

**RESEARCH AND EXTENSION CENTERS
POLICIES AND PROCEDURES
RESEARCH AND EXTENSION CENTERS - ADMINISTRATIVE OFFICE**

RESPONSIBILITIES

General

Research and Extension Centers - Administrative Office (REC-AO) is primarily the administrative office for the Research and Extension Center (REC) System. REC-AO is also the Division's statewide administrative office for:

- Facility-based programs including: State-funded maintenance (Operation and Maintenance of Plant [OMP]), State and non-State funded Capital Improvement Program, and capital improvement project management.
- Coordination of facility-related environmental health and safety issues.
- Coordination and acquisition approval for Federal Excess Personal Property.

REC-AO has other limited responsibilities as defined in specific letters of delegation and MOUs including:

- Limited OMP and EH&S oversight responsibilities at Elkus Youth Ranch and Hansen Agricultural Learning Center
- OMP, EH&S, and farming operations administrative processing responsibilities for the Hansen Agricultural Learning Center
- Coordination of personnel programs for the DANR units on the Davis Campus

RECHARGE

Labor and related expenses for the management of capital projects will be recharged to the capital project. Other administrative, management or technical support for any significant activity that is in addition to the responsibilities outlined above will be recharged to the unit requesting the assistance. A recharge will be initiated only if the unit has agreed to the scope of the service and the recharge rate, in writing, prior to commencement of the activity. The recharge rates will either be the direct cost of salary and related expenses, or a recharge rate approved by the Vice President's office. The REC Director may determine that additional support or other requested activities are not feasible because of staffing or other limitations.