

Human Resources Department: Making Yavapai College the Employer of Choice 2020-2021 Annual Report

The YC Human Resources Department reports to the College President and implements HR programs that support employees and the college in achieving goals and objectives.

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.



Vision

With a spirit of optimism we create a workplace where people thrive, partnerships prevail, and performance excels.



Values

We Collaborate
We Excel and Learn
We Respect
We Innovate



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HR Support Specialist



Lisa Merrifield
BS, SHRM-SCP
SR Business Partner



Sonya Liadis
AAS, SHRM-CP
Business Partner

HR

- The HR Department utilizes a Business Partner model of service delivery.
- HR Business Partners provide HR assistance including recruitment, benefits, employee relations, worker's comp, unemployment, and FMLA to their assigned departments.
- Employees and managers always know who "the go to person" is for their every HR need.

numbers
1234
5678

Our Service Numbers

30+

Departments

425

Regular Employees

751

Seasonal Employees

HR Strategic Priorities and Accomplishments



Promote the YC Way

- Implemented annual goal setting and performance review system to all employees
- 83% of employees have approved goals
- **Coming soon:** goals related to strategic plan
- Continued to offer Outward Mindset training
- Introduced Monthly Mindset refreshers



Modernize Compensation



- Reviewed 79 positions GR 14 and up for market competitiveness and equity
- 35 employees paid to market
- 44 employees received market increase
- 50 employees with grade and or job title changes
- **Coming Soon:** Faculty compensation study

Offer World Class Benefits

- Converted to a four-tier benefits program from a two-tier program
- Offered insurance benefits to District Governing Board
- Provided ACA 1095C documents
- Utilized broker expertise to keep plan cost increases under 5%.
- **Coming Soon:** Virtual Benefit Fair
- **Coming Soon:** Employee Education Fair



A screenshot of the Yavapai College Benefits Portal. The header shows 'Yavapai COLLEGE' and 'YCT'. The navigation menu includes 'HOME', 'HEALTH', 'SAVINGS PROGRAMS', 'LIFE & DISABILITY', 'RETIREMENT', and 'OTHER BENEFITS'. The main content area has a 'QuickLinks' section with links for '2020 - 2021 YCT Benefits Enrollment Guide', '2020 - 2021 Benefit Summary', '2020 - 2021 YCT Plan Document', 'App Store', 'Claim Forms', 'Compliance Documents', and a 'Welcome, Emily to My Benefits Portal!' message. Below the message are four tiles: 'View/Change My Benefits', 'Retirement', 'New Employees', and 'Total Rewards'.

Pivot to Meet Challenges



- Approved 37 FMLA Covid cases
- Implemented FFCRA policies and tracking systems.
- Developed and implemented temporary Telecommuting Policy
- Implemented Communicable Disease Policy
- Implemented one-time vacation cash out for employees unable to take vacation

Performance Snapshot July 2020 through May 2021



416/80



Employees completing Outward Mindset Training and Monthly Mindset refreshers

33/182



Regular Full-time/Casual Employees Hired

12.24%



Employee Overall Turnover Rate

102



Employee close contact or Covid cases.

0%



Employee Covid cases linked to college spread

3.837/4*



Overall Employee Satisfaction Score
(*Statistically significant when compared to national norms)

\$70,927



Cost of Covid FFCRA Leave Programs