March 7, 2018

County Mayor or Finance Officer

County Name

County Address

City, State ZIP

**MEMORANDUM OF UNDERSTANDING TO TRANSFER COUNTY EMPLOYEES TO THE UNIVERSITY OF TENNESSEE EMPLOYMENT**

Effective July 1st, 2018, the following employees will be transferred from the county government payroll to the University of Tennessee (UT) payroll:

**Name Job Title Annual or Hourly Pay Rate Percentage**

**Total**

The XXXX County Government agrees to reimburse UT quarterly for these employee’s salary and benefit expenses.

The anticipated cost to the county government and UT is as follows:

 County UT

2018-19

2019-20

2020-21

Starting July 1st, 2021, the county agrees to reimburse UT 100% of the employee’s salary and benefits expenses.

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Dr. Robert Burns NAME

Dean, UT Extension County Executive

University of Tennessee XXXXX County