

District Staff Meeting November 13, 2019



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Extension Transitions

Discussion 2

Personnel Updates

- Lincoln Co ANR - Tyler Miller, January 15, 2020
- Anderson Co ANR – Closes November 14, 2019
- Madison Co FCS – Closes November 24, 2019

- Central Region Business Analyst (Extension Financial Operations)
- Office of Diversity – Kendriana Price

- Association Announcements – KEA4-HA, KAEFCS, KACAA, ESP

Kentucky State University Update

Carla Jordan, Area Agent

- Small Farm Conference - November 19-21
- Link to register: <https://www.eventbrite.com/e/kysu-small-limited-resource-minority-farmers-conference-tickets-70761855615>
- EFNEP KSU Celebration
- CYFAR Collaboration with UK



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IT Update

Extension Financial Operations Update

- Common TRIP / travel expense issues:
 - No receipt needed for expenses less than \$10 (parking, tolls etc)
 - Registration receipts needed even if pre-paid by county
 - Mileage Logs – must be more specific than county or town
 - Naming Attachments
 - XXXXXreceipts.pdf – for mileage log, registration receipt, lodging receipt, airfare/car rental receipt. Scan ALL receipts into one document
 - XXXXXdocument.pdf – agenda and any other supporting documentation
 - County offices are encouraged to designate one support staff in the office to serve as PROXY for all staff and agents



Extension Financial Operations Update

- Extension Business Operations Manual will be updated in early 2020.
- Quick Books Online Training for D4
 - Dec 9: Clark, Estill, Garrard, Lincoln & Powell @ Madison CES Office
 - Dec 10: Anderson, Boyle, Fayette, Franklin, Harrison, Jessamine, Mercer, Woodford @ Scott CES Office
- Concur – pilot in Feb/March, anticipate everyone will be switched over to Concur by the end of 2020
- Final Accounting: Missing Refund Requests from
 - Franklin
 - Jessamine
 - Woodford



NEP Update

- Jen Robinson, Area Agent
- Caroline Durr, Area Agent



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HR Updates

University of
Kentucky
Minimum Wage

\$10.40

New Agent Orientation Dates

November 19-21

January 21-23

April 14-16

August 11-13

- Self Evaluation tool will be released December 2
- Support Staff must complete tool by January 17
- Supervisor Comments due by February 7
- Supervisors to hold 1:1 Meeting by February 21
- Employee Signatures are due February 24
- Supervisor Signature due February 28 (evaluation complete)

Performance Evaluation for Support Staff

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.



Harassment Training

How to handle discrimination or harassment by third parties (i.e., community members)

Taught 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**



uky.edu/ieeo/discrimination-harassment

Office of Institutional Equity and Equal Opportunity

Home / Key Priorities / Discrimination and Harassment

Discrimination and Harassment

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.

Make a Report

In case of an emergency, contact UK Police

On Campus: 911
Off-Campus: (859) 257-8573
Cell Phone: #8573

The Role of the Office for Institutional Equity in Responding to Reports and Complaints of Discrimination

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.

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.

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.

Reporting Harassment

Reports or concerns of harassment can be now made online IEEO website (uky.edu/ieeo/discrimination-harassment)

or

to your supervisor, District Director, Stacy Miller, Tim West

or by calling the IEEO office at (859) 257-8573

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Summer Internships

- Intern application is up on UK Jobs and will close on December 31st.
- 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.

Emergency Closings

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

County Contact for Support Staff Supervision

- Contact all agents to make decision
 - Contact District Director for approval
 - Notifies all staff
 - Support staff use code 7407 on timesheets
 - If Support Staff come to work during an emergency closing, they will not receive emergency closing time at a later date.
- *Agents communicate with District Director regarding work status during emergency closing – for example if agent is attending a program outside of the county and it is not impacted by local weather conditions.*



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.

Details can be found at:

<https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund>





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.**

Hiring Support Staff – important reminders!

- **Employee ID's** for new staff-Work location has to be over a 40 mile radius to order these on-line. Otherwise, the staff will need to come to UK Campus to obtain one at the Gatton Student Center, 160 Avenue of Champions and their phone # is 859-257-5781.
- **I-9 Approved Signers**-An I-9 approved signers must complete a refresher training 1 week before assisting with an I-9. Counties bordering Fayette Co. must have staff to complete their I-9 in Scovell Hall.
- **Hiring Report Forms**. These are very important to turn in to Debbie with the new hire paperwork. These are submitted to HR and e-mails are sent to candidates when positions are filled.



CEDIK Update

Community Assessment Report

- Share with County Extension Council, local elected officials and community groups
- Additional resources may be found at:
<https://extension.ca.uky.edu/communityassessment>
- CEDIK Agent Advisory Council will meet in early spring 2020
- Working on a series of Leadership Development trainings for 2020.



Office of Diversity

- Extension Diversity Award – due January 10
 - Individual Award - \$500
 - Team Award - \$1000

- Jr MANNRS Institute



Reminders/Announcements

- Career Ladder Applications – due February 1
 - http://districts.ca.uky.edu/files/professional_promotion_procedures_and_guidelines_due_2.1.19.pdf
- RCARS Mountain Ag Week: September 7-12, 2020 (Mountain Fest Field Day – Sept 20. Memorial for Dr. Dave Williams.
- Upcoming District Staff Meetings:
 - December 11 – FULL STAFF CONFERENCE – Fayette County CES
 - January 15 (3rd Wednesday) – 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



Upcoming Deadlines

- Monthly Reports – by the 10th of each month
- CEC Nominations for District Board – due to County Judge by Dec. 15
- Report to the People – Rough Draft due before Thanksgiving, final due Dec. 1
- 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.



