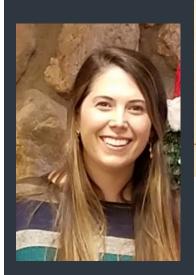# HR HAPPENINGS

Fall Semester Begins

Goodbye to Erica Alessi

A bittersweet goodbye to Erica Alessi, HR Assistant!

Erica joined the HR team in early 2019 as an intern and soon became indispensable in HR. When we are in the office, she is the first person you see when you walk into HR and she is the smiling voice on the main HR phone line. She is leaving to pursue her Master of Social Work degree. Erica epitomizes the "Spirit of Optimism" that defines our HR Team and we will miss her when she's gone! Please join the HR team in sending best withes to Erica!

Yavapai COLLEGE

2020 - 2021 Performance Management Launches August 24

This year YC is implementing an electronic performance management program that has been thoroughly redesigned. Our vision for the new program is: To plan for personal and professional growth that positively impacts the YC mission and to connect employee performance to learning, service, and relationship excellence.

Your first step will be to develop your goals with your supervisor, which you can start right now. YC Executive Leadership Team is asking all employees to include at least one goal related to Outward Mindset. Some sample goals for your consideration:

- Attend the Outward Mindset class and implement principles by May 2020.
- Utilize the "SAM" tool with five internal customers by December 2020. Implement changes based on feedback.
- Use the "Meet To Learn" tool with 10 students to gain an understanding of the challenges they are facing with the COVID pandemic. Incorporate support tools in my classes that address those challenges.
- Incorporate the "Collaborative Helping" tool in a classroom session to build student support of each other.
- Invite the IT department to a staff meeting and use the "Help Another Team" tool to build more effective working relationships with each other.

We have developed a series of trainings through NEOGOV Learn to assist you with how to create and enter your goals in the NEOGOV Perform system. All supervisors are required to take these trainings and all employees are strongly encouraged to self-enroll. You can repeat them as many times as you'd like. We strongly recommend downloading and saving the How To documents from these trainings to take you step-by-step through using the system. **All employee goals are due in the system by Sept. 30.**

You will receive an email from NEOGOV Perform on Monday, Aug. 24 indicating that you have been assigned the task of entering goals. At that time, you can log into the YC portal and select My Perform from the Employees card. Then simply follow the instructions in the Introduction to Performance Management and How to Enter Goals training, which you will find in My Learn (YC portal>Employees card>My Learn).

Performance Management program info meetings:

- Tuesday, August 25, 2 – 2:30 pm
- Friday, August 28, 10 – 10:30 am

Lastly, we value your feedback as you participate in the performance management program throughout the year. Please feel free to share your feedback at any time on either the program or the system online here.

5-day work week resumes this week

This is a gentle reminder that our summer hours ended last week and that the College resumes operations Monday to Friday this week.

Performance Management Clarification

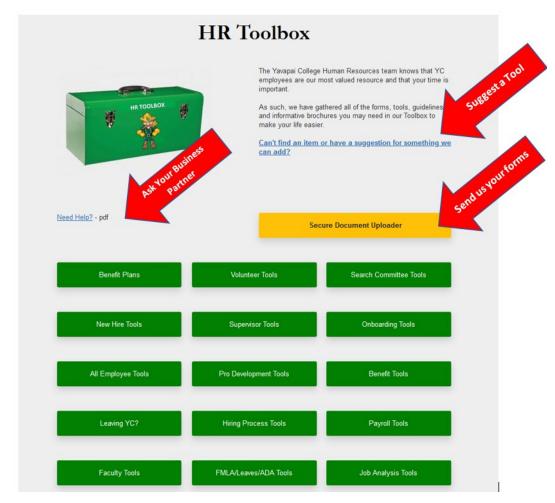There has been some confusion about which employees will participate in the new performance management program. Per Policy 2.04 Performance Management, all regular full-time and regular part-time employees participate in the yearly performance management process and therefore will be utilizing the new My Perform system starting on August 24. Adjunct faculty, casual part-time employees, student workers, and work-study students are not required to participate. If you have any questions about this, please contact your HR Business Parter (Lisa Merrifield, Lisa Rhodes, or Sonya Liadis).

HR Toolbox

Technology is nothing. What's important is that you have a faith in people, that they're basically good and smart, and if you give them tools, they'll do wonderful things with them. -**Steve Jobs**

Check out the new HR Toolbox on the HR website:

YC Policy Updates

4.03 Registered Sex Offender, revised 7/16/20

Summary: updated policy, moved procedure to department procedure, updated language regarding sex offenders in classes with minors.

6.09 Space Utilization Priorities, sunset 7/15/20

Summary: Policy 5.15 Priority Scheduling replaced 6.09 in 2018, but 6.09 was never removed at the time.

10.12 Communicable Disease, adopted 7/23/20

Summary: this policy establishes a framework for the effective and appropriate management of issues relating to communicable diseases affecting member of the campus community at YC with the goal of providing a safe learning, working, and living environment for all YC students, employees, visitors, community members, and volunteers. The policy provides a framework for responding to risk(s) related to communicable diseases and the College's response to such risks.

10.13 Commercial Speech and Solicitors (formerly 2.40 Solicitation), approved 7/23/20

Summary: YC attorney recommended content changes and ELT recommended name and number change.

Supervisors' Corner

Now is the time for employees to develop performance management goals in collaboration with you, the supervisors. **All reglar full-time and part-time employees must develop at least one goal** as part of YC performance management, and we suggest 3-5 total goals. Goals may be developed related to: job skills or abilities; YC Way competency goals: related to relationship, service, or learning excellence; project related goals; professional development goals related to training or education; performance improvement goals to help low and/or solid performers become high performers; student or customer satisfaction goals; and goals that support the department or institution strategic plans.

A best practice in setting goals is to make them SMART: specific, measurable, attainable, realistic, and timely. Taking the time now to help your employess develop SMART goals will impact goal progress evaluation throughout the year. Let's look at each of these qualities:

Specific: your goal should be as specific as possible and answer the questions: What is your goal? How often or how much? Where will it take place?

Measurable: How will you measure your goal?

Attainable: Goals should push you, but it is important that they are achievable.

Realistic: Is your goal and timeframe realistic for the goal you have established?

Timely: Do you have a timeframe listed in your SMART goal?

As a supervisor, you can encourage your employees to enroll in three Performance Management trainings in My Learn:

1. Introduction to Performance Management and How to Enter Goals

2. How to Use Journal Entries

3. How to Use Check-Ins

Simply log into the YC Portal and select My Learn on the Employees card. Select Performance Management, and click on enroll under each course.

Outward Mindset 2020-2021 Training

Six more Outward Mindset workshops have been scheduled for this year. The dates are:

Sept. 18 & 25, 2020

Oct. 20 & 27, 2020

Dec. 16 & 17, 2020

Feb. 10 & 17, 2021

Apr. 16 & 23, 2021

May 17 & 18, 2021

Sign up for these workshops through My Learn (login to YC Portal, select My Learn from the Employees card), starting on Friday, Aug. 14.

Spaces are first-come, first-served, so be sure to sign up early!