

HR HAPPENINGS

Minimum Wage Increase

In accordance with A.R.S. § 23-363(B), Arizona's minimum wage will increase from \$12.15 to \$12.80 effective January 1, 2022. The 65 cent increase in minimum wage is based on the increase in inflation between August 2020 and August 2021, as published in the U.S. Bureau of Labor Statistics' Consumer Price Index. Employees currently earning minimum wage do not need to take any action as this will automatically apply to your worked hours starting January 1, 2022.

Compensation Study

In this year's compensation study, we are reviewing staff in grades 9 – 13 and faculty. This has proven to be a monumental task as we have close to 250 employees in the positions we are reviewing.

For **staff**, positions have been market-matched and grades have been reviewed with supervisors and approved by ELT. Our next step is to look at the employees in these
(cont. P.2)



December 6, 2021

In this issue

- Midyear Check-Ins **P.1**
- Minimum Wage Increase Reminder **P.1**
- Compensation Study Update **P.1**
- Supervisors' Corner **P.2**
- Welcome New HR Business Partner **P.2**
- Wellness Incentive **P.3**
- Outward Minset **P.3**
- Updated HR Web Page **P.3**

It's Almost That Time of Year: Midyear Check-Ins

January is just around the corner and that means that it's time for midyear performance evaluation check-ins for staff and faculty. Although these are not required, we strongly encourage you to take the time to meet with your supervisor and employees at least once during the year. Regular and frequent check-ins can be a powerful tool for communication between employees and supervisors.

Check-ins are a chance to provide and find meaning, recognition, and connection in the workplace and to discuss your progress toward your evaluation competencies and goals. Polls and research have shown that employees who have regular one-on-one meetings with their supervisors are significantly more engaged than those who don't, and that consistent employee feedback contributes to the organization's success.

The Journal Entries feature in My Perform is designed as a place to note behaviors throughout the year that are associated with the competencies and goals. Journal Entries

are also helpful for the midyear check-ins.

Two short tutorial courses are available for you to learn how to use Journal Entries and complete the midyear check-in in My Perform.

Log into the YC Portal and select My Learn from the Employees card. In the Quick Actions box, select Browse Training Catalog. In the Categories drop-down, select Performance Management to see all the related courses.

Using Check-Ins in My Perform (10 mins) and **Using Journal Entries** (6 mins) have both been recently updated. Click on Enroll for each course. Once you enroll, select the Overview tab (under the page title Training), and start your courses there.

Questions? Need help? Please contact your [HR Business Partner](#).

Compensation

Study (cont. from P.1)

positions to make sure they are placed appropriately in the position grade. Our goal is to have the results of staff placement to supervisors before Winter Break, with letters to employees the week of January 10th. Any change in pay will be effective the pay period of January 8th and will show on the January 28th pay check.

For **faculty**, our goal is to have salary schedule changes finalized before Winter Break. Because of the size of this project, however, we are still reviewing all faculty for appropriate step placement on the traditional, as well as the occupational, scale. Our first priority is to ensure we are paying competitively in relation to the occupational market in order to attract and retain qualified faculty so we will be looking at the occupational pay-scale. The results of the faculty comp study will be communicated to Deans the week of January 10th with letters to faculty the same week. As with staff, any change in pay will be effective the pay period of January 8th and will show on the January 28th pay check.

Questions? Please contact your [HR Business Partner](#).

Supervisors' Corner

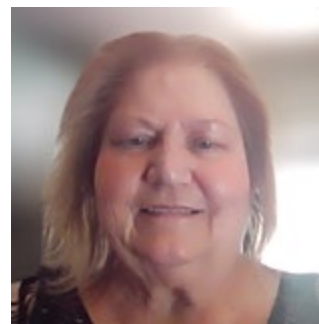
New Employee Onboarding Program Will Launch in Spring 2022

In early 2022, our redesigned new employee onboarding program will launch! A dedicated cross-college team has been working all year to develop an exceptional onboarding program for YC new employees with the goals of increasing employee engagement, introducing new employees to YC culture, increasing productivity and new employee contributions, clarifying employee roles, building confidence, and developing relationships.

A big thank you to Tom Aldridge, Monica Belknap, Max Bledsoe, Matt Borja, Nancy Bowers, Wyatt Brannock, Shelly Gilliam, Marie Hardman, Alex Helm, Stacey Hilton, Linda Hoots, Sonya Liadis, Nicole Mangelsdorf, Kellie Porter, Wendy Present, Tina Redd, Kelsey Rumsey, Emily Weinacker, Ustadza White, and Sureka Wrublik for their hard work!