Morning Refreshment Schedule

- December 2019 – Mercer & Woodford
- January 2020 – Jessamine & Franklin
- February 2020 – Estill & Powell
- March 2020 – Boyle & Scott
- May 2020 – Bourbon & Harrison



State Extension Council

- Danny Callahan, Estill County, goes off in Dec 2020 and he is serving his 1st term
- Judy Worth, Fayette County, goes off in Dec 2021 and she is serving her 2nd term
- Jeff Zinner, Franklin County, goes off in Dec 2021 and he is serving his 1st term
- At-Large Representative??



Other Reminders

Urban Extension Programming

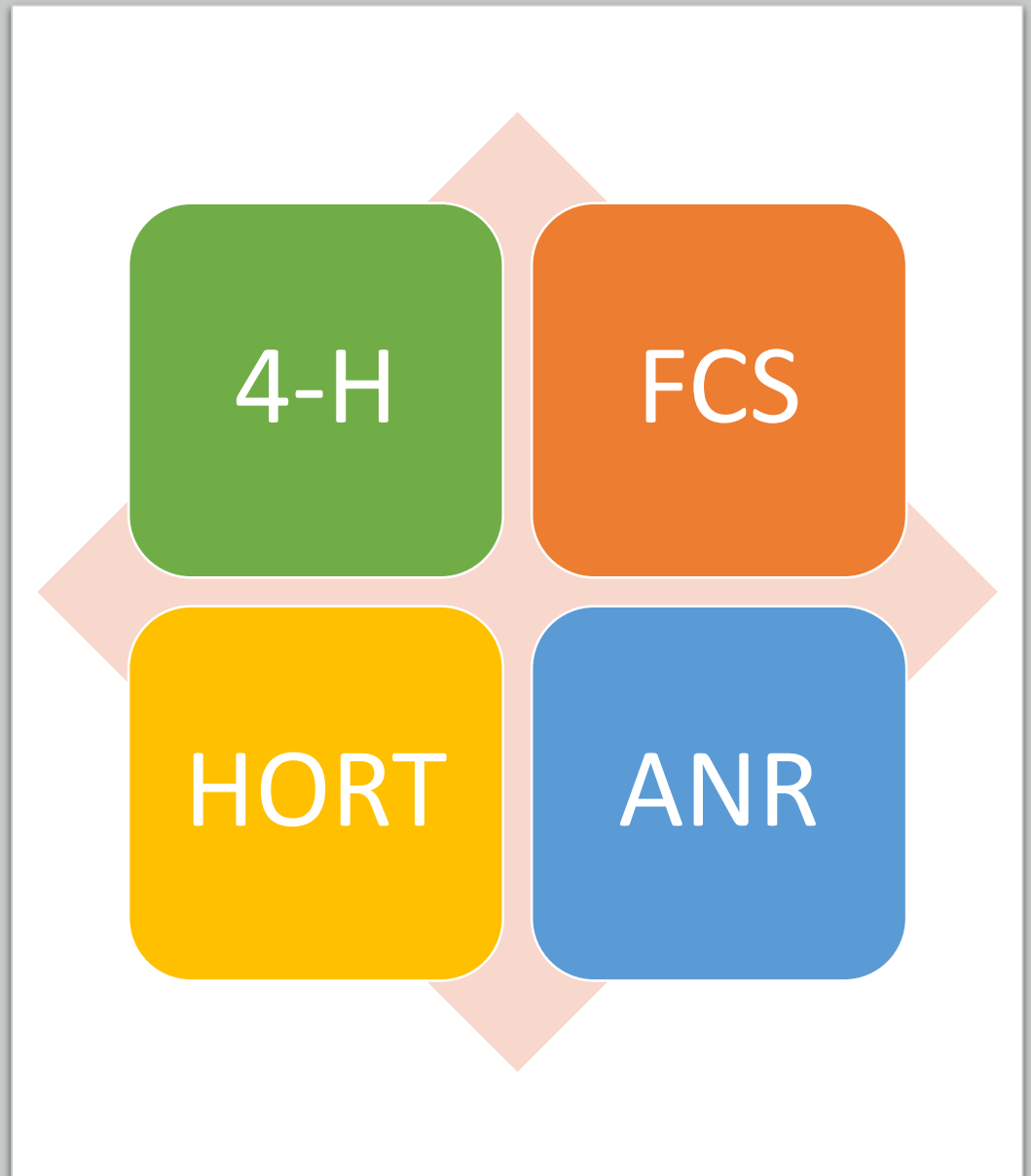
- Webinar on Collaboration Opportunities
- In-Service Sessions
- Southern Region NUEL Conference
- National Urban Extension Conference – 2021, Atlantic City

US Census Marketing

- Census Jobs
- Census Marketing Resources
 - Newsletters
 - Social Media
- Census Background information
- <https://2020census.gov/en/partners.html>



Program Area Meetings





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