

District 3 Zoom Meeting Agenda
Thursday, December 3, 2020
10:00am

Good Morning

Good News!

HR

- Possible COVID exposure by an employee should not be shared with clientele without District Director approval. District Directors will work with Extension Human Resources and Healthcorps to determine when contact tracing would dictate notification.
- County Intern Host Applications are due to Kelly Jordan by Dec. 11. See <https://ces-personnel.ca.uky.edu/internships> for links and FAQs. Student App deadline is Dec. 31st.
- All time and leave must be entered and approved by 5 p.m. ET each Thursday.
- Supervisor PE Training on “Preventing Bias in Performance Evaluations” - Friday, Dec. 11th, 2:00pm-03:30 pm EST. Supervisors can sign up on KERS. In-service credit available.
- The College of Agriculture, Food & Environment will be hosting a Lunch and Learn Series on Avoiding Bias in the Performance Evaluation Process zoom presentation on Dec. 9th, click [here](#) to RSVP. Time: 12:00pm-1:00pm EST.
- Required I-9 Approved Signer Re-Training – Dec. 4th, 10:00am-11:00am EST. Sign up on MyUK Learning for: “Form I-9 Training for Approved Signers” (VIRTUAL HR-EMP-FI9TAS).

Extension Business Operations

- Concur Review Process Update
 - Agent’s vouchers come to DD for approval and then to Cristin Sullivan.
 - Staff goes to Cristin Sullivan for approval.
 - Reminder that it’s taking 2 weeks for reimbursements. Be sure to use the shortest traveling distance on mileage log. Provide comments if needed.
- KERS mileage reports (summary and detailed reports/views) are not functional with the new mileage entry screens at this time.

- Mileage logs (personal and county vehicles) are available as pdf's and will continue to be for the foreseeable future.
- The other reports (summary and detailed reports/views) are not required for reimbursement of travel expenses and are being reviewed.
- They will function as necessary for October 2020 and prior, but effective November 1, the other reports/views are not populating.
- We are exploring the options for streamlining these other reports and may make some changes to how they are displayed.
- More info to come once we are able to share other improvements.

Marketing and Upcoming Communications

- December Communications:
 - 12/03: District Board Update Newsletter
 - 12/14: Monday Memo
 - 12/17: Video Update
- Employees cannot opt out of these emails.

IT Update

- Join the Cybersecurity Information Team at <https://teams.microsoft.com/l/team/19%3a11749e55584346729d4da774be6e7c4c%40thread.tacv2/conversations?groupId=e860c07b-5746-4ec8-8d74-f0a2f5363636&tenantId=2b30530b-69b6-4457-b818-481cb53d42ae>
 - Recently updated with instructions on how to share sensitive files with internal and external users via OneDrive
 - Users are welcome to ask any questions there that they might have regarding security
- Chad Jennings has some short videos on a few cybersecurity topics on his training site at <https://web.microsoftstream.com/channel/3e7fc4aa-29ab-4380-b4d7-07c6cc9cbefe>
 - This includes the recording of the Cybersecurity Q&A session for those that couldn't make it.

COVID Operational Guidance Reminders

- Due to the covid surge and many counties are in the red, everyone must follow the covid office operational guidance.
- Agents should be having virtual meetings and programs. Be sure you are wearing masks and maintaining 6 feet of distance between yourself and others at all times. The Employee and Visitor's Log must be maintained and fully completed at all entry/exit. The State Office has recommended that holiday celebrations be conducted virtually this year.
- ***Violations of the masking policy and other COVID policies may be addressed through corrective action.***
- Office Sanitization Foggers - CDC has not endorsed use of these products for disinfection at this time. EPA has shared cautionary notes. At this time, it is best to encourage counties to use CDC cleaning and disinfection guidelines which DO NOT include foggers.

Holiday Leave Dates

- Thanks to those who entered their holiday leave requests in before Thanksgiving.
- A reminder that all holidays through New Year must be entered and approved.

NEP/SNAP-Ed

- Reminder to continue reporting SNAP-Ed hours each month. Check your committed hours submitted for accuracy.
- The 2019-2020 final report showed some agents didn't complete all of your committed hours.

Graduate School Admission Deadline

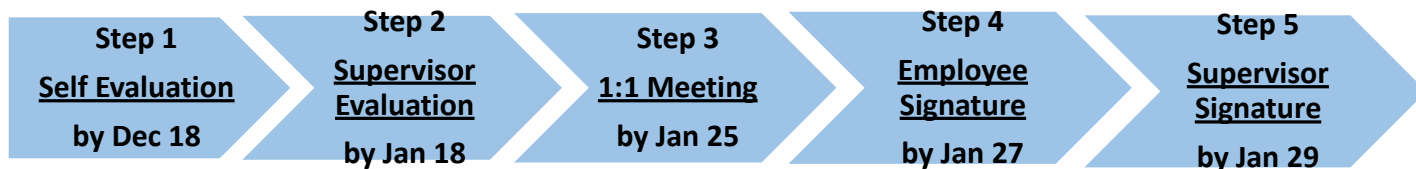
- December 7th is the deadline to apply for admission to the UK Graduate School for Spring 2021 semester. Visit the [UK Graduate School website](#) and click on "Prospective Students" to get started.
- Information regarding the 100% Online Master's Degree in Science Translation and Outreach can be [found here](#).

Kentucky Cooperative Extension Diversity Award Nominations Now Open

- Nominations for the 2020 Kentucky Cooperative Extension Diversity Award are now open. Nominations are due electronically by January 8, 2021. Submissions can be completed online at the following link:
https://uky.az1.qualtrics.com/jfe/form/SV_aWQwWeixa397b1F.
- This is a joint award open to Kentucky State University and University of Kentucky Extension Employees.
- Nominations will be evaluated for outstanding accomplishments in achieving and sustaining diversity and pluralism in Kentucky Extension. Nominations are for accomplishments during October 1, 2019 through September 30, 2020. *The program nominated could have started before October 1, 2019, but it must have also been ongoing during the period October 1, 2019 - September 30, 2020.*

2020 Staff Performance Evaluations

- Bi-Weekly Performance Appraisal Self-Evaluation Opens – Dec. 7th.
- Please note that, due to the Extension Transition, we are on the expedited “[2020 Extension Co. Supp. PE](#)” Timeline.



- If you are currently supervising a staff member who is on a post-retirement appointment, have them to complete the [Staff Post-Retirement Performance Evaluation Form](#) and forward the completed form to me.

Important Dates to Remember

- Report to the People – Dec. 1st
- Unconscious Bias Training for New Employees – Dec. 3rd and May 20, 2021

- Required I-9 Approved Signer Re-Training – Dec. 4th
- Bi-Weekly Performance Appraisal Self-Evaluation Opens – Dec. 7th
- District Board Members Appointed – Dec. 15th
- County Payment to UK – Jan. 10th
- Update Board Members & Agent Contact information on DLG - Jan. 31st
- Career Ladder Applications – Feb. 1st
- County Offset Voucher – Feb. 1st

See calendar link for December-January-February deadlines:

<http://districts.ca.uky.edu/OfficeTools>

Be sure to share updates with your county staff.

The next District Zoom Update, Thursday, December 10th, at 10:00am.