

Name: _____

Hire Date: _____

Title: _____

Program Area: _____

Category	Date	C
I. Organizational Structure & Philosophy		Program
\$ Who do you work for?		
\$ What is CES? Federal, State, County partnership Extension, Research, Academic University organizational chart County organizational chart		
\$ Historical perspective		
\$ University anti-discrimination stance		
\$ Where Extension fits in the community		
\$ Quality educational programs		
\$ Research based		
Category	Date	C
II. Reports		Program
\$ condensed monthly reports		
\$ Advisory Council quarterly reports		
\$ County budget performance indicators		
\$ Affirmative Action Report -file location - visit		
\$ Plan of Work		
\$ Report of Accomplishment (FAS II)		
Category	Date	C
III. Professional Expectations		Program
\$ Evaluations		
\$ Excellence in programming		
\$ Value of collaborators and community partners		
\$ Image...representing UF		
\$ Respectful working relationships		
\$ Meetings		

\$	Understanding and working with other agencies and individuals to the benefit of CES		
\$	Time management		
\$	Asking questions, seeking information		
\$	Appearance		
\$	Teamwork, cooperation		
\$	Constructive conversation		
\$	Personal use of office supplies & equipment		
\$	Awards and recognition		
\$	Involvement in professional associations		
\$	Respect for colleagues		
\$	Grants, in kind contributions and donations		
Category		Date	C
IV. Personnel Issues			Program
\$	Sick leave		Administ
\$	Annual leave		
\$	Personal leave		
\$	State leave form		
\$	County leave form		
\$	Comp time/Exempt Employee		
\$	Health and other insurance setup		
\$	Retirement setup		
\$	Paycheck schedule		
\$	Pay increases		
\$	County cost of living - October		
\$	County merit - April		
\$	State increase - October		
\$	State promotion/permanent status - can apply for every six years		
\$	County/state holiday schedule		
\$	Holidays - 13 days per year		
\$	Injuries, accidents		
\$	Work hours/days		
\$	Keys, equipment		
\$	Family and Medical Leave Act		
\$	Americans with Disabilities Act		
\$	Course and degree reimbursement		
Category		Date	C
V. Training			Program

\$	New agent training - Gainesville		
\$	New employee orientation - county		
\$	County training opportunities		
\$	Defensive driver training		
\$	Sexual harassment training		
\$	In service training		
\$	Maintaining professional accreditation		
\$	Teaching techniques		
\$	Learning styles and retention		
\$	CEU s		

Category	Date	C
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VI. Office Equipment/Technology		Office M
\$	Exhibit halls - screen, overhead, microphones, room set-up, booking the facility, LCD & telephone hookup, tables, coffee pots	
\$	Refrigerator access	
\$	Laptops and LCD s	
\$	Computer	
\$	Fax machine	
\$	Copy machine	
\$	Checking out audiovisual equipment	
\$	Digital camera	
\$	Printer	
\$	Phone system - voice mail, forwarding	
\$	Keys	
\$	Alarm system	
\$	Vehicles - checking out, gas cards, pump procedures	
\$	Use of equipment	
\$	Personal use of equipment	

Category	Date	C
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VII. Procedures		Program
\$	Phone/office coverage	
\$	Staff meetings	
\$	Penalty mail	
\$	Metered mail	
\$	Packages	
\$	Handling money/checks	
\$	Petty cash/receipts	
\$	Employee time sheets	

\$	Printing procedures		
\$	Program account use		
\$	4H Foundation account use		
\$	Gator One		
\$	Inter-county protocol		
\$	Learning event records		
\$	Ordering procedures		
\$	Records destruction and retention		
\$	First aid kit, fire extinguisher and flashlight locations		
	Disaster Essential Position		
\$	Emergency and Hurricane procedures		
\$	Safety policy and loss control		
\$	12 passenger van guidelines and safety		
\$	Personal safety and security		
Category		Date	C
VIII. Travel			Program
\$	State travel		
\$	County travel		
\$	Mileage		
\$	Per diem/advance payment/county and state (3,6,12)		
\$	Forms		
\$	Required documentation		
\$	Handling receipts		
Category		Date	C
IX. Liability Issues			Director/
\$	Written documents		CED, DE
\$	Driving/reporting accident		Attorney
\$	Conflict of interest		
\$	Background checks		
\$	Accurate information sources		
\$	Confidentiality/Public information ..with children		
\$	Record keeping		
\$	Florida Sunshine Law		
\$	Tort liability		
\$	Expert witness procedures		

\$	Lawsuit threat procedures - CED/DED/UF attorney		
\$	MSDS binder location		
\$	Publications		
\$	Photo release		
\$	Special event insurance		
\$	Volunteer enrollment form		
Category		Date	C
X. Key Individuals: (Who can help you do your job?)			Program
\$	Key individuals to meet		
VIPs			
\$	Dean for Extension		
\$	Associated Dean for Extension		
\$	County Administrator		
\$	County Commissioners and their aides		
\$	Program Dean		
\$	District Extension Director		
LOCAL/IN HOUSE RESOURCES			
\$	Key people in programmatic area		
\$	Key community people		
\$	Office Manager		
\$	Department Secretary		
\$	Custodians		
OTHERS			
\$	Other extension agents		
\$	Professional organizations and membership		
\$	Advisory committee members		
\$	Research station personnel		
\$	Design teams		
Category		Date	C
XI. Balancing Your Priorities			
\$	Work Schedule		
\$	Time		
\$	Tasks		
\$	Professional obligations		
\$	Managing commitments appropriately		

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