# AGRICULTURAL COMMUNICATIONS SERVICES

# POLICIES AND PROCEDURES MANUAL UPDATED 2014

*Office Environment*

*Orientation*

# General Work Rules

The department adheres to UK attendance/work schedules as outlined in

http://www.uky.edu/HR/policies/hrpp070.html. Specific points for Ag Com staff to remember:

### *Hourly (Non-Exempt) Employees*

- Regular full-time employees cannot hold another full-time position at the University of Kentucky within the College of Agriculture. With that restriction, additional employment part-time or full-time may be considered as long as it is not deemed to be a conflict of interest for any parties involved.

- Any overtime must be pre-approved by both the supervisor and director. Since overtime is not included in the departmental budget, hours may be reduced in the same pay period to offset wages earned by working overtime.

- Hourly employees are not allowed to work at home unless written approval is given by the supervisor and director. It is not expected that hourly employees to take work home under any circumstances. Workload and/or performance of hourly employees should be addressed if assigned responsibilities cannot be completed within the regular working hours.

- The section manager must approve all work scheduled outside the building.

### *Salaried (Exempt) Employees*

- Each position reports to a section manager or directly to the director as assigned.

- Employees are expected to work a minimum of 40 hours per week. Regular working hours are considered to be from 8 a.m. to 5 p.m. At the discretion of the director and in consultation with the section manager, that schedule may vary. Flextime arrangements require special approval of the section manager and director.

- The section manager must approve all work scheduled outside the building. It is strongly recommended that staff members for whom travel is not part of their usual job responsibilities complete the travel portion of the leave of absence form when traveling out of state or overnight.

- Some employees may be required to report time spent on Cooperative Extension activities through the KERS reporting system. Managers will work with whose employees to ensure they understand the reporting system.

- Exempt employees are not able to switch hours worked without the supervisor and/or director's approval.

# Temporary Disability Leave (TDL)

Every employee is responsible for turning in his/her own TDL forms to his/her supervisor.

### Requesting TDL

1. TDL that is scheduled in advance, such as a doctor's appointment or medical procedure, should be pre- approved by your supervisor or section manager to facilitate work coverage. Submit leave requests through the myUK online reporting system.

### Reporting Unscheduled TDL

1. Report unscheduled TDL no later than 30 minutes after your regularly scheduled arrival by calling or emailing (if your supervisor has pre-approved emailing) your section manager or supervisor. If your section manager/supervisor is not in, contact another person in your section by voice mail message, email (if approved), or both. In addition to informing the section manager, an off-campus employee should also notify the appropriate staff person at his/her work location.

2. When calling in for TDL, leave a telephone number where you may be reached. You will be contacted only if absolutely necessary.

3. You may ask a spouse or other caretaker to call in for you in the event you are too ill to do so.

4. Submit the absence through the online reporting system as soon as you return to work. If you take more than three consecutive days of TDL, your supervisor may request a doctor's note to verify your illness. Other verification, such as a receipt from the doctor's office, may be accepted provided your privacy is not compromised.

5. If TDL qualifies as Family Medical Leave, you should notify your supervisor and fill out the required forms as soon as possible. See HR Policy No. 88 at http://www.uky.edu/HR/policies/hrpp088.html.

For more information, see UK Policy http://www.uky.edu/HR/policies/hrpp082.html

# Vacation Procedure

Vacation leave is scheduled at the discretion of the supervisor or section manager, who will make every effort to accommodate individual requests. However, there may be cases in which the leave cannot be granted as requested—e.g., if your absence would detrimentally affect the operations and the functions of the department or section. Such occasions include, but are not limited to, periods when the requested leave occurs during a high work period or when more than one request has been submitted for the same period. See UK Policy: http://www.uky.edu/HR/policies/hrpp080.html

### Requesting Vacation Leave

4

- All vacation leave should be pre-approved by your supervisor or section manager. For up to three days' vacation, you should give your manager a minimum notice of one day for each day of leave requested. Requests for partial-day vacation should be made at least one day in advance or at the discretion of the  supervisor or the section manager.

- Vacation requests of from 4 to 10 days should be approved a minimum of two weeks in advance or at the  discretion of the supervisor or section manager.

- Vacation leave of 10 or more days should be requested 1 month in advance.

- Employees are expected to request their leave through the online reporting system.

### Funeral Leave
Is granted in accordance with UK policy: http://www.uky.edu/HR/policies/hrpp084.html

# Flextime Procedures
A flextime schedule may be considered for bi-weekly and monthly employees who request it. Bi-weekly schedules must be authorized by the dean of the College of Agriculture upon the recommendation of the director.  Flextime for monthly employees must be approved by the supervisor and director. Flextime can begin no earlier  than one hour before the regular beginning hour or extend no later than one hour after the regular ending hour.

### Procedure
- Employees must make a written request for a flextime schedule to the section manager stating the beginning and ending hours proposed and the proposed date on which the schedule would begin.

- If the section manager determines that the section can support the proposed flextime schedule, the section  manager will make a formal request to the director.

- The director will forward the request to the dean for review (for bi-weekly employees).

