

HR HAPPENINGS

December 4, 2020

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Winter Celebration: A Season to be Kind

Thursday, Dec. 10, 6-8 p.m.

YCPAC parking lot
Prescott Campus

SPECTATE

Come and take a drive through the lighted displays in the YCPAC Parking Lot on Dec. 10, and get a dose of YC spirit as you take in the hard work and creative effort put into the displays by various YC departments. Enjoy treats for the whole family!

DONATE

The kindness project associated with this year's Winter Celebration will help provide \$20 gift cards to children and dependents of YC students and employees. Please make a donation today at www.yc.edu/kindness.

Yavapai
COLLEGE

Fake Commute: A way to balance “work” and “home”

By Sharlyn Lauby in the [HR Bartender](#)

I ran across an article on LinkedIn recently titled “[The Rise of the ‘Fake’ Commute](#)”. The gist of the article is that having a commute to/from work defines our workday. With the increase of people working from home, the lack of a commute could be impacting some peoples’ ability to stay balanced. Because there’s no clear delineation between work and home life.

I’m curious to know what you think about this. One of the things that I regularly hear from people who work from home is that they love not spending time commuting. No traffic to deal with is glorious! However, the other side is if you work from home and [can’t find a way to “shut off” work, then you end up miserable](#). Too much work. Not enough fun.

The pandemic isn’t making this any easier. In my experience, if you work from home, you might go out to separate yourself from your work. Going to a gym, visiting a coffee shop or restaurant, or running errands can keep you in touch with the outside world. But COVID-19 is keeping us at home where we’re staring at our work all the time.

So, what can we do? Back when the pandemic first came into the news, I remember seeing someone say that they would take a walk around their neighborhood at the beginning and end of their workday. I guess we could think of it as that “fake” commute. I could see it being a great way to get into the right frame of mind (either gearing up for or winding down from the workday) and even exercising at the same time. Can’t image a typical commute would accomplish the same thing.

Other things that could be identified as a “fake” commute include reading, listening to music or a podcast, watching a TV show, etc. It’s really about coming up with some activity that draws that line of separation between work and home. So, I hope you’ll take a moment to answer this completely unscientific one question survey about “fake” commutes.

I do think this idea of a “fake” commute is interesting. As someone who has worked at home for years, it does make me wonder if adding a “fake” commute would be a nice change of pace? Would it bring some new life to my routine and productivity?

As I think about the winter months and the pandemic, I do believe remote workers will need to find ways to be productive. [They will also need to find ways to separate themselves from work and having fun.](#)

New Performance Management Web Page

Hot off the press! The [Performance Management web page](#) has been redesigned to be more useful. Check it out!

Proposition 207

With the passage of Proposition 207 in Arizona legalizing the possession and use of marijuana for people at least 21 years old, we wanted to remind employees that Yavapai College is a drug-free workplace and employees are expected to report to work free of the influence of drugs or alcohol. If you have any concerns, please reach out to your supervisor or your HR Business Partner.



Supervisors' Corner

Why is employee appreciation important?

According to [Achievers web site](#), employees value being recognized! The following ten stats support the importance of letting your employees know that you value them and their contributions to YC:

1. Disengaged employees make up half the workforce. To make sure your employees are engaged, make sure they know that you appreciate their efforts at work.
2. Don't wait until the end of the year. Employees prefer immediate, direct, one-on-one conversations with their supervisors throughout the year.
3. Employee recognition fuels work energy. They want to know that they are making a meaningful contribution.
4. Too many bosses forget to give thanks. Take a minute to let your employees know that you appreciate them and say thank you.
5. Most employees say they haven't been recognized this

month. Don't get so preoccupied that you forget to recognize your employees regularly.

