

District 3 Zoom Meeting Agenda
Thursday, November 19, 2020
10:00am

Good Morning

Good News!

HR

- County intern host applications are due to Kelly Jordan by Dec. 11. See <https://ces-personnel.ca.uky.edu/internships> for links and FAQs.
- All time and leave must be entered and approved by 5 p.m. ET each Thursday.
- All holidays through New Year must be entered and approved before Thanksgiving (i.e., by Nov. 25).
- Adam Pickerill is offering an excellent supervisor PE training “Preventing Bias in Performance Evaluations” - Friday, December 11, 2020; 02:00 pm - 03:30 pm ET. Supervisors can sign up on KERS.
- Updated Emergency Closing policy is up. It has been updated to reflect Extension Transition changes to our structure. Before a closure will be approved, the District Directors will be looking at whether remote work is an option in lieu of emergency closing.
- STEPS has launched a new online time entry module beginning with BW pay period 25 (11/22-12/5). The [STEPS Online Time Entry Support](#) page is now available. The page includes tutorial videos and other resources. The resources have been linked to the following CAFE pages: [Employee Resources](#), [Supervisor Resources](#) & [Video Tutorials](#).
- Be vigilant in wearing cloth facemasks and in maintaining 6 feet of distance between yourself and others at all times. Violations of the masking policy and other COVID policies may be addressed through corrective action.

Extension Business Operations

- President email and related audit regarding Dept. of Education
 - while this example was egregious in nature, it is a reminder of what can happen if things go unchecked
 - reminder that we are all involved in the process of ensuring proper stewardship is maintained regardless of fund source
 - reminder that what we have done and continue to do is critical
 - separation of duties
 - reconciliations
 - credit card processes
 - financial report reviews
 - not sure yet what further changes will be made
- Concur
 - it is taking 2 weeks for reimbursements to be made
 - due largely to the level of review being completed on each expense report
 - agents need to allow for 2 weeks before contacting us
 - all indications are that Oct. travel was submitted and processed rather smoothly
 - local travel per diem policy change
 - A minor change has been made to BPM E-5-1 – Reimbursement of Travel Expenses. Updated section IV F. Local Travel: The updated additions are in red and underlined.
 - Local travel is defined as less than 50 miles one way from the employee's workstation or the traveler's residence, whichever is greater. Barring exceptional business reasons, local travel does not qualify for an overnight stay or payment of personal meals. Based on the IRS guidance, if a trip exceeds the local travel distance and the traveler is in travel status for more than 12 hours, but the traveler chooses not to stay overnight, personal meals will be eligible for reimbursement at 75% of the standard per diem rate for the locality visited during the day.

- We are getting this question quite a bit from staff: the need to justify why using personal vehicles if office has county vehicles?
 - Not necessarily. If you have board approval to get reimbursed personal vehicle mileage, I would simply reflect that in the first day's comments. That way you are covered in the case of an audit (internal or external).
 - Comments will provide the documentation to explain why a personal vehicle was used when the county has purchased vehicles available. It could be questioned by internal or external auditors why we are reimbursing for personal mileage when there is a county vehicle available.
- Mileage log
 - new screen became active on Nov. 15th
 - new mileage log is out there as well - we have not had much time to test it - but we will do so and make changes as necessary
 - staff are welcome to contact district support staff or our team for assistance

Marketing and Upcoming Communications

- Please keep reinforcing that employees cannot opt out of these emails.
- Communication Audit – information will be shared in 2021 and organized by area.
- Communication reminders:
 - 11/02: Monday Memo
 - 11/05: District Board Update Newsletter
 - 11/16: Monday Memo
 - 11/19: Video Update
 - 11/30: Monday Memo
 - 12/03: District Board Update Newsletter
 - 12/14: Monday Memo
 - 12/17: Video Update

COVID Operational Guidance Updated

- Recent emails from Dr. Stephenson emphasized virtual programming and the need to follow all protocols. Given the current incidence rates across Kentucky, it is as important as ever.

Holiday Leave Dates:

- Thanksgiving (Holiday): Nov. 26
- Day after Thanksgiving (Holiday): Nov. 27
- *Bonus Days (Special Holidays): Dec. 21, 22, 23, 24, 28, 29, 30, 31
 - *Must be employed in a regular position on or before Oct. 25*
- Christmas (Holiday): Dec. 25
- New Year's Day (Holiday): Jan. 1

Holiday Celebration Guidance

- Andrea Higdon sent an email recommending that holiday celebrations be conducted virtually this year. This is consistent with our existing COVID operational guidelines.
- Per Andrea Higdon's email, our existing COVID guidelines are going to affect holiday celebrations this year, and to reinforce that, because we are in a surge, we need to continue to take our position as community leaders and role models seriously.
- This is especially true when we are on the job, out and about in our branded work attire, or out in the community during the week. We must model those guidelines (such as masking, and distancing) as we go about our weeks. It is also a time to think of each other and not take actions that place co-workers and their loved ones at risk.
- Even where an in-person meeting or event has been deemed essential, "masks are required unless individuals are alone in a room, eating or drinking," set up must adhere to "strict social distancing," the "meeting or activity must be structured and limit close contact," and food and beverages are not to be provided except in very limited circumstances.

- Common break rooms, lunch rooms, work rooms and other common areas should be used by one employee at a time. This is to ensure that employees can eat unmasked or go about their work (while masked) with a minimum of risk to themselves or others. Therefore, Agents must plan and enforce meal and break times to ensure that this guideline can be followed and that the safety principle behind the guideline is being honored.
- Shared or communal coffee pots, food and/or beverages are not permitted and, as noted, providing food and beverages at meetings or events is not going to be approved except in very limited circumstances (typically where it would be a health concern not to permit it).

NEP/SNAP-Ed

- Seasoned Newsletter is now a different format and no longer a downloadable version. You are welcome to include the link in a social media post.

<https://www.chopchopfamily.org/seasoned-newsletter/seasoned-13/>

Graduate School Admission Deadline

- If you are thinking about beginning your master's degree in the Spring 2021 semester, December 7th is the deadline to apply for admission to the UK Graduate School. 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](#).

All Reasonable Efforts Webinar

- Date: November 24th , Time: 9:00 a.m. - 10:30 a.m. ET, Last day to register: Nov. 17th
[Register in KERS](#)

Kentucky Cooperative Extension Diversity Award Nominations Now Open

- Nominations for the 2020 Kentucky Cooperative Extension Diversity Award are now open. 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.*
- **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.

For Bi-Weekly Staff: Equity and Equal Opportunity Training

- All bi-weekly staff are asked to attend Office of Institutional Equity and Equal Opportunity Training on harassment and discrimination. If you missed the October training, the next is **Thursday, November 19, 2:30 PM ET**. These trainings will be offered via Zoom. Signup and training links are on KERS.

Important Dates to Remember

- All Reasonable Efforts Training - Nov. 24th
- Thanksgiving Holidays – Nov. 26th-27th
- IEEO Harassment Trainings – Nov. 19th
- 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

See calendar link for October-November-December deadlines:

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

Be sure to share updates with your county staff.

The next District Zoom Update, Thursday, December 3rd, at 10:00am.