

# District Staff Meeting November 13, 2019



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# NEP Civil Rights Training



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# University of Kentucky Minimum Wage

For your budgeting needs: currently UK  
Minimum Wage is \$10.40/hour.



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# New Agent Orientation Dates

November 19-21

January 21-23

April 14-16

August 11-13



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# Upcoming Holidays

Special Holidays/bonus days – Dec. 23, 24, 26, 27, 30, 31 – DO apply to Extension employees as long as the employee's date of hire was prior to October 27, 2019.



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# Harassment Training

We will be offering 2 more trainings on how to handle discrimination or harassment by third parties (i.e., community members) by the UK Office of Institutional Equity and Equal Opportunity. 2 hours in-service credit is offered. Sign up through KERS.

- 12/19/19 (1-3 p.m. EDT) – Madison Cooperative Extension Office, 230 Duncannon Lane, Richmond, KY 40476-0270
- 1/16/20 (10 a.m. – 12 p.m. CENTRAL) – Hopkins Cooperative Extension Office, 75 Cornwall Drive, Madisonville, KY 42431





# Reporting Harassment

Reports or concerns of harassment can be now made online IEEEO website ([uky.edu/ieeo/discrimination-harassment](http://uky.edu/ieeo/discrimination-harassment)) or to your supervisor, District Director, Stacy Miller, Tim West or by calling the IEEEO office at (859) 257-8573

The screenshot shows the website for the Office of Institutional Equity and Equal Opportunity (IEEO) at the University of Kentucky. The page is titled "Discrimination and Harassment" and is part of the "Key Priorities" section. The left sidebar contains a navigation menu with links to "About", "Key Priorities", "Discrimination and Harassment", "Title IX", "ADA Compliance", "Federal Reporting", "Training", "Resources and Information", "Frequently Asked Questions", and "Contact Us". A red button labeled "Make a Report" is prominently displayed. Below this, contact information for the UK Police is provided: "On Campus: 911", "Off-Campus: (859) 257-8573", and "Cell Phone: 88573". The main content area includes a heading "Discrimination and Harassment" and a paragraph explaining the office's mission: "In an effort to foster an environment of respect for the dignity and worth of all members of the University community, the University of Kentucky is committed to maintaining an environment free of prohibited discrimination. Any member of the University of Kentucky community who believes they have experienced discrimination, harassment, or retaliation may bring their concerns to the Office of Institutional Equity and Equal Opportunity (IEEO). A staff member of IEEO is available to provide information of the investigative and resolution process." Below this, a section titled "The Role of the Office for Institutional Equity in Responding to Reports and Complaints of Discrimination" states: "The Office for Institutional Equity and Equal Opportunity is responsible for upholding the University's commitment to equal opportunity for all members of the University's community in academic programs, research, service, and employment. OIEEO's function is to determine whether University policies or procedures regarding discrimination and harassment have been followed. If policy violations are found, the office works to remedy the situation and relieve the complainant of the burden forced on them by the inappropriate behavior." A section titled "IEEO provides timely, sensitive, and discreet responses to complaints and reports of discrimination, harassment and retaliation. IEEO investigates complaints and reports thoroughly and impartially and works with University officials to arrive at an appropriate and equitable resolution." is followed by a list of "Discrimination and Harassment Resolution Goals":

- Provide timely, sensitive, and discreet responses to complaints and reports of discrimination, discriminatory harassment and retaliation.
- Investigate complaints and reports of discrimination thoroughly and impartially. Address problematic behavior through appropriate and equitable resolution.
- Work to improve the University's response to reports and complaints of discrimination, discriminatory harassment, and retaliation.



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# Internships

- Intern application is up on UK Jobs and will close on December 31<sup>st</sup>.
- If there is interest in hosting an intern this summer in your county, the intern host form must be completed and returned to Kelly Jordan by **December 13**.
- The Host County Application form and FAQs are located on the CES Personnel page.





# And Justice for All Posters

New green posters for all public spaces.

New blue posters for all SNAP programming.

If you need posters let Kelly Jordan know.



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# Human Resources Tech News

- Direct Deposit – Employees can now add/update direct deposit information in Employee Self Service. The Wildcard ID requirement has been removed.
  - For instructions on how to update your direct deposit information in MyUK go to: <https://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/update-your-info-bank-information>
- MyUK Mobile Notifications
  - If you currently use MyUK Mobile to approve leave requests, you can now opt to receive daily notifications for pending leave requests.
  - To use this feature, you must first allow notifications in your device settings. The notification will be sent once each morning if you have leave requests from direct reports that have not yet been approved. Open the notification banner to access the myUK Mobile app and complete your leave approvals.





# 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.



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# Wellness Reminder

Fitbits are available at a 40%-70% discount through HR Health and Wellness. See <http://ukhr.uky.edu/livewell/stepup/fitbit> for more information. The deadline to purchase a discounted Fitbit is December 31, 2019.



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