

# HR HAPPENINGS

September 11, 2020

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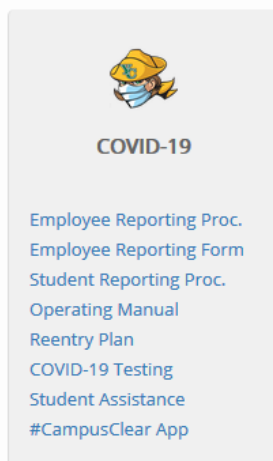
## Required Training Deadline Extended

The deadline for completing the yearly YC required online training has been extended for all employees to September 30. Supervisors should be monitoring their employees' training progression to make sure all employees have completed their training by September 30. Supervisors can learn how to monitor their employees' training through the class *How to Monitor Your Employees' Training Progress* in My Learn.



## COVID-19 Reminders & Clarifications

- Employees on campus in their offices may work without a face covering and keep the door open. If someone comes to the door, put your face covering on.
- An employee or student who needs to report COVID symptoms or status should do so on the portal. Please review the employee procedures which also contains supervisor instructions.



- New employees must complete the [Temporary Telecommuting Guidelines form](#)
- See someone who is not wearing a face cover or wearing it incorrectly? You can remind them of the YC protocols by handing the person a "how to

wear a face mask correctly card" available in the [Healthy Communication Toolkit on the COVID website](#).

- Reminder: The college has implemented a hiring freeze during the COVID crisis. This is necessary to minimize labor expenditures during a low enrollment period and maximize talent of individuals who may be displaced or have limited work in the virtual environment. Full-time vacant positions must go through the Position Request process and be approved by ELT to hire. Part-time positions including student worker positions must also be approved. Submit a justification statement to your HR Business Partner if you have an essential part-time position that needs to be filled through advertising.
- Personal travel to hotspot or international destinations is strongly discouraged at this time. Employees choosing to travel to a hotspot or internationally will be required to self-quarantine for 14 days upon return. YC supervisors may allow YC employees traveling recreationally to a hot spot or international destination to telecommute during quarantine if feasible; otherwise, the traveler will need to take vacation. (See [COVID Operations Manual, Appendix F.](#))



## My Learn Tips

Now that My Learn has launched, we have a couple of tips to help your training go smoothly.

- Do not close any additional web pages that might open along with the course. If you do, the system does not recognize if you complete the training nor does it save your place if you have to leave mid-course.
- A couple of courses have file folder graphics. You must click on each folder tab and review the information, then close each tab by clicking on the X in the top corner in order to progress.

Also, did you know that you have a transcript and certificate available for the courses that you complete in My Learn? For those of you who have attended Outward Mindset anytime since July 2019, this will also be included on your transcript and certificates. Once you log into My Learn from the YC Portal, select My Courses in the top menu. Next, click on View Your Profile. Just under your name and position, click on the View Transcripts link. The transcript shows all your completed courses and learning plans, and you can print it if you would like.

Back on the Profile page, in the Complete Courses section, click on View Certificate for each course you have completed.

Please note that your supervisor has access to view your My Learn courses and transcript, so there is no need to share the transcript or certificates with your supervisor.

Coming soon in My Learn...additional training in many other topics and professional development learning plans. Stay tuned!

As seen on YC Family Connection on Facebook



**I will teach you in a room.  
I will teach you now on Zoom.  
I will teach you in your house.  
I will teach you with a mouse.  
I will teach you here and there.  
I will teach you because I care.  
So just do your very best.  
And do not worry about the rest.**

## Outward Mindset Space Available

We still have seats available for the fall virtual Outward Mindset workshops! Register NOW through My Learn in the Course Catalog.

