

# Texas A&M AgriLife Extension Service Procedures

## 01.01.01.X0.01 | Development and Publication of Texas A&M AgriLife Extension Service Rules and Procedures



*Approved: October 10, 2000*

*Revised: August 23, 2004*

*July 15, 2012*

*July 21, 2014*

*Next Scheduled Review: July 21, 2019*

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### **PROCEDURE STATEMENT**

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Texas A&M AgriLife Extension Service (AgriLife Extension) rules and procedures provide additional guidance for implementing policies and regulations of The Texas A&M University System (System), and provide guidance in matters that are unique to AgriLife Extension or are not covered by System policies/regulations.

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### **REASON FOR PROCEDURE**

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This procedure provides additional guidance for the development and distribution of AgriLife Extension rules and procedures to comply with System Policy 01.01 and System Regulation 01.01.01.

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### **PROCEDURES & RESPONSIBILITIES**

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#### 1.0 GENERAL

- 1.1 AgriLife Extension rules and procedures are consistent with and subordinate to both System policies and System regulations. Where a conflict between a rule or procedure and a System policy/regulation arises, the higher document will take precedence.
- 1.2 AgriLife Extension rules and procedures will be maintained on the web server accessible from the Internet and, if desired by the unit head, in printed format.
- 1.3 Responsibility for coordinating the preparation of new rules and procedures, or revising existing rules and procedures, maintaining their currency, and distributing them to applicable individuals and units is assigned to Texas A&M AgriLife (AgriLife) Risk and Compliance.
- 1.4 AgriLife Extension rules and procedures will be reviewed every five years, but are subject to review at any time as directed by the Director or designee. The responsible office for the rule/procedure may update the rules/procedures as needed.

#### 2.0 FORMAT

- 2.1 AgriLife Extension rules will bear an eight digit number: three sets of two digit numbers separated by periods followed by a period, a capital X, and then the next number in the sequence of rules for that subject area.

Example: 01.01.01.X1 (X2, X3, etc.)

- 2.2 AgriLife Extension procedures will follow the same numbering system as the rules with the addition of a period and two number digits to sequence the procedures under the rule governing that topic area.

Example: 01.01.01.X1.01 (02, 03, etc.)

### 3.0 MAINTENANCE AND DISTRIBUTION OF RULES AND PROCEDURES

- 3.1 System policies, System regulations, AgriLife Extension rules and procedures will be accessible to all employees at each AgriLife Extension location both on and off-campus in either printed format or from the Internet.
- 3.2 New rules/procedures or changes to existing rules/procedures shall originate from any unit or office which has been delegated with the responsibility for compliance with such rules/procedures. Drafts are to be submitted to AgriLife Risk and Compliance for numbering and formatting (if needed). AgriLife Risk and Compliance will initiate the coordinate process, and will forward rules/procedures to the director for consideration.
- 3.3 Approved copies of AgriLife Extension rules shall also be forwarded to the System Policy Office for the required System review. AgriLife Risk and Compliance will coordinate the distribution of procedures after approval by the Director, and the distribution of rules after approval by the Director and after review by the appropriate System Offices, the Office of General Counsel, and the Chancellor's signature as required.
- 3.4 Notification of updates will be made to each unit.

### 4.0 INTERPRETATION OF RULES/PROCEDURES AND QUESTIONS

The AgriLife Risk and Compliance Manager has been designated as the Rules and Policies Compliance Officer for AgriLife Extension to oversee the distribution and interpretation of System policies and regulations and the preparation, distribution, and interpretation of agency rules and procedures.

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#### ***RELATED STATUTES, POLICIES, OR REQUIREMENTS***

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[System Policy 01.01, System Policies, Regulations, and Member Rules and Procedures](#)

[System Regulation 01.01.01, Format for Policies, Regulations, Rules and Procedures](#)

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#### ***CONTACT OFFICE***

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Questions concerning policies, regulations, rules or procedures should be directed to AgriLife Risk and Compliance at 979-845-7879, or to the contact office designated in the rule or procedure.