The onboarding program will include welcome videos featuring Dr. Rhine and current YC employees, supervisor training on the program and processes, a revised orientation, a staff mentor program built on the strength of the existing faculty mentor program, and an onboarding kit with tools for supervisors and new employees.

You may have already seen the announcements about the new employee mentor program. The next step for supervisors will be to attend the training which will be scheduled for the end of January and early February. Watch your inbox for the invitation!



Welcome Pam Pierce, New HR Business Partner

Welcome to Pamela Pierce, our new Sr. Human Resource Business Partner. Pam moved to Prescott in 2007, relocating from Phoenix. Her family includes her spouse, Larry Brandon, nickname Scary Larry (ask her about that!), and two five-year-old Siberian Huskies, Sir Lomer and Princess Nadia. Pam completed her master's degree in Human Resources, specializing in organizational development, and her bachelor's degree in Psychology from Ottawa University in Phoenix.

Pam has over 25 years' senior leadership experience in human resources primarily in the healthcare,

hospital, and behavioral health fields sprinkled with Yavapai County government experience.

She is certified as a Senior Professional in Human Resources (SPHR) from the HR Certification Institute and as a Senior Certified Professional from the Society for Human Resource Management (SHRM-SCP).

Pam relaxes by reading, playing with her pets, and being outdoors with hubby and friends in their Jeep, 4-wheel-drive truck, or one of their five Harleys. She embraces a servant leadership philosophy which focuses on the growth and well-being of people and the communities to which they belong. She is a Yavapai County MATFORCE Steering Committee and Yavapai County Overdose Fatality Review Board (OFRB) member. She is excited and grateful to have been chosen to join the Yavapai College team.

You can reach Pam at pamela.pierce@yc.edu or x2118. In January we will announce which departments Pam will serve.



Physical Wellbeing



Emotional Wellbeing



Social Wellbeing



Economic Wellbeing

Wellness Incentive Program

What is a Wellness Incentive Program?

We are glad you asked... we want to encourage full-time employees of Yavapai College to get their annual wellness screenings, because we value their health and well-being. In order to do so, we are offering an incentive off next year's premium rates for those employees who participate in the program!

How do I participate?

It is simple... employees who complete their screening or wellness exam by April 30, 2022 will be eligible to receive the Wellness Incentive Rate. All that needs to be completed is a visit to their primary care provider for an annual wellness exam!

What is the Wellness Incentive Rate?

With the completion of an annual wellness exam with your primary care physician, you will qualify to have \$10 taken off your monthly insurance premium costs in 2022 – 2023!

Why should I get an annual biometric screening or wellness exam?

Wellness screenings are a preventative service that can give employees a great snapshot of their current health and can show if they are at risk for high blood pressure, heart disease or other chronic illnesses.

We are making wellness a priority at Yavapai College, because we care about our employees, so please make sure to get your annual screening. We also encourage you to check out our new wellness program by selecting My Wellness in your YC portal, Employees card to start participating in challenges, sign up for health coaching or watch any of the on- demand webinars available to you!



HR Web Page Highlights

The [HR web pages](#) have been redesigned during 2021 to be more user-friendly for you! This month we are highlighting the redesign of the [Training and Development page](#). This page is now organized by role and includes training and development information for All YC Employees, Staff, and Faculty.

You can meet the HR team and learn about our roles in HR on the [HR Team page](#) in [About HR](#). If you are unsure who your Business Partner is, you can find that information here as well.

Lastly, under [About HR](#), you can find all previous HR Happenings Newsletters.

Check out the new site when you have a chance!

Coming soon: Rewards and Recognition page and a new Work @ YC landing page!

Outward Mindset

There are a few seats left for the December 15 & 16 session of the [Outward Mindset workshop](#). Register by December 8 through your YC Portal, Employees card, My Learn. In the Quick Actions box, select Browse Training Catalog. Enter Developing and Implementing an Outward Mindset and select View Classes. Select your dates and click on Enroll.

Our next [Monthly Mindset](#) will be the first one we've offered in person! Dr. Rhine and Dr. Ryan will be leading a discussion on The Impact of Collusion. Please join us!

- Friday, Jan. 21, 12-1 pm, Prescott Campus, bldg. 3-119 and Zoom <https://yavapai.zoom.us/j/99488392042>

Coming up:

- Friday, Feb. 25, 11 am-12 pm, Outward Leadership
- Tuesday, Mar. 29, 1-2 pm, Looking Inward to be Outward