

Cooperative Extension SuperVision 101 Training Questions – 2010 Sessions

- **Compliance Line – 877-898-6072**

If you are not comfortable reporting suspected misconduct or making compliance-related inquiries to your supervisor, you can contact the Comply-Line at **1-877-898-6072**.

The Comply-Line is a toll-free phone reporting service operated by an independent contractor hired by UK HealthCare – but can be used by all University of Kentucky staff.

The Comply-Line is available 24 hours a day, seven days a week, every day of the year. Comply-Line reports, as well as those made directly to the Compliance Officer, can be made anonymously.

Additionally, you can [click here to make a report on-line](#).

- **Office of Institutional Equity and Equal Opportunity**

- <http://www.uky.edu/EVPFA/EEO/>
- Preventing Harassment
- Discrimination

- **Employee Relations**

- <http://www.uky.edu/HR/emprel/>

Breaks, Lunches & Worker's Care

- What can be done if the staff assistants are not taking breaks? **You might need to structure their breaks. Set the breaks in writing and communicate to the employee. If they continue to not take their breaks and not follow the written policy (break time), it could be viewed as a violation of University policy, department rules and Insubordination. Corrective action may be issued for continued violations.**
- What if non exempt staff are not taking lunch breaks? Is there any corrective action for this? **You might need to structure their lunch periods. Communicate this information to the employee referencing the policy. If they continue to not take their lunch periods and not follow the written policy, it could be viewed as a violation of University policy, department rules and Insubordination. Corrective action may be issued for continued violations.**
- What if Non Exempt staff are **not taking** their breaks or lunches? As a Supervisor, I am reminding and encouraging them to take breaks – but they still don't? Is there any type of Corrective Action for this? Would it fall under Insubordination – failure to follow direction, procedures, etc? **You might need to structure their breaks or lunches. Set the breaks in writing and communicate to the employee. If they continue to not take their breaks or lunches and not follow the written policy (break / lunch periods), it could be viewed as a violation of University policy, department rules and Insubordination. Corrective action may be issued for continued violations.**
- Non Exempt staff are not supposed to add their breaks together to leave early or skip; however, if they do, can the Supervisor get into trouble? **As long as the Supervisor has communicated to the employee that they should follow policy, you have put into writing a schedule for the department's break times and you can show that you have done your best to make the employee aware of the policy and help them to follow – you should be OK. If the employee continues to ignore the rules, then discussions should be held and corrective action could begin.**

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However, if you did **not** have conversations with employees or have not made reasonable attempts to correct this issue, then you may be held accountable.

- What if secretary has an accident in a vehicle when out running around – not on a break? **It depends.** If the secretary is taking care of business for the University, then it could possibly be covered by Worker's Care. If she is on her own time running her personal errands, then it is not Worker's Care.
- Can a secretary combine morning and afternoon breaks? **No. The breaks can't be added together to have one long break. They can't be added to the lunch / meal period either.**
- If the person has a 1 hour lunch and they cut to 30 minutes, do we have to pay for extra 30 minutes they work? **Employees must be paid for actual hours worked.**
- What about people that work 10 hour shifts? How many breaks do they get? 12 hours shifts? **10 Hour shifts – still get the 2 breaks. Breaks repeat every 4 hours. In a 12 hour shift there would be 3 breaks – one within every 4 hour period worked.**
- What if an exempt employee is in an accident? Agents work all throughout the day and evening and sometimes take breaks to run errands, dry cleaning, pick up kids, etc --- would Worker's Care cover me during an accident during these errands? You don't understand our job – we work late. **If you are running personal errands or taking care of personal business and an accident occurred, this would not be covered by Worker's Care. If the exempt employee is on the way to a work event, then it could potentially be covered.**
- Can staff take breaks to run to the bank, dry cleaners, on their 15 minute break? What if they are in an accident? **The employees need to be accessible during their breaks because these are paid work times. If they were to run a personal errand and be in an accident, it would not be covered for Worker's Care.**

If the employee changed their story to state they were on company business and they weren't during this break, this would be falsification and dishonesty. The employee could be subject to corrective action.