### Termination of a Flextime Schedule
The flextime arrangement can be terminated by the employee, the section manager, or the director at any time  with a one-week notice by either party. The section manager will review the flextime schedule every six months to ensure that it is meeting the needs of all concerned.

# Advancement Opportunities

### Taking University Classes
Employees are encouraged to take official UK classes toward degree programs as part of their UK benefits

package. If desired classes are offered during regular work hours, the employee must complete the appropriate  Employee Educational Program forms and include travel time to and from class as part of the make-up time. This  make-up time must meet the approval of both the immediate supervisor and the director.

### *Taking Human Resources Classes*

At the discretion of the supervisor or the director, taking classes offered by the Human Resources Department,  College of Agriculture, or the University may be considered part of an employee's working hours if there is a  direct benefit to current job responsibilities; otherwise, the employee must make up the time.

### *Interviewing for Positions on Campus*

The University strives to recruit and select the best qualified candidates for every position. It is committed to  providing equal opportunity in recruitment, appointment, and promotion. *Any* employee who wishes to apply for  and receive an interview within the University system can do so with the University's approval. This time away  from your current position will not be deducted from vacation or lunch time. The employee should notify his or  her section manager or the director in advance of an absence for an interview. See HR Policy No. 10  [http://www.uky.edu/HR/policies/hrpp010.html](http://www.uky.edu/HR/policies/hrpp010.html).

# Basic Information for Reporting an Accident or Injury

The following information is designed to help Ag Com employees and supervisors find the necessary information to meet UK's policies for reporting accidents or injuries. It is not meant as a replacement to any of  the University policies and procedures. Employees are responsible for knowing University policies and carrying  them out accordingly.

### *Section A. Motor Pool Rental Fleet Accidents/Emergencies*

1.  In case of an accident, **notify the police immediately**. If the accident occurs on campus, notify the  University police. If the accident occurs off campus, notify the city or state police or other local law  enforcement agency.

2.  If an accident or emergency occurs, please contact the Motor Pool 24/7 at (859) 257-3119 to report the  incident and obtain help. In the case of an accident, the driver is responsible for filling out an accident  report (available at [http://www.ca.uky.edu/fm/forms/UKMotorPoolAccident.pdf](http://www.ca.uky.edu/fm/forms/UKMotorPoolAccident.pdf)) within 24 hours. Also  contact your supervisor or the main Ag Com office if your supervisor is not available. The number is  257-6333.

### *Section B. UK Risk Management Information*

6

This is a partial listing of the UK risk management information that is pertinent to COA. For the complete information go to: http://www.uky.edu/EVPFA/Controller/risk.htm

The following procedures are to be followed to make a claim for any accident regardless of fault, damages, or injuries:

1. In case of an accident, **notify the police immediately**. If the accident occurs on campus, notify the University police. If the accident occurs off campus, notify the city or state police or other local law enforcement authority.

2. Do not admit fault. Make no commitments and do not argue with anyone at the scene.

3. If anyone is injured, see that the person(s) receives proper medical attention.

4. Carefully examine all damage and secure the name(s) and telephone number(s) of any witness(es).

5. If physically able, complete the accident report form at the time and at the scene of the accident. Include as much detail as possible; however, do not delay in reporting a claim because information is unavailable or unknown.

6. **For College of Agriculture vehicles, report the accident as outlined above. The driver must also report the incident to his/her departmental office in order to complete necessary forms.**

   Note: This following policy is not outlined in the risk management procedures; however, based on prior experience, the employee involved in the accident should get the other driver's name, address, insurance, license number, etc. at the time of the accident. You can obtain that information from the police report, but sometimes the police reports aren't ready within 24 hours, and the accident report form has to be submitted within that time frame.

7. If a third party is involved, advise them that Underwriters Safety and Claims, Louisville, KY will handle the matter and they can call 877-252-4839 after 24 hours.

8. Injuries involving UK employees should be reported to UK Workers' Care at 1-800-440-6285

### *Section C. UK HR policy on drug testing following an accident or injury*
(See HR policies at http://www.uky.edu/HR/policies/hrpp096.html for more information.)

You or your supervisor should contact the Workers' Care 24-hour access line immediately (800-440-6285) to report the incident. The University of Kentucky is a Drug-Free Institution and requires drug and alcohol screening for all accidents or injuries sustained:

a. During the conduct of the employer's business, or

b. During work hours, or

c. While using employer supplied motor vehicles, or

d. While using personal vehicles to conduct the employer's business, or

7

e. During an employment-related accident where there is a fatality of anyone involved in the  accident, or

f. During an employment-related accident that causes bodily injury to the employee and/or another  person that requires professional medical care, or

g. During an accident that requires a drug and alcohol screening by Federal or State Law including,  but not limited to, drivers of Commercial Motor Vehicles and other employees subject to the testing  requirements stated in [HRP&P 21.0: Omnibus Transportation Act Employee Alcohol and Controlled  Substance Testing](#).

