

HR HAPPENINGS

May 7, 2021

In this issue

Open Enrollment is NOW	P.1
Retiring or Resigning Soon?	P.1
Welcome New Employees	P.2
Live Well, Work Well from Hays Co.	P.2
Staff PD Day & Roger Runyan Award	P.3
Outward Mindset	P.3
Internal Job Postings	P.3
COVID-19 Vaccines	P.4

Retiring or Resigning Soon?

Thinking of retiring or resigning soon? This can be an exciting time as you contemplate moving on to your next phase in life. As you are making plans, please refer to our policies on leaving YC.

If you are regular full-time or regular part-time staff, Policy 2.45 Separation from Employment states:

“An employee who plans to leave the College is requested to provide at least 10 working-days’ notice in writing to the immediate supervisor and to Human Resources.”

If you are faculty, [Policy 2.36 Severance of Employment of Full-Time Faculty](#) states:

“Faculty members agree to terms set forth in a contract, which cannot be broken unless in accordance with operational policy or mutually agreed to by the contract parties. Faculty members will provide written notice of intent to resign or retire to the college President, pursuant to the procedures identified.



Benefits Open Enrollment Available NOW

Enroll in May for your 2021-22 Benefits!

Open enrollment this year is from May 1st to May 31st. To enroll, select **My Benefits** in your YC portal > Employees card.

What's Changing?

We have several changes and new benefits we are offering this year:

- Changing to 4-tier rates for the Medical, Dental and Vision plans to add an Employee + Spouse and Employee + Children rates
- Adding copays to the PPO 350 (formerly the Premier Plan) and PPO 600 (formerly the Basic Plus plan),
- Changing the HDHP 2800 (formerly the HDHP + HSA plan) deductible and adding HSA contributions for all eligible employees
- Offering new wellbeing programs from Marquee Health and Tria Health

And a lot more!

To learn more, plan on attending one of our information sessions listed below.

[Tuesday, May 11, 11 am - 12:30 pm](#) (info session followed by drop-in with Business Partners)

[Monday, May 17, 10 – 11 am](#) (drop-in with Business Partners)

[Thursday, May 27, 12 – 1 pm](#) (drop in with Business Partners)

The [HR Open Enrollment web page](#) has links to many helpful resources, too!

Contact AskHR@yc.edu or your HR Business Partner with any questions.

Continued from p. 1

Failure to do so will result in a breach of contract and a voiding of any other terms and conditions of the contract, including accrued leave credits. Guidelines for notification shall meet one of the following conditions, whichever date occurs last

- At least three months prior to the end of the contract term. Faculty members are encouraged to provide as much notice as possible in addition to this three-month period.

- Thirty days after receiving notification of the terms of appointment for the subsequent contract term.”

For all employees, to make your transition out of YC as smooth as possible, [please refer to the employee separation checklist](#).

Questions? Contact your HR Business Partner or AskHr@yc.edu.

Live Well, Work Well from Hays Companies

[The Live Well, Work Well newsletter is an employee newsletter](#) from Hays Companies, our insurance broker, that is produced monthly and covers topics like health, wellness, fitness, nutrition and personal finance. This month's newsletter discusses self-care and your mental health, skin cancer and how fast food impacts heart health.



Christine Bayer, Business Partner



Brittney Hollar, Support Specialist

The Human Resources Team is pleased to introduce you to Christine Bayer and Brittney Hollar! Brittney joined the HR Team as the new Support Specialist on March 8, replacing Carmen Krawcheck who moved to the East Coast. Christine started on April 19 as a new HR Business Partner. Both bring years of human resources experience to the team.

Christine is a native New Yorker who moved to Prescott five years ago and absolutely embraces Prescott living. She has more than fifteen years of HR experience, most recently as an HR Business Partner at Cobham Aerospace in Prescott. Emphasizing her passion for HR, Christine expresses, “I love being able to assist employees with their issues and guide or coach them through their challenges to a successful outcome.” She finds working with an HR team to develop and support

organizational goals highly rewarding. For fun, Christine enjoys golfing, hiking, and beautiful fast cars, all of which she has been able to enjoy more since her move to Arizona.

