment in the recharge at the end of the project year. The Center would not be required to report project hours.
- If the PL or the Center substantially changes the project scope, the estimated recharge would be renegotiated. If the PL and the Superintendent cannot reach an agreement, then the recharge would be based on normal procedures.

### **Other Activities**

- Labor, material and other expenses not associated with an approved RAC project, furnished on request, and as agreed to by the Superintendent, will be recharged at direct cost. Where the activity is minor and there is not an opportunity for accumulation of costs over a fiscal year's period of time, the Superintendent may determine that it is not cost effective to process a recharge bill.

### **Contract Research**

- Occasionally organizations not affiliated with the University request the use of Center resources. These project proposals will be reviewed by the RAC for scientific merit, to determine if the project is consistent with Division priorities, and to insure that the project will not adversely impact other RAC-approved projects.
- All costs, including overhead, will be charged to the approved project. The overhead rate will be established by Research and Extension Centers - Administrative Office (REC-AO) on a case-by-case basis.

### **Additional Support**

- A Superintendent may determine that Center support of projects or other requested activities, that is in addition to the scope of work in the RAC-approved projects, are not feasible because of staffing or other limitations.

## **LABOR**

### **Contract Labor**

Following are ways that contract labor may be used on the Center:

- The Center contracts for the labor through a local labor contractor using a University purchase order. The Center is responsible for managing the labor.
- The PL, through their unit, contracts for the labor through a local labor contractor using a University purchase order. The PL is responsible for managing the labor. The PL shall notify the Superintendent, in writing, at least 24 hour in advance of any use of PL-contracted labor on the Center.

- The PL, through their unit, contracts for the labor through a local labor contractor using a University purchase order. With prior written agreement with Superintendent, the Center manages the labor. The Superintendents may, at their sole discretion, agree to use this method based on special circumstances.

### **Other Non-University Labor**

No person is allowed on the Center in a working status unless they are covered by liability coverage approved by the University, and are properly trained and supervised. Any person not in employee status and not covered by a University purchase order shall not be allowed to work on the Center without prior written approval from the Superintendent. It normally takes several working days to arrange for the appropriate review and approval. Consequently, it is essential that the Superintendent is notified far enough in advance so that the process can be initiated and completed to avoid delay in work or project.

### **ACCESS TO CENTERS**

In general, the Superintendent is responsible for the health and safety of all persons on the Center property and for the security of the site. Consequently, the Superintendent must be aware of all activities and personnel on the Center.

All persons requesting access to the Center shall obtain approval in advance by the Superintendent, except for the following:

- Resident academics, staff and students.
- PL, their staff and students--PL shall notify the Superintendent in advance of when they intend to be onsite.
- Guests of resident academics and PLs. All guests are required to register at a designated location at the Center.
- Guests at a scheduled and approved activity, while under the supervision of the activity sponsor or when the activity is restricted to a meeting room area, are required to register.

All University employees and students, who are not Center employees or resident, who are working on projects or other on-site activities shall be under the direct supervision of a resident academic, resident staff or PL. The Superintendent shall be notified at least 24 hours in advance of any non-resident University employees and/or students who will be working at the Center. The notification shall, at a minimum, include supervisor's name, location of work, project or other approved activity, and duration of stay.

All non-University personnel, who are not under the direct supervision of Center staff, who are working on projects or other on-site activities shall be under the direct supervision of a resident academic, resident staff or PL. The Superintendent shall be notified at least 24 hours in advance of any non-University personnel who will be working at the Center. The notification shall, at a minimum, include supervisor's name, location of work, project or other approved activity, purchase order or other appropriate documentation, and duration of stay.

## **LAND/SPACE ASSIGNMENT/ALLOCATION**

The Director is responsible for resource allocation. Following are the types of land/space assignment/allocations at Centers:

- **Land/Space assigned to a program or administrative unit.** This assignment is long term in nature, usually for as long as the program or unit is located at the Center. Long-term assignments are generally the result of an agreement between an administrative or program unit and the Director.
- **Land/Space allocated for a short-term or RAC-approved projects.** Short-term and project land/space assignment is generally for no longer than three years and has a specific termination date. Short-term and project assignments can be for an entire facility, a specific portion of a facility or scheduled access to a multi-user/shared-use facility. The Superintendent is responsible for making short-term assignments, and for determining availability for assignment to RAC-approved projects. The Superintendent generally assigns the land and space needed for project use. If there are competing needs between approved projects that cannot be resolved by the Superintendent, the RAC would typically be asked to help resolve the conflict.
- **Land/Space assigned for the management and operational needs of the Center.** This assignment may be short or long term. The Superintendent generally makes this assignment with review by the Director for any change in a long-term space assignment.

### **Long-term space assignment proposal process**

The proposal requesting a long-term space assignment would typically include the following:

- A complete description of the proposed use.
- Resources that are committed to the program.
- Source and availability of funding for any required improvements.
- Other program or administrative units participating in the program.
- Justification for location on the Center.
- Acknowledgment of the need and financial support of the proposal by the appropriate unit leaders (Department Chair, County Director, Regional Director, Statewide Program Director, etc.).

Proposals will be initially reviewed to determine whether it meets the criteria for a long-term space assignment. At a minimum, the criteria will include:

- A new, relocation or significant expansion of a program or unit.
- Long-term resource commitment, e.g., the assignment of an academic position as resident at the Center.

Once the determination is made that the proposals meets the criteria as a long-term space need, it will be reviewed based on at least the following criteria:

- Agreement from the appropriate unit, having responsibility for the proposed program and units having related or overlapping programs, that the Center is the appropriate location for that project.
- If the proposal represents a significant change in the mission of the Center, the proposal will be forwarded to the Vice President's Office for program review and approval.
- Regional significance
- Need for program to be located on the Center
- Suitability of facility and infrastructure to support the proposed use
- Impacts on adjacent users
- Availability of funding for required improvements
- Relative priority of competing proposals

## **FEDERAL EXCESS PERSONAL PROPERTY PROGRAM**

The Division-wide policy for the FEPP program is located in the [Administrative Handbook, Section 280](#). The Unit of Use Supervisor for the Centers is the Associate Director. The REC-specific program procedures are as follows:

- The receiving Center is responsible for the maintenance and control of FEPP equipment and material transferred to their custody.
- The Center's equipment budget will be assessed 10% of the estimated value, as determined by the Associate Director, for all equipment and material with an estimated value of \$1,000 or greater. This assessment will be used for the system-wide operations of the program.
- The Centers are responsible for the delivery of all equipment and material to their Center. If a Center chooses to have the FEPP staff deliver, the Center's equipment budget will be assessed the direct cost of delivery. Because of the distance involved, Desert, South Coast, and Intermountain will only be assessed one-half the cost of delivery.