

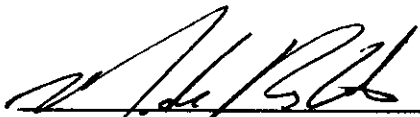
**ORDER: APPROVE OFFICE ASSOCIATE POSITION FOR LAFAYETTE
COUNTY EXTENSION OFFICE**

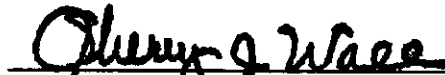
Motion was made by David Rikard, duly seconded by Larry Gillespie, to approve Office Associate position for Lafayette County Extension Office.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor Larry Gillespie, voted yes
Supervisor David Rikard, voted yes
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, voted yes

After the vote, President Roberts, declared the motion carried, this the 2nd day of May, 2022.


Mike Roberts, President
Board of Supervisors


Sherry Wall, Chancery Clerk



MISSISSIPPI STATE
UNIVERSITY.

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April 14, 2022

Mr. Mike Roberts
Lafayette County Board of Supervisors
P.O. Box 124
Oxford, MS 38655

Dear Mr. Roberts:

On behalf of Mississippi State University Extension, I am requesting permission from the Lafayette County Board of Supervisors to fill the full-time position of Office Associate in the Lafayette County Extension office that will be vacated by Ms. Roberta Burns upon her retirement effective June 30, 2022. This position will serve as Office Associate to provide support to educational programming in Lafayette County.

We are asking that the Lafayette County Board contribute \$7,500 in salary to this position plus the applicable funds for Social Security, retirement, and fringe benefits for the county-funded salary portion of this position.

Thank you for the excellent support that has been given to Mississippi State University Extension and the staff in Lafayette County.

Sincerely,

Linda C. Mitchell, PhD
Interim Head/ Regional Coordinator
Center for 4-H Youth Development/
North Mississippi Research and Extension Center

APPROVED:

Mike Roberts, President
Lafayette County Board of Supervisors

DATE

Pro-Forma Order

The Lafayette County Board of Supervisors authorized Mississippi State University Extension to initiate the process [under the policies and procedures of Mississippi State University Extension and Mississippi State University] to employ an individual in Lafayette County according to the following terms and conditions:

The position is titled Office Associate.

The Board will provide \$7,500 in support of salary for this position. The Board will provide applicable funds for Social Security, retirement, and fringe benefits for the county-funded salary portion of this position.

Prior to concurring in the employment of the individual selected by Mississippi State University Extension, the Board will require the following re-employment tests and/or examination and has [check on of the following] _____ previously provided, or _____ attached hereto, the written policies and Procedures for such requirements {check all that apply}:

_____ General Physical Examination

_____ Tests for [indicate all that apply]

_____ Alcohol


_____ Illegal drugs and/or substances

_____ Prescription drugs

_____ Other [describe]

_____ Any other condition/term of employment [describe]:

SO ORDERED, this the _____ day of _____, 2022.



Mike Roberts, President
Lafayette County Board of Supervisors