

MEMORANDUM OF AGREEMENT

Between the
North Carolina Cooperative Extension Program/North Carolina A&T State University
And
Franklin and Warren County

The Memorandum of Agreement is to provide for the establishment of a procedure at North Carolina A&T State University to be of service to Franklin and Warren County in a payroll program that places William Landis who is employed with the North Carolina Cooperative Extension Program (either jointly or entirely paid by said county) under one payroll system. Franklin and Warren County, hereinafter designated as said county, and the North Carolina Cooperative Extension Program/North Carolina A&T State University, hereinafter designated NCA&TSU, shall adhere to the following provisions:

1. Purpose of Procedure – The purpose of the procedure is to provide a mechanism whereby funds can be transferred from Franklin and Warren County to NCA&TSU for use in paying the salary and benefits to Cooperative Extension employees of said county and NCA&TSU in a single monthly paycheck.
2. Procedure for Providing Funds to the Account – NCA&TSU's Contracts and Grants Office will bill said county for their portion of the gross amount of the monthly payroll and proportionate benefits related to the county employee. Upon receipt of the invoice, said county will reimburse the specified amount to NCA&TSU. In lieu of receiving paper checks, said county may complete and return a State Treasurer's Electronic Payment System (STEPS) form with the Memorandum of Agreement to establish an electronic reimbursement process.
3. Administration of the Funds – The funds will be maintained in accordance with NCA&TSU accounting policies and procedures.
4. Employee Benefits – Affected employees will participate in the North Carolina Retirement System and accompanying North Carolina Disability Income Plan. They also will be eligible for NCA&TSU employee benefits for which they are entitled. Affected employees will follow NCA&TSU's personnel policies and procedures. Leave maintenance will be administered entirely by the NCA&TSU. Said county will be responsible for providing their proportional share of benefits.
 - a. County may indicate below their desire to provide monies to Cooperative Extension employees for payment of an employer matching benefit for the NC 401(k) or other tax deferred programs. These monies will be paid in a lump sum on an annual basis and will not be included in the monthly base salary. Official notification in writing from said County of the lump sum dollar amount to be paid to each employee will be processed for payment and billed to the County for reimbursement to NCA&TSU.

Yes

No

