

# HR HAPPENINGS

## Outward Mindset

Register now for the next **Outward Mindset 2-day workshops**. If you would like to participate in the workshop for a second time, you are welcome to join in again, with your supervisor's approval, using your original materials.

- Dec. 15 & 16
- Feb. 11 & 18
- May 16 & 17

Register through the YC Portal, Employees card, My Learn. Select Browse Training Catalog in the Quick Actions box, then search for Developing and Implementing an Outward Mindset.

Join us for **Monthly Mindset discussion groups** to refresh our learning on individual topics. No RSVP required! Watch your email for the Zoom links

- Oct. 21, 12-1 pm, S.A.M.: More Than Green Eggs & Ham
- Nov. 10, 2-3 pm, Daily Dose of Outwardness
- Jan. 21, 12-1 pm, The Impact of Collusion

**Yavapai**  
COLLEGE



## Minimum Wage Increase

In accordance with A.R.S. § 23-363(B), Arizona's **minimum wage** will increase from \$12.15 to \$12.80 effective January 1, 2022. The 65 cent increase in minimum wage is based on the increase in inflation between August 2020 and August 2021, as published in the U.S. Bureau of Labor Statistics' Consumer Price Index. Employees currently earning minimum wage do not need to take any action as this will automatically apply to your worked hours starting January 1, 2022.

## Goals and Trainings

As a reminder, your **performance management goals** were due in My Perform by Sept. 30. Once employees enter goals, supervisors must sign to approve them. If you have not yet developed your goals, now is the time to get this done.

Also, **YC mandatory trainings** are due on Oct. 31, so be sure to plan time to complete these. Timely completion will positively affect your Learning Excellence rating at the end of the year. Lastly, employees with access to sensitive information have been enrolled in Protecting Information through My Learn which is also due by Oct. 31.

October 8, 2021

## In this issue

Minimum Wage Increase 2022	P.1
Goals and Mandatory Training	P.1
Welcome New HR Team Member	P.1
Outward Mindset	P.1
Supervisors' Corner	P.2
Wellness Raffle Winners	P.2
Wellness Incentive	P.2
Pfizer Booster Over 65	P.3
Jet Dental Free Cleaning	P.4
International Pronoun Day Oct. 20	P.5
Suicide Prevention & Education	P.6
NCU Scholarship	P.10

## Welcome New HR Team Member!



Welcome to **Wyatt Brannock**, our new HR Support Specialist! Wyatt was born in Glendale, AZ and has lived in Arizona his entire life, mostly in the Prescott area having moved here when he was 10 years old. Wyatt has a 6 year old daughter named Madison and a fiancé named Audree. In March of this year, Wyatt joined YC as a student worker in the HR department and graduated this summer with his Associate of Applied Science in Management. He is continuing on to his Bachelor of Strategic Leadership through NAU.

In his free time, Wyatt enjoys spending time with family and friends and enjoys watching and playing football and baseball. Wyatt is excited to grow and learn more in his new role and continue to meet new people here at Yavapai College!

## Outward Mindset (cont. from P.1)

Lastly, [check out this Inc. Magazine article](#) about applying the S.A.M. tool to build strategic flexibility in times of crisis.

## Wellness Incentive

### What is a Wellness Incentive Program?

We are glad you asked... we want to encourage the employees of Yavapai College to get their annual wellness screenings, because we value their health and well-being. In order to do so, we are offering an incentive off next year's premium rates for those employees who participate in the program!

### How do I participate?

It is simple... employees who complete their screening or wellness exam by April 30, 2022 will be eligible to receive the Wellness Incentive Rate. They can visit the Healthwaves onsite biometric screening in November or visit a primary care provider for an annual wellness exam. Healthwaves has scheduled many dates and locations throughout the month of November for wellness screenings and flu shots. Employees are welcome to attend any of the dates or locations that are convenient for them.

## Supervisors' Corner

### HIPAA Course Now Available

### How to Drive Focus for Goal Alignment and Performance



#### HIPAA Course

A new course titled HIPAA: Basics is now available in My Learn. Supervisors are welcome to enroll their employees or have them self-enroll. This course is 45 minutes long and provides an overview of the basic principles in HIPAA, HITECH, and Omnibus. The three principal areas of HIPAA will be covered: privacy, security, and breach notification.

To access this course, log into the YC Portal and select My Learn from your Employees card. Once in NEOGOV, select Browse Training Catalog from the Quick Actions box. In the Search box, enter HIPAA and the course will come up. If you need help enrolling your employees, please reach out to your [HR Business Partner](#).

