

HR HAPPENINGS

Teladoc

It's that time of year; you wake up feeling sick and you don't feel well enough to go to work; but your doctor is booked up and urgent care is expensive (and who knows how long you would have to wait)?

You're in luck! YC offers [Teladoc](#) to employees and dependents covered on a YC health insurance plan.

[Teladoc](#) offers virtual appointments 24/7, 365 days a year and you can access it from the comfort of your own home! No appointment needed. Go to the [HR Benefits page](#) for more information. Be sure to sign up before you actually need it!

Injured on the Job?

If you sustain a work-related injury, please complete the following steps:

- When an employee is injured at work, the [Accident/Incident Report Form](#) must be completed and submitted to HR with the supervisor's signature
- If an employee is seeking medical treatment, they must call The Alliance triage line FIRST at 888-252-4689 option 2 for the triage nurse PRIOR to seeking care (unless it is an emergency situation). The Alliance will begin the process of opening the claim.

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Left to right above: **Becca Birch**, Sr. Business Partner; **Carmen Krawcheck**, HR Tech; **Lisa Schlegel**, Projects & Operations Manager; **Dr. Emily Weinacker**, Chief Human Resources Officer; **Lisa Rhodes**, Sr. Business Partner; and **Erica Alessi**, HR Assistant.

Meet the HR Staff!

Our outstanding staff share a passion to help our organization be the best it can be. We see each and every individual employee as essential to the overall health of the college and do our absolute best to promote Yavapai College as a place where people are proud to work. We do this by following our Mission Statement every day.

HR Mission

In support of the YC mission, we work collaboratively as strategic partners to build innovative, exemplary, value-added HR services that drive organizational success by:

- Attracting, retaining, and rewarding talented employees
- Creating value-added partnerships that exceed expectations
- Promoting a positive work environment
- Encouraging employee well-being
- Inspiring excellence and growth in our faculty, staff and students.

September 27, 2019

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YC Employees Save with University Partners

Here is another great reason to celebrate working at Yavapai College. If you have been considering completing your bachelor's, master's, or doctorate degree, you can save money on tuition as a YC employee!

YC has partnered with four universities to offer tuition discounts to YC staff and faculty. Our newest partnership is with Northern Arizona University (NAU) where you can enroll in a graduate degree for a 10% tuition discount. See below for other partnerships. For more information, contact each university directly.

[American College of Education \(ACE\)](#)
800-280-0307 option 2

[Grand Canyon University](#)
Bachelor's & master's: Kasey Villalpando
kasey.villalpando@gcu.edu
Doctoral: Eric Peterson eric.peterson@gcu.edu

[Northcentral University](#)

[Northern Arizona University](#)

*Please note: partnerships do not imply YC endorsement of any school or program.



Injured on the Job?

Continued from P.1

What if the employee is not seeking treatment?

- If an employee is not seeking treatment, The Alliance does not need to be called. However, the [Accident/Incident Report Form](#) must be completed and submitted to HR with the supervisor's signature.

Please review the [YC Accident/Incident & Workers' Compensation Guidelines](#) and contact your HR Business Partner with questions.

Wellbeing at YC

HR is pleased to add [Wellbeing at YC](#) to our web site! We will update this page regularly with Wellbeing events and offerings. Check it out!

What does Wellbeing mean?

The state of being comfortable, healthy, or happy; a good or satisfactory condition of existence; a state characterized by health, happiness, and prosperity.

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YC Policy Updates

The President's Leadership Cabinet and Dr. Rhine recently approved the revision of four IT related policies and the addition of one new policy.

2.47 – Confidentiality Policy (revised)

Impacts:

- Employees (Faculty + Staff)- Clarifies that it is primarily the employee's responsibility to maintain confidentiality of information (e.g., don't email SSNs to random people on the Internet)
- Technology is designed and architected to assist/supplement only

Other Changes:

- Aligns terminology

5.27 – Technology Resource Standards (revised)

Impacts:

- Employees (Faculty + Staff)- Specific call out to annual required security awareness training.
- All (Primarily Targeted at Students) – scanning of YC network spaces/hosts is a specifically impermissible use of YC technology resources.

Other Changes:

- Aligns terminology
- References other policies and standards (ISDCS, 5.29 Electronic Comms)

5.29 – Electronic Communications (revised)

Impacts:

- Employees (Faculty + Staff) – Forwarding of all messages to non-YC accounts is forbidden. Ad hoc forwarding is permissible with discretion. Identifies legal considerations related to business use of personal technology (email, phone).
- Students – REMOVES reference to students in section 1. Notes that YC may not communicate with students using a non-YC email address due to FERPA concerns.

Other Changes:

- Aligns terminology
- References other policies and standards (ISDCS, also 5.27/5.28)

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YC Policy Updates Continued from P.2

5.31 – Online Privacy (revised)

Impacts:

- o ALL – Updates information collected, adds GDPR, clarifies that third-parties will collect info as well, clarifies log retention, use, and sharing. Clarifies that cookie acceptance is optional but necessary for service delivery. Adds multiple references to third-parties/contractors and notes that users should be aware of their privacy policies and data collection practices, also notes YC expects their compliance.

Other Changes:

- o References other policies and standards (5.36 Online Privacy Statement- European Union Supplement)

5.36 – Online Privacy Statement- European Union Supplement (new)

Impacts:

- o All (Primarily Students and Alumni, possibly Adjuncts) – Identifies rights, reasons for data collection/processing, process for requesting assistance.



Did you know that we have an Employee Assistance Program that provides brief counseling, discounts, and legal services?

Jorgensen Brooks is committed to customer service and satisfaction. For the 30 months of January 2017 through June 2019, 884 JBG clients returned detailed surveys that confirmed highly positive results, combining Excellent and Above Average responses, in five key customer service categories:

- Ease of Scheduling @ **94.9%**
- Counselor's Expertise @ **98.4%**
- Counselor's Caring and Concern @ **98.6%**
- Were You Satisfied with the Services of Your Counselor? @ **99.6%**
- Would You Refer a Co-worker or Family Member to JBG's EAP? @ **99.4%**

Calls to Jorgensen Brooks are completely confidential and they are available 24/7. Visit them on the web or contact them by phone:

www.jorgensenbrooks.com (Login: YC)

888.520.5400

Wellbeing at YC

Continued from P.2

Why does Wellbeing at YC matter?

Based on research, being mentally, physically, and emotionally healthy:

- Helps us to fulfill our potential
- Lowers health risks leading to less chronic disease
- Lowers health care costs due to less disease...individually and for the whole group
- Improves productivity at work and decreases absenteeism
- Improves employee morale and engagement

Wellbeing at YC news

- The Wellness Challenge ends on October 14. Watch the recorded sessions online at [Wellbeing at YC](#) by October 14th in order enter the gift card prize drawing.
- Wellness coaching is open to all employees in October. To schedule a coaching session with Wellness Coach Desiree, [click here](mailto:DesireeL@welcoaz.org) or email DesireeL@welcoaz.org. (At Verde Valley Campus- first Wednesday of each month and Prescott Campus the remaining Wednesdays)
- Congratulations to Anthonette Garcia from the Yavapai County Superintendent of Schools office who won the \$100 gift card drawing from completing the YCT Wellness Survey in August!
- Visit [Wellbeing at YC](#) for more!