There is no broad-based University policy limiting what employees can do during breaks; however, break periods are paid time so some departments/units have established some restrictions on where employees can go during break periods. UK break periods are to be 15 minutes in length, so it is important employees return to work promptly or corrective action may be applied.
- Does time driving to or from programs count as 15 minute break time for EFNEP assistants? **No, they are expected to drive on the job, so the breaks would need to be other than driving time.**
- When can we take breaks at 4-H Camp? (The 15 minute and lunch ones) **Per David Herbst, non-exempt are not allowed to go to 4-H camp because they cannot get away from their work station while at camp. The 15 minute breaks do not come into question at camp.**
- Employees work 8 – 4:30 am – with a one hour lunch break. Do they get a 15 minute break during their 3.5 hour stretch? **Yes, per policy 70. <http://www.uky.edu/HR/policies/hrpp070.html>**

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- If employees make and take personal calls, take bathroom breaks, and facebook (personal) during their slack time and worktime – do they still get a 15 minute break? **Yes, they still get a 15 minute break.**
- If the employee gets a 1 hour lunch, do they have to get a 15 minute break in the afternoon? **Yes - refer to the Rest Period section of the policy. <http://www.uky.edu/HR/policies/hrpp070.html>**
- How do you decide between 30 or 60 minute lunches for the office? **Up to the decision of the department and the work schedule of the employees.**
- Are they still getting their hours of 37.5 in if they take 2 – 15 minute breaks and a 1 hour lunch? **Yes, employees are still on the time clock during the 15 minute breaks.**
- Are the employees not supposed to leave the University grounds during their breaks? **Breaks are paid work time, so the employer does have the ability to place reasonable limits on this time period. However, the lunch (meal) periods are unpaid time, so employees are able to leave the work area to take care of personal business during lunch.**
- What about walking downtown during their break for their health? **There is no broad-based University policy limiting what employees can do during breaks; however, break periods are paid time so some departments/units have established some restrictions on where employees can go during break periods. UK break periods are to be 15 minutes in length, so it is important employees return to work promptly or corrective action may be applied.**
- What is the “approved” hospital mean in Worker’s Care poster? **An approved list of hospitals and physicians is available from UK Worker’s Care at 1-800-440-6285. Yes, it would be a good idea to inform the customer service representative of your location if you are outside of Fayette County. If an accident is life-threatening (or at least you believe its life threatening), call 911, then report the injury to UK Worker’s Care.**
- If an employee is on flex time and on their day off remembers something they forgot to do in the office and comes in or drives to event to take materials and is injured, would this be covered Worker’s care? **Probably not.**
- Worker’s Care states you must use approved dr or hospital – how does this apply? **Emergency treatment may be provided by any medical facility. However, after this first visit, the individual would be required to return to the network.**
- Some of us are on federal insurance – how does this play into the matter? **Human Resources Policy and Procedure 96.0: Workers’ Compensation states, “This policy applies to all cooperative extension employees on federal appointment who were previously covered by the benefits of the Federal Employee’s Compensation Act.” Thus, if an Extension office employee is covered by this Act, they would be subject to its’ provisions.**
- If I have to be in Lexington for a meeting (Lexington is not my home office) and I am injured during the drive, am I covered? **Generally, yes.**
- What is the approved hospital? If it is a life threatening accident – how can you worry about this? **An approved list of hospitals and physicians is available from UK Worker’s Care at 1-800-440-6285. Yes,**

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it would be a good idea to inform the customer service representative of your location if you are outside of Fayette County.

If an accident is life-threatening (or at least you believe its life threatening), call 911, then report the injury to UK Worker's Care.

- Are non-exempt allowed to come in early? To do personal things at their work station – such as use the computer, etc. What if they get hurt in the office but not “officially” on work time yet? Although this is not prohibited broadly by the University, there may be reasons why a department/college might not permit this. Potential workers’ compensation injuries are only one reason. In addition, employees may be asked to perform “real work” for his/her job while s/he is sitting at his/her work station, thereby completing work they may not be compensated for. If aware, HR would require the employee to be paid for that time worked.