- Sept. 18 & 25  
Facilitators: Jeremy Poehnert and Jane Hersh
- Oct. 19 & 27  
Facilitators: Tania Sheldahl and Lisa Schlegel
- Dec. 16 & 17  
Facilitators: Stacey Hilton and Scott Farnsworth

## Supervisors, Did You Know?

Taking the mandatory training required for employees is a compensable activity. Non-exempt employees (student workers, casual part-time, seasonal) should be paid for time taking the training. Adjunct faculty have training hours built into their assignments, exempt employees and faculty are not compensated additional hours. Full-time non-exempt employees who exceed 40 hours in a work week because of the training need to be paid overtime.

## COVID Testing

YC is now offering COVID-19 testing to students and employees. This is an optional voluntary service YC is providing.

### Who can be tested?

Students, family members of students, employees, family members of employees.

Spectrum Health takes most health insurance and will work with students who need help with insurance. Spectrum bills the participant's insurance and a doctor's order is not required. This nasal swab PCR test usually provides results after 2 days.

[See the YC web site for dates and to pre-register.](#)



One risk, perhaps unexpectedly for employees working remotely, is burnout. Employees able to work remotely often feel grateful to their employers. That feeling of indebtedness can lead some remote employees to keep their foot on the gas until they run out of fuel.

Research indicates employees respond to the ability to work flexibly by exerting additional effort, in order to return benefit to their employer. Some of the intensification happens at the employee level (choices they make to "return the favor") but frequently, it is the employer intensifying the workload with requests that cannot be accomplished within certain timeframes.

To ensure employees experience gratitude rather than indebted servitude supervisors should check in. A check in should go beyond project updates and work-related conversations. Leaders need to know what is going on with their people beyond just their work.

Rethink which attributes constitute going "above and beyond." Working longer hours, answering emails late at night, putting time in on the weekend, coming in sick, piling up vacation days, not sleeping — those attributes are way too often considered "high-performing" traits.

However, all it does is increase and reward the behaviors of burn out. Instead, a supervisor should lead by example and encourage your virtual staff to slow down (even when they do not want to) by supporting mental-health breaks, taking vacations, and spending time with family.

Remember, it is harder to recognize when remote employees are experiencing burnout because you cannot see changes in their personality on a day-to-day basis. Ensure there is a process of checking in and being aware of the signs.

- [Article from Human Resources Today](#)



## Supervisors' Corner

### Remote Burn-Out

## 7 SIGNS OF BURNOUT

### get help early

It creeps up on even the most capable and driven people. If you identify it early, you can create an effective long-term management plan to keep you productive, satisfied and connected.

#### DREAD

You dread going to work, and you want to leave again when you get there.

#### IRRITATION

You are easily irritated by colleagues, clients or customers.

#### FATIGUE

You have low energy, and little interest in work.

#### DISTRACTION

You have trouble concentrating and forget things more easily.

#### ISOLATION

You avoid socialising, and actively resist being around others.

#### APATHY

You feel that nothing is going right, and you have no hope that things will improve.

#### DETACHMENT

You feel a general sense of disconnection from others and your environment.

See your doctor to exclude other possible causes of these symptoms.

Feeling Burned Out?

Contact the Employee Assistance Program for help.

888-520-5400 toll-free

[intake@jorgensenbrooks.com](mailto:intake@jorgensenbrooks.com)

# HR HAPPENINGS

Please see below for our schedule of upcoming Wellness activities in September!

**\*\*Also please note a [room change for the Verde Valley campus to Room M-137.](#)\*\***



## Healthwaves: Flu Shots, Pneumonia Shots and Wellness Screenings

- Verde Valley Campus on **Tuesday, Sept. 15<sup>th</sup> from 7:00 – 10:00 a.m.** in **Room M-137** (Please note room change from what is in the Healthwaves flyer)
- Prescott Campus on **Thursday, Sept. 24<sup>th</sup> from 7:00 – 10:00 a.m.** in the Library, Room 19-147
- Prescott Campus on **Monday, Sept. 28<sup>th</sup> from 7:00 – 10:00 a.m.** in the Library, Room 19-147

Schedule your appointment by calling 480-968-1886 or using the following link: [Wellness Screenings](#). Appointments are recommended ~ walk-ins are also accepted. Please bring your insurance card with you.



