

# HR HAPPENINGS

## Summer Hours

As a reminder, summer hours will begin the week of May 9th and will run through the week of August 1st. This means that employees will be off on Friday's May 13<sup>th</sup> through August 5<sup>th</sup>.

Please make sure to start discussing your work plan with your supervisor for the summer 36-hour work weeks.

Additionally, the college will be closed in observance of these holidays during the summer:

- Memorial Day, Monday May 30<sup>th</sup>
- Juneteenth Holiday, Thursday June 16<sup>th</sup>
- Independence Day, Monday July 4<sup>th</sup>

Questions? Please reach out to [askhr@yc.edu](mailto:askhr@yc.edu) and we will gladly assist you!

## Performance Evaluations Reminder

As a reminder, Faculty Evaluations are due by the end of April and staff evaluations are due the middle of June!

Have you been checking in?

Using Journal entries regularly?

Please see the HR Website highlight on Page 2 for more information!



March 21<sup>th</sup>, 2022

In this issue

Marquee Health Coaching	P.1
Summer Hours Reminder	P.1
Performance Evaluation Reminder	P.1
Healthwaves Biometrics	P.1
Jorgensen Brooks	P.2
Tria Single Sign on	P.2
HR Website Highlight	P.2
Employee Giving	P.2

## Health and Wellness Program

Did you know that March is National Nutrition Month? National Nutrition Month is a nutrition education and information campaign sponsored annually by the Academy of Nutrition and Dietetics, helping to focus attention on the importance of making informed food choices and developing sound eating and physical activity habits. This year's theme is "Celebrate A World of Flavors", encouraging you to embrace flavors from around the world! You can find more information on National Nutrition Month at <https://www.eatright.org/food/resources/national-nutrition-month>.

Did you know that one of the coaching programs that Marquee offers focuses on properly fueling your

### UFUEL NUTRITION COACHING FOCUS AREAS:

- Building a healthy plate at home and away
- Meal planning tips and strategies
- Nutrients to maximize vs nutrients to minimize
- Healthy food choices to aid in recovery from workouts and daily routine
- Nutrition tips to manage health conditions

### WHAT WILL I LEARN THROUGH HEALTH COACHING?

Health Coaching members will gain an understanding of positive self-talk, learn how to draw from personal challenges and successes, and identify what works best for them. These skills, and the knowledge members develop through their participation in the coaching program, provide a foundation for impactful and long-term behavioral changes.

Visit your 'My Wellness' platform in your employee portal to connect with a coach today!

## Healthwaves Biometrics Screenings

Healthwaves is back at the Prescott campus to provide us with a second round of Biometrics Screenings! This is a great opportunity to complete your annual wellness checkup in order to qualify for the wellness incentive on your medical benefits for 2022 – 2023, if you haven't already done so!

Not sure if you've completed? Feel free to reach out to HR at [askhr@yc.edu](mailto:askhr@yc.edu)!

This will be held on March 31<sup>st</sup> from 9am to 1pm in building 3, room 119. Use the link below to create your account or log in and reserve your spot!

<https://pickatime.com/YCT2022>

## Employee Giving

Have you signed up for Workplace Giving? If not, join us! In three easy steps you can choose the amount, the frequency and where you want your gift to be directed. A little goes a long way!

1. Visit [www.yc.edu/workplacegiving](http://www.yc.edu/workplacegiving)
2. Choose how to donate (tax credit, online donation, payroll deductions)
3. Complete the pledge form and return to the Foundation

## Jorgensen Brooks

Tax season is upon us! Your employee assistance program, provided by Jorgensen Brooks, can ease this process for you!

TAXSLAYER

SECURE AND REPUTABLE

TaxSlayer retains the following certifications and memberships:

- TRUSTe Certified Privacy
- SecureTrust Trusted Commerce

TaxSlayer offers online tax preparation tools that follow an interview format to complete standard federal and state forms

You can view this tool and even more of the benefits provided by Jorgensen Brooks at [https://www.advantageengagement.com/1651/login\\_company.php](https://www.advantageengagement.com/1651/login_company.php).

Login using code: YC

**Yavapai**  
COLLEGE

# Tria Single Sign On

## Want to save money on your medication? Tria can help!

If you are on one of our medical plans, you may have noticed “Tria” under My Wellness in the employee portal. Tria is a FREE benefit available to employees and dependents enrolled in one of our medical plans. If you are not already enrolled in Tria, just click the link and you can enroll online or chat with a Tria employee and they will get you set up and scheduled with a pharmacist to help you start saving money!

## How can you save money?

- One-on-one, confidential telephonic counseling with a pharmacist
- Pharmacists are your personal medication experts and work with you and your doctor(s) to make sure your conditions are properly controlled without the risk of medication-related problems.

## Your Tria Health pharmacist can help:

- Ensure your medications are working and help minimize side effects
- Identify any medication savings opportunities
- Check to make sure your dosing is effectively treating your condition
- Assist with any other medication-related problems you are experiencing

# Human Resources Website Highlight

The Human Resources team has been working diligently to improve our website to better fit your needs!

## Website Highlight – Performance Management at YC!

Performance management at YC provides employees the opportunity to plan for personal and professional growth that positively impacts the YC mission and aligns employee performance to college values and strategic goals.

The performance management annual cycle begins in July with goal setting, continues throughout the year with check-in opportunities for employees and their supervisors, and concludes with the self and supervisor evaluations by the end of April for faculty and mid-June for staff.

Employee performance evaluations are completed electronically in the YC Portal, Employees panel > My Perform.

Visit <https://www.yc.edu/v6/human-resources/performance/> to check out the available resources!