Corrective Action

- Is there a desired stage at which to complete a Performance Improvement Plan (PIP) or would you do it at every stage of corrective action – oral, written, etc? A Performance Improvement Plan may be completed at all four stages of the Corrective Action process – Oral, Written, Probation and Suspension. There is a section on the PIP form to indicate which Corrective Action stage you are currently working with. Typically this process is put into place at either a written warning or probation (not typical for an oral warning).
- Fighting after hours – can you be terminated. What if not on UK property? Depends and would be case specific especially if not during work time.
- What about dismissal for writing cold checks? Name in paper, etc.
This can get blurry and would depend on the situation especially if the checks are not on behalf of UK and if the employee's job does not deal with accounting, funds, etc. Of course, in small towns where people may know the individuals it could cause a lot of attention. Each situation would be handled on a case by case basis.
- Is there anything on the list for misconduct (Policy 12), that would allow us to skip Corrective Action steps? The Corrective Action process looks at the nature and severity of the incident. Each situation is different and depending on the event, a step could be skipped or combined during Corrective Action processing.
- Time frame for the phases of Corrective Action – could it take more than 12 months to terminate? Each situation is different – yes. <http://www.uky.edu/HR/policies/hrpp062.html>
- Can you address non-exempt staff and their use of “social networking” sites and/or web usage?
 - When on duty 8-5?
 - During lunch breaks?
 - What about using county owned / UK owned computers?

It is a performance issue regarding whether or not the employee is getting their work done. Engaging in this activity outside of meal or break periods may be considered “Failure or neglect to perform assigned duties” and corrective action may be issued. All searches and internet history can be monitored.

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- Can you do ½ day increments for Suspensions on Corrective Action? **No, the suspension must be in full day increments.**

FML:

- Why do we have to fill out FML paperwork if we miss 3 days? **Requirements of FML. FML will help protect the employee's job when they are absent from work.**
- If FML allows for 12 weeks, can I (the mother) use all sick time for the 12 weeks following childbirth? **No. 30 days can be sick (TDL) or up to 45 if needed due to complications. The remainder of the time will be vacation or unpaid leave.**
- If you have multiple FMLs on file, how many weeks do they get in a one year period? Is it still the 12 weeks or is it 12 weeks for each FML on file. **It is 12 weeks in a 12 month rolling period – no matter how many FMLs on file. <http://www.uky.edu/HR/emprel/documents/FMleave1.pdf>**
- If someone is on FML, are they guaranteed their job when they get back? The exact job or just a similar position? **Employees are guaranteed a similar or equivalent job when they return.**
- FML protects my job. Do they give me back my job or just a job? **<http://www.uky.edu/HR/policies/hrpp088.html> It protects a job for the employee – they are not guaranteed getting their job back.**

Funeral Leave:

- What is loco parentis? **"In loco parentis" means the employee has the day-to-day responsibilities for the care and financial support of a child or persons who had such a responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.**
- Does time needed to be an executor count as additional funeral leave or do I use vacation time? **Vacation time would be used**

Preventing Harassment & Discrimination

- What do I do if a leader / higher up manager is "harassing" the employee? **Contact a higher level officer in the division. http://www.uky.edu/EVPFA/EEO/discrimination_faq.html**
- Prayer at meetings – religious aspects? How can this not be against policy 2 – Discrimination? **The University of Kentucky is a community whose members hold a variety of religious and philosophical views. As a public institution, we respect the separation of church and state as a constitutional principle and practice, and we hold as one of our core values, a commitment to "vigilantly protect free expression of thought." Religious prayer at institutionally-sponsored events is not appropriate. We urge departments to be respectful of our diversity of beliefs and refrain from advocating/advancing or inhibiting in the workplace any religious symbols or prayers that may be taken as implying institutional support for a particular religious viewpoint. Our concern about the appearance of institutional support for a particular religious viewpoint must be balanced against our respect for the rights of individuals to express religious views in their personal dress in their personal workspaces.**
- Does the Discrimination policy also apply to students that we work with at the 4H or various events -- regarding harassment, etc? **Yes**

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- What about religious holidays? Can I allow someone to substitute a UK observed holiday for another? <http://www.uky.edu/HR/policies/hrpp083.html> Refer to the Note at the end of the policy. Note: Department heads are encouraged to be sensitive to the importance of official religious holidays. Every effort should be made to allow an employee to observe official religious holidays. Possible alternatives for accommodating religious holidays may be to allow an employee to substitute one of the official University holidays (see policy section (1)) for a religious holiday (assuming this arrangement is compatible with the department's operating schedule), or to allow the employee to use accrued vacation leave. If all accrued vacation is exhausted, a department head may grant leave without pay.
- What would be the appropriate action to take if a Manager, Director, Dean (someone higher up the management level) is the person "harassing" the employee? Would you ever skip the process of talking to your Supervisor and going straight to the Office of Institutional Equity & Equal Opportunity? An employee can make a complaint to any of the following: Dean, Director, Faculty member, Department Head, Manager, Supervisor, or any other individual with supervisory or administrative responsibility. They may also contact the Office of Institutional Equity and Equal Opportunity to file a complaint.