1. The following types of injuries do **not** require post-accident drug and alcohol screenings but are subject  to reporting; these injuries are the only exceptions under this policy:

    a. Needlestick injuries (including vaccine reaction), or

    b. Exposure to an airborne infectious disease, such as tuberculosis and influenza, or

    c. Exposure to bodily fluids, such as blood, or

    d. Injuries for which the onset is cumulative or gradual, such as carpel tunnel syndrome, progressive hearing loss, mental disorders, dermatitis, respiratory diseases, skin disorders and the  like; or

    e. A documented, physical assault on an employee by a patient or visitor. Documentation, at a  minimum, shall include an Incident Report.

2. Post-accident testing for employees subject to [HRP&P 21.0: Omnibus Transportation Act Employee  Alcohol and Controlled Substance Testing](#), shall be conducted as specified in that policy and subject to  the terms, conditions, sanctions, and precautionary measures stated in that policy.

3. For all other employees subject to post-accident testing under this policy, post-accident testing shall be  conducted as follows:

    a. Post-accident drug and alcohol screening will be administered as soon as possible (within two hours, but not later than eight hours), after the injury or accident occurs and the claim is reported to UK Workers' Care by calling 1-800-440-6285. Unusual circumstances which may prevent an employee from taking a post-accident alcohol and drug screen within the time frame specified must be promptly reported to UK Workers' Care.

    b. In addition to alcohol testing, post-accident drug testing shall test for the following substances: marijuana, cocaine, PCP, amphetamines, opiate metabolites, barbiturates, benzodiazepines, methadone, propoxyphene, MDMA, oxycodone, and hydrocodone.

    c. Preferred testing methodologies to be used include urine tests, and/or breath tests, but blood

8

tests may be used as deemed necessary by the collection site.

d.  A refusal to submit to post-accident drug or alcohol testing without valid cause as determined by the Associate Vice President of Human Resources, or designee, shall subject the employee to corrective action up to and including termination of employment. Failure to report to a screening facility after reporting a work-related injury without valid cause (to be determined as stated in this paragraph), shall be considered a refusal to submit to post-accident drug and/or alcohol testing.

e.  An employee with an injury that requires post-accident testing under this policy will be directed to a collection site. Testing shall be administered by a qualified laboratory, and a Medical Review Officer (MRO) may be utilized in the testing process. Failure to report a work-related injury, depending on the facts and circumstances, may be considered a refusal to submit to testing.

f.  After positive initial urine, alcohol, or blood test for an illegal substance or inappropriate use of a controlled substance for which the employee has no valid prescription is reported by the MRO to the University, an employee shall be suspended without pay pending investigation and final confirmation. If the initial test is confirmed negative, the department shall pay any unpaid wages to the employee for the duration of the investigation.

g.  If additional tests are needed to confirm a positive or negative drug or alcohol screen, the employee may be directed to submit additional samples. Failure to submit requested, additional samples within 48 hours of notification without valid cause as determined by the Associate Vice President of Human Resources or designee shall be considered a refusal to submit to testing.

h.  Additional drug and/or alcohol screenings may be required during medical treatment or examinations.

i.  A positive alcohol screen in violation of this policy is defined as greater than or equal to 0.04 Blood Alcohol Content (BAC), 0.04 Breath Alcohol Test (BAT), or equivalent; however, an employee with lesser results may still be removed from duty as specified below.

j.  An employee with an alcohol screen with results greater than or equal to 0.04 BAC, 0.04 BAT, or equivalent, shall be removed from duty without pay and shall not return until the next duty period, or longer if circumstances warrant, but no less than 24 hours. Additionally, the employee may be directly transported one way to his/her residence by taxi or similar service, and this cost will be paid or reimbursed by the University.

k.  An employee with an alcohol screen with results greater than or equal to 0.02 BAC, 0.02 BAT, or equivalent but less than 0.04 BAC, 0.04 BAT, or equivalent may be removed from duty and, if removed, may not return until the next duty period, or longer if circumstances warrant, but no

less than 24 hours. Employees may use Vacation Leave or Holiday Leave (including Bonus Days) for this absence. If the employee has insufficient Vacation or Holiday Leave to cover these absences, the absence will be unpaid. Additionally, the employee may be directly transported one way to his/her residence by taxi or similar service, and this cost will be paid or reimbursed by the University.

l.  An employee with an alcohol screen with results of less than 0.02 BAC, 0.02 BAT, or equivalent, may be, but is not necessarily entitled to be, returned to work.

m.  Drug screening results deemed positive will be compliant with Substance Abuse and Mental Health Services Administration (SAMHSA) standards.

n.  A confirmed positive urine, alcohol, or blood test (or test deemed positive as a result of failure to provide sample for additional testing) shall be deemed a violation of Human Resources Policy and Procedure #13.0: Drug Abuse or Human Resources Policy and/or Procedure #14: Alcohol Abuse, as appropriate.

o.  Confirmed positive tests that do not result in termination will nonetheless require, upon return to work, that the employee undergo one calendar year of drug and alcohol testing. The frequency of the follow-up testing shall consider any recommendations made from any substance abuse professional who may be involved with the employee's situation but shall not in any event be conducted less than once per quarter (every three months) for one calendar year. Within these parameters, follow-up testing shall be unannounced and may be requested any time. Other terms and conditions for continuation of employment may be specified in a "last chance agreement" to be signed by the employee.

