

HR HAPPENINGS

February 28, 2020

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Spring Break

March 9-13

Yavapai College will be closed for Spring Break from March 9-13. Please remember to set your out-of-office response on your email and your voicemail.

Did you know that you can set start and end dates for both email and voicemail responses? That way you don't have to remember to change them back when you return. Check with the Help Desk if you need assistance (helpdesk@yc.edu).

Welcome New Employees

Please welcome these new employees who joined us in February!

Deanna Mooney
Instructional Support Specialist, Div. 3

Gregory Colvin
Technician, Mail & Distribution Services



Congratulations to Donna Dotzler of the FEC (3rd from left) who won the Amazon gift card for the Maintain Don't Gain Challenge!

Coming Soon: My Benefits Employee Portal!

We are excited to share that we have partnered with Benefit Focus and the YC Trust to create a new YC employee benefits portal to be launched in conjunction with this year's Open Enrollment (May 1st – May 31st). The new My Benefits portal will support our goal to build and improve the services provided to employees with easy access to benefits and total compensation information.

The My Benefits portal offers some new value-added features for employees:

1. **Medical Plan Comparison Tool:** This allows you to predict what your medical claims will be for the next 12 months and then compare what your costs would be in each of the medical plan options. With this information, you can make an informed decision on what plan works best for you and your family. If you have been enrolled in the YC medical plan for at least 12 months, you will be able to get

your actual claims paid information to help with the comparison.

2. Access to enroll in new Voluntary benefits (for benefits eligible employees) including Aflac Critical Illness, Accident and Hospital benefits, Legal and Identity Theft services, Home, Auto and Renters Insurance and even Pet Insurance!
3. Online benefits enrollment which will eliminate most forms and deliver greater efficiencies by eliminating double data entry.
4. 24/7 access via the portal to update beneficiaries, get information, and to answer insurance-related questions.

Look for more information coming soon on Open Enrollment and the launch of our new My Benefits portal!

Yavapai
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Employee Onboarding and Separation Process

The employee onboarding and separation processes have been streamlined to make it easier for supervisors and employees! We have developed revised checklists with built-in automation to facilitate both employee onboarding and separation. These forms are available now on the [HR Forms and Guidelines page](#), alphabetically.

- Employee Separation Checklist
- Supervisor's New Hire Checklist
- Supervisor's Separation Checklist

All supervisors will be required to use these forms by May 1. If you need any assistance please email HumanResources@yc.edu or call x2217.

Verde Valley Campus Outward Mindset Added

We have added another Outward Mindset training on the Verde Valley Campus, May 11 & 12. There are also still spaces available in the other trainings this spring. [Register online](#) [HERE!](#) (Login required)



Supervisors' Corner

Driving the Outward Mindset with your Team



Download Tool from: arbinger.com/tools

Staff Meeting Icebreaker: Biggest Headache (page 112 in the manual)

Helpful in team meetings to establish an outward mindset approach that will sustain throughout the meeting. If you work on one person's headache it will take about five minutes.

1. Have one person share his/her current biggest work-related headache and what they are trying to do about it.
2. Have each other person write down one thing they will do that might help their colleague with the headache.
3. Have each person share what they will do to help.

Caution: This is not an advice session. Colleagues give of their time, resources, connections to help. Don't tell the person how to solve the problem.

Flu Season and Coronavirus Travel

It's flu season and the coronavirus is in the news.

Here are some tips for employees regarding the flu and a link for travel advisories during Spring Break.

Supervisors and Employees:

- We encourage sick employees to stay home until they are free of fever for at least 24 hours.
- Wipe down desks, phones, door knobs and other commonly touched spaces with disinfectant wipes.
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

If you have travel plans for Spring Break:

- Be aware of CDC travel advisories due to the coronavirus.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

The college Emergency Response Committee is developing a coronavirus response plan. Be looking for more information soon.

Questions? Send questions to HumanResources@yc.edu

Save-the-Dates

May 13 & 14, 2020

Summer Institute & Employee Appreciation Picnic

Save the dates for the 2020 Summer Institute, where faculty and staff can share best practices, techniques, educational issues, and new technologies.

The Institute will end with the 2nd annual Employee Appreciation Picnic, sponsored by the YC Foundation. The picnic will be held at the Prescott Rodeo Grounds, 840 Rodeo Drive, and the College will close for all employees to attend.

Summer Institute

May 13 (all day) & May 14 (morning)

Employee Appreciation Picnic

May 14 (afternoon)

More details, including registration for Summer Institute and RSVP for the picnic, will be available after Spring Break.

YC

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