

Extension Human Resources Updates

Area Extension Director Postings

- The Phase 1 Area Extension Director postings are now all up UK Jobs.
- Interested applicants should consider applying for more than one area.

Minors on Campus Training

Minors on Campus training is now required of all Extension Field Staff (Agents, Staff Assistants, Extension Assistants, Program Assistants, and Custodians).

- There are 3 modules (1 hour of training in all).
- Send the 3 certificates of completion to Dora Collins (djc@uky.edu).
- The training is available from UK's Risk Management site: <https://www.uky.edu/administrativeservices/minors-campus>

Well-being Leave

- Before the holiday break, President Capilouto announced that all eligible regular staff members may now use up to two days of TDL per year, for any purpose that benefits their personal well-being.
- Supervisors need to manually track their team members' use of these TDL well-being days, as they don't come from a separate bank of leave time.
- The SAP code is TDL Well-being (7184).
- Must be taken in half-day increments or full day increments and must be scheduled consistent with our policy for requesting time off.
- Employees can only use 2 well-being days per year.

Leave for Birth/Adoption

- If you have employees preparing to go on leave for the birth or adoption of a child, you'll also want to make sure they know they can now use up to 12 weeks of TDL time for their leave, if they have enough time accrued.
- The leave may also be covered by FML, so make sure to provide any employees taking time off for birth or adoption with the FML Notification Memo and Application form – there are links to these in the county office procedures manual Leave section.

FML

- New form available on the Café Business site – make sure you're using the one with 11/19 on the bottom.

Retirement

- UK will be automatically enrolling all new employees in our matching retirement savings plan, regardless of age starting in July.
- Current employees under age 30 who were hired before July 1, 2020 will not be automatically enrolled until they reach age 30, but all eligible employees are encouraged to participate in the matching retirement savings plan, and starting early benefits younger employees the most because their savings have more time to grow.

Starting Pay Rate Increase

- Starting pay for regular, bi-weekly positions will increase to \$12.50 on July 1, 2020.
- We do not know yet how it will be implemented. We will update as we have more information.

I-9's

- All Extension Field Staff I-9 Approved Signers must retrain this year.
- All County Managers and facilitators to train as I-9 signers.
- Lots of mistakes: whiteout, photocopies, missing pages (like the voluntary disclosure form) – This is delaying start dates for new employees.

- Sign up at MyUK Learning
 - Course: “Form I-9 Training for Approved Signers” (VIRTUAL HR-EMP-FI9TAS)
 - Virtual Course that will be offered:
 - 3/19/20 – 10AM-11AM EST
 - 5/07/20 – 10AM-11AM EST
 - 7/24/20 – 10AM-11AM EST
 - 12/04/20 – 10AM-11AM EST
- Only individuals on the approved I-9 signers list can sign an I-9.
- Recommended: email a copy of the completed paperwork to Melissa Horton or to your District Admin for review prior to mailing to campus.

W2s

- Your 2019 W-2 tax form is now available online. Please note that employees that have more than one page, due to paying multiple tax authorities, (ex. school tax) will need to click the ‘Next Form’ button in order to access the next page.

Children in the Workplace

- We have recently received questions regarding the appropriateness of employees bringing children into the workplace.
- To clarify and provide a consistent message regarding this practice, the following guidelines should be followed:
 - Children should not be brought to the workplace in lieu of daycare.
 - Children may be brought in to the workplace if they are attending programming or on a short-term, temporary, occasional basis in order to address an urgent or immediate family need, provided that doing so does not:
 - pose risks to the child, employees and clientele (due to illness, safety concerns, etc.); or
 - detract from the daily operations of the office, diminish the focus of the employee/parent or colleagues during the work shift, or disrupt programs, activities or events.

Performance Evaluations

- Agents:
 - Will not be re-evaluated this fiscal year. Scores will carry over from the previous year.
 - Exceptions:
 - May request to be re-evaluated (OPT-IN form is online), and
 - District Directors will automatically re-evaluate any specific MJR score of 1.
 - Current/former District Directors will complete agent evaluations for this fiscal year.

Professional Development Fund

- The college has a professional development fund that is open to agents for assistance with attending a seminar, conference, or specialized training.
- Go to <https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund> to get more information.