

**From:** [Jansen, Jennifer Louise](#)  
**To:** [Bruce, Lisa](#)  
**Subject:** FW: Internal policy on benefits and MOA +/- funded positions  
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**From:** Koenig, Richard T  
**Sent:** Tuesday, February 3, 2015 5:13 PM  
**To:** Baldree, Tommy Randel <baldreer@wsu.edu>; Hauser-Lindstrom, Doreen Ann <doreen@wsu.edu>; McDaniel, Robert H <mcdaniel@wsu.edu>; Kropf, James Anthony <jakropf@wsu.edu>; Boyes, Pat <boyesp@wsu.edu>  
**Cc:** Jansen, Jennifer Louise <jjansen@wsu.edu>; Priebe, Becky L <priebeb@wsu.edu>  
**Subject:** Internal policy on benefits and MOA +/- funded positions

Randy, Doreen, Rob, Jim and Pat,

I need to clarify internal policy regarding when and where it is appropriate to use the benefits pool for Extension positions. This refers to when we can legitimately draw benefits from the central pool for MOA-funded positions and when I am willing to front benefits costs from cash reserves for positions not or only partially funded by MOAs. These are important clarifications to ensure we can defend our position in an audit and to clearly communicate the boundaries to our personnel.

As you know, county MOA funds receive special consideration since they are based on a unique partnership between WSU and the county. When county funds come to WSU through an approved MOA, WSU has a history of using benefits from the state pool in the same way we do for state-funded positions. This is the case for extension faculty funded in part by MOAs. We extend this opportunity to program coordinators funded by county MOAs for the 4-H and Master Gardener programs. This is justified since these are core extension programs and the coordinators are part of a deliberate staffing plan central to our mission and the success of these programs. As a matter of policy and ethics, other staff positions are not eligible for the benefits draw arrangement, nor are positions funded by non-county money regardless of whether this is routed through a county MOA. I have occasionally made exceptions to this for very special cases but these represent a direct cost to us and limit options elsewhere in hiring. In other words, we will not use the benefits pool on these special cases but will cover the benefits from PBL or cash.

The following conditions make a non-faculty (coordinator) position eligible for the benefits draw:

- i) position is part of core WSU Extension program (MG and 4-H are currently the only 2 programs that meet this definition)
- ii) under the direct supervision of a WSU faculty member
- iii) funded by county \$ through MOA/MOU/ILA
- iv) support programs in good standing (i.e., programs that are aligned with the state-level organization and meet certification and reporting requirements)

There is a gray area here in that some coordinator positions are funded in part by MOA and part by other sources (17A, etc.). These do not fit the strict definition of a position eligible to use benefits this way and put us in jeopardy if we use the benefits pool on the non-MOA portion of the salary

line. Thus, we will not use the benefits pool on the non-MOA portion of the salary line. I am willing to front the benefits costs for these positions from cash reserves for a defined period of time (2 years) to allow personnel to work on either i) increasing the MOA to cover the full cost of the salary (i.e., no mixed sources of funds on the position) or ii) increasing the mixture of funds to cover both the salary and benefits costs on the non-MOA portion of the position.

Please do not re-distribute this message. If there are questions put this on the next A-Team call for discussion.

Rich

*Richard T. Koenig*, Professor  
Associate Dean and Director, WSU Extension  
College of Agricultural, Human and Natural Resource Sciences  
Washington State University  
P.O. Box 646248  
Pullman, WA 99164-6248  
509-335-2933 (p); 509-335-2926 (f)



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