How do I contact Human Resources?

You can reach the Human Resources team by phone at (928) 776-2217.

What is the Human Resources email address?

You can email Human Resources at ***askhr@yc.edu***
This will create a ticket in our system to help us better assist you.

Where is the Human Resources office located?

The Human Resources department is located in Building 30 on the Prescott campus.
You can find the Prescott campus map **here.**

How do I apply for a job at Yavapai College, and is the college currently hiring?

You can view all our job postings and submit applications by visiting this site. Clicking on the "Apply Here" button will take you to our Jobs site. We recommend watching the quick two-minute video once you land on the page to hear an uplifting message on YC culture from our president, Dr. Rhine.

How do I apply for a teaching or adjunct faculty position?

Teaching and adjunct faculty positions that Yavapai College is hiring for are also listed on our job postings site here.

How do I verify employment for a current or former employee?

The best way to verify employment for a current or former employee would be to reach out to Human Resources via email at ***askhr@yc.edu***

How do I access or submit my timesheet?

All employees can access and submit their timesheets through their Employee Dashboard found on their YC portal. You can find our guide here. You can also find more in-depth information on this under the tutorials tab on the Business Office's site here.

Where can I find my W-2 form?

All employees' W-2 forms can also be found in their Employee Dashboard on the YC portal, available here.

What is the college's sexual harassment policy?

You can find Yavapai College's sexual harassment policy here: Title IX Sexual Harassment, 10.14

Where can I report harassment or misconduct?

If you are a student, you can complete and send Yavapai College's reporting form to our CARE team here.

If you are a Yavapai College employee, please report any misconduct to askhr@yc.edu or complete our request form here. Select the Employee Relations team from the "Group" dropdown to route the report directly.

Is there a staff directory available, and if so, how can I locate employee contact information?

There is a Yavapai College staff directory, and that can be found here.

Who should I contact if I'm unsure which HR question applies to me?

You can always reach out to the Human Resources department with any questions, either by email at *askhr@yc.edu* or by phone at (928) 776-2217

Can I take classes for free as a full-time employee?

Yes, if you are a full-time staff or faculty member, you can take as many classes as you want for free. If there are any other associated fees, such as lab fees, those are not included.