

District 3 Holiday Staff Agenda

- December 11, 2019 -

COOPERATIVE EXTENSION



Welcome

Announcements & Celebrations

December Birthdays

AGENTS	STAFF
<ul style="list-style-type: none">• 2nd Linda Brown: Kenton• 5th Donald Scully: Campbell• 29th Joan Bowling: Kenton• 31st Wayne Long: Jefferson	<ul style="list-style-type: none">• 3rd Pamela Renner: Henry• 6th Meg Owen: Pendleton• 9th Clarissa Cheatwood: Jefferson• 9th Andrea Wilde: Kenton• 14th Mimi Quiroz: Owen• 30th Jeanne Shircliff: Oldham• 31st Celia Bergman: Kenton

Personnel Updates

- Bullitt Co. ANR Agent – January 2nd
- Campbell Co. 4-H – Interviews in January

IT Update – Chris McKenzie

- My two primary IT goals for 2019
 1. To make sure county data is being backed up.
 2. That all computers in D3 were updated to Windows 10 prior to the Jan. 14, 2020 deadline when Microsoft will officially retire Windows 7.
- Goals for 2020
 1. Increase administrator account security in each county.
 2. Prepare each county for their eventual IT Audit.

NEP Update – Rosie Allen

- SNAP-Ed / Civil Rights Review

Guest Speaker –

- Chad Jennings, Extension IT Trainer, Agricultural Communications Services

Career Ladder

- Applications due Feb 1, 2020
- <http://ces-manuals.ca.uky.edu/content/career-ladderprofessional-promotion>

CES Internship Application

- Application is on UK Jobs website. Will close mid- December
- Deadline to submit County Host Form is December 13th
- Send form to Stacy Miller





Emergency Office Closing - <http://districts.ca.uky.edu/OfficeTools>

Determining Alterations in Operations of Off-Campus Extension Facilities

- Authorized Personnel will be responsible for determining delays or closings of Extension Facilities.
- Procedures for determining closings or delays are:
 1. Point of Contact: County Staff Coordinator
 2. County Office Staff Coordinators must receive approval from the District Director.
 3. General Rule: County Government Office Closings help justify closing the Extension Office; such as County Clerk's Office, Judicial Center, or Courthouse. Other examples include: State of Emergency issued by County Judge; or a Level 3 Emergency Warning – no vehicles allowed on the road unless emergency.
 4. County Staff Coordinators will notify all affected employees of any changes in operations.
 5. County Staff Coordinator will issue Public Notice of Closing if possible.
 6. District Directors will notify the Director of County Operations of all changes of operations (this includes closings, delays and reopening of offices.
 7. Director of County Operations will notify UK HR of change of operations. Emergency Leave Policy for Regular Bi-weekly and Monthly employees:
- Regular, Bi-weekly (Assistants) – delays and closings must be indicated on timesheets with a 7407 code. County agents and bi weekly employees should not report to work during a delay or closure period designated by the County Staff Coordinator and District Director. If an employee comes to work during an emergency closing, they will not receive emergency closing time at a later date.
- Regular, Monthly (Agents) – Communicate with District Director as to work status during the emergency. Emergency Policy for Extension employees on leave, required to work or non-regular employees:
- Employees on any Leave during alterations will not be entitled to provisions of UK HR Policy #71.
- Non-regular employees are only paid for actual hours worked and will not be paid for the Emergency Closing time if they did not come in to work.

Holiday Leave & Bonus Days

- <https://www.uky.edu/hr/hr-home/official-staff-holiday-schedule>
- Holiday Special-December 23, 24, 26, 27, 30, & 31
- Holiday Christmas-December 25
- Holiday New Year's Day-January 1

Reporting Deadlines

- **District Board Members**- Appointed by law the County Judge Executive shall appoint required board members KRS 164.635 County Extension Council Officers List of officers including names and addresses send originals to Dian Stapleton: **December 15th**
- **District Board Meeting**- County Judge Executive administers oath of office to incoming board members; and conducts nomination and election of new board chair KRS 164.650: **Beginning of January** http://districts.ca.uky.edu/files/oath_of_office.pdf
- **Review County Insurance Policies**- District Board to review insurance policies whether through KAC or other company. Review financial obligations of agents: **Beginning of January** Update Board Members & Agent Contact information on DLG- Officers must be elected by District Board: **January 30th**
- **Extension Annual Calendar** - <http://districts.ca.uky.edu/OfficeTools>

Report to the People

- Thanks for getting those in by the deadline date.

- If your county hasn't submitted yours, you need to do so right away.

Success Stories

- Due dates – January 10th (2nd), April 10th (3rd) and July 10th (4th & 5th)

Support Staff PE's

- Dec. 2nd – Begin Self-Evaluation in myUk
- Jan. 14th – Self-Evaluations due to supervisor
- Feb. 8th – All face to face meetings with Supervisors be completed

Years of Service Awards

AGENTS	STAFF
<p>5 YEARS Lacey Kessell</p>	<p>5 YEARS Lorie Dunn, Melissa Pilcher, Lori Clark, Patricia Nelson, Margaret Owen, Nicole Dierna</p>
<p>10 YEARS Sarah Stolz, Corinne Belton</p>	<p>10 YEARS Omar Perez, Barbara Hudgell</p>
<p>15 YEARS Joan Bowling, Traci Missun</p>	<p>15 YEARS</p>
<p>20 YEARS Mary Averbeck, Ronda Rex, Sheila Fawbush</p>	<p>20 YEARS Nicole Hahn</p>
<p>30 YEARS Diane Kelley</p>	
<p>40 YEARS Owen Prim</p>	

Happy Holidays and Safe Travels!