

UC Cooperative Extension UC CalFresh Fresno/Madera Counties Program Manual

Youth Program

2. Scheduling and Tracking:

a. UC CalFresh Google Calendar: Per scheduling expectations

- i. All schedules are submitted through the online UC CalFresh Google Calendar every two weeks. This Calendar can be found here:

https://docs.google.com/spreadsheets/d/1pDZXyX2U7ZvSeMoOhAuqCsXQDFBhPL_RB1JcmmYk6Ss/edit#gid=172804292

1. Your calendars are due every other Friday at 5pm the same day as your timesheet.
2. Schedules are approved by your direct supervisor the following Monday.
3. If there are changes to your schedule after it has been approved, communicate those changes through your approval email to your supervisor and update the google calendar.
4. When setting appointments on your calendar include the length of time they will last and travel time.
 - i. Example: If scheduled at a school from 8-3pm, block out entire time. This will facilitate group scheduling.
5. Adult education or youth prep may be requested of you by a colleague or supervisor.
 - i. To request help for youth prep access the youth prep checklist found here: <http://ucanr.edu/survey/survey.cfm?surveynumber=12885>
 - ii. It is encouraged to discuss these requests with the educator or coordinator before adding to their schedule.
 - iii. If you are scheduled to teach adult education, help with youth prep, or teach youth lessons, a checklist will be sent with directions and request information.

April 2, 2016		Scheduled Work Hours				Leave (hrs)	TOTAL HOURS	7:00 AM	8:00 AM	9:00 AM	10:00 AM
Friday, 4/1		Scheduled Work Hours									
	START	Out	In	END	Leave (hrs)	TOTAL HOURS	7:00 AM	8:00 AM	9:00 AM	10:00 AM	
Coordinator											
01 Alisha	7:00 AM	1:00 PM	1:30 PM	3:30 PM		8	Prep/Paperwork		Lessons: West Hills Coalinga B		
02 Emily	8:30 AM	12:00 PM	12:30 PM	5:00 PM		8		Prep/Paperwork		Blog/ Social Me	
03 Evelyn						0					
04 Kristi						0					
05 Maira						0					
06 Nath	8:30 AM	12:30 PM	1:00 PM	5:00 PM		8			Data Entry		
07 Sandra						0			Lessons: Jobs & Beyond #72 (le	Yolanda	
08 Shawna					8	0					
09 Tacu						0					
Educator											
11 Angelica	8:00 AM	1:00 PM	2:00 PM	7:00 PM		10			Reserve for Adult Education: Jefferson Elementar		
12 Araceli	7:00 AM	12:00 PM	12:30 PM	3:30 PM		8	Lessons: Workshop Vinland Elementary w Nancy			Other, pleac	
13 Consuelo	9:00 AM	1:30 PM	2:00 PM	7:30 PM		10		Prep/Paperwork		Prep	
14 Nancy	7:30 AM	12:00 PM	12:30 PM	4:00 PM		8	Lessons: Workshop Vinland Elementary (lead) w Araceli			Prep	
15 Nelly						0					
16 Nora	8:00 AM	12:00 PM	12:30 PM	5:00 PM		8.5			Lessons: with Alisha		
17 Yolanda	8:00 AM	12:00 PM	12:30 PM	4:30 PM		8	Prep/Paperwork		Lessons: Jobs & Beyond #72 (le	Sandra	

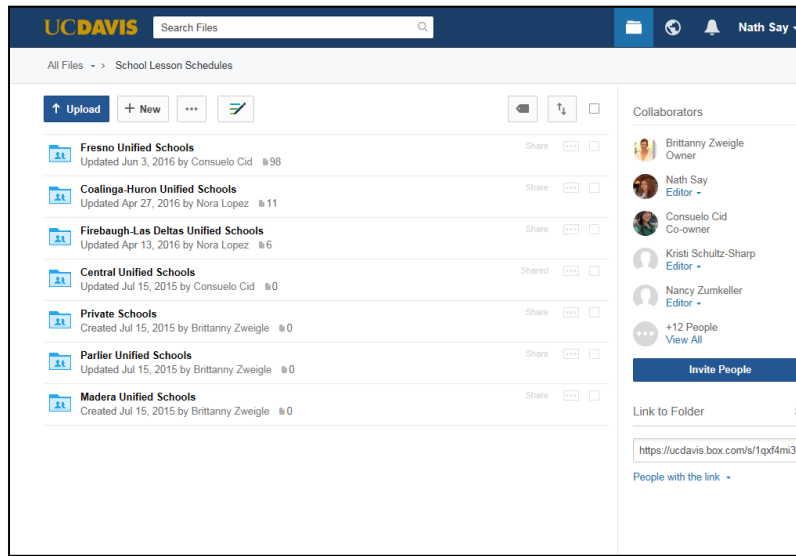
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b. The Box: Refer to How to set up BOX account

The box is a shared file where staff can access documents and share them with the team.

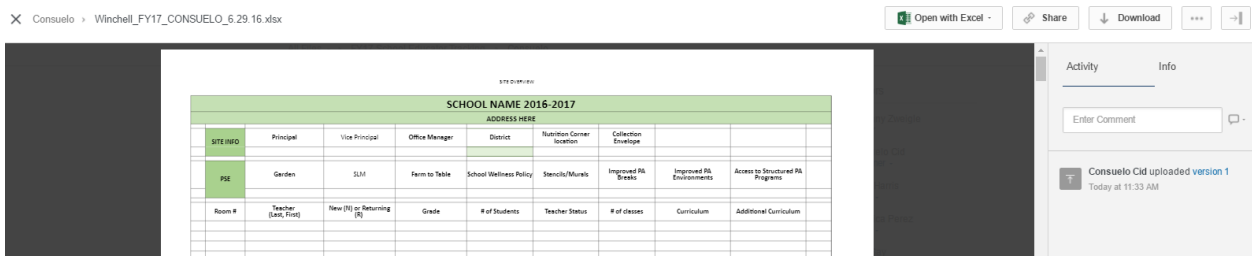
Important documents on the BOX are:

- i. Educator Tracking Database
- ii. Weekend_Van_Sedan Calendar



c. Educator Tracking Database: Refer to: Getting Started with the New Educator Tracker instructions.

- i. The educator tracker is to be updated monthly, by the end of each month.
 1. Your direct supervisor will review the documents with you in your check in.
- ii. Update with any changes to teacher demographics or dropped educator, as well as materials given to teachers and lessons delivered.



d. Weekend_Van_Sedan Calendar: Refer to calendar found on the box.

- i. Refer to the travel section_UC Leased vehicles for reserving the Van or Sedan.
- ii. Staff are assigned weekends throughout the year.
 1. If there is an event the staff assigned that weekend will be required to work that event.
 2. If you are not sent a checklist by two weeks before your assigned weekend, you will not have to work that weekend.