



Office of District Extension Director – Central

Norma Samuel
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June 3, 2025

Ms. Crystal J. McCazzio
5935 SE 230th Ter.
Hawthorne, FL 32640

Dear Ms. McCazzio:

I am pleased to offer you the position of Marion County Extension Agent III, County Extension Director, position 0001-3968 beginning Friday, June 20, 2025 *. The annual salary will be \$115,000.00.00 with a 40 %/60 % split in funding sources between Marion County \$46,000.00 (40%) and the University of Florida \$69,000.00 (60%). Please note this offer includes \$15,000.00, 15% of the total salary, as a County Extension Director supplement. If you should change from your current position (CED), your salary at that time will be decreased by \$15,000.00. Please note your employment is contingent upon your passing the county's prescreening process and approval of the Marion County Board of County Commissioners.

As part of the hiring process, a successful pre-employment screening* must be completed for the offer of employment to take effect. This includes a satisfactory review of criminal records, reference checks, verification of education, and any health assessments that may be required. *The beginning date is subject to change based on the date that the background screening results are received. An employee cannot start working until the background screening results are received in HR.

In addition to education verification, an official transcript of your highest degree must be submitted. The official transcript may be delivered in a sealed envelope to UF/IFAS Extension Business Services-HR or emailed directly from the institution to bredmond@ufl.edu or danaparrish@ufl.edu. Degrees acquired from a non-U.S. institution must be evaluated by an education credentialing agency approved by National Associations of Credentialing Evaluation Services (NACES).

As an Extension Agent III, County Extension Director, you will work under the direction of the Central District Extension Director (DED), Dr. Norma Samuel. As with all County Extension faculty, your plan of work, report of accomplishments, and annual performance reviews will be under the supervision of the DED. The assigned duties and responsibilities for this position are 100% Extension. Your assignments may be subject to change at the discretion of the DED based on the needs of the department.

As a federal contractor, the University of Florida (EIN 59-6002052) is required to verify the identity and work authorization of all new employees. To help us comply with federal requirements we ask you,

- complete Section 1 of Form I-9 on or prior to your first day of employment.
- present documents that verify your identity and work authorization within the first three business days of your start date.

Failure to provide the appropriate documentation by the end of the third business day as required by law may lead to termination of employment.

The University is committed to creating a safe, welcoming community and a shared purpose that builds a sense of belonging and togetherness. To this end, the Institute of Food and Agricultural Sciences at the University of Florida is committed to providing a respectful environment for all students and employees.

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The University of Florida encourages its employees to engage in activities supporting their professional growth, creating new knowledge and ideas, and furthering the University's mission of excellence in education, research, and service. University employees' primary professional obligation, however, is to act in the best interest of the University and to maintain the highest ethical and professional standards. A University employee's outside activities or interests must not conflict, or appear to conflict, with their professional obligations to the University of Florida. Faculty members should use UFOLIO either to certify that there is nothing to disclose, or to report outside activities and interests in advance. At a minimum, if you have nothing to disclose, you should log in once every 365 days to certify this. See here for additional information: <https://coi.ufl.edu/>.

Your appointment is subject to the constitution and laws of the State of Florida and the rules and regulations of the Board of Trustees of the University of Florida.

Special conditions of your employment:

1. If you propose to engage in any outside activity or have a potential conflict of interest, you shall notify your supervisor in writing (using the proper University of Florida forms) prior to engaging in these activities. Such notification must be done annually (effective July 1 for future academic years) for as long as you continue to engage in such activity or have such conflict of interest.
2. There is also considerable travel with evening and weekend meetings, which may or may not be by personal vehicle.

We are impressed with your skills and believe you will find your new position to be challenging, interesting, and rewarding.

Please sign below and return original to me.

Sincerely,



Norma Samuel, Ph.D.
Central District Director
UF/IFAS Extension

NS/nw

cc: Ms. Becky Redmond
Dr. Andra Johnson
Mr. Angel Roussel

I, Crystal J. McCazzio do accept the position as described above and agree to the salary and all conditions set forth in this letter.



6/4/2025 | 2:15 PM EDT

Signature

Date