Regardless of whether the testing is conducted pursuant to this policy, Human Resources Policy and Procedure #21.0 or another policy, post-accident testing results may be shared with the University's Workers' Compensation Third Party Administrator.

Regardless of whether the testing is conducted pursuant to this policy or Human Resources Policy and Procedure #21.0, the University may deny a Workers' Compensation claim in the event a post-accident drug/alcohol screen is positive.

Employee records regarding post-accident drug or alcohol testing are considered confidential and shall be kept under controlled access, separate and apart from the employee's personnel file. These testing records may not be released except (a) upon written request or release by the employee; (b) if the release is ordered by a court, government agency, or tribunal of competent jurisdiction; (c) as needed to defend a claim brought against the University by the employee; (d) as needed to carry out discipline or address work-

related safety risks resulting from a violation of this policy; or (e) is otherwise required or allowed by either this policy or applicable law.

**Drug Policy frequently asked questions:**

http://www.uky.edu/HR/benefits/WorkersCompensationPolicyFAQ.html

# Inventory Procedures

All equipment belongs to the University, not the employee. Therefore, all office furniture and equipment in Agricultural Communications must be accounted for in an inventory record that is maintained in the director's office or designated inventory coordinator's office. Inventory is accounted for separately as Federal Excess property or University property. There are restrictions on the use and transfer of Federal Excess property.

### Annual Reconciling

Once a year, through your supervisor or section manager, you will be asked to assist in reconciling all equipment assigned to you against the department's master inventory list to determine that the equipment is in good working order and available for service.

### Receiving New Equipment

The inventory coordinator will supply an inventory tag for items that cost more than a specified amount and are recorded as through plant assets. Separate tags will be supplied for inventory costing less than required for recording as plant assets. It is your responsibility to attach this tag to new equipment and to ensure the equipment assigned to you is available for scanning during the annual inventory reconciliation period.

### Moving Equipment

Prior to moving equipment from its original location, an Equipment Transfer Request should be filled out and given to designated inventory coordinator for Ag Com and for the Ag Data Center.

### Off Campus Property

Any time property will be taken out of the office for business purposes, an off-campus form (http://www.uky.edu/eForms/forms/offcamp.pdf) must be filled out by the employee using that property, given to the inventory coordinator and a copy kept in the director's office. When it is returned, the equipment must be signed back in through the inventory coordinator or office that loaned the equipment, such as the distribution center.

### Surplus Property

Surplus property is handled differently depending on whether it is *University* or *Federal Excess* property.

11

*University Property*

Equipment that is no longer needed should be sent to Surplus Property. The appropriate form must be filled out   and signed by the director before Surplus Property personnel will pick up the equipment. If you have property to   surplus, contact the inventory coordinator for your section so that the appropriate steps may be taken to remove it   from inventory. DO NOT simply put it out in the hallway or give it to someone else.

*Federal Excess Property*

Equipment that is no longer needed must be sent to the Federal Excess Property coordinator in Facilities Management through the Ag Com inventory coordinator. Regardless of their real or "perceived" value, items  may not be thrown away, transferred outside of approved agriculture research or extension projects and programs,  or shipped to UK surplus. The appropriate form must be filled out and signed by the director before pickup. Keep  a file copy of this form for your records.

# Computing Policies

*General Computer Usage*

Employees may use College computers for homework and personal work during lunch hour and rest periods with  their supervisor's approval. Unauthorized software is not allowed on University computers, and installation of  unauthorized software can lead to disciplinary action. Any deviations from this policy must be approved by the  employee's section manager.

Personally Identifiable Information (PII) should not be stored on Ag Communications computers unless there is  specific business purpose for storage. If PII data is stored, work with the departmental tech support person to  make sure it's encrypted.

What is Personally Identifiable Information-PII?

- *Confidential Data:*  First name or first initial along with last name and associated with one or more of the  following:
    o       Social Security Number
    o       Driver's License Number
    o       Passport Number
    o       Birth Date
    o       Financial account, credit card, or debit card numbers
    o       Evaluation scores
    o       Student grades
    o       Faculty and staff research data in all forms, with or without a name association
    o       Medical record numbers

12

- o  Health plan beneficiary numbers
- o  Certification or license numbers
- o  Vehicle identifiers and serial numbers, including license plate numbers
- o  Device identifiers and serial numbers
- o  Internet Protocol (IP) address numbers
- o  Biometric identifiers, including finger and voice prints
- o  Any other personally identifiable information about the individual.

- *Sensitive Data:* First name or first initial along with last name and associated with one or more of the following:
  - o  Telephone numbers
  - o  Fax numbers
  - o  Home address
  - o  Gender
  - o  Age
  - o  Race
  - o  Email address
  - o  Photographic images
  - o  Salary

### Retiree E-Mail Accounts

Retirees can request that their Exchange email account remain active by contacting the UK Customer Service Center (IT). The accounts must be renewed annually to maintain active status. This policy follows the University policy concerning email accounts.

### Facility Usage

Retirees or former employees who are not performing official work for the department and the College of Agriculture are prohibited from using College computing resources. This restriction includes desktop workstations, network servers, and any other computer-related resources.

