



EFNEP educators are given the Week-at-a-Glance calendars at initial hire and then each year in October for the following calendar year. Paper calendars are provided so that educators can efficiently manage their time while away from the office. Additionally, after each calendar year is completed, educators turn in last year's calendar to their supervisor in January. These paper calendars provide a paper trail of educator activities in the case of an audit.

What must be included on the calendar each week (see calendar sample)?

- 1) Each day's work hours.
- 2) Time for recruitment/agency meetings.
- 3) Classes
 - a. Class location (include street address)
 - b. Group name
 - c. Lesson title
 - d. Recipe
 - e. Number of participants expected/number of actual participants (circle the actual the number of participants)
 - i. Example: 10/8
- 4) Time for setting up and breaking down classes.
- 5) Travel time.
- 6) Class preparation for the week in the office.
- 7) Time for grocery shopping.
- 8) Time for completing paperwork.
- 9) Reminder calls.
- 10) Lunch.
- 11) Volunteer names and number of volunteer hours.

Other items that should be included on the calendar (not necessarily every week):

- 12) County office meetings.
- 13) Meetings with supervisor.
- 14) Unit meetings (monthly).
- 15) In-service training and other trainings.
- 16) Scheduled, approved leave.

Other important things to keep in mind:

- Calendars must be legible.
- Use the Saturday slot as a place for a "to do" list.
- Review the Educator Work Hours Protocol and Educator Leave Protocol for questions about work hours and leave.

- It is **MANDATORY** that calendars be sent to your supervisor **EVERY** Friday by 4:00 pm. If you will be on leave on Friday, the calendars are due to your supervisor by 4:00 on the day before your leave starts.
 - Send the completed current week and the planned next week each Friday afternoon to your supervisor.
 - Calendars can be scanned and emailed or faxed.
- At each January unit meeting, supervisors will collect educators' calendars and send to the state office.
- If an educator resigns or is terminated, their calendar must be returned to their supervisor on their last day of work.

Violation of calendar protocol

Step 1: When an educator violates the calendar protocol, the supervisor will issue a verbal warning followed up by a written email to the educator describing the violation and dating the communication. This email will then be put in the supervisor's personnel file for that educator.

The supervisor will communicate with the educator that they are to adhere to the educator calendar protocol immediately and that from the next work day forward, the violation should not happen again.

Step 2: If there is a second calendar protocol violation, the supervisor will issue a verbal warning followed up by a written email to the educator describing the violation and dating the communication. This email will then be put in the supervisor's personnel file for that educator.

Step 3: If the educator violates the calendar protocol for a third time, a letter of expectations will be given to the educator as the first step in the formal performance management process. Any additional violations will result in further steps in the performance management process including corrective action, disciplinary action, and possibly termination.

Adherence to the calendar protocol is a performance expectation for all EFNEP educators. Violations of the calendar protocol may result in corrective and/or disciplinary action.

I have read and understand the guidelines related to EFNEP Educator Calendar Protocol.

Employee Name (Print)

Date

Employee Signature