



College of Agriculture,
Food and Environment
Cooperative Extension Service
Extension Personnel
N-106D Ag Science North
Lexington, KY 40546-0091
(859) 257-1727
Fax: (859) 257-3050
www.ca.uky.edu/ces

Filling an Agent Vacancy Guidelines

In the University of Kentucky Cooperative Extension, each County's situation model is different. The foundation for the majority of our counties is a three (3) agent staffing model. These are counties with an Extension tax that can support costs associate with three (3) agents. In some counties where an Extension tax is not present, two (2) agents share all Extension programming responsibilities in the county. Finally, some counties are in a financially advantageous situation where they can afford to employ 4+ agents. Below you will find a chart that represents how vacancies are filled in these specifics situations.

Filling an Agent Vacancy		
Two (2) Agent County	Three (3) Agent County	Four+ (4) Agent County
If a vacancy occurs, Extension Administration works to fill the vacancy immediately.	If a vacancy occurs, the County has the option to stop gap the position which will allow it to be posted within ~1 week. If the county chooses NOT to stop gap the position, the County must wait until the position rotates to the top of the vacancy list.	If a county experiences a vacancy in an agent position that is completely county funded (i.e. a 4 th and above position), counties have the option to post that position immediately as long as they agree to continue to fund that position.
If a vacancy is in the process of being filled and the other agent position becomes vacant, Extension Administration will work to fill both positions while exploring other staffing options to minimize impact on the county.	If a vacancy occurs while another agent position is on stop gap, the county may choose which position to continue to stop gap while state funds cover the other position. This does not have any effect on the vacancy list.	If a county experiences a vacancy in an agent position that is state funded (i.e. a base agent position), the county has the option to stop gap that position.
<p>*The chart is a set of guidelines and can be amended or changed for special circumstances or situations, such as the Agent-at-Large position.</p> <p>Click here for the Stop Gap and Agent-at-Large policies.</p>	If a vacancy occurs while another position is vacant in the same county and has not been stop gapped, the county may choose which position to fill immediately. Vacancies switch places on the vacancy list if a county chooses to fill the newer position first.	<p>If a county experiences multiple vacancies, see the breakdown below:</p> <ul style="list-style-type: none"> • One base, one 4th and above: the county must stop gap and fund the other position in order to post. • Two base agents: the county must stop gap both positions in order to post <p>As long as a county in a 4+ agent staffing model have 2 agents on staff, they will be responsible for filling their vacancies via stop gap or full funding</p>

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