

HR HAPPENINGS

January 7, 2020

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HR Trainings THIS WEEK- Seats Open

TRUE COLORS

Valuing Differences – Creating Unity

Each color represents a primary personality type, and all four colors lay the foundation of True Colors' fun and insightful personality identification system.

Join Chief Human Resources Officer Emily Weinacker to learn YOUR True Colors and how they work best with others' True Colors.

When: Friday, Jan. 10, 1-3 pm

Where: PV Center, 40-214

RSVP: Space is limited!

[Register online here](#)

SEARCH COMMITTEE

Are you serving on a search committee this spring? Come and learn everything you need to know as a committee member.

When: Friday, Jan. 10, 1-3 pm

Where: Prescott Campus, 19-208

RSVP: Space is limited!

[Register online here](#)



New Year Notes

With the start of 2020, it's time to check your to-do list! Here are a few HR-related items to add to your list:

Supervisor New Year To-Dos:

- ✓ Set or review Team Goals for the new year
- ✓ Mid-Year Performance Reviews
- ✓ Order a Banner report of employees for your department from your HR Business Partner
 - Submit NOS for employees who are no longer working
 - Submit location changes for employees who may have had a work location change
- ✓ Encourage employees to do their mandatory training

All Employee New Year To-Dos:

- ✓ Review your tax with-holding and update if necessary
- ✓ If you have moved in the last six months be sure you have changed your address
- ✓ Review your annual performance goals and update as needed
- ✓ Do your mandatory training (deadline January 31)

Policy Update

[HR Policy 2.02: Hours of Work](#)

Updates for this policy have been made and approved by Dr. Rhine.

Changes include:

- ✓ Shift differential language changes
- ✓ Addition of pay differential for working on Fridays in the summer
- ✓ Clarification on conference attendance, exempt employee eligibility, and general policy clean up

It is recommended that all supervisors understand this policy and that all employees are familiar with this policy.

Questions??? Contact your HR Business Partner

Yavapai
COLLEGE

Outward Mindset Report

Thank you to all who have participated in the Outward Mindset training so far! You have given us some valuable feedback. So far, 213 YC employees have attended Outward Mindset with 44 more employees scheduled this month.

You can find the current training dates and registration links through Dr. Rhine's [YC Way page \(login required\)](#). We will be scheduling more trainings very soon so please keep checking this web page for the latest info.

Employee Onboarding & Separation: New & Improved

With the help of a Lean process and two cross-departmental committees, HR has developed streamlined processes for new employee onboarding and for employee separation. The new checklists for both supervisors and employees are available NOW on the [HR Forms & Guidelines web page](#).

Look for these three fillable forms alphabetically:

- [Employee Separation Checklist](#)
- [Supervisor's New Hire Checklist](#)
- [Supervisor's Separation](#)



When new HR Chief Human Resources Officer Emily Weinacker met with faculty and staff in 2018, she heard one thing loud and clear: the current performance management system had to go. "Overwhelmingly, employees and supervisors told me that the performance management process was meaningless, the form was cumbersome, and goals were not tied to the organization priorities," reported Emily.

As a result, Yavapai College will be rolling out a new evaluation program in July 2020. The new program has been designed around Dr. Rhine's vision of the YC Way principles. With the vision of planning for personal and professional growth that positively impacts the YC mission and connecting employee performance to learning, service, and relationship excellence, a shared governance committee worked hard on designing the new evaluation program between April and November of 2019.

A pilot group of about 90 faculty, staff, and supervisors at all employment

levels will be testing the new online program this spring. Their feedback will allow Human Resources to finalize the evaluation program for all employees to begin using in July.

The four competencies that all employees will be evaluated on are Service Excellence, Relationship Excellence, Learning Excellence, and Job Knowledge & Functions.

Service Excellence consistently aligns the culture and quality of our service in order to embrace our organization and department missions. Service Excellence enables greater work satisfaction and allows for more time focused on opportunities in which to advance YC.

Relationship Excellence encompasses the employee's ability to effectively partner with internal and external stakeholders utilizing thoughtful communication, personal responsibility, active listening, empathy, respect, and collaboration.

Learning Excellence reflects and demonstrates the employee's commitment to improving teaching and learning both inside and outside the classroom.

Performance Review: You Asked, We Listened!

New Performance Management system based on the YC Way coming to all employees in July 2020

Job Knowledge & Functions evaluates how an employee performs his or her job.

Employees and supervisors will still set yearly individual goals developed from the YC Way principles, the YC Strategic Plan, your department strategic plan and goals, and/or professional development needs. Goals should always be SMART:

- Specific
- Measurable
- Attainable
- Relevant
- Time bound

(See [MindTools web page](#) for more info.)

Although we will all have some learning about how to demonstrate the new competencies and use the system, the new program will help to make performance review more meaningful, easier to use, and tied to YC organizational goals.

More information will be coming out prior to July so keep reading HR Happenings!

Yavapai COLLEGE



Wellness survey gift card winner
Carla Weil,
Answer Center Assistant at Prescott Valley Center with HR staff

(From left: Lisa M, Sonya, Lisa S, Emily, **Carla Weil**, Lisa R, Carmen, Erica)

SPRING CALENDAR

- Jan. 8- Spring Convocation
- Jan. 8- Employee satisfaction survey opens
- Jan. 13- Spring semester starts
- Jan. 20- MLK Day, YC closed
- Jan. 21- DGB Meeting
- Jan. 22- Employee satisfaction survey closes
- Jan. 30- mid-year performance reviews due for non-pilot-program staff
- Jan. 31- Employee mandatory online training due
- Feb. 11- DGB Meeting
- Mar. 3- DGB Meeting
- Mar. 8-14- Spring Break, YC closed
- April 21- DGB Meeting
- May 8- Spring semester ends, Verde Campus graduation
- May 9- Prescott campus graduation
- May 12- DGB Meeting
- May 25- Memorial Day, YC closed

Wellness at YC

The College's very own **Carla Weil**, **Answer Center Representative at the Prescott Valley Center**, won a \$100 Amazon Gift Card for participating in the Building Strength, Energy & Vitality Survey! This survey was sent out at the end of the first challenge in the beginning of December. WELCOAZ has many more wonderful prizes so please keep participating in challenges and surveys so you can win too!

Upcoming WELCOAZ Webinar

Finding your Motivation for 2020...a free 20-minute webinar. Tips on how to motivate yourself to work to your best ability.

Jan. 15, 12:10- 12:30 pm

[Register online here](#)

New Year, New Goals! Conquer your New Year's resolutions with **Telecoaching** now available at Yavapai College!

Telecoaching consists of private, one-on-one telephonic or Zoom video calls with a WELCOAZ Health Coach. Our new health coach, Victoria Barrios, can provide information and motivation about lifestyle, goals and interests, and help you develop your own wellness success plan. [Check out the flyer](#) to learn how to schedule your appointment. (This is a no-cost covered benefit available to all employees -- full-time, part-time, temporary, everyone!)

Maintain Don't Gain Challenge- Weigh-outs!!

If you weighed in for the Maintain, Don't Gain Challenge in November, it's time to weigh-out this week. You get one entry in the drawing for a **\$100 Amazon Gift Card** just for weighing out. If you maintain within 2 lbs. of your starting weight, you get an **extra entry** in the drawing for **double chances of winning**. You can send in the [Exit Form and a photo of your scale weight](#) to challenges@welcoaz.org by Jan. 10.