

# HR HAPPENINGS

May 4, 2020

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## Open Enrollment

Open Enrollment for benefits is from May 1 – 31, 2020.

Our new web-based portal, **My Benefits**, allows you to enroll in your YC benefits completely online. My Benefits also includes a decision tool which will help you calculate which health plan option will have the lowest cost.

In order to have benefits after June 30, 2020, you must enroll during the open enrollment period! Please watch the [Zoom information session](#) for more details.

## CARES Act

With the new Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, all employees are potentially eligible for unemployment insurance. If you are not working or had your hours reduced due to COVID-19 you are encouraged to apply on-line at [www.AZUI.com](http://www.AZUI.com) or by calling 877-600-2722.

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## It's Evaluation Time!

The goals of evaluation:

- Make employees aware of what is expected of them
- Provide employees with continuous feedback about their performance
- Provide employees with opportunities for continuous learning and development

### Note:

- Faculty evaluations are due to HR by May 30th
- Staff evaluations are due by June 30

[Fillable paper forms](#) are available on the HR website. Scan and return paper evaluations to [HumanResources@yc.edu](mailto:HumanResources@yc.edu).

Year- End Process:

1. Employee completes self-evaluation using review form and forwards to supervisor
2. Supervisor drafts year-end review with comments for job functions, competencies and established goals using employee input including recommended ratings with supporting documentation. Attached the Employee Self-Review Form The Supervisor may schedule a meeting with Human Resources or the next level of management to inform, discuss, or seek counsel as appropriate

3. Supervisor signs and dates the form
4. Supervisor and Employee meet to discuss the performance review; employee signs and dates form
5. Employee provides supervisor with year-end comments (optional)
6. Supervisor provides employee with copy of form and forwards original to Next Level Management
7. Next level management reviews and signs the Performance Review form and returns to Human Resources on or before May 30 (faculty) or June 30 (staff)

Please note that due dates and process are slightly different for those employees and managers participating in the on-line performance review pilot project.

Contact your [HR Business Partner](#) if you have questions.

Performance Review Helpful Tips

- [For employees](#)
- [For supervisors](#)

## CARES Act (cont.)

If you need in-person assistance applying contact:

- DES Employment Services, 3262 Bob Dr., Ste. 6, Prescott Valley, 928-759-1669
- Arizona At Work, 1500 E. Cherry St, Unit D, Cottonwood, 928-634-3337

## FAQs

## Supervisor's Corner

At the April CUPA-HR Virtual Conference, John Whelan from Indiana University shared that supervisors have the single greatest impact on an employee's success at work. In order to positively impact IU's 2700 supervisors, they implemented the Four Simple Actions:

1. Ask me what I think
2. Tell me what you expect of me
3. Say something positive about my work
4. Share information that will help me do my job

These Four Simple Actions can be incorporated into your regular communication with each of your employees, as well as in the performance management process.



## Walk to Wellness Challenge

May 11 – June 12, 2020

Arizona Wellness Council is presenting the Walk to Wellness Challenge starting May 11th!

Aim for 8,000 steps per day in this one-month contest. You will receive 1 point for each day you reach the 8,000 step goal during the challenge.

- Meet 8,000 steps per day for any 10 days (10 pts) during the challenge to qualify for the \$25 gift card drawing!
- Meet 8,000 steps per day for any 20 days (20 pts) during the challenge to qualify for the \$100 gift card drawing!
- Bonus: Receive 2 pts for each day that you reach 10,000 steps!

See the flyer on the [Wellbeing at YC webpage](#) for more information on how to sign up!

## Outward Mindset Has Gone Virtual

Arbinger Inc., the developer of the Outward Mindset, has adapted the workshop to a virtual format that has been well-received within the other organizations that they serve. We are pleased to let you know that we will be offering Outward Mindset in a virtual format. The workshop is interactive and will be facilitated by our very own YC facilitators.

Registration is now open for May, June, and July sessions. [Please visit the Outward Mindset webpage](#) (login required) to register.

A few items to note:

- New workshop hours: both days will run from 9 – 11:30 am and 2 – 4:30 pm, giving you time to attend to other work and family obligations during the day
- You will need to be able to connect to Zoom with audio and video capabilities, ideally through a computer (not a cell phone)
- This will be an interactive workshop, which means that we ask you to devote your full focus to the training, ideally with as few distractions in your location as possible
- You must be available to attend all four sessions on both days
- Zoom link will be sent to you prior to your selected workshop
- You will need to pick up your workshop packet prior to the first day of your workshop from either the [YC Prescott or YC Verde Valley Library curbside delivery](#)

We look forward to the opportunity to provide the Outward Mindset in a new format with you!

Are your kids driving you CRAZY?

Does your toddler keep biting you?

We have got you COVERED!

## YC PARENTS SUPPORT GROUP

Come join FEC mentor teachers, Kat and Killian, as they help us navigate the struggles of parenting, while working, during a pandemic!



Killian



Kat

Thursdays: May 7, 14, & 21

12:30-1pm

[Zoom link](#)

Bring your struggles, questions, and ideas! We are excited to see you there!

Are you feeling guilty for using too much screen-time to get things done?

Do you just need to talk to other ADULTS?