Brittney has been in Customer Service since 2008 and in Human Resources since 2017. She looks forward to bringing her knowledge and skills to the department, along with furthering her development as a professional with Yavapai College. When Brittney is not working, she enjoys reading, golfing with her husband, going kayaking in one of the many lakes in the area, or relaxing at home with her three dogs.

We hope you have a chance to meet Christine and Brittney soon!

Welcome New Employees!

Introducing two new HR employees plus a welcome to other new YC employees

Welcome also to these other new full-time YC employees:

- Rebekka Bartels, Senior Accountant Business Office
- Rozanne DeWeese, Women's Soccer Coach, Athletics
- Andrew Luciano, Men's Soccer Coach, Athletics
- Angela Rey, Instructional Support Specialist, Allied Health
- Aaron Kraft, Instructional Design Specialist, TeLS
- Christopher Kawabata, ABE/GED Specialist, ABE Program
- Harold Warren, Asst. Men's Soccer Coach, Athletics
- Esteban Soto, Custodian, Prescott Custodial
- Christina Sedillo, Mentor Teacher Specialist, FEC



Save the Date: YC's Inaugural Staff Professional Development Day June 17, 2021

YC's inaugural Staff Professional Development Day, themed "[New Ways for New Days](#)," will be held on **June 17 from 9 am – 5 pm**. The College will be closed to the public to allow staff the opportunity to attend. You will be able to choose from four tracks and 20 sessions. The sessions will include internal and external experts presenting such topics as shared governance, time management, cultural intelligence, conflict resolution, leadership development, performance management, form development, Zoom, meeting facilitation, and many more.

Professional Development and Training Committee Chair, Charlotte Dunnigan, is leading a cross-department planning team. "I'm excited about the professional development opportunities directed specifically for staff. The planning committee has worked really hard to craft offerings based on the feedback we received from the staff survey. Everyone will find something that is interesting and enriching."

Especially exciting will be the awarding of the [Roger Runyan Employee Career Enhancement](#)

[Award](#) during this event. Applications are open now for this award, which provides financial assistance to full-time staff actively seeking increased professionalism and effectiveness through educational enrichment opportunities. Applications may be for seminars, workshops, or related degree and certificate programs that will serve to enhance the staff member's work environment.

Applications for the fiscal year 2021-2022 are **due by noon on Monday, May 31, 2021**. [Apply on line here](#).

Summer Hours Reminder

Summer 2021 Hours Start Next week!

Summer hours start next week, the week of May 10 and run through the week of August 2. This means that the College will be closed on Fridays starting May 14 through August 6.

Please make sure that you have discussed your work plan with your supervisor for the summer 36-hour work weeks.

Questions? Feel free to contact your [HR Business Partner](#).

Outward Mindset

There is still room in the Outward Mindset workshop on May 17 & 18 with Thatcher Bohrman, Stacey Hilton, and Lisa Schlegel facilitating. Register NOW through your YC Portal, Employees card, My Learn. Search in the Course Catalog (link at top of the page) for Outward Mindset.

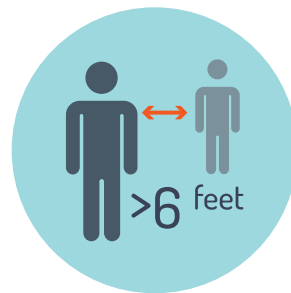
2021-2022 workshop dates will be announced next week. You will be able to register for these through My Learn as well.

Internal Job Postings

As a reminder, the HR Department sends out emails with HR Opportunities for jobs that we are advertising internally for current YC employees. You can view all [the internal postings online here](#).

