

COOPERATIVE EXTENSION



Agenda

D4 Staff Meeting

12-11-19

Fayette County Extension Office

- 9:00 am Registration
- 9:30 am Welcome & County Introductions
Financial Well Being – Todd McCauley, UK Human Resources
Break
- 10:30 am Live Well, Be Well – Jackie Hanson, MS, NBC-HWC, UK Health & Wellness
- 11:20 am Extension Financial Operations Update – Ty Back
- Records Retention
 - How to Document Use of county vehicles
 - QuickBooks, other questions for Extension Financial Operations
- KSU Update – Nancy Calix, Directory of County Operations, KSU Extension
NEP Update - Civil Rights Workbook/training – Jen Robinson, FCS
IT Update – Rick Hayes
Kentucky Volunteer Leader Forum – February 13-15, 2020
Service Award Announcements
- 12:30 pm Lunch
- 1:30 pm Transitioning to Electronic Newsletters
- Using Constant Contact or Mailchimp tools, Hayley Pierce, Marketing Coordinator
 - How it is Working for Us, Woodford County Agents & Staff
- Closing Video & Adjourn

Administrative Reminders:

Upcoming Deadlines/Due Dates

Monthly Reports –by the 10th of each month

- CEC Nominations for District Board –due to County Judge by Dec. 15
- Audits –remember to upload to DLG website
- Success Stories –one due every quarter, total of 5 by July 15.
- Updated names, addresses, email addresses of County Extension Council officers by Dec 1 –send to District Director office.
- State Extension Council delegates –updated information to Dian Stapleton by December 15.
- Career Ladder Applications – due in District Directors office by **January 31, 2020**

Winter Weather Office Emergency Closing policy-Link: <http://districts.ca.uky.edu/Office Tools>

Support Staff Performance Evaluation Timeline-

- Support Staff must be completed by January 17
- Supervisor comments are due by February 7
- Supervisors are to hold 1:1 meetings by February 21
- Employee signatures are due February 24
- Supervisor signatures are due February 28

Clientele Protection Update – 2020 year to rerun background checks on all volunteers in D4

County Reviews – remember to submit follow up report to district office (Anderson, Lincoln, Nicholas)

New Agent Orientation Dates-

- January 21-23
- April 14-16
- August 11-13

Upcoming District Staff Meetings:

- January 15 (3rdWednesday) –Fayette County CES
- February 12 –Fayette County CES
- March 11 –Fayette County CES
- April –No General Staff Meeting Planned
- May 13 –Fayette County CES
- NO JUNE, JULY or AUGUST Staff Meetings

The deadline for Online W-2 sign up is now through January 14, 2020.

Employees have the option to receive the W2(s) via [myUK](#). If they signed up previously, the election should still be effective. Employees that are new to UK this year, or did not get a chance to sign up previously, can do that now.

Reminders

- If an employee's **mailing address** has changed, please ask them to update their address. Please note that address changes, for W2 purposes, will need to be made prior to January 14, 2020.
- It is also a good time to verify that their **UK Alert** information is up to date.
- Depending on county of residence, some employees will have 2 W2 documents to print, while others will have 1.
- Employees who have separated will no longer have access to myUK. A hard copy W2 will be mailed to the address listed in SAP. For separated employees, HR Administrators have access to enter address updates as needed.
- The UK Benefits Office will be mailing the 1095 benefits forms to applicable employees.