Record Retention

- What should be done with interview related documents that are over 3 years old? All records retention is determined by the [State University Records Retention Schedule](#). The record series U0645 – hiring process file covers the retention for the interview. After the department or college has hired an employee for the position, the hiring process records should be maintained for three years after the position is filled. When the retention has been reached, they will need the following information in order to complete the [records destruction certificate](#).

Example:

- record series number and name from the Model Records Retention Schedule, U0645 – hiring process file
- volume of records destroyed for each series, 2.0 cubic feet (equals 1 upright full file cabinet drawer)
- date span of records destroyed for each series, 2004 - 2006
- date of destruction 3/26/2010

Records Retention Education and Training

http://www.uky.edu/Libraries/libpage.php?lweb_id=300&llib_id=13<ab_id=692

About Records Retention http://www.uky.edu/Libraries/libpage.php?lweb_id=300&llib_id=13<ab_id=689

Records Retention Schedule

http://www.uky.edu/Libraries/libpage.php?lweb_id=300&llib_id=13<ab_id=691

Shared Leave Program:

- Do the vacation hours / days donated to the Shared Leave Pool ever expire? If yes, when? No, the days/hours donated do not expire.
- Assuming there are an abundant number of hours / days in the Shared Leave program, how many days can a person be granted from the pool? 45 days in a 12 month rolling period.

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- Is there a limit on the number of requests a person can make to obtain days from the Shared Leave program? **There is no maximum.**
- Is there a wait list for the Shared Leave Pool? **No. The committee that reviews the requests meets every two weeks.**
- How long does it normally take for someone to get approved? **The committee meets every two weeks to review requests. Once reviewed in committee, the request is either approved or denied that day.**
- What is the maximum TDL (sick) time that can be used for family members? **30 working days (cumulative) in a rolling calendar year.**
- Do you have to donate leave in order to be eligible to draw days out of the Shared Leave Program? **No**
- Shared Leave donation period of May 1 – 31. Why is it only during this time? **I don't agree – I should be able to donate any time I want to. This is the timeframe that the committee has chosen to accept the donations. Since the donation of time is nonrevocable, the committee opted for the month prior to the vacation time expiring.**
- If they abuse sick time, will they get time from shared leave? **No, this is taken into consideration by the committee when granting time to requestors.**
- Do you think they will ever use Shared Leave pool hours for care of a family member? **Not at this time.**
- Do you have to have contributed to benefit from the shared leave program? **No**
- Is there a limit to the number of days you can get from the Shared Leave pool? **45 days per approved request**
- Is there a reason why you can't designate the days/hours to go to a specific person? **Committee that created the program made this one of the parameters – the time must be available for anyone that is approved.**
- Can you donate TDL days to the Shared Leave Program? **No, only vacation days can be donated to the program. However, you can convert TDL days to Vacation and then donate those.**
<http://www.uky.edu/HR/emprel/SharedLeavePoolOverview.html>
<http://www.uky.edu/HR/TemporaryDisabilityLeaveConversion.html>

TDL:

- What is the maximum TDL (sick) time that can be used for family members? **30 working days (cumulative) in a rolling calendar year.**
- How many TDL days can you take off before you need a physician's statement? **Typically it is the third day-outside of specific circumstances. If an employee has been abusing the policy, then a supervisor may require an employee to produce a physician's statement after each sick day.**
- How many TDL days can you take off before you need a physician's statement? **Typically it is the third day-outside of specific circumstances. If an employee has been abusing the policy, then a supervisor may require them to produce a physician's statement after each sick day.**