### Network Server Accounts

It is the responsibility of each section manager to notify the IT Systems Group that an employee has left the College. The IT Systems Group will then give the section adequate time to move any files that may be needed from the former employee's network directories. After all needed files have been moved, the user account and directories will be deleted.

# Internet Usage

It is the responsibility of every employee to follow acceptable standards when using the Internet. The University has established standards in the following document: Policy Governing Access and Use of

13

University of Kentucky Information Technology Resources. http://www.uky.edu/regs/files/ar/ar10-1.pdf

Ag Com employees should adhere to these standards and the departmental standards set forth in this policy.  The following are some of examples of unacceptable Internet usage:

1. Web sites relating to pornography, militant extremist groups, gambling and illegal activities, and  other sites deemed inappropriate by the director.

2. Use of chat and newsgroups for purposes other than official University business.

During the lunch hour and rest periods, employees may use the Internet provided they do not go to any sites that  are deemed inappropriate by the University or department.

## Social Media

Use of social media for official Ag Com business must be approved by the appropriate section leader and director. Sites must adhere to UK policies. http://www.uky.edu/regs/files/ar/AR10-4.pdf

Employees with social media for personal use should also review UK policies to ensure they are not in violation  of those rules.

## Telephone Usage

### *Calling Off-Campus Sites*
Some off-campus sites (for example, Princeton and Robinson Station) have local (Lexington) numbers to reduce  long-distance charges. Please consult the College of Agriculture telephone directory for these numbers.

### *Making Personal Long-distance Calls*
All personal long-distance telephone calls must be paid for by the employee with a personal credit card or calling  card. The department's telephone bill may be monitored each month by the director and individual section  managers.

### *Collect Calls*
Collect calls cannot be accepted. An employee who has a family emergency should consult the director about handling collect calls.

## State Vehicle Use

The department has certain vehicles for use only for official departmental business *in the Lexington metro area*  (the vehicles used by video/news and by the director are the exception). If you will be traveling out of town,  follow the proper procedures to secure a vehicle from the motor pool.

14

1. You must file a driver's record form with the director's office before taking a car for the first time. You  must sign the vehicle out of the director's office with your name, the time you leave, expected return  time, and your destination.

2. When you return, turn in the key at the director's office and record the time.

3. Always check the fuel gauge on the vehicle before turning it in. If there is less than half a tank, refuel at  the motor pool.

4. Clean up the inside of the vehicle before returning the keys.

*Motor Pool Vehicles*

1. You must file a driver's record form with the director's office before taking a car for the first time.

2. If you need to request a vehicle from the motor pool, put in your request with the director's office as soon  as you know you need one. You will need to tell the staff assistant why you need the vehicle, who will be  in the car, your destination, and the time you will pick up and return the vehicle. The staff support person  in the director's office will secure a vehicle for you from the motor pool. Economy class vehicles will be  used unless unavailable or multiple people will be traveling together.

3. It is your responsibility to pick up the vehicle at the motor pool headquarters.

*Off-Campus Employees*

To fill out the appropriate forms, off-campus employees needing a state car should notify the representative who  handles motor pool requests at their location.

### Review Page 6-11. Basic information for reporting an accident or injury

# Federal Commercial Mail

The mailing privilege is a special privilege worked out between the U.S. Department of Agriculture (USDA) and  the U.S. Postal Service. This privilege is granted solely to the Kentucky Cooperative Extension Service as an  entity of the USDA. The privilege is **not** granted to the University of Kentucky or to the Commonwealth of  Kentucky. Specific restrictions and allowances have been established that do not apply to "straight-line" federal  agencies. The USDA-ED Administration Handbook for Cooperative Extension Work, Chapter IX, establishes  policies and procedures that must be followed when federal commercial mail is used.

*Authorized Users*

The University of Kentucky Cooperative Extension Service (that is, administrators, agents, and specialists)

15

is  authorized to use the mail privilege when mailing correspondence, publications, reports, and other material  relating to Extension work. Volunteers and retired employees are not authorized to use the mail privilege. Any  piece of mail must be accompanied by an enclosure slip of someone who has the right to use this privilege.

### *Violations*
If a mail regulation is violated, the Extension office or employee is fined a fee of $300 per violation.

# Keys
Keys to individual offices and departmental areas are provided through the director's office based on the University's key policy [http://www.uky.edu/AuxServ/keyshop/amended_cip_key_policy.pdf](http://www.uky.edu/AuxServ/keyshop/amended_cip_key_policy.pdf)

Section managers will determine which key(s) an employee needs to perform his/her duties. Personnel in the  director's office will keep a record of key distribution.

### *Keeping Keys Secure*
- Keys are valuable and must be kept secure at all times. Do not leave keys hanging in your office door.
- Do not allow others to borrow your keys.
- Report a lost key and request a replacement through the director's office.

# Purchasing Procedures
All purchases must be preapproved by the appropriate section manager and director. Purchases should be made  through a UK authorized vendor. If an authorized vendor is not available, the employee requesting the item  should work with the administrative support team in the director's office, who will work with UK purchasing  to secure the item.