**We are encouraging everyone to get a Flu Shot this Fall!** The CDC is advising that “getting a flu vaccine is more important than ever to protect yourself, your family and your community”. The more people vaccinated, the more people protected.

Employees and your family members who are covered under the YC plan: you can walk-in and receive a flu shot at no charge. Bring your insurance card!

- Students & Others are Welcome! If you are not covered by the YCT insurance, you may walk-in for a flu shot for \$40. Healthwaves does accept other insurance if you have BCBS of AZ, Medicare B (non-HMO only) or a State of AZ plan. Bring your insurance card or you will be responsible for the \$40 charge.

*\*Please ensure that you follow the YC Return to Campus guidelines (face coverings and using the Campus Clear app before arrival)*



## POP (Prostate Onsite Project): Prostate Screenings

- ✓ Hosted by the Yavapai Combined Trust.
- ✓ The van will be in Prescott on the corner of Goodwin and Montezuma St.
- ✓ Appointments are required: Call 1-800-828-6139 or 480-964-3013
- ✓ These are no-cost screenings for YC benefit-eligible employees & spouses
  - **Friday, Sept. 18<sup>th</sup> from 7:00 a.m. – 2:00 p.m.**
  - **Saturday, Sept. 19<sup>th</sup> from 8:00 a.m. – 12:00 p.m.**



Check out all the details on our YC Wellbeing page at: [POP Prostate Screenings](#)



# ERGONOMICS AT HOME

Ergonomics is the process of designing and arranging everyday things that people use, so that they can interact with them most effectively and safely. Topics being discussed will be specific to working from home: sitting correctly at your desk, posture, exercises for lower back, knee and neck pain and treatment options.

September 16, 2020

12:00 – 1:00 pm

Presented by Coach Victoria

The workshop will be followed by a 30 minute, Meet the Health Coach from 1:00 – 1:30 pm

Register **Here**



Questions?

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Contact Coach Victoria at [Victoria@welcoaz.org](mailto:Victoria@welcoaz.org)

# Adjusting to Your New Post-coronavirus Normal

The coronavirus will continue to impact how we work, shop, eat and travel. As the threat of the coronavirus shifts, Americans are figuring out how ever-evolving guidance shapes their behavior.



**Curbside pickup**

**Social distancing**



**Mobile ordering or online shopping**

**Limited travel**



**Face coverings**

**Virtual learning**



**Hand hygiene**

**Remote working**



To have a fighting chance against the coronavirus, everyone needs to sacrifice and develop a coping mindset. Consider these strategies when adjusting to your new normal:

### ***Focus on what you can control.***

Focusing on the actions of others will only fuel frustration and stress. Instead, focus on what you have control over, such as washing your hands, wearing a mask and practicing social distancing.

### ***Adjust expectations.***

It's important to approach your new normal with flexible expectations. Just as coronavirus guidance is ever-evolving, your expectations should shift and match reality.

### ***Be kind.***

Inside and out of the home, be accepting and polite to others as everyone may be feeling stressed during the pandemic. Collaboration and compassion will help you connect with others.

### ***Find a routine.***

As the pandemic seems unpredictable, setting a routine for yourself can help you stay productive and active. Schedule time for physical health, social connection and stress relief.

### ***Set boundaries.***

Not everyone is navigating the pandemic the same way and may have different viewpoints on protection measures. Respectfully set your boundaries with family, friends and co-workers.