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- What is a pattern of sick leave abuse? Calling in sick every Monday or Friday, or other day of the week. Being able to foresee when an employee will be calling in – for example, the day after they “earn” a TDL / sick day.
- If you have a lot of children and employee takes off a lot for their dr appointments – can you require a Dr. statement then? Yes. If the employee is using sick time to be off work – a doctor or physician’s statement can be requested. You should let the employee know in advance of this request.
- Why is it not discrimination if you ask one employee to bring a statement and not another? If they have shown a pattern of abusing their time, you have a right as the Supervisor to request this documentation.
- How do you document how many TDL (sick) days have been used to care for family? It would be identified by the TDL code used in the system.
- If the illness occurs during vacation and employee wants to “swap” out days – do they have to have a doctor’s excuse? What if I know they were sick – must I make them bring one? Policy states that a doctor’s statement is needed. Refer to the Policy - Process – Step 6 <http://www.uky.edu/HR/policies/hrpp082.html>
- Can an employee choose to use vacation leave instead of sick leave, even when they are off sick? Since those vacation days expire and sick leave does not. It is recommended to use the sick leave for sick time and doctor appointments; however, employees can use their vacation time to attend doctor appointments. Using vacation time for calling in “sick” is at the discretion of the Supervisor.
- Temporary Disability – Policy 82 – Maximum 30 working days in a 12 month rolling period. <http://www.uky.edu/HR/policies/hrpp082.html> The 30 days refers to the maximum time which may be used for family members. The time is cumulative.
- Can’t your TDL days go toward retirement? If you have 66 days of TDL, you can use any or all TDL time to buy forward a retirement date. For example if someone would normally become retirement eligible July 25th, if they had 66 or more TDL days, that would move their retirement eligibility forward. One day can be used to buy forward one working day (excluding weekends and holidays).

Sometimes this is on a case by case basis, since some employee’s days are based on 7.5 hours vs. 8 hours or even vs. other FTE’s. Here’s the policy, but you have to refer to Conversion for Retirement. <http://www.uky.edu/HR/policies/hrpp087.html> If you have questions, please contact either:
 - Chris Perry 859-257-8825
 - Tina Cornett 859-257-4263
- Can you make only the problem employees bring a doctor statement? Yes, if these employees are showing patterns of abusing the sick time the supervisor can require that only they bring excuses. Do I need to document that conversation with the employee regarding the need for the doctor statement? Yes, it would be good documentation for your records.
- For an injury that occurred during vacation, can we go back and adjust the system if the employee tells us / requests after the time has been submitted? Yes, the request must be made in a timely fashion. <http://www.uky.edu/HR/policies/hrpp082.html>

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- Is there a policy to keep people from coming to work and spreading the germs? Can a supervisor request they stay home until they are not contagious? Do they have to use their sick time if Supervisor requests them to stay home? **There is no policy on file. A supervisor can request the employee stay home or they can send an employee home. If the employee is sent home, they will be required to use sick time. If they have no sick time, they will be required to use vacation time. If there is no vacation time, they will be off without pay.**
- How many sick days can an hourly employee accumulate? Is there a limit? What is with the 66 ruling? What happens to days above this limit? **There is no limit to the number of TDL (sick) hours / days an employee can accumulate. The 66 days refers to the number of TDL (sick) days that you must keep available if you choose to convert days to vacation time.**

Vacation

- Can we set a department policy for the timeframe in which they request vacation? **Yes, but you must have District Directors and Employee Relations review to ensure the department policy is not conflicting with any other University policy.**
- Do you have to use VL for personal court appearances? **Yes**
- We have two – 30 hour per week secretaries in our office. When a holiday occurs on the day during the week they are off – they get another day off? WHY???? **Employees in a regular status all earn the same number of holidays no matter if they worked that day or not.**
- If an assistant is on vacation leave that includes a day of “emergency” office closing due to weather, do they have to count that day as vacation? **Yes, if it is a scheduled sick or vacation day then that day must continue to be counted as a sick or vacation day in the event the office closed. Even if the office were opened on a delayed basis, you would still count the FULL vacation or sick day.**
- Can an employee choose to use vacation leave instead of sick leave, even when they are off sick? Since those vacation days expire and sick leave does not. **It is recommended to use the sick leave for sick time and doctor appointments; however, employees can use their vacation time to attend doctor appointments. Using vacation time for calling in “sick” is at the discretion of the Supervisor.**
- Can agents take VL in 15 minute increments? **Yes, per policy and supervisor approval of the time requested.**

General:

- What is a KMSF transfer? **Kentucky Medical Services Foundation. They complete the physicians billing for Chandler Medical Center.**
- For Uniformed Services (Policy 75) does the Coast Guard fall into this category – we don’t see it listed on the material? **No, the Coast Guard is not covered. The only way they would be is if the President of the United States declared us at war and identified the groups as such.**
- How can managers and supervisors know if their staff are entering the sick and vacation time correctly? **Supervisors should be aware of time off beforehand and review the time sheets before they sign them. Supervisors can request to see a copy of leave balances that the employee has access to through link blue.**