Before ordering, all employees must fill out a Departmental Purchasing Request Form available on the Ag Com internal site with the following  information:

- Vendor name
- Detailed listing of what is to be purchased (including quantity and price)
- Total dollar amount of the purchase
- Transaction date
- Purpose/explanation for purchase (its business necessity)

### *For Procard purchases:*

1. The procard holder must fill out the procard form available on the Ag Com internal sit*e.*

2. *Once the purchase has been made, the following items need to be added to the purchasing form by the  purchaser or administrative support team in the director's office for office reconciliation purposes.  Examples include:*

   - Original sales

     receipt

   - Original packing

     slip

   - Original cash register receipt

   - Copy of order form or application

Email confirmation of Internet order: Ex: Amazon.com

### *Purchase Orders*

Following is the procedure for purchase orders:

1. Purchase orders are created online with an attached quote by the administrative services assistant. The  order then goes to director for online approval. Depending on the amount, the purchase order also could  go to the Business Office for the final signature, and if approved the PO number is written on Ag  Com's office paperwork.

2. When the order is received, the administrative services assistant enters the online system to verify receipt  of items in order for Accounts Payable to cut a check. Once the vendor has been paid, a print-out stating a  check has been processed is attached to the paperwork and filed. This process will change once SRM is  in use.

   Documentation required for travel expenses differ depending of types of travel. Refer to departmental travel  policies listed above.

### *Payment Request Document*

PRDs are used for items when approved sources will not accept the University of Kentucky procurement card or  when the transaction is not authorized on the procurement card.

The department staff associate prepares the PRD with documentation attached, then gives it to the director for  signature. It is sent to Ag Business Office for review then forwarded to Accounts Payable. It takes about five  work days for a check to be cut. The administrative services assistant runs a report on Ag Com's center to see  when check is run and writes the check number on Ag Com's file copy.

### *Departmental Procedures for Check Transmittal Deposits (Checks Only)*

17

1. Invoices for Video Library and publications from the Ag Distribution Center are electronically sent to Extension county offices by the administrative services assistant.

2. Once checks are received, they are listed on a check transmittal form, assigned a transmittal log number, and signed by the Director or another authorized person. Further details of this procedure are outlined in the department's business policies available in the main office.

# Department Travel Procedures

Travel is a budgeted item and must have the approval of the director. UK's travel policy can be found at http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf

*Requesting Travel*

1. Any employee that does not have travel as part of their usual work responsibilities must make an "Official University Travel" request through the online leave system in SAP.

2. If your absence record form is approved by the section manager and the director, complete the Checklist to Request Out-of-State Travel and Reimbursement form and turn in to the director's office: http://acsg.uky.edu/forms/travelout.pdf

3. If you are traveling to attend a conference, your travel record form must include a copy of the program or other registration documentation.

4. If you are traveling to make a presentation, inform the director of your plans. The director reserves the right to preview all presentations that an employee makes on behalf of the department.

5. Departmental pro cards can be used to pay registration fees and book flights. Individuals with pro cards also may use them to pay for accommodations. Other employees will be reimbursed for their accommodations. One procard can be used to pay lodging expenses for a group attending the same function as the procard holder.

# COA Travel: Quick Reference Guide

*General Travel Information:*

- Travel vouchers must be received in Accounts Payable no later than thirty (30) calendar days after the return from trip (or sooner at year end).
- Original receipts are required for reimbursement (parking, taxis, baggage fees, etc.).
- The traveler must choose the most economical means feasible (that is, auto mileage vs. airfare and

18

the most economical airfare vs. that most convenient for the traveler).

- A listing of non-reimbursable expenses can be found at
  http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf

### *Personal Travel:*

- When combining personal with business travel on an airline ticket, a valid airfare cost comparison must be secured for what the airfare would cost if the traveler were flying only on official UK business. This cost comparison must be printed from Concur (UK's online booking tool) or received from one of UK's designated full-service travel agencies —AAA Corporate Travel Services or Avant Travel. The date on the cost comparison must match the date the ticket is issued. UK will reimburse the lesser of either the actual ticket airfare or the cost comparison airfare.

- When combining personal with business travel, all travel expenses must be paid using personal funds. (Conference registration fees and lodging expenses for the nights related to the business purpose of the trip are the only exceptions.)

### *Cost Comparisons:*

- The cost comparison must show an itinerary with the same dates, the same travel destinations, and the same approximate time of departure as the ticket purchased from the alternate vendor.
- The cost comparison must be the first page of available itineraries from Concur Travel, which also shows the search parameters used. (To print this, right-click mouse to capture/print all information.)
- The cost comparison must be printed on the same day the ticket is purchased.
- A cost comparison is required when a ticket is purchased from an alternate vendor.
- A cost comparison is required when an employee chooses to drive (more than 400 miles) instead of fly.

### *Automobile Travel:*

Private vehicle mileage reimbursement (in excess of 400 miles one way) shall not exceed coach airfare. A valid airfare cost comparison from Concur, UK's online booking tool, must be obtained at least three (3) weeks prior to departure date and be attached to the travel voucher. If a rental car is used:

- The cost can be charged to the pro card unless personal days are included.
- Reimbursement for actual gas charges (with original receipts) is allowed.
- Rental insurance is only needed for car rental outside the United States.

