

EXTENSION HANDBOOK: OPERATING PROCEDURES

PREFACE

The procedures outlined in this handbook are for the guidance and information of Extension employees of Colorado State University. The **Extension Handbook** is intended to serve as a supplement to the *Academic Faculty and Administrative Professional Staff Manual*, which outlines the general policies and procedures for all University employees.

This handbook and the *Academic Faculty and Administrative Professional Staff Manual* are to be used as companion publications in informing and guiding Extension employees in their work.

It is the responsibility of every employee to become familiar with the policies and procedures contained in these two publications and to keep them conveniently available for reference.

Questions not covered in these guidelines should be submitted through regular administrative channels.