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- Is the 90 day orientation calendar days or work days? **Calendar days**
- For people who enter their own time – how do managers know if they are coding correctly – especially if it should be without pay hours. **Supervisors should be aware of time off beforehand and review the time sheets before they sign them. Supervisors can request to see a copy of leave balances that the employee has access to through link blue.**
- Supervisor complains to other staff that another staff member has excessive leave for children's illness, well child visits, school activities, etc. Supervisor says staff member needs to decide if she wants to work or be a mother. Is this sexual harassment or something else? **(Likely not sexual harassment-discrimination etc)** It is inappropriate to share these concerns with other staff members? **This is definitely inappropriate for a supervisor to be discussing employee's situations, performance reviews, etc with the employee's peers. This could be setting the stage for a hostile work environment. If the employee feels they are being harassed, the Office of Institutional Equity and Equal Opportunity handles such cases.**
<http://www.uky.edu/EVPFA/EEO/>
http://www.uky.edu/EVPFA/EEO/pdf/harassment-discrimination_brochure.pdf
http://www.uky.edu/EVPFA/EEO/pdf/IEEO_Brochure.pdf
- Does voting and funeral leave come out of your sick leave reserve or out of vacation? Or are these additional paid leave? **Neither, these days come out of additional paid leave time.**
- The County Agents handbook, it says that County Agents may not seek public office. Would this hold up in court? Does this not go against our constitutional rights? **The Extension policy manual does state that Extension Agents cannot hold publically elected office. Extension Agents were historically not permitted to hold public office due their status as Federal employees as outlined in the Hatch Act. This has remained an Extension policy even after the termination of Agent's Federal appointments because it is viewed as a conflict of interest due to the public nature of an Extension Agent's job.**
- Slide show HIV as a disability. Why? **An individual is considered to have a "disability" if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Persons with HIV disease, either symptomatic or asymptomatic, have physical impairments that substantially limit one or more major life activities and thus are protected by the ADA.**
- Is there any kind of approved leave for donating blood? **No**
- Who to call for Risk Management? **Risk Management, Phone (859) 257-3708 332 Peterson Service Building, Fax (859) 257-1050 Lexington, Kentucky 40506-0005 Email: twadki2@email.uky.edu**
- For an exempt employee, can you be told that you must work 65 hours a week or you are not doing your job? **HRP&P # 70.0, Attendance/Hours of Work states, "The normal work schedule for exempt full-time employees shall average at least 40 hours per week, and it is anticipated these employees may average more than 40 hours per week." There is no maximum numbers of hours set by UK or by the Department of Labor; however, there is what many consider to be a reasonable number of hours. And for each person that may be different. It may take up to 65 hours a week to complete all your job**

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duties, but as an employee, you must give consideration to whether or not you are willing and able to do that over the long term.

- Should the offices have a time clock? This would be up to the discretion of each department or office.
- What constitutes start of work time? An employee's work schedule (or start of work time) should be determined by each departmental / college unit leader and communicated to each employee. Once those hours are established, injuries while at work should be more easily determined
- Do we have to give 4 full hours for voting or just extra time up to 4 hours? It can be up to 4 hours – each request and situation could be different.
- Why did they remove the goal section off the PE forms that were created specifically for Extension? This is still to be discussed with the employee. When the PE forms were revised the goals section was incorporated into each Major Job Responsibility (MJR). After the rating on each MJR, there is a required comments section that states "Comments which may include goals:"
- Would I (the Supervisor) drive you home if I suspect you are drunk? No
<http://www.uky.edu/HR/policies/hrpp014.html>
- For module 1, where can I find the Budget report referenced? <http://www.uky.edu/OPBPA/>
- If there's time to vote before and after work, do we have to give them the full 4 hours off? It can be up to 4 hours – each request and situation could be different.
- Can we use Reduced Seasonal Hours? Reduced Seasonal Hours are always subject to the approval of the supervisor/unit. There is at least one county that has used the reduced seasonal hours for a program assistant.
- Some of us have federal retirement. Where do we go to find what information there is on where UK policies override federal policies?
 - For Federal benefits, contact Rosemary Veach 859-257-9833 or via email at rveach@email.uky.edu
 - Federal Benefits website
<http://www.opm.gov/>
<http://www.opm.gov/retire/index.aspx>
 - For UK benefits, contact Gail Carbol at 859-257-8880.
- What is the promptness of posting revisions of HR policies and procedures? As soon as practical after a change in the policy is approved. <http://www.uky.edu/HR/emprel/policychanges.html>