

Process and Procedure for Local Partner Compliance Letters

During the first quarter of every calendar year (typically the end of January or early February), each district is responsible for contacting partners that MSU Extension (MSUE) staff within their counties work, collaborate and program with to obtain a signed partner letter.

Procedure:

1. Each year, MSU Extension HR (MSUE HR) will update the Local Partner Compliance Letter and save it on the Civil Rights OD Site. Notification will be sent to District Directors and District Support confirming the letter is updated. **This is the trigger for districts to begin the annual process.**
2. The Local Partner Compliance Letter must be signed by all partners and kept on file with MSUE (see #5 below for additional information).
3. District Directors or District Support will send the Local Partner Compliance Letter to staff in all counties that comprise their district.
4. Each staff member is responsible for having all of their local partners review, sign and return the form to them.
5. The forms will then be returned to the District Support staff person to upload into the proper folder in SharePoint (SP).
 - a. <https://michiganstate.sharepoint.com/sites/CANR/civilrights/districtcivilrights/default.aspx>
 - b. If letters are sent to MSUE HR, they will be forwarded to the appropriate District Support person and the staff member that holds the partnership will be copied so that they are aware.
6. District Support are responsible for tracking the completion of these letters within the Master List (a spreadsheet in SharePoint).
 - a. This ensures we only have one letter on file for each partner.
 - b. Master List will be saved at file path in #5 a.
 - c. Master List password: For confidentiality, this was removed. This information can be found in the document titled "Process and Procedure for Local Partner Compliance Letters", found here in the Civil Rights Partner Compliance Letters Documents folder:
https://michiganstate.sharepoint.com/sites/CANR/MSUEAllStaff/MSUE_admin_support/default.aspx
 - d. Be sure to work in the appropriate year's tab in the master list.
 - e. Collect them and mark them off as they come in.
 - i. Add new partners as needed.
 - f. Ensure documents are saved at proper file path and with proper naming convention.
 - i. File path: District > County > Year >
 - ii. Naming convention for each partner letter "FULL NAME OF PARTNER"
 - g. Follow up as needed with staff.
 - i. This might look like a couple generic reminder emails to staff.
7. At the end of the 1st quarter, Extension HR will review compliance for each District and follow up with District(s) as needed.
8. SharePoint is the official record. Please shred any hard copies.

Statewide Partners

1. For statewide partners, the MSUE District in which the primary, statewide office of that partner resides will determine which District is responsible for collecting a signed form.
 - a. Ex: MI Christmas Tree Association- statewide office is in Howell, MI, so D12 is responsible for obtaining signed form.

Partners that are located in another county/district

1. For partners that are located in a county/district that is different than where the programming is taking place from, a copy of the signed letter should be included in both county/district folders on SharePoint.