### *Air Travel:*

19

UK Travel is preferred when booking airline travel. UK Travel vendors are AAA Corporate Travel Services

(323-5354), Avant Travel (233-0000), or Concur Travel (UK's online booking tool, tickets processed by AAA).  Alternate vendors can be used if:

- The employee shows that a favorable airfare was obtained through the alternate vendor by submitting a valid cost comparison from Concur attached to the travel voucher. Employee uses personal funds for booking
- All international flights must be in compliance with the Fly America Act. In order for this compliance to happen, the code of a U.S. flag carrier must be part of the flight number indicated on the airline ticket. Please see http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf

*Lodging:*

- Reimbursement for lodging shall not exceed the cost of a single room rate. Employees sharing lodging shall be reimbursed one-half the room charge.
- The University does not pay lodging expenses for an overnight stay within forty (40) miles of the employee's official workstation or home.
- Telephone and Internet costs for necessary official University business shall be reimbursed.
- When the destination is less than 400 miles (one way) from the traveler's workstation or residence, expenses incurred while in route to and from the destination are limited to mileage, tolls, and subsistence.  Lodging expenses will not be reimbursed.

*Per Diem:*

- Subsistence cannot be claimed for meals included in registration fees. To determine meals reimbursement, obtain the conference brochure and attach it to the travel voucher.
- Subsistence is not paid for breakfast or lunch on in-state travel unless employee's authorized work required an overnight stay at a location more than forty (40) miles away from home or workstation.
- Dinner on in-state travel does not require an overnight stay, but the employee must be in travel status throughout the time frame established for dinner.
- Subsistence reimbursement for meals requires the employees to be in travel status for the entirety of the  time frame established for the meal (Breakfast 6:30 a.m. through 9 a.m., Lunch 11:00 a.m. through 2  p.m., Dinner 5 p.m. through 9 p.m.).
- Subsistence rates are based on the location where the employee spends the night.

**The use of personal funds is required (DO NOT USE PROCARD) in the following cases:**

20

- When combining personal and business travel on airfare

- When purchasing airfare via outside vendors (Expedia, Travelocity, Orbitz, etc.)

- When companion travelers are traveling with the employee. If you go through Avant, reservations for the employee and companion traveler can be made at the same time using multiple forms of payment to allow for the use of a pro card for employee travel and personal funds for that of the companion traveler.

*Reimbursement:*

- On your return from out-of-state travel, turn in all receipts over **$20.00** to the director's office along with your signed travel voucher.

- If two employees share a hotel room, each employee must have a receipt for his/her portion of the hotel bill.

- If you choose to take your own vehicle when an official vehicle is available, you must have approval by the director (the mileage reimbursement rate is reduced).

# Standing Committees

*College of Agriculture StaffLINKS Committee (CASLC)*
StaffLINKS is an advisory council made up of representatives from the various departments and units within the College to be a voice for employees who are not represented by any other organized group. An employee of Ag Com is selected by the director to serve a three-year term on this committee, which reports to the dean of the College.

The purpose of the committee is to improve communication on all levels—not just among staff, but also among staff, faculty, administrators, and students. CASLC also keeps department heads informed of policy matters and other issues affecting staff.

Quarterly meetings are held on the third Tuesday of February, May, August, and November. Special meetings are called to handle urgent issues. Subcommittees are formed as needed.

# Dress Code

Appropriate dress while on the job is required of every employee, including students working in the department. Keep in mind that your dress is part of Ag Com's image and, in a wider sense, of the College of Agriculture. The Professional Development Partnership (PDP), which is evaluation criteria and process, specifies that one of Ag Com's objectives is to enhance the College's image, so your attire should reflect your commitment to that objective. Depending on a given day's activities, your dress could vary. Shorts, sweatshirts, jogging outfits, and other athletic apparel are generally not acceptable.

21

## Use of Cell Phones/Radios/Televisions/CD Players

Certain employees must use cell phones, radios, televisions, and/or CD players as part of their job. After consultation with their section manager, other employees may use them with courtesy and consideration for fellow employees.

## Fire Alarm Procedures

In the interest of safety, employees must vacate the building immediately if an alarm sounds. Employees should stand 40 feet away from the building until the all-clear signal is given. If an employee stays in a building when an alarm goes off, the fire department can fine the employee's department.

1. Ag Com staff should meet in the area between Scovell Hall and the greenhouses.
2. Ag Data Center employees should to meet at the far end of the courtyard.
3. Ag Distribution Center employees should meet across the road in front of the Ag Engineering shop.

## Severe Storm Information

Employees are encouraged to participate in the UK Alert system.

If a **TORNADO WARNING** is issued, move to your pre-designated Storm Shelter Area immediately.

1. Distribution center: Small interior rooms−8, 9
2. Barnhart: men's restroom on the second floor or the northeast stairwell in the BAE department on the second floor (not the front stairwell)
3. Scovell Hall: the interior hall in basement is the best option. Other locations are interior hallways and restrooms.

Other general tornado precautions follow:

- Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect your head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.
- In a high-rise building, go to a small, interior room or hallway with no windows on the lowest floor possible.
- Get out of vehicles, trailers, and mobile homes immediately and go to the lowest floor of a sturdy nearby building or a storm shelter.
- If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.

