

Employee Professional Development Associations

<https://od.tamu.edu/associations-publications/>

Full list of state and national Extension associations.

We encourage participation in the association that represents you! All are dedicated to fostering standards of excellence in the Extension System and developing the Extension profession and professional.

TAE4-HA - Texas Association of Extension 4-H Agents, <http://tae4ha.tamu.edu>

TCAAA - Texas County Agricultural Agents Association, <http://tcaaa.tamu.edu>

TEAFCS - Texas Extension Association of Family and Consumer Sciences, <http://teafcs.tamu.edu>

TESA - Texas Extension Specialists Association, <http://tesa.tamu.edu>

Epsilon Sigma Phi, <http://texasesp.org>

There are many benefits of membership in these associations, including:

- **Communication links** within the association and with Extension administration
- **Electronic correspondence** with timely information for members
- **Social and professional interaction** for strengthening relationships
- **Learning opportunities** for professional development
- **Representation** in identifying and communicating organizational needs and issues

Texas A&M AgriLife Extension
Guidelines for Attendance at District, State and National
Extension Professional Meetings

The following procedures pertain to participation in state and national meetings of Extension professional associations:

TESA	Texas Extension Specialist Association
TCAAA	Texas County Agricultural Agents Association
TAE4HA	Texas Association of Extension 4-H Agents
TEAFCS	Texas Extension Association of Family and Consumer Science
NEAFCS	National Extension Association of Family and Consumer Sciences
NACAA	National Association of County Agricultural Agents
NAE4-HA	National Association of Extension 4-H Agents
ESP	Epsilon Sigma Phi – Alpha Zeta Chapter

District Extension Associations

Official time of up to 4 professional development days per year can be granted for district association meetings (i.e. TEAFCS, TCAAA, TAE4-HA, and ESP). It is the association's option to use these singly or in multiple day meetings. Up to 2 hours per association meeting day should be allowed for DEA/CED/RPD discussion related to Extension. Official time for travel, as appropriate, will be approved by the respective supervisor. The proposed agenda for these association meetings must be approved by the RPD/DEA.

State Association Meetings

For purposes of professional improvement, Extension employees may be granted permission to participate in state Extension Association annual meetings on official time with prior approval from supervisors. Requests for such approval must be made to the employee's supervisor prior to the actual meeting date. A maximum of three (3) days official time may be granted for each meeting in which clearly defined and substantial professional improvement opportunities exist. Official time for travel, as appropriate, will be approved by the respective supervisor. The proposed agenda for TEAFCS, TCAAA, TAE4-HA, TESA and ESP state meeting must be approved by the appropriate Associate Director. Use of the approval process is to assure appropriate professional and educational content.

A supervisor may approve participation in more than one meeting provided the employee requesting such participation clearly documents that such participation will

not be detrimental to ongoing programs or the employee's required performance. An employee may be granted official time for no more than two (2) professional association annual meetings (up to three (3) days per meeting) in a calendar year. Official time for travel, as appropriate, will be approved by the respective supervisor.

State Association Board Meetings

Official time may be granted for participation in a maximum of two (2) association board meetings, outside the annual meeting, in a calendar year. Participation on official time will be limited to individuals holding elected offices or their appointee within their associations. No more than two (2) days official time may be granted per meeting. Official time for travel, as appropriate, will be approved by the respective supervisor. Participation in a board meeting requires prior approval by the employee's supervisor.

State Extension Association Committees

Committee work conducted outside the annual meeting(s) or board meetings may be approved up to maximum of two (2) working days (official time) per calendar year. Official time for travel, as appropriate, will be approved by the respective supervisor. Approval must be requested from the employee's supervisor. In the unusual event that more than 2 official days are justified, approval can be granted by the appropriate Associate Director.

National Extension Association Meetings

Employees may be granted official time for participation in one national professional Extension association meeting per calendar year. Up to a maximum of five (5) working days may be granted. Official time for travel, as appropriate, will be approved by the respective supervisor. A request for out-of-state travel authorization, if necessary, must be approved by the employee's supervisor 30 days prior to the meeting.

Attendance at additional national association meetings may be granted with documentation of need and an approval by the employee's supervisor.

Administrative Oversight

Any and all official leave discussed in this section may be denied/canceled by the supervisor or appropriate administrator if it is determined that the employee is not carrying out all official duties of his/her position in a professional manner and/or if attendance at such meeting cannot be justified on a professional improvement basis.

Payment of Expenses

State funds will not authorized for reimbursement of per diem, lodging, travel or registration fees related to association meetings in or out of state.

Use of State Vehicles

State vehicle use is authorized for transportation of individuals holding elected offices or their appointee within their associations for the May and December Extension Association Board meeting with Texas A&M AgriLife Extension Service administration. State vehicle use is not authorized for annual association meetings. An exception for the use State vehicles to attend association meetings may be granted if the meeting occurs before or after another officially planned trip with prior approval from the Supervisor.

Payment of Dues

No Extension funds may be used for payment of Extension Professional Association, district, state or national dues.