6. Build morale the simple way. Recognizing your employees is a great morale booster.
7. Executive leadership has a role in engaging employees. The people in these positions have the opportunity to create strong positive impressions on individual employees.
8. Give your employees a reason to work harder. Engaged employees work harder, don't have as many reasons to stay home, and don't steal stuff as often.
9. Employee trust is tied to recognition. Employees who are thanked or recognized by their boss feel significantly higher levels of trust than those who don't receive recognition.
10. People respond to praise, even from a robot, as shown in studies. If it works with

robots, imagine how much more impactful praise from an actual human being is?

Now that you know the power of employee recognition, what are some ways you can recognize your employees at YC? Nominate an employee for one of these today!

- [High Five Award](#): a chance to celebrate and thank any employees and colleagues for a job well done with a certificate, any time of the year.
- [Roughrider Salute](#): employee of the month recognition program for nominations within your division. Nominees must exhibit at least one of the core Roughrider Salute values.
- [YC Way Award](#): twice-per-year award honoring employees exhibiting relationship, service, or learning excellence.

Nominations due Dec. 14!

Feel free to nominate your employees for more than one award.



Onboarding New Employees

The importance of onboarding cannot be overstated. Here is a quick look at some statistics around onboarding compiled by CHRO Emily Weinacker:

- a) [69% of employees are more likely to stay with a company](#) for three years if they experienced great onboarding
- b) [Up to 20% of employee turnover](#) happens in the first 45 days
- c) [New employees who went through a structured onboarding program](#) were 58% more likely to be with the organization after three years
- d) [Organizations with a standard onboarding process](#) experience 50% greater new hire retention
- e) [The organizational costs of employee turnover](#) are estimated to range between 100% and 300% of the replaced employee's salary
- e) [Best-in-class companies](#) are 35% more likely to begin onboarding processes before day one
- f) [It typically takes eight months](#) for a newly hired employee to reach full productivity

So how can you, as a supervisor for a newly hired employee make sure they have a good onboarding experience while virtually all of us are working virtually?

- 1) Use the [Supervisor New Hire Checklist](#) to make sure everything is ready for them when they start
- 2) Call your new hire to welcome them before their first day

- 3) Schedule a brief departmental Zoom during their first week to introduce them to the team. Utilize ice breakers (favorite vacation spot, favorite cookie, dog or cat person, etc)
- 4) Schedule weekly or biweekly one-on-one Zoom meetings with your new hire to make sure they are comfortable in their new role (You can scale these back to monthly or bi-monthly once you are comfortable that they are comfortable.)

Some of the above ideas are on your new hire checklist (there are actually a lot of suggestions on the checklist – check it out!). Need help with your new hire? Give your HR Business Partner a call. We are happy to help!

Happy Holidays!
Winter Break
Dec. 19 – Jan. 3

New Year's Resolution: Check Your Tax Forms

While you are making your New Year's Resolutions, don't forget about the W-2 and ACA forms that YC sends out each year! Everything you need to review can be accessed through your **YC Employee Portal**.

To make sure we have your correct address, go to the employee portal and select **Employee Main Menu** > personal information > update contact information. If everything is correct, just exit out – if you have an address change, please make sure to make this change this as soon as possible so your tax forms are correct.

Your 2020 Form W-2 will be issued by the Payroll Office no later than January 31, 2021. You will be able to access your W-2 Form online in the Employee Tab in your Employee Portal. You can opt out of receiving a paper copy as well, by going to Employees>My Tax Forms> Electronic Regulatory Consent. Click "Consent to receive W-2 electronically" then "Submit".

Your 2020 Form 1095-C, for Employer-Provided Health Insurance Offer and Coverage, will be issued through Benefits Focus no later than March 2, 2021. You will be able to access your 1095-C

Form online through My Benefits > View/Change My Benefits > Check your Current Benefits here > Next > Profile > Communication Preferences > Affordable Care Act. You can edit how you receive this form here. The quickest way to get your ACA form is to select "electronic". If you are asked how you want to get your ACA form when you get to this step, just make your selection and you are done!
Questions? Contact your HR Business Partner.

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