- Never try to outrun a tornado in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.
- Watch out for flying debris.

**After danger has passed:**

- Immediately report injuries to UK Police by calling 911.
- Immediately leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.
- Do not attempt to turn utilities on or off; contact UK Physical Plant at 257-2830.

# Supervisor's Orientation Checklist for a New Employee

1. Establish the name the employee prefers.
2. Introduce the employee to fellow employees:
3. Provide a tour of the general work area:
4. Explain departmental policies that the employee needs to know right away. You can provide a more extensive policies and procedures manual during the first two weeks. Critical procedures should include:
   - Work rules
   - Lunch/breaks
   - Time/leave
   - Smoking regulations
   - Injury problems
   - What to do in an emergency

5. Discuss all office procedures that apply:
   - telephone use (point out the tutorial in the University phone book)
   - assign the employee a phone number
   - explain voice mail, if applicable
   - arrange access code
   - help employee set up a new message
   - discuss your expectations about answering the phone
   - Instruct the employee that personal long-distance calls must be made with a personal phone or card.
- Computer and Internet use (inform the employee that computer usage may be monitored at any time and discuss any limitations on usage)
   - Discuss network access
   - Help the employee obtain a password from the IT section
- Other office procedures
   - Is the employee expected to work with the door open or closed?
   - How does an employee obtain office supplies?

- How does an employee obtain keys?
- Instruct the employee on using office equipment (e.g., fax, copier, and printer), and discuss any limitations on usage.
- Use of inter-office and outgoing mail (caution the employee about the use of Penalty Mail)

6. Assist the employee in obtaining a parking permit and explain parking restrictions.

7. Assist employees new to UK with signing up for benefits/health insurance

8. Review the employee's job responsibilities and position description (provide the employee with copy of his/her job description).

9. Identify tasks the employee will perform every day and discuss the desired results.

### *Help the Employee Establish an "Identity" in the Department:*
1. Prepare door sign for Room_____.

2. Ask the staff assistant to assign a mailbox in Room 139, if employee is located in Scovell Hall.

3. Ask the staff assistant to add the employee's name to the list outside Room 131.

4. Add the employee's name to the section's website at http://www.ca.uky.edu/agcomm/.
5. If appropriate, help the employee order business cards, notepads, and enclosure slips.

6. Ask the staff assistant to add the employee's name to appropriate mailing lists.

### *Materials for the First Week(s):*
1. Explain the mission/goals of the department/College. Discuss what it means to work in a land-grant institution. Provide resources and background reading on:

2. the land-grant university

3. College of Agriculture. Refer the employee to college website: www2.ca.uky.edu

4. departmental policies and procedures

    a. discuss any policies and procedures germane to your section

5. Discuss your section's mission. Refer to the section's handbook, if available.

    a. Explain the general purpose and functions of the department.

    b. Explain the chain of command. Explain the interrelationship of your department to other departments and units/colleges. Provide an organizational chart of the department and point out where your section fits in.

    c. The College of Agriculture telephone book is a good resource.

    d. Provide style guides, if applicable:

        i. UK's style guide at http://www.uky.edu/Graphics/styleguide.htm

        ii. section's (if any)

6. Discuss work flow in your section:

    a. What gets a job started in your section?

24

b. Who are your clients?

c. Does your section have any forms that follow a job?

d. What is the software to be mastered for working in your section? Are there any tutorials?

### *Materials to Be Covered during the Probationary Period*
- Discuss the SAP performance evaluation system. Assist the new employee with login.
- Extension reporting system, if applicable
- Promotion and advancement opportunities and procedures
- Procedure for handling complaints within the department

### *Answering the Telephone*
It is important that Ag Com employees maintain good relations with clients by answering the telephone professionally and courteously and by handling messages promptly. Here are recommendations for handling phone calls in your section:

### *Answering calls directly:*
Say the name of the department ("Ag Communications"), followed by your first and last name.

- If possible, help the caller reach the person he/she is looking for, particularly if it is someone in the College of Agriculture. A quick look at the departmental directory can help.
- Make sure you understand how to transfer a call.
- Never say *"You've got the wrong department or office."* Instead, tell the caller which office he/she has reached and offer to transfer the call. Be sure to give the caller the number to which you are transferring the call. (The number for UK Information is 257-9000.)

### *Setting up a Greeting (when you are away from your desk or on the telephone) using the following:*
- Identify yourself by department followed by your first and last name.
- State that you are either away from your desk or on the telephone.
- Ask the caller to leave a message at the tone, and offer to return the call promptly.

### *Changing your Greeting (when you will be away for only a day):*
Identify yourself by department followed by your first and last name.
- State that you will be away from the office from___until_____(specify day and date)
- State that the caller may leave a message, but also tell the caller whom to call (usually the section manager) for questions related to the section.

### *Leaving an Extended Absence Greeting (when you will be away for more than a day):*
- Identify yourself by department followed by your first and last name.
- State that you are away from the office.

- Refer the caller to the section manager, relaying that person's phone number.

If the section manager is to be out for any period, he/she will designate an acting section manager to whom all  questions can be referred and will leave an announcement directing callers to the acting section manager.

## *Index*