# What is a 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 or retired exercise routine?

The Health Coach can help you meet your Wellness Goals through:

**Nutrition**  
**Weight Loss**

**Stress Management**  
**Sports and Fitness**

**Self-Care**  
**Disease Management**

## Professional Advice & Support to Meet Your Goals



Victoria Davis is a bilingual Health Coach with the Wellness Council of Arizona. She is a Certified Sports Nutritionist with AFPA, a Nationally Certified Personal Trainer through AFAA, and has her CPR and First Aid from American Red Cross. As a child, Victoria was diagnosed with Tourette Syndrome and had to be removed from classes in order to not distract peers. Instead of choosing to use traditional medicine to treat her disorder, her father elected the holistic route of modifying her diet. After a couple of years, the symptoms decreased and Victoria learned to control the disorder through food. She is an advocate for holistic nutrition and firmly stands by Hippocrates statement: "Let food be thy medicine." Her largest passion is to help others see that through proper nutrition and exercise, many positive changes can occur. An NYU graduate with her degree in Music Business, she began her career working at the NYC world famous vegan bakery, Babycakes, before jumping into the music industry for a few years. In 2013, she moved to Guatemala with plans to teach English long-term, but ended up starting her own health-centered bakery in Guatemala, specializing in gluten and dairy free products. In addition to creating her own desserts she enjoys creating both menus and exercise plans in order to target specific health goals for friends and family. She also enjoys running half marathons, biking, traveling, and speaking Spanish.

**Schedule your appointment today!**

<https://welcoaz.as.me/yct>

**Lifestyle ♦ Self-Care ♦ Nutrition**  
**Stress Reduction ♦ Physical Activity**  
**Disease Management**

All Health Coaches work for the Wellness Council of Arizona to serve the health interests of employees. All information shared with them will be kept confidential and will not be shared with any management personnel or any other employees.



## September is Suicide Awareness Month



### September is National Suicide Prevention Awareness Month, where we can educate people about the warning signs of suicide and how to respond to them.

It can be scary if someone you love talks about suicidal feelings. It can be even more frightening if you find yourself thinking about dying or harming yourself. Not taking these thoughts seriously can have devastating outcomes, as suicide is a permanent solution to temporary problems.

The coronavirus disease 2019 (COVID-19) pandemic has been associated with mental health challenges. Many people might be experiencing some form of hopelessness/helplessness due to the pandemic and social unrest in the US, so expressing these thoughts may be written off as “normal” given our current state.

#### Warning Signs Common to Most Suicides:

- Talking about suicide and death
- Tidying up his or her affairs: drawing up a will, giving away possessions
- Drastic, sometimes aggressive, changes in behavior
- Withdrawing from social interaction
- Sudden neglect in appearance
- Self-mutilation or doing acts of self-harm
- Sudden drug or alcohol abuse
- Expressing feelings of hopelessness and helplessness
- Previous suicide attempts
- Family or peers who have recently attempted or committed suicide

Suicidal behaviors are a psychiatric emergency. If you or a loved one starts to take any of these steps, seek immediate help. In addition to the impactful resources included in the column to the right, you can also visit your primary care provider, local psychiatric hospital, EAP carrier, or your local emergency department.

#### Where to Find Help

##### **National Suicide Prevention Lifeline**

**1-800-273-8255**

*The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.*

##### **24/7 Crisis Hotline: National Suicide Prevention Lifeline Network**

1-800-273-TALK (8255)

*(Veterans, Press 1)*

suicidepreventionlifeline.org

##### **Crisis Text Line**

Text TALK to 741-741 to text with a trained crisis counselor from the Crisis Text Line for free, 24/7.

##### **National Alliance on Mental Illness (NAMI)**

www.nami.org

1-800-950-6264

*(M-F, 10 AM – 6 PM ET)*

Text NAMI to 741741 for 24/7, confidential, free crisis counseling

##### **Veterans Crisis Line**

Send a text to 838255.

##### **SAMHSA Treatment Referral Hotline (Substance Abuse)**

1-800-662-HELP (4357)

##### **RAINN National Sexual Assault Hotline**

1-800-656-HOPE (4673)

##### **National Teen Dating Abuse Helpline**

1-866-331-9474

##### **The Trevor Project**

1-866-488-7386