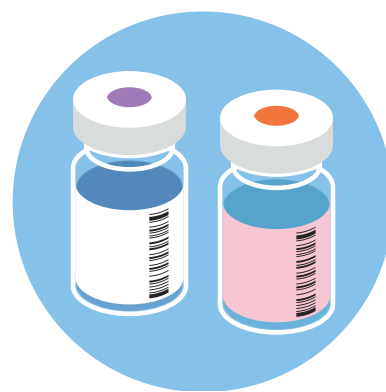
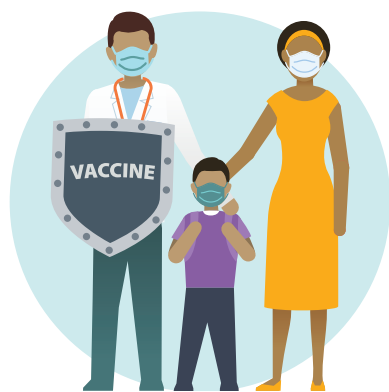
COVID-19 Vaccines

Vaccines (shots) are one of the tools we have to fight the COVID-19 pandemic.



To stop this pandemic, we need to use all of our prevention tools. Vaccines are one of the most effective tools to protect your health and prevent disease. Vaccines work with your body's natural defenses so **your body will be ready to fight the virus**, if you are exposed (also called immunity). Other steps, like wearing a mask that covers your nose and mouth and staying at least 6 feet away from other people you don't live with, also help stop the spread of COVID-19.

Studies show that COVID-19 **vaccines are very effective** at keeping you from getting COVID-19. Experts also think that getting a COVID-19 vaccine may help keep you from getting seriously ill even if you do get COVID-19. These vaccines cannot give you the disease itself.



The vaccines are safe. The U.S. vaccine safety system makes sure that all vaccines are as safe as possible. All the COVID-19 vaccines that are being used have gone through the same safety tests and meet the same standards as any other vaccines produced through the years. A system in place across the entire country that allows CDC to watch for safety issues and make sure the vaccines stay safe.

Different types of COVID-19 vaccines will be available. Most of these vaccines are given in two shots, one at a time and spaced apart. The first shot gets your body ready. The second shot is given at least three weeks later to make sure you have full protection. If you are told you need two shots, make sure that you get both of them. The vaccines may work in slightly different ways, but all types of the vaccines will help protect you.



www.cdc.gov/coronavirus/vaccines

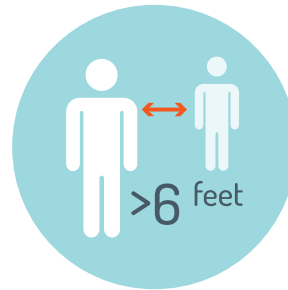


The vaccines may cause side effects in some people, like sore muscles, feeling tired, or mild fever. These reactions mean the vaccine is working to help teach your body how to fight COVID-19 if you are exposed. For most people, these side effects will last no longer than a day or two.

Having these types of side effects does NOT mean that you have COVID-19. If you have questions about your health after your shot, call your doctor, nurse, or clinic. As with any medicine, it is rare but possible to have a serious reaction, such as not being able to breathe. It is very unlikely that this will happen, but if it does, call 911 or go to the nearest emergency room.

When you get the vaccine, you *and* your healthcare worker will both need to wear masks.

CDC recommends that during the pandemic, people wear a mask that covers their nose and mouth when in contact with others outside their household, when in healthcare facilities, and when receiving any vaccine, including a COVID-19 vaccine.



Even after you get your vaccine, you will need to keep wearing a mask that covers your nose **and** mouth, washing your hands often, and staying at least 6 feet away from other people you do not live with. This gives you and others the best protection from catching the virus. Right now, experts don't know how long the vaccine will protect you, so it's a good idea to continue following the guidelines from CDC and your health department. **We also know not everyone will be able to get vaccinated right away, so it's still important to protect yourself and others.**