

HR HAPPENINGS

January 8, 2021

In this issue

Reminder: Check Your Benefits	P.1
HSA Limits Increasing	P.1
2020 Tax Forms Reminder	P.1
Monthly Mindset	P.1
Supervisors Corner	P.2
Welcome New Employees	P.2
HR Happenings Back Issues	P.2
NCU Scholarship Deadline	P.2

2020 Tax Forms Reminder

Your 2020 Form W-2 will be available online by January 31st and Form 1095-C, which is not required to be attached to your tax return, will be available online by March 2nd! Please see the NEWSFLASH from January 6 for instructions on how to obtain your forms electronically.

Monthly Mindset

We have had great feedback and participation from employees who have attended the Monthly Mindset discussion groups! Here are the next topics and dates:

- Why Do We Turn Inward?
1/27, 1-2 pm
Zoom:<https://yavapai.zoom.us/j/93758181207>
- Influence Pyramid
2/22, 3:30 – 4:30 pm
Zoom:<https://yavapai.zoom.us/j/95920940908>
- Self-Betrayal
3/26, 11 am – 12 pm
Zoom:<https://yavapai.zoom.us/j/93019975651>



Reminder: Check Your Benefits

Just a reminder that you can check your current health benefits by going into your employee portal here:

My Benefits > View/Change My Benefits > Check your Current Benefits

If you want to make a change to your benefit elections, you can do so IF you have a qualifying event (otherwise you will need to wait until open enrollment in May).

If you are not sure if you have a qualifying event, you can check here for a list of qualifying life event changes:

My Benefits > View/Change My Benefits > Qualifying Life Event Changes

Still have questions? Reach out to your HR Business Partner or AskHR@yc.edu.

HSA Limits Increasing

Each year the IRS sets the maximum contribution amounts for Health Savings Accounts (HSA) and Flexible Spending Accounts (FSA). For 2021, a small increase in the Health Savings Account limits was implemented, while the FSA maximums did not change. Please see the following summary for the 2021 limits.

	2021 Limit*	Change in Maximum
HSA Plan		
- Employee Only	\$3,600	+\$50
- Family	\$7,200	+\$100
HSA Catch-up Contribution		
- Employees age 55 or older	\$1,000	No change
Flexible Spending Account		
- Employee & Family	\$2,750	No change

*The HSA limit includes the Employee and YC contribution

If you are enrolled in the High Deductible Health Plan you are eligible to contribute to an HSA. To make updates to your contribution, please visit My Benefits in your YC portal and select View/Change My Benefits for instructions. Please contact your HR Business Partner with any questions.

Welcome New Employees

Please welcome these new full-time employees:

Robert Alexander,
Lead Technician, Vineyard

Andrea Borchers,
Nursing Faculty

Mayra Garcia Hernandez,
Academic Success Advisor

Jason Hebers,
Athletic Major Gift Officer

Josh Hoover
Associate Professor, CDL

Gene Mallicote,
Sedona Center Custodian

Nancy Olvera,
Instr. Support Specialist

Roberto Olvera,
Facilities Technician III

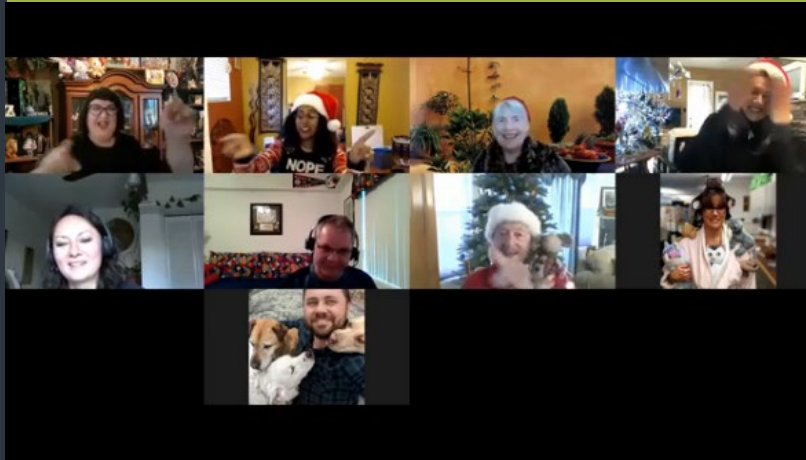
An Pfister,
Specialist, Instr. Designer

HR Happenings Back Issues

All HR Happenings issues are now [available online in the side bar of the HR web page](#). Thanks Jerry Z!

NCU Scholarship for YC Employees

Reminder that Northcentral University is offering one full-tuition scholarship for a bachelor's completion, master's, or doctoral program to YC employees and alumni. The application deadline is January 18! [Apply online here.](#)



Supervisors Corner

Working from Home: FLSA and Non-Exempt Employees

Recognizing that Service Excellence and FLSA laws can be contradictory in our culture, it is important to communicate how to balance good customer service with legal requirements.

[This link to a National Law Review article](#) reiterates how important it is to consider how non-exempt employees are working. With telecommuting and cell phones it is a natural response to check emails and respond during off hours, weekends, evenings, vacations, etc. Without realizing it, checking email and responding can turn into hours of work over time.

As leaders, we need to remind non-exempt employees not to do so unless directed by a supervisor. If they do work outside of their normal work hours, it is important to pay them for their work. If an employee does not follow supervisor instruction in this area and still works, we pay them and then use the performance management process to correct their behavior.

HR Policy 2.02 outlines both the supervisor and employee responsibilities related to over-time:

Overtime: All hours over normal workweek hours MUST be approved in advance by the direct supervisor. Employees will be compensated at their base rate of pay up to 40 hours and at one and one-half (1.5) times their base rate of pay for time worked over 40 hours in a work week. Compensatory time off is not allowed in lieu of pay for overtime worked.

Holiday, vacation, sick leave, and other paid leave time will not be included as hours worked in the calculation of overtime.

While this policy requires that overtime must be approved in advance, an employee must be paid for all hours actually worked whether specifically authorized or not. Employees who work overtime without the proper advance authorization may be subject to corrective action up to and including termination.

In addition to our compliance to the law, we also need to demonstrate our commitment to employee well-being. For both exempt and non-exempt employees promoting good work-life balance so employees don't get burned out and have enough down time to re-charge their batteries is a good thing to do.

Receiving an emergency text and reading one email will likely not be suspect, but this combined with employees who want to be responsive and give good customer service who read and respond to any email or text outside of regular work hours without being compensated can create risk to the organization.

Our HR Business Partners who attend your division meetings will bring this up during your next meeting. As leaders, your support and reinforcement is always appreciated.