#### How to Drive Focus on Goal Alignment and Performance Expectations

As you are aware, at least three of this year's performance management goals must align with the YC Strategic Plan Goals of Belonging, Living Wage, Adult Learners, and/or Delivery. The other goals should align with the YC Way Competencies (Service, Learning, or Relationship Excellence), growth or enhancement of an employee's job knowledge and functions, or the department or division strategic plan.

In this [article from Quantum Workplace](#), learn four ways to drive focus, create clarity, and share performance expectations for goal alignment.





## FDA APPROVES PFIZER BOOSTERS FOR INDIVIDUALS OVER 65 OR AT HIGH RISK from OptumRx

Effective September 22nd, 2021, the U.S. Food and Drug Administration has expanded emergency use authorizations for Pfizer COVID-19 vaccines to allow a single booster dose to be administered at least six months after completion of the primary series. On August 13, 2021, they had expanded emergency use authorizations for mRNA COVID-19 vaccines (Moderna and Pfizer) to allow an additional dose. Below distinguishes when doses are considered an additional dose versus a booster dose.

- Additional dose of an mRNA (Pfizer and Moderna) COVID-19 vaccine may be administered to targeted patients that are immunocompromised under the Emergency Use Authorization (EUA). Additional dose of an mRNA COVID-19 vaccine should be the same vaccine as the initial series and administered at least four weeks after completing a primary mRNA COVID-19 vaccine series.

Booster dose is a single dose for populations with waning immunity to be administered at least six months after completion of the primary series. Only Pfizer COVID-19 vaccines have approval under the EUA subject to the CDC recommendations below:

- People 65 years of age or older and residents of long-term care settings SHOULD receive a booster dose
- People 50-64 years of age with underlying medical conditions SHOULD receive a booster dose; people 18-49 years with underlying conditions MAY receive a booster dose
- People 18-64 years of age at increased risk of COVID-19 exposure and transition because of occupational or institutional setting MAY receive a booster dose

OptumRx has updated our systems to allow pharmacies to submit claims for both additional doses and a Pfizer booster dose after the initial two dose series. A fax blast has been sent to pharmacies and they are requested to submit accurate Submission Clarification

Code (SCC) codes to receive the correct administrative fee payment.

Please note that the FDA is reviewing boosters for the Moderna COVID-19 vaccine, but no data is yet available and a decision date has not been set.

OptumRx continues to monitor COVID-19 vaccine recommendations. Additional data and Emergency Use Authorization (EUA) revisions are expected in the coming weeks. If the FDA revises the vaccine EUA and the Advisory Committee on Immunization Practices issues recommendations, OptumRx will modify vaccine policies accordingly to ensure member appropriate member access.

## Wellness Incentive (Cont. from P.2)

Schedule your [appointment time](#) by [clicking here](#) or by calling (480) 968-1886. We recommend selecting Option 2, as that has all the required tests to participate in the Wellness Incentive Program.

### What is the Wellness Incentive Rate?

With the completion of the Healthwaves Biometrics screening or annual wellness exam with your primary care physician, you will qualify to have \$10 taken off your monthly insurance premium costs in 22-23!

### Why should I get an annual biometric screening or wellness exam?

Wellness screenings are a preventative service that can give employees a great snapshot of their current health and can show if they are at risk for high blood pressure, heart disease or other chronic illnesses.

We are making wellness a priority at Yavapai College, because we care about our employees, so please make sure to get your annual screening. We also encourage you to check out our new wellness program in your YC Portal > Employee card > My Wellness to start participating in challenges, sign up for health coaching or watch any of the on demand webinars available to you!



We are happy to offer a new benefit for all our faculty and students at Yavapai College (Prescott and Verde Valley campuses). Jet Dental, a professional dental team, will come directly to our offices to provide comprehensive exams, preventative cleanings and x-rays at no cost (with insurance) for all our staff and any family member you would like to attend.

**WHEN:** Verde Valley Campus: November 17<sup>th</sup>; Prescott Campus: November 18<sup>th</sup>

**WHERE:** Jet Dental Trailer

**WHO:** All faculty, their dependents, and students

**COST:** **NO COST\* with INSURANCE!** Just bring your insurance info.

\*Regular preventive cleanings are covered 100% by our dental insurance. Patients with periodontal gum disease may need a deeper cleaning (known as scaling & root-planing), which requires a copay. Jet Dental's professional team will review any applicable costs before performing treatment, and can offer flexible payment options as needed.

**Please note:** We are currently only accepting appointments for patients on PPO plans (no HMO plans at this time).

Take advantage of this convenient benefit! If you have any questions, reach out to your [HR Business Partner](#). Reserve your time online: [Prescott appointment](#) OR [Verde Valley appointments](#).

# Let's Talk About Pronouns

Mark your calendar: Oct. 20 is International Pronoun Day!

Pronouns are how we refer to each other in the third person. We use pronouns in place of a person's name, and many also see pronouns as a label, so to use the correct pronouns when addressing someone shows respect.

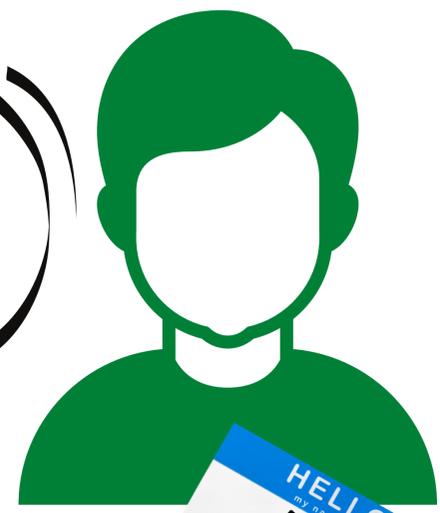
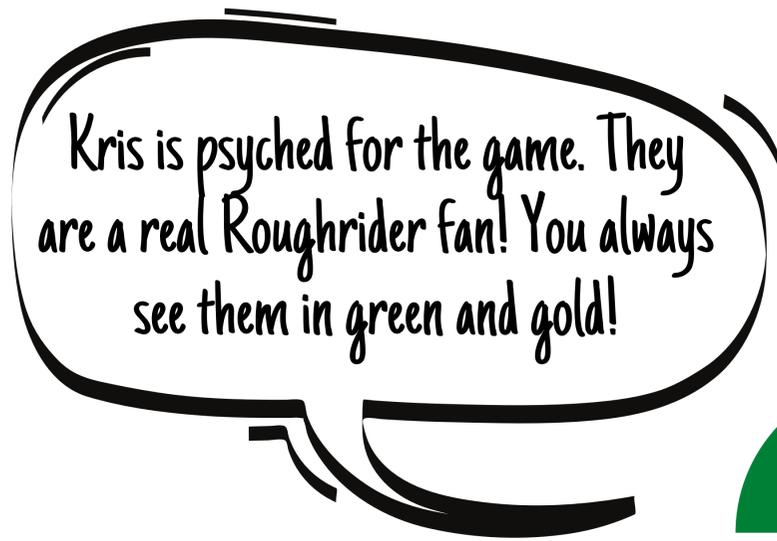


Pronouns often carry a categorization of gender. You might have heard these referred to as "masculine" and "feminine" pronouns. But not everyone identifies as strictly masculine or feminine. These folks may prefer you use **nonbinary** pronouns like "They/Them/Theirs."

## She, Her, Hers

## He, Him, His

## They, Them, Theirs



### ASK

You can't know someone's pronouns by looking at them.

### RESPECT

Show people respect by using the pronouns that represent them.

### SHARE

Introduce yourself with your own pronouns.



## Be open to learning more!



They/them/theirs are not the only gender-inclusive pronouns that people use. If someone shares something different with you, be sure to use the pronouns that are correct for that person.

You may be worried about making a mistake- that's normal! Just remember that we all slip up sometimes. The best thing to do when that happens is to apologize and use the correct pronouns going forward. Try not to make a big deal or bring extra attention to the situation.



**You can add YOUR pronouns to your college records by logging into the college website then "My Account" then "Update My Profile"**

More information is available at: <https://www.yc.edu/v6/equity>



**IMPACT - SUICIDE PREVENTION CENTER**  
*Your partner for a safe, strong and healthy community*

## La Frontera Arizona

is committed to working collaboratively with our public and private partners to solve community problems. We address issues of behavioral health, housing, family and children's services, employment, crisis intervention, and community and cultural education.

We work hard to build personal responsibility and to stabilize families, and we know how important one person, one connection, can be. The **Reach Out. Check In. Save a Life.** campaign can make a difference. It can make our communities safer, stronger, and healthier.

*Join us.*



**IMPACT - SUICIDE PREVENTION CENTER**  
*Your partner for a safe, strong and healthy community*

### **IMPACT-Suicide Prevention Center**

618 South Madison Drive • Tempe, Arizona 85281

### **La Frontera Center**

504 West 29th Street • Tucson, Arizona 85713

To find out how you can help, or for more information, please call 1.855.269.2222 or visit our website

**ReachOutCheckIn.org**

**REACH OUT.**

**CHECK IN.**



**SAVE A LIFE.**



The **Reach Out. Check In. Save a Life.** campaign encourages individuals to be more active in caring about each other, to make an effort to maintain contact with family, friends, co-workers, even casual acquaintances, to reach out and check in on a regular basis.

**Sometimes, it's the little things that can make a big difference.**

A casual phone call to catch up with a schoolmate. A cup of coffee with a colleague. A ball game with a friend. A walk in the park with a family member. Even just saying "hello" to someone you pass in the hall.

By making a connection on a personal level, we say "we care," and that can make a world of difference. By recognizing that even the smallest gesture can have a big impact, we can reduce substance abuse, diffuse domestic violence, or give hope to a neglected child. We can literally save a life.

**Reach Out. Check In.**  
**Do what you can to help.**



## **Life can be challenging. Friends can make it easier.**

On any given day, anyone can feel overwhelmed as we attempt to balance work, family, and the pressures of life. Any one of us can feel isolated, alone, depressed.

At some point, we all need help and support. Someone to talk to; someone who will listen. Imagine the impact we could have if each one of us reached out and checked in to let someone know we care and that he or she is important.



**Everyone can make a difference.  
Your company can also help.**

**You can become a Community Partner.**

- Tell your staff that they can impact a person's life just by listening, connecting.
- Remind them that it takes just a few moments to make a big difference.
- Encourage everyone to reach out and check in.
- Put up the **Reach Out** poster, distribute the bookmarks, give out the bracelets.
- Set up a **Reach Out** day.
- Develop a discount or special incentive for participation (this is easy to do if you're a restaurant or coffee shop or movie theater or sports park).
- Be more aware of the needs of others. Lend a helping hand whenever possible.



## **Warning Signs of Suicide:**

- Recurring thoughts of Death/Suicide
- Previous suicide attempt
- Drastic changes in behavior
- Withdraws from friends or social activities
- Giving away prized possessions
- Increased use of alcohol or drugs
- Recent significant losses

## **How to Help:**

- Be direct and show you care:  
    “I don’t want you to kill yourself”
- Ask questions and be willing to listen
- Don’t discount or minimize the person’s feelings
- Tell others your concern –  
    Don’t keep it a secret
- Stay with your friend until you get help.  
    Remove means (guns, pills, etc.)
- Call for help – a crisis line, doctor or trained professional

## **IMPORTANT PHONE #'S**

Call 911 in an emergency

### **Crisis/Suicide Hotlines:**

- ***La Frontera Arizona/EMPACT – Suicide Prevention Center***

- ***24-hour Crisis Hotline***

480-784-1500

- ***National Lifeline Network***

800-273-TALK

- ***Maricopa County Crisis Hotline***

800-631-1314

800-327-9254 (TTY)

### **Teen 24-Hour Hotlines:**

- ***Teen Lifeline*** 602-248-TEEN

- ***Youth America*** 877-YOUTHLINE



**LA FRONTERA**  
ARIZONA

**EMPACT - SUICIDE PREVENTION CENTER**

***Your Partner for a Safe, Strong, and  
Healthy Community.***

### **24-Hour Crisis Hotlines:**

(480) 784-1500 or

Tel (480) 784-1514 (Main Line)

[www.empact-spc.com](http://www.empact-spc.com)

Accredited by the American Association of Suicidology



## FIRST COURSE FREE!

PLUS, 25% OFF TUITION FOR BACHELOR'S,  
MASTER'S, AND DOCTORAL PROGRAMS.\*

\*EXCLUDES CERTIFICATES AND JFK SCHOOL OF LAW AT NCU PROGRAMS.



**Deciding on your next educational steps?** Complete your bachelor's or earn a graduate degree at Northcentral University, and take advantage of a 25% tuition reduction for Yavapai College faculty, staff and alumni.\*

NCU programs are designed to meet the needs of working professionals around the world.

- No physical residency
- 1:1 Teaching Through Engagement learning model
- 100% doctoral faculty
- Weekly course starts
- Over 50 rigorous academic programs, including business and psychology

Northcentral is nonprofit and regionally accredited by WASC Senior College and University Commission.

You have what it takes to advance yourself and do even more for your career and your community. Learn more about our programs today.

**Apply Today**

*\*Excludes John F. Kennedy School of Law at NCU programs and certificate programs.*

**NCU Headquarters**

11355 N. Torrey Pines Road  
La Jolla, CA 92037

**NCU Service Center**

8667 E. Hartford Drive  
Suite 100  
Scottsdale, AZ 85255

Northcentral University is regionally accredited by WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001, [www.wscuc.org](http://www.wscuc.org).

[Privacy Policy](#)   [Accreditations](#)

Copyright © Northcentral University. All rights reserved.