

# HR HAPPENINGS

## Spring Break and Summer Hours

Time to unplug and unwind! Just a reminder that Spring Break is March 13 – 21 and YC will be closed. Also, summer Fridays off will start the week of May 10 and run through the week of August 2. Please make sure that you have discussed your work plan with your supervisor for the summer 36-hour work weeks.

## Welcome New Employees

Please welcome these new full-time employees:

Rebekka Bartels  
Senior Accountant

Rozanne DeWeese  
Women's Soccer Coach

Aaron Kraft  
Instructional Specialist,  
TeLS

Andre Luciano  
Men's Soccer Coach

Angela Rey  
Instr. Supp. Spec., Allied  
Health

**Yavapai**  
COLLEGE



Celebrating our awesome YC employees on Employee Appreciation Day, March 5, 2021!

## Financial Resources

Tax season is upon us! There are a variety of resources available for your financial health. Our Employee Assistance Program (EAP), Jorgensen Brooks Group, provides financial and legal tools free of charge. You can access their tools at <https://jorgensenbrooks.com/jbg-personal-care/>, then click on "Click here to connect to JBG website."

The employer ID is YC.

You also have financial courses available in My Learn. Once you log in through your YC Portal, Employees card, select Course Catalog from the main menu, then search under Business Skills Category. You can self enroll in any or all of the seven courses available.

## Introducing Dynamic Forms

ITS has been implementing a new form and workflow software called Dynamic Forms and should have some of these online forms available soon. This software will make signing, sending, and routing forms much easier than static Adobe forms. Dynamic Forms will automatically be sent to the correct party, and signing is as easy as typing your name and clicking a submit button. The Business Office, HR, ITS, and Instruction will be the first departments to launch forms in this new system this month. Our goal is to convert many of our existing Adobe forms into Dynamic Forms over the next year.

March 5, 2021

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## Professionalism Even When Working From Home

"As the saying goes, 'Professionalism is not the job you do, it's how you do the job.' Professionalism involves consistently achieving high standards, both visibly and 'behind the scenes' – whatever your role or profession."

Read more about the [8 Characteristics of Professionalism](#) in this Mind Tools article.

1. Competence
2. Knowledge
3. Conscientiousness
4. Integrity
5. Respect
6. Emotional Intelligence
7. Appropriateness
8. Confidence

You might also be interested in this Mind Set article on [Working From Home](#).