

HR HAPPENINGS

Welcome New Employees!

Please welcome these employees who joined us in late October and November!

Angela Gasser, Environmental Health & Safety Coordinator

Lisa Merrifield, Human Resources Business Partner

David Sears, Custodian, Prescott Campus

Robert Lewis, Custodian, Sedona Center

Online Training Reminder

YC believes in the importance of creating a safe and healthy environment for all of our employees and other communities. To that end, YC employees are required to complete online trainings each year. This year's deadline is Jan. 31, 2020. You'll find these trainings in your YC portal Employees block under Employee Online Training.



November 22, 2019

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New Internal Job Posting Process

In order to provide flexibility to the organization to make good financial decisions regarding positions, the YC Human Resources Office provides an internal posting process.

Rationale for internal job postings:

- Internal postings provide promotional opportunities for existing high performing employees to advance in their careers resulting in increased employee engagement and satisfaction.
- Internal postings provide the organization with a process to encourage succession planning and career progression in an organization.
- Internal postings can save search committee time in screening, interviewing and processing external candidates if qualified internal candidates are available.
- Internal postings may save institutional dollars spent bringing external candidates to campus.
- Hiring internal candidates for mission critical positions can free up a less critical position that can be reallocated to meet mission critical organizational needs.

Factors to be used in determining internal approval:

- Number of potential internal applicants
- Nature of the position (ie: career path position or hard to fill position)
- Rationale provided by the hiring manager
- Number of times a position has been posted internally (in order to balance the mix of internal hires and external hires as external hires bring new ideas to the organization)
- This guideline will apply to positions grade 16 and below. Grades 17 and above will require external posting. Faculty positions can be posted internally with the approval of the VP of Academic Affairs and the Chief Human Resources Officer.

Process:

1. The Executive Leadership Team will designate a position for internal posting at the time the position is vacated or at position inception. If the reasons for posting internally are defensible, the position will be forwarded to Human Resources for internal posting.
2. An internal posting will be available only to internal candidates. An internal candidate is defined as any employee of YC including students and temporary/casual workers/adjunct faculty who are meeting expectations and do not have current corrective action notices on file.
3. Positions will be posted internally for 5 business days beginning with the date of advertisement via the HR Happenings and on the HR website.
4. Internal applicants will apply via the regular Neogov online application process.
5. A normal search complete with search committee will be conducted.
6. If a successful candidate is found, the job will be offered and position closed.
7. If a successful candidate is not identified or is questionable, then the job can be opened for external posting.

Yavapai
COLLEGE

Farewell from HR Business Partner Becca Birch

It saddens me to write this, but after much consideration, I have decided to return to my home state of Michigan for a while. After 13 years, it is time to go back home to my roots and embark on an exciting new journey full of new adventures. I wish to share my deepest gratitude to the YC family for welcoming me with open arms for the last year and a half. It has been an amazing experience to work with such amazing people. I will miss you all and I am beyond grateful for the many lifelong connections and friendships that I have made here at YC.

Wishing you all the best~

~Becca

[Please join us to wish Becca farewell on Monday, Dec. 2, 12 - 2 pm, Bldg. 30-109.](#)

Outward Mindset Spring Dates Coming Soon

The initial fall and winter Outward Mindset trainings filled quickly! For those of you who didn't get a space, please keep your eye on your email. Spring training dates will be selected very soon and will be announced by email.



Congratulations to Linda Brannock, winner of the Fall Wellness Challenge \$100 gift card!

Launching January 8, 2020: Employee Engagement Survey

PAVE
the
YC WAY

**A chance to let your voice be heard
and offer suggestions for improvement.**

Wellbeing at YC

Maintain Don't Gain Challenge

November 2019 - January 2020

Challenge to maintain your current weight throughout the holiday season!

- All you have to do is **weigh-in & weigh-out** to be entered into a random drawing.
- **Go the extra mile: weigh-out & maintain weight within 2lbs** to receive an extra ticket in the prize drawing. This will give you double chances of winning!
- Prize drawing is for a **\$100 Amazon Gift Card**

How to enter:

- Email your [Weigh-in form](#) by Nov. 27
- Email your [Weigh-out form](#) by Jan. 10

Health Coaching YCT Health Coach

Would you like to lose weight, improve cholesterol, reduce hypertension, or manage diabetes or stress? Do you need fresh ideas for eating well or putting life back into a tired exercise routine? The YCT Health Coach can help you meet your wellness goals! **Individual 20-minute telephonic wellness appointments are available to all (FT & PT) employees at no cost.**

[Please schedule your appointment with the health coach here.](#)

Wellness Webinars

WELCOAZ

Fitness at Your Fingertips – 20 minute webinar
Do you have a computer or a smartphone? Would you like to use these tools to help you with fitness and nutrition? Discover exciting and useful fitness and nutrition apps, gadgets and websites. Learn how to incorporate these into your fitness routine to optimize your results.

[Register here](#)

Jorgensen Brooks Group

The Sandwich Generation: Meeting the Challenges of Multigenerational Caregiving – Available 11/19

Identify common family dynamics, gain insight on knowing when it's time for additional caregiving support resources, and explore self-care techniques.

Examining Relationships: Healthy vs. Unhealthy – Available 12/17

Examine different types of relationships – from family and friendship, to romantic and professional – while learning to recognize healthy and unhealthy relationships.

[Register